

Department	Corporate Strategy
Policy Type	External
Trim Reference	
Resolution Date	
Review Frequency	Three years
Review Date	June 2020
Policy Supersedes	n/a



District Events Funding Policy

Background

Council provides funding to support event organisers to off-set costs of compliance and regulatory costs associated with running major events. The budget for this fund is set each year through the Annual Plan / Long Term Plan process. This Policy sets out the Council's process for receiving and assessing applications for the District Events fund.

Objectives

The objectives of this policy are to ensure the distribution of funding:

- occurs in a consistent, efficient, effective manner;
- is transparent, fair and accountable;
- is consistent with the purpose of Local Government - *to enable local decision-making and action by, and on behalf of, communities; and to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;*

Community Outcomes

Council's vision for the district is for Matamata-Piako to be 'The Place of Choice.' Council recognises the role of events in supporting this vision.

Matamata-Piako – The Place of Choice Lifestyle. Opportunities. Home.				
Enabling...				
Connected Infrastructure	Economic Opportunities	Healthy Communities	Environmental Sustainability	Vibrant Cultural Values
Infrastructure and services are fit for purpose and affordable, now and in the future.	We are a business friendly Council.	Our community is safe, healthy and connected.	We support environmentally friendly practices and technologies.	We promote and protect our arts, culture, historic, and natural resources.
Quality infrastructure is provided to support community wellbeing.	Our future planning enables sustainable growth in our district	We encourage the use and development of our facilities.	Development occurs in a sustainable and respectful manner considering kawa/protocol and tikanga/customs.	We value and encourage strong relationships with iwi and other cultures, recognising wahi tapu and taonga/significant and treasured sites and whakapapa/ancestral heritage.
We have positive partnerships with external providers of infrastructure to our communities.	We provide leadership and advocacy to enable our communities to grow.	We encourage community engagement and provide sound and visionary decision making.	We engage with our regional and national partners to ensure positive environmental outcomes for our community.	Tangata Whenua with Manawhenua status (those with authority over the land under Maori lore) have meaningful involvement in decision making.

Policy

Who can apply?

- Community groups, non-profit organisations, business associations, iwi/Maori organisations can apply.
- Individuals, commercial enterprises, and organisations supported by government agencies may be considered depending on the alignment of their project/organisation with the Policy.

What kinds of events are eligible for funding?

The event must

- be held within Matamata-Piako District.
- have the potential to attract a significant number of visitors.
- have potential to become an iconic event.
- have strong support from the community and business sector.
- be supported by a business case.
- contribute to Council's Vision and Outcomes.
- enable and provide economic opportunities in the district.
- encourage participation across diverse communities and provide opportunities for the wider community to increase social connection.

What can funds be used for?

New Events

Funding granted under this policy can be used for the organisation and promotion of large-scale events that are likely to enable and provide for economic activities along with on-going community involvement in the Matamata-Piako District. Funding is allocated for effective promotion of these events, with preference given to those using (*insert facility examples*).

Existing Events

Existing events can apply for this grant in order to further the community benefit and participation generated by their activities.

Those seeking funding assistance for resource consents, should apply for the Resource Consent Grant.

The Events fund is not for the payment of wages or honorariums.

What are the assessment criteria?

Council will consider the following when assessing a proposal for a grant:

- the viability of the event as a whole and fundraising efforts already shown (e.g. Business Plan, marketing strategy).
- the viability and sustainability of the event.
- the extent of the benefit to the community, including economic opportunities and benefits.
- the event cost and scope.
- previous assistance given by the Council or other agencies.
- the contribution to the event being provided by the organisation itself.
- the contribution of the event to Council's vision and outcomes.

Funding approved under this Policy may be for one-off events or regular events, and may be approved for one or more years.



Funding limits

The total amount available each financial year (i.e. from 1 July to 30 June) is determined through the Annual Plan / Long Term Plan process. The funds are allocated on a first come first served basis until the funding is used up. Unallocated funds from the annual budget each year will not be available for allocation in the following year. Funds must be used within six months of the decision to grant funding to your group.

Your group cannot apply for funding more than once per event under this policy. Your group may apply for other Council funds separate to this policy (e.g. Community Ward Grants, Resource Consent Grant).

How to apply

There are no funding round application dates. This means that applications can be made at any time during the year. An application form must be completed in full prior to the event date(s) and submitted to any Council Office or submitted online along with the required attachments. Incomplete or retrospective applications will not be considered for funding.

How will I know if funding has been approved?

All complete applications will be assessed by Council staff. Applicants will be notified in writing once a decision on their application has been made.

Accountability and Reporting

A report on the success of the event and evidence that the grant was spent appropriately to be provided to Council within three months of the event. Any District Event Funds not spent on the event for which the funds were applied for by the close of the Council's financial year must be returned to Council unless otherwise approved.

Relevant legislation

Local Government Act 2002

Audience

Council and the community

Measurement and review

The Policy will be reviewed three yearly to align with the Long Term Plan.

Get in touch

If you have any enquiries or require an application form please contact us.

Postal address:	PO Box 266 Te Aroha, 3342
Matamata Office:	Corner Tainui and Tui Streets
Morrinsville Office:	56-62 Canada Street
Te Aroha Office:	35 Kenrick Street
Phone:	07 884 0060
Email:	info@mpdc.govt.nz

Authorisation

Authorised by: Matamata-Piako District Council



District Event Grant Application

NOTE: All fields in this application form are mandatory. Incomplete applications or proposals that don't include all required supporting documents as set out in the checklist will not be considered for funding.



1. Applicant details

Name of applicant: _____

Name of contact person: _____

Email: _____

Postal address for correspondence: _____

Postcode: _____ Phone: _____

2. Organisation details

Briefly describe your organisation, the community service that it provides and how it meets Council's policy criteria.

Number of paid employees: _____ Number of volunteers: _____

What is your organisation's primary source of funding? e.g. grants, donations, fees or charges, or government funding _____

Is your organisation a registered Incorporated Society?

Yes Incorporation Number: _____ No

Is your organisation a registered Charity?

Yes Charities Registration Number: _____ No

3. Event details

In which area will the project take place? (Tick all that apply)

Matamata Morrinsville Te Aroha



Describe the event your organisation is requesting funding for and how it meets the policy eligibility criteria.

Please attach any details about proposed timeframes, budgets, quotes – Council needs sufficient information to understand the scope, timing and viability of a proposal.

Describe how your organisation will contribute to your event, either financially or through volunteer time or other.

Describe how your event contributes to one or more of Council's Outcomes for the Community (Refer to the Policy for a full list of outcomes).



Describe how your event benefits the community.

If you are applying as an existing event describe how this funding will add value and increase community participation.

Amount requested (excluding GST): \$ _____

Please attach a breakdown of your funding needs, including your budget and other sources of funding.

4. Supporting information

Have you previously been given assistance by Council or other agencies for this or a similar project? Yes No

If yes, please supply details, who, when and what type of assistance.

5. Resource Consent

Does your event require Resource Consent(s) or associated council related regulatory costs such as traffic management plans and traffic management for the events? Yes No

If yes, please supply details, who, when and what type of assistance.



6. Declaration

I declare that I have the authority to make an application on behalf of my organisation and that the information supplied here is correct. I understand and agree that contact details, rating and all other information included with this application will be presented to Council in a public meeting and will be accessible by the public.

Name: _____

Signature: _____ Date: _____



Please send your application and attachments to:
Community Grants Applications
Matamata-Piako District Council
PO Box 266
Te Aroha 3342

Checklist

Use this checklist to ensure you have correctly completed your application and included all the required information - have you:

- Checked that your proposal meeting the criteria for funding under the Policy?
- Filled out all the information requested on this form – attach additional sheets if not enough space and reference the section.
- Attached all relevant supporting documentation:
 - Bank account details on your organisations letter head or pre-printed bank deposit slip.
 - Statement of Accounts (either your latest Accounts from your AGM or a recent Bank Statement showing your financial position).
 - A breakdown of your funding needs, including your budget and other sources of funding.
 - Details about proposed projects timeframes, budgets, quotes – Council needs sufficient information to understand the scope, timing and viability of a proposal.
- Signed and dated your application.

Office Use Only

NAR: _____ Register Updated Date: / /

Register Number 650. _____ . _____ RM# _____

