

Policy on resource consent funding for non-profit community organisations



Department: Corporate & Legal Services/Regulatory Planning

Policy type: External policy

Council resolution date: 27 July 2011

Introduction

Matamata-Piako District Council (Council) provides annual funding to contribute towards the costs of processing resource consents for non-profit community organisations. The budget for this fund is set each year through the Annual Plan / Long Term Plan process. This policy provides guidance in administering the fund.

Objectives

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

- occurs in a consistent, efficient, effective manner
- is transparent, fair and accountable
- contributes to the social and cultural well-being of the community
- supports projects of community benefit

Who can apply?

Your group must be a non-profit community organisation and should:

- have a high ratio of volunteers to paid employees
- have a high degree of public access to the organisation
- primarily be funded from grants, donations, subscriptions or similar and not from fees, charges or funding from central government

You must provide evidence of a formal organisational structure. This may include (but is not limited to) a list of members, election of a committee, holding an annual general meeting, a constitution, incorporated society status or charitable trust status.

Individuals, government agencies, and organisations supported by government agencies (e.g. schools) are not eligible for this grant.

What kinds of projects are eligible for funding?

Applications must meet the following criteria:

- your resource consent application must be for an activity within the Matamata-Piako District
- the project must have no commercial aspect, and must clearly demonstrate community benefit
- you must have a business plan setting out in sufficient detail the proposal, timeline, long-term plans, confirmed and potential funding sources and any other relevant information for your project

Applications will be assessed for consistency with other Council plans and strategies.

What can funds can be used for?

Funds approved under this policy must be used to pay Council for the cost of processing a resource consent application (including staff time, consultants engaged by Council and peer reviews).

The cost of any hearing commissioners, your consultant's costs, regional council consents, appeals or other Council consent applications (such as building consent) are not covered under this policy.

Funding limit

There is a \$5,000 (inclusive of GST if any) cap on funds allocated under this policy. 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 project under this policy. Your group may apply for other Council funds separate to this policy (e.g. Community Board Grants, Significant Natural Features).

How to apply

There are no funding round application dates. This means that applications can be made at any time during the year. Applications under this policy may be made prior to a resource consent being lodged with Council. If Council awards funding prior to a resource consent being lodged with Council, a deposit will not be required.

If funding is granted after a resource consent application is lodged with Council, the organisation must pay its deposit for the resource consent to be processed. The deposit (up to \$5,000) will then be paid to the organisation as a reimbursement into the bank account stated in your application.

Council staff will process the resource consent in the usual way. Processing costs up to \$5,000 (the maximum funding under this policy) will not be charged to the organisation. If processing costs are less than \$5,000, the organisation is not entitled to request the remaining amount be used for any other costs. The organisation will be charged for all additional costs above \$5,000.

A decision by Council to grant funding to you does not mean that your resource consent application will be successful.

How will I know if funding has been approved?

Applications will be reported to a Council or Corporate and Operations Committee meeting for Councillors to determine whether or not funding will be awarded. There may be a delay of up to four weeks before a decision on your application is made due to the Council/Committee meeting cycle.

You will be notified of the decision in writing to the address on your application form. The decision of the Council or Corporate and Operations Committee is final.

Policy review

This policy will be reviewed annually alongside the Annual Plan or Long-Term Plan. The Corporate Strategy team will co-ordinate this policy review.

Relevant legislation

Local Government Act 2002,
Resource Management Act 1991,
Reserves Act 1977.



Related policies, strategies or guidelines

Council Fees and Charges,
District Plan,
Reserve Management Plans,
Activity Management Plans,
Arts, Culture and Heritage Strategy,
Active Leisure Strategy.

Audience

Council staff,
Councillors,
non-profit community organisations.



Application for resource consent funding



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

- Filled out all the information requested on this form?
- Checked that your proposal meets the policy criteria?
- Identified the property for the project?
- Attached all relevant supporting documentation (e.g. business plan?)
- Checked that your figures add up correctly?
- Signed and dated your application?
- Attached any other information you have that may help your application?

1. Applicant's Details

Name of applicant/community group: _____

Name of contact person: _____

Postal address for correspondence: _____

Phone Work: _____ Home: _____

Fax: _____ Mobile: _____

Email: _____

Bank: _____ Account number: _____

2. Land Owner Details

Name and contact details of landowner (if different from above): _____

Phone Work: _____ Home: _____

Fax: _____ Mobile: _____

Email: _____

3. Declaration

I declare that the information supplied here and in the business plan is correct. If the application is successful, I agree to participate in any auditing of my project conducted by Council. I consent to the Council collecting the personal contact details provided above.

Name: _____

Signature: _____ Date: _____

Please send your application and attachments to:

Corporate and Legal Services
Matamata-Piako District Council
PO Box 266
Te Aroha 3342

Office Use Only

File reference 11/1522

Document Number: _____



Business Plan Template

This business plan template provides an indication of what you need to provide in your own business plan:

1. The organisation

What you should include here:

- Information on your organisation – number of members, when was it formed?
- Evidence that you meet the policy criteria under ‘Who can apply?’

2. The proposal

What you should include here:

- An overview of your project/proposal
- Evidence that the proposal meets the policy criteria under ‘What kinds of projects are eligible for funding?’

3. Timeline

- When are you expecting to commence your project?
- When are you expecting to complete your project?
- What are the other key dates for your project?

3. The project property details

What you should include here:

- What is the physical location/address of project
- What is the legal description of the property where the project is located

4. What are the benefits?

What you should include here:

- What are the objectives of the project
- What are the benefits of the project to your organisation
- What are the benefits of the project to the community

5. Community consultation/support

What you should include here:

- Who has your group consulted with on the project?
- Are there any expressions of community support for the project?

6. Funding/financial information

What you should include here:

- Whether or not you are registered for GST
- How you are funding the project, including secured and potential funding sources
- Details on the costs and funding of the project (including GST), itemising and quotes where appropriate. Include self labour (hours involved) or contracted labour (costs involved).

7. Resource consent

What you should include here:

- Include some details about your resource consent (have you applied yet, why you need resource consent)

8. Anything else?

Do you have any other information or supporting documents?