

Multi and Single-Year Community Grants Policy 2024



Ngā Wāhanga
Te Rautaki ā-Rōpū

Department
Strategic Partnerships and Governance

Te Tūmomo Kaupapahere:
Mō Āwaho

Policy Type:
External Policy

Te Rā o te Whakataunga e te Kaunihera:

Council Resolution Date:
27 September 2023

Date Policy comes into force:
1 July 2024

Ko te pūtake o tēnei kaupapahere | Policy Purpose

This Policy sets out Matamata-Piako District Council's (Council) criteria and allocation process for grants to community organisations through Council's contestable community grants fund. The Policy does not apply to loans (or loan guarantees), rates remittance, community leases or rentals, or capital projects.

The provision of funding through community grants helps Council to realise its vision and community outcomes for the Matamata-Piako District.

Funding is eligible for:

- Not-for-profit organisations that have the primary objective to provide programmes, services or activities that benefit the social, cultural, economic and environmental wellbeing of communities in Matamata-Piako;
- Organisations/individuals organising a not-for-profit event held in Matamata-Piako.

Multi-Year Community Grant

Matamata-Piako District Council's Multi-Year Community Grant supports the operational management of community infrastructure and community gathering spaces, to deliver services, programmes and activities that benefit the social, cultural and environmental wellbeing of communities in Matamata-Piako.

Single-Year Community Grant

Matamata-Piako District Council's Single-Year Community Grant supports not-for-profit community organisations that deliver services, programmes and activities that benefit the social, cultural and environmental wellbeing of communities in Matamata-Piako.

Kaupapahere | Policy

The total financial assistance provided to the community through grants and funding covered by this Policy is set out in Council's Long Term Plan and Annual Plan budgets

Council will assess applications for funding from the Multi-Year Community Grants as part of its Long Term Plan consultation process.

Council delegates a grants committee (consisting of one elected member from each ward) to assess and determine applications for funding from the Single-Year Community Grants. Funding will be allocated across the district in accordance with the criteria in this Policy.

Ngā kaupapa ka tautokona ā-pūtea | What we fund

Multi-Year Community Grant

Multi-Year Community Grants will fund organisations for operating costs delivering:

- A multi-purpose space available for the community to utilise.
- Opportunities for the wider community to increase social connection.
- Programmes and activities delivered in the facility that addresses the needs of the local community.
- Established community events.

Emphasis will be given to groups who provide or manage community spaces/facilities used by the community and/or other groups. These organisations may also provide a range of services to the community.

Single-Year Community Grant

Single-Year Community Grants will fund organisations for:

- Programme development and implementation.
- Operating and administrative costs relevant to programmes.
- Equipment and resources that support the programme or organisation.
- New or establishing community events.

Consideration will be given to the number of volunteer hours contributed and any in kind donations toward the project.

Funding consideration is prioritised to organisations that meet a number of the following criteria:

- Are able to contribute to one or more of Council's Community Outcomes and/or demonstrate community benefit.
- Encourage participation across diverse communities (for example including young people and encouraging iwi/Māori participation) and provide opportunities for the wider community to increase social connection.
- Meets accessibility needs in the community.
- Build the capability of communities to become sustainable.
- Demonstrate breadth and scale of community involvement in the project/organisation.
- Has the potential to become self-sustaining, including consideration of other sources of funding that may be available to a project/organisation.
- Demonstrates collaboration across the community sectors.

If funding is requested for an event the following criteria will also be considered:

- the potential to attract a significant number of visitors,
- the potential to become an iconic event,
- has strong support from the community and business sector.
- The proportion of project funding being sought and how any remaining proportion will be funded.
- The funding request is supported by a business case.

Ngā kaupapa kāore e tautokona ā-pūtea | What we don't fund

- Projects or initiatives located outside of the district.
- Applications for purposes that do not directly relate to the grant.
- Subscriptions and memberships.
- Projects/programmes and related costs that have already occurred.
- Any costs involved in preparing the application.
- Catering costs.
- Projects or operational costs already substantially funded by Council.
- Political organisations.
- Repayment of debt, loan, mortgage repayments or investments of any kind.

Ngā Hua | Outcomes

Organisations receiving grants are expected to demonstrate how their projects will relate to the Council's Community Outcomes, and contribute to the community well-beings (Environmental, Social, Cultural, Economic).

Kaupapahere Te Mātaītanga, me te Arotakenga | Policy monitoring and review

The Strategic Partnerships and Governance team are responsible for providing Council with a summary of expenditure and an evaluation of the Policy on a bi-annual/annual basis (depending on volume of applications). This policy shall be reviewed at least once every three years.

Funding Process

Apply online mpdc.nz/grants
Applications are to be made online



Fill in online application form and submit
Council staff are available to help with this step



Your application will be assessed against criteria and guidelines
Applications will be assessed by Council staff for completeness



Council (Multi-Year) or Council's Grants Committee (Single-Year) make the funding decision



Decision notification
You will receive notification of the decision as soon as practicable (maximum of six weeks after applications close)



Sign grant agreement
If you are successful, you may need to return a signed grant agreement



Invoice and payment
Upon receipt of invoice, you will receive payment on the 20th of the following month



Accountability report
An online accountability report outlining how funding was used is required

Schedule 1 - Guidelines

How can I apply?

All applications must be made through Council's online grant application system mpdc.nz/grants. No paper applications will be accepted.

What must accompany the application?

- The applicant's latest bank statement for all accounts. These need to be no greater than three months old.
- The applicant's most recent annual financial accounts, if available.
- An accountability report must have been received for any previous grants before any new grant application will be processed, if applicable.
- Current proof of bank account in the name of the applicant group.

What are the requirements that have to be met?

- Successful applications may be required to complete a grant agreement prior to payment of the grant.
- Successful applicants must adhere to the accountability reporting requirements.
- Recipients that fail to submit accountability reports, or that have not spent the money in accordance with the application/contract shall not be eligible for any further Council grants until:
 - Accountability conditions have been met and/or grant monies returned;
 - The organisation can demonstrate their ability to meet Council's eligibility criteria for a grant;
 - The organisation is capable of delivering the project outcomes of which they are making an application for.

How will I know if funding has been approved?

Applications will be assessed and decided by Council or Council's Grants Committee. You will be notified of the decision as soon as practicable (maximum of six weeks after applications close). The decision of the Council/Council's Grants Committee is final.

Upon receipt of invoice, payment will be made on the 20th of the following month. Funds are GST exclusive where an organisation is GST registered. If an organisation is not GST registered, no GST will be included in the fund.

For Multi Year Grants - Application process:

How much is available?	The total financial assistance provided is set out in Council's Long Term Plan and Annual Plan budgets.
When can I apply?	Funding rounds occur every three years as part of the LTP consultation process
Grant decision	Applicants will be advised in June/July every three years
Uplifting funds	Funds must be uplifted before the end of each financial year (30 June)

Who can apply?

Applicants must be a legally constituted community group or organisation which:

- Is located in Matamata-Piako.
- Is sustainable and have the capacity to deliver agreed outcomes.
- The word 'community' is used in its broadest sense: it signals that our Multi-Year Community Grants programme will support the social, cultural and environmental wellbeing of Matamata-Piako people and neighbourhoods.

For Single-Year Community Grants - Application process:

How much is available?	The total financial assistance provided is set out in Council's Long Term Plan and Annual Plan budgets.
How much can I apply for?	Generally, the maximum amount that will be allocated per application is \$5,000 . However, applications for funding above this amount may be considered by Council if there are special circumstances. Funds granted per application average at approximately: For projects: \$1,400 For events: \$2,200
When can I apply?	There are two funding rounds per year.
When will I know?	Applicants will be advised of the decision as soon as practicable (maximum of six weeks of applications closing).
Uplifting funds	Funds must be uplifted within six months of being granted.

Who can apply?

Applicants must be a not for profit community group/event,

- The applicant group must have been in operation for a minimum of 12 months.
- Projects/events must take place within the Matamata-Piako District boundaries.
- Organisations must have the capacity to deliver outcomes.
- The word 'community' is used in its broadest sense: it signals that our single-year community grants programme will support the social, cultural and environmental wellbeing of Matamata-Piako people and neighbourhoods.

What will not be funded?

Groups who already receive a Multi-Year Community Grant, unless the project is entirely separate from any funding received via Council's Multi-Year Community Grant, e.g. operational funding versus a community event.