



te kaunihera ā-rohe o
matamata-piako
district council

Natural, Cultural and Built Heritage Grant 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 assistance provided through:

1. Grants to organisations, businesses or individuals for Natural, Cultural and Built Heritage projects;
2. Grants to non-profit community organisations to assist with resource consent costs.

The Policy does not apply to loans (or loan guarantees), rates remittance, community leases or rentals, or major event sponsorship and capital projects.

Minenga | Audience

Not for profit community organisations, businesses and individuals within the Matamata-Piako district or where a benefit is directly linked to our district.

NOTE: businesses and individuals cannot apply for resource consent funding assistance. This is for not for profit community organisations only.

Ngā Tautuhinga | Definitions

Definition	Detail
Long Term Plan (LTP)	Council's adopted Long Term Plan (LTP) as defined by the Local Government Act 2002.
Community Organisation	A not for profit organisation that has the primary objective to provide programmes, services or activities that benefit the social, cultural, arts and environmental wellbeing of communities in Matamata-Piako.

Kaupapahere I Policy

- This fund provides grants for assessments, plans, reports and one-off projects that will protect, conserve and promote New Zealand's natural, cultural and physical heritage. The fund may also be used to support community organisations with resource consents costs.
- The total financial assistance provided through grants and funding covered by this Policy is set in Council's Long Term Plan and Annual Plan budgets each year.
- The criteria to apply for this grant is set out in Schedules 1 and 2.
- The Strategic Partnerships and Governance Manager/District Planner are delegated to assess and determine applications for funding.
- Funding will be allocated for projects within the Matamata-Piako district or where a benefit is directly linked to our district in accordance with the criteria in this Policy.
- Generally, the maximum amount that will be allocated per application is \$5,000. However, applications for funding above this amount may be considered if there are special circumstances.

Ngā Hua | Outcomes

Organisations, businesses or individuals receiving grants are expected to demonstrate how their projects will relate to the Council's community outcomes, and contribute to either:

- increasing access to, and preserving our districts **heritage**;
- preserving and protecting Matamata-Piako's **natural environment** including protected trees; or
- assisting community organisations with **resource consent costs** for community projects.

Ngā kaupapa ka tautokona ā-pūtea / What we fund

This policy intends to fund the following:

- Natural heritage projects/assessments that promote, protect and/or keep our native plants, trees (flora) and animal life (fauna) safe from harm.
- Physical heritage projects/assessments that restore, protect and/or conserve places, structures and large built objects that are important to our history.
- Cultural heritage projects that conserve, protect and/or promote collections and stories that are important to our cultural heritage and identity.
- Help fund the costs of resource consents for not for profit community organisations.

Funding consideration will be prioritised for the following:

- Projects that protect, restore or preserve Natural, Cultural and Built heritage.
- Projects that are able to contribute to one or more of Council's Community Outcomes and/or demonstrate one or more community benefits. Buildings/areas that have formal protection. Trees must have formal protection under Matamata-Piako District Council's District Plan.

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

Funding may not be used for any of the following:

- repaying or servicing debt.
- refinancing loans, deposits or underwriting projects.
- commercial, political and/or religious objectives, including employment and/or business initiatives, commercial enterprises, political advocacy or projects which seek to change legislation.
- fundraisers and projects which seek to raise funds in or for a specific sector, or are involved with the training or employment of fundraisers.
- projects which seek to redistribute funding to others.

- overseas aid or disaster relief.
- alcohol and drug treatment, education and support services.
- medical expenses, operations, treatments or the purchase of major items of health equipment.
- capital investment or trust funds.
- projects or activities completed (retrospective funding) or items bought before the request.
operating expenses, such as administration, staffing, or ordinary upkeep and maintenance.

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 implementation of the Policy on a bi-annual/annual basis (depending on the volume of applications). This Policy shall be reviewed at least once every three years.

Relevant Information

- Local Government Act 2002 Section 10 – Purpose of Local Government
- Matamata-Piako District Council Operative District Plan Schedules: Heritage sites, Heritage – waahi tapu, Outstanding or Significant Natural Features and trees and other protected items.

Schedule 1 Funding Criteria for Natural, Cultural and Built Heritage Grant

What are the funding Considerations?

Funding consideration will be given to business, individuals or community organisations which:

- Protect, restore or preserve Natural, Cultural and Built Heritage
- Are able to contribute to one or more of Council's Community Outcomes and/or demonstrate one or more community benefits.
- Buildings/areas that have formal protection. Trees must have formal protection under Matamata-Piako District Council's District Plan.

The following areas highlight the focus of funding for applicants:

Natural heritage:

- protect and restore habitats and ecosystems for native plants or animals;
- protect and conserve native plants or animals that are rare, in danger or at risk in their habitats;
- improve public access and information about native plants and animals;
- protects and maintains protected trees outlined in the Matamata-Piako District Plan.

Physical heritage:

- restore and protect places, structures or large built objects of significance to our history;
- protect and conserve a place, structure or large built object for the future;
- improve public access and information about places, structures or large built objects of significance to our history.

Cultural heritage:

- protect collections that are at risk of being damaged or lost;
- make collections available to the community;
- improve public access and information, particularly for young people to learn about and experience our cultural heritage;
- conserve and protect moveable cultural property, such as photographs, paintings, furniture and other artefacts;
- help preserve cultural buildings and areas with significance to tangata whenua or manawhenua of Matamata-Piako.

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

The Natural, Cultural and Built Heritage Grant does not fund:

- projects to conserve, restore or protect privately or commercially owned land, buildings, structures and/or large built objects that do not prove to be significant.
- projects to plan, develop or create historic gardens
- individual people, including projects undertaken as part of a university qualification
- projects to build or restore historic replicas, including copies of vehicles, equipment or buildings
- projects to install or upgrade services such as kitchens or toilets that are not part of larger construction or restoration projects
- purchases of bare land
- recycling schemes or related projects
- research projects

- reunions
- legal services
- architectural design (other than preliminary designs to inform a feasibility study)
- planning approval for the projects
- fundraising campaign plans
- business plans
- feasibility studies that have been completed prior to application

Schedule 2 Funding Criteria for Resource Consent for Not for profit Community Organisations

Who can apply?

Your group must be a not for profit community organisation and should:

- have a high ratio of volunteers to paid employees
- have a high degree of public access to the organisation, and
- 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:

- 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 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.

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 when lodging the resource consent 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.

Schedule 3 Application and Funding Process

How can I apply?

- There are no funding round application dates. This means that applications can be made at any time during the year online at mpdc.govt.nz/grants
- Applications under this policy must be made prior to the project being commenced.
- Successful applicants must uplift their funding within six months of the application being granted, or as agreed with Council.

What must accompany the application?

- 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 details in the name of the applicant group for each account held.

In addition, for applications under Schedule 2 (Resource Consent for Non-profit Community Organisations), the applicant must provide;

- The applicant's annual financial accounts.
- The applicant's statement of financial position showing year to date income and expenditure. This needs to be no greater than six months old.

What are the requirements that have to be met?

- All successful applications will be required to complete a grant agreement prior to payment of the grant.
- Successful applicants must adhere to the funding reporting requirements as prescribed by Council.
- Grant recipients will provide an accountability report documenting how their activities have contributed to/achieved the objectives for which the funding was allocated.
- 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 and;
 - the organisation can demonstrate their ability to meet Council's eligibility criteria for a grant; and
 - 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 the Strategic Partnerships and Governance Manager/District Planner. You will be notified of the decision via the email address provided on your application form. The decision is final.

Apply online
mpdc.govt.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



Strategic Partnerships and Governance Manager/District Planner make the funding decision
Council has delegated Council staff to administer this fund



Decision notification
You will receive notification of the Decision within six weeks of submitting your application



Sign grant agreement/contract
If you are successful you may need to return a signed grant agreement with an invoice



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



Accountability report
An accountability report outlining how funding was used is required as per grant agreement