

Te kaupapahere pūtea ā-Te Manuhua | Mayoral Fund Policy

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 January 2024

Ko te pūtake o tēnei kaupapahere | Policy Purpose

The purpose of this policy is to provide guidance on the management of the Mayoral Fund. The Mayor receives regular requests for grants, donations and financial assistance to support ad-hoc projects and community initiatives. While many requests are dealt with through applications for other Council provided or administered grants, the Mayor has the discretion to allocate funding from the Mayoral Fund.

The total financial assistance provided to the community through the Mayoral Fund is set out in Council's Long Term Plan and Annual Plan budgets.

Ngā kaupapa ka tautokona ā-pūtea | What we fund

Applications will be considered where they will meet one or more of the following criteria:

- assist an individual or group with the development and/or implementation of a project, scheme or initiative to help benefit Matamata-Piako
- contribute towards the cost of an individual or group attending a sporting, cultural or other major event at which they are representing Matamata-Piako
- provide assistance and/or donation to any cause which merits the involvement of the Council and/or is able to provide a direct or indirect benefit for Matamata-Piako
- contribute towards an unfunded project or event which is of benefit to Matamata-Piako
- the Mayor also has discretion for funding as covered in council's Sensitive Expenditure Policy.

Considerations:

- the breadth and scale of community involvement in the project/organisation
- other sources of funding that may be available to a project/organisation
- the proportion of project funding being sought and how any remaining proportion will be funded
- the likelihood of the project/organisation becoming self-sustaining.



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

- Funding for private gain, business initiatives and commercial enterprises
- Projects/programmes and related costs which have already occurred
- Any costs involved in preparing funding applications
- Projects or related costs already substantially funded by Council provided or administered grants
- Funding for any political purposes
- Repayment of debt, loan, repayments or investments of any kind.

Me pēwhea te tuku he tononga | How to make an application

Written applications in the form of a letter/email may be received at any time by the Mayor for the Mayoral Fund. The following details should be included:

- name and full contact details of applicant/group
- purpose and anticipated benefit to Matamata-Piako of the request
- amount requested and indication of total funds required for the project/activity as well as any other sources of funding applied for/received
- any other details that will aid the Mayor in making a decision

Alternatively written confirmation is required in the form of a letter/email of discretionary funding from the Mayor to authorise payment in accordance with this policy.

Whakataunga | Decisions

Any grant provided will be at the discretion of the Mayor within the parameters of this Policy (or Deputy Mayor in the absence of the Mayor).

The Mayor is responsible for exercising good judgment in applying the Policy, ensuring that expenditure is appropriate and transparent. Advice may be sought from Council officers or others where necessary.

Generally the maximum amount that will be allocated per application is \$500. However, applications for significant projects (above this amount) may be considered on their merit and availability of funds, discretion remains with the Mayor.

Generally no funding assistance will be considered during the three month pre-election period of the local body elections. If an application is agreed to, the Chief Executive Officer is required to authorise any payment.

The budget is not to be exceeded without a resolution of Council. Applicants will be advised in writing as soon as practicable of the decision relating to their application.



Ngā pūrongo pūtea | Reporting on funding

All grants provided must be used for the purpose for which they were given.

Mayoral Fund grants are provided to applicants on the grounds that the recipient where appropriate:

- is willing to acknowledge Council's contribution at the event/programme and/or in any written documentation associated with it using Council's logo
- writes to Council at the conclusion of the event/programme to indicate the outcome, including any relevant photographs and press clippings
- returns any unused funds to Council.

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

The Strategic Partnership 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 volume of applications). The policy shall be reviewed at least once every three years, more frequently if required.

