

Council Briefing Agenda

Date: Tuesday, 17 April, 2018

Time: 9:30 am

Location: Council Chamber
Forum North, Rust Avenue
Whangarei

Elected Members: Her Worship the Mayor Sheryl Mai
(Chairperson)

Cr Stu Bell

Cr Gavin Benney

Cr Crichton Christie

Cr Vince Cocurullo

Cr Tricia Cutforth

Cr Shelley Deeming

Cr Sue Glen

Cr Phil Halse

Cr Cherry Hermon

Cr Greg Innes

Cr Greg Martin

Cr Sharon Morgan

Cr Anna Murphy

For any queries regarding this meeting please contact
the Whangarei District Council on (09) 430-4200.

1. Apologies

2. Reports

2.1 Grant, Concessions and Loans Policy Model Review

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3. Closure of Meeting

2.1 Community Funding Committee – Grants, Concessions and Loans Model Review

Meeting: Community Funding Committee
Date of meeting: 17 April 2018
Reporting officer: Jonny Gritt; Manager – Community Development

1 Purpose

To brief Council on the draft Community Funding Committee – Grants, Concessions and Loans Model and associated Policy documentation. Councillor Christie as Chair of the Community Funding Committee will be chairing the workshop.

2 Background

The attached Community Funding Model proposal and associated decision-making tools and policy documentation have been developed in response to key themes discussed at the December Review of Grants Workshop with Councillors and from wide ranging feedback captured across public meetings, hui, submission, website surveys and learnings from the community, including, but not limited to:

- 2018-28 Long Term Plan – Early Engagement Results
- Environmental Scan for the 2018-28 LTP
- Growth Model for LTP
- Previous briefings and reports
- Current Funding approach.

It reflects Council's decision to seek to work with communities across the district in line with the Council's Community Outcomes and its Vision of a Vibrant, attractive and thriving District.

The overarching aim of the proposal will give Councillors more flexibility and control; whilst allowing more of our community to gain the opportunity to seek funding in a simple, easy to access way.

3 Discussion

The proposed Model and associated tools and documentation mark a change in approach and as such it is extremely important that Councillors workshop the proposed approach and refine, amend or reject, as they deem appropriate, any change to the current status quo and approach.

4 Attachments

- 1) Draft Report for presentation to Council - Community Funding Proposal
- 2) Review of Grants Workshop – Workshop Notes
- 3) Draft 2018-19 Community Funding Guidelines (new)
- 4) Draft Community Funding (A3) Toolkit (new)
- 5) Draft Community Funding Application Form (new)
- 6) Draft Community Funding Impact Reporting Form (new)
- 7) Draft Grants, Concessions and Loan Policy

Draft report for presentation to May Council meeting - Community Funding Proposal

Meeting: Whangarei District Council
Date of meeting: 31 May 2018
Reporting officer: Jonny Gritt, Manager- Community Development

1 Purpose

To present Council with a proposed Community Funding Model for implementation into practice by July 2018

2 Recommendation/s

That the Committee approves implementation of the proposed Community Funding Model with effect 1 July 2018; including:

- a. Adoption of the new Grants, Concessions and Loans Policy and endorsement of the new Community Funding Guidelines
- b. Adoption of four over-arching 'Funding Priorities' and their associated 'Funding Objectives'
- c. Adoption of proposed percentage allocations to each of the Funding Priorities
- d. Introduction of 11 x Monthly Funding Committee Meetings
- e. Introduction of a single application form and corresponding impact reporting template
- f. Introduction of a Discretionary Funding mechanism
- g. Introduction of Participatory Grant making function for Resident & Ratepayer Organisations or those recognised by Council as operating in that role.

3 Executive summary

The current Community Funding model is shown below. It has served sectors of the community very well for several years, but there is scope for further development and enhancement in line with the positive growth of the District and our growing number of communities of people, place and interest:

Current Funding Model	Value	% of Budget
Annual Operating and Events Fund grants	\$ 1,412,910	90%
Performing Arts Fund	\$ 15,000	1%
Halls Fund	\$ 60,000	4%
Resident and Ratepayer (R & R) Fund	\$ 15,000	1%
Community Fund	\$ 75,000	5%
Totals	\$ 1,577,910	100%

A new Community Funding Model is proposed. This includes:

- **A revised Grants, Concessions and Loans Policy**

The primary audience is council staff and elected members. It defines our intent in providing community funding. It applies across Council's grants activity. We are seeking approval of this revised Policy.

- **A revised Community Funding Guide**

The primary audience is the general public. It details how we will deliver grants, concessions and loans from the Community Funding budget only (not whole of council budget). We are seeking endorsement of the revised Guide.

Within the above documents, there are several elements that make up the proposed changes to community funding. In summary, these are:

- **Principles** – Our proposed guiding principles on how community funding should be delivered. These were derived from the grants review workshop in December 2017.
- **5 distinct funds replaced by single pool of funding**, with Funding Priority Areas and percentage of allocations that guide decision making – From multiple pots of funding and limited funding rounds, we are proposing a more flexible single pool of contestable funding. Indicative allocations for each priority area provide guidelines as well as flexibility unlike the current model which is strictly limited by available budget and annual funding rounds.
- **Monthly funding rounds** – We're proposing to move from regimented funding rounds and up to 6 committee meetings per year, to open, flexible funding rounds held and decided upon monthly. Applicants can apply any time, for a wide range of projects, and the committee will be more involved in monthly grant-making decisions.
- **Simplified criteria** – We're proposing less emphasis on projects or expenses that we will and won't fund. The committee will be able to see proposals for funding for a greater variety of projects and assess these on merit rather than on current policy constraints.
- **Single application form and report form** – In line with a single pool of funds, single application and reporting forms will make it easier for applicants to apply and for administrators to administer funds; acknowledging many applicants are time poor volunteers.
- **Impact reporting** – a strengthened grant report form will provide a greater emphasis on data and reporting the impact of the funding received by groups.
- **Annual Operating Fund and Annual Events Fund to cease** – We're proposing to move most of these recipients into our general contestable funding, enabling the committee to assess these based on the agreed Funding Priority Areas and against other applicants' proposals. This will provide for greater flexibility, improved performance management, and address district growth and funding request increases while keeping within budget. Four current recipients are proposed to stay in a Special Grants category; these are Whangarei Art Museum, Whangarei Museum and Heritage Trust, Creative Northland, and Whangarei Quarry Gardens Trust.

- **Participatory Grants (new)** – To strengthen our support to Resident & Ratepayer Associations, funding is proposed that will sit outside of the general contestable funding pool. Recognised associations would receive a \$1,000 grant annually which will formally include funding for their own local grant making initiatives. They currently receive \$700 used by the majority for administration and operating expenses.
- **Discretionary Grants (new)** – This provides the opportunity for Council to provide small quick response grants or take advantage of partnerships or other opportunities as they arise. It is proposed that these are given in exceptional circumstances through the Funding Committee with staff delegated decision-making and reporting.
- **Concessions** – No change, however there exists scope for us to consider applications for concessions on a case by case situation. This includes rent, parking and resource consent concessions.
- **Community Loans** – No change, but greater promotion and increased ease of access to make better use of this as a means of providing support in some situations.
- **Creative Communities Scheme** – No change. While administered by Council, this scheme is funded by Creative New Zealand, with decisions made by a community assessment committee. This will continue, sitting alongside the proposed Community Funding model. It is not included in the budgeted figures and allocation percentages proposed.

4 Background

This report presents a new Community Funding Model for adoption. It is the result of a review undertaken of Council's community funding and follows the grants workshop with elected members and adoption of the Community Development Framework in October 2017.

The Community Development Framework encourages a more community-centric rather than Council-centric approach in the way that we distribute grant funding support to the district. The goal is to be more effective district wide in enabling and equitably supporting our communities to become more self-determining in achieving solutions that impact positively upon the *"issues, needs and aspirations identified as important by those communities"* as per Council's definition of support.

The grant review workshop held with Councillors in December 2017 identified that although many aspects of our current approach to grants, concessions and loans work very well, with good communication between Council and specific stakeholder groups, more can and needs to be achieved. A more flexible approach, open to a wider group of applicants in an easy to action, yet structured application and reporting process was welcomed to support the many and varied volunteers in our community striving to make a difference.

The workshop found that inaccessibility to funding created "road blocks" and "frustration" for certain communities of interest. Additionally, inflexibility, arising out of having a limited number of funding pools created problems for some groups in terms of the timing of applications, their potential eligibility for receipt of funds and the execution of event/projects themselves. A more creative approach was needed, but within a structured and easily understood model. It was agreed that greater flexibility and agility would enhance Council's approach, and with population growth, increased demand on Council services and increasing diversity in requests for support, Council should adopt more of a "hand up than hand out" funding mechanism. See Review of Grant Workshop - Workshop Notes attachment 1.

The below table highlights the key issues from this workshop and how these are addressed in the proposed funding model.

Workshop theme	How addressed in proposed funding model
Inflexible, hard to access	Proposing open funding rounds to be held 11 times a year – apply anytime; Fewer constraints and criteria – each application to be assessed on merit; Proposing funding principles to guide decision making; Revised Policy and Guidelines are clear and easy to understand.
Little strategic alignment	Proposing overarching funding priority areas weighted accordingly; Stronger links with Community Outcomes; Strengthened application and impact reporting forms.
Barriers for new applicants	Single application form and open process will make it easier for applicants to apply; Proposed Resident & Ratepayer participatory grants would provide local level opportunities for new groups starting out.
Applicant's capability may be a barrier	Single application form and open process will make it easier for applicants to apply; More emphasis on staff working alongside the applicant and capacity building, particularly our Community Development Advisors who will work with community groups;
Hard to measure and demonstrate impact	Strengthened application and impact reporting forms;
Dependency – create less reliance on Council funding	Proposing to transition majority of current Annual Operating Fund recipients to the general contestable funding pool where each can be measured against the overarching funding priority areas. Capacity building is built into this model, with staff working alongside community groups.
Leverage more	The proposed open nature of the model allows for consideration of all types of funding options including partnerships, for example with FNDC and Manaia PHO's "Kai Ora Fund" supporting food access projects across the region.
Enable R&R Groups to directly support their communities	Proposing participatory grants for resident and ratepayer groups to use within their communities
Grow/expand the Creative Communities Scheme	The proposed model allows for consideration of using some of the Arts and Culture allocation to be added to the Creative Communities Scheme for disbursement.
Do more with Council Loans	Proposing more utilization and raising awareness of this funding mechanism.

Improve agility	Proposing monthly funding rounds, participatory grants for resident and ratepayer groups to disburse, and discretionary 'quick response' grants through delegated authority.
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5 Discussion

The elements within the current approach that are working well such as concessions and in-kind support should be retained and strengthened with greater transparency and accessibility. Staff will also encourage groups to consider alternative sources and types of funding and greater use of Council loans for example. The establishment of the role of Community Development Advisers provided under the framework creates opportunities to support groups in innovative ways with advice and support around capacity building over and beyond simply funding them.

The relatively modest sums Council has available for community funding requires Council to retain a prudent and robust approach yet one that encourages sustainability and less dependency on Council. It was felt that where recipient groups are not making a demonstrable difference within the community or are unable to show the value and impact of their work, mechanisms should exist for them to cease to receive Council funded support. They may retain access to in-kind services, advice or capability building support, but may have to ultimately seek alternative sources of funds.

Staff felt that access and uptake of Council loans was an area that should be expanded and more innovative ways to support groups should be included within Council's funding model where a strong case for their development is clear.

This proposal is focused on establishing a singular Community Funding Model with the existing concessions, in-kind support and the Council loans elements of the current approach retained and operating alongside.

5.1 Principles

The proposal is based upon the following principles which are identified as important in moving to an accessible, flexible, simplified, yet structured approach:



The proposed Model focuses on establishing a single community funding pool that absorbs the current community fund, performing arts fund, community halls fund, annual operating fund (* see note in 5.2 below) and ratepayer and resident administration fund. These funds, whilst effective individually, operate in isolation once or twice a year at most. They are also singularly focused and not flexible enough to always enable consideration of applications from an increasingly diverse community base, time poor volunteers or projects that fall outside their specific criteria.

The ability to provide grants to all these groups will remain within the proposed new Model, but under a contestable approach that reflects Council's priorities around each of 4 overarching priority areas. This will create opportunities for more groups to gain funding support across the district.

The proposed Model responds to key themes discussed at the workshop, wide ranging feedback captured across public meetings, hui, submissions, website surveys and learnings from the community, including, but not limited to:

- 2018-28 Long Term Plan – Early Engagement Results
- Environmental Scan for the 2018-28 LTP
- Growth Model for LTP
- Previous briefings and reports
- Current funding approach.

5.2 The New Approach

This reflects Council's decision to seek to work with communities across the district in line with the refined Community Outcomes objectives agreed.

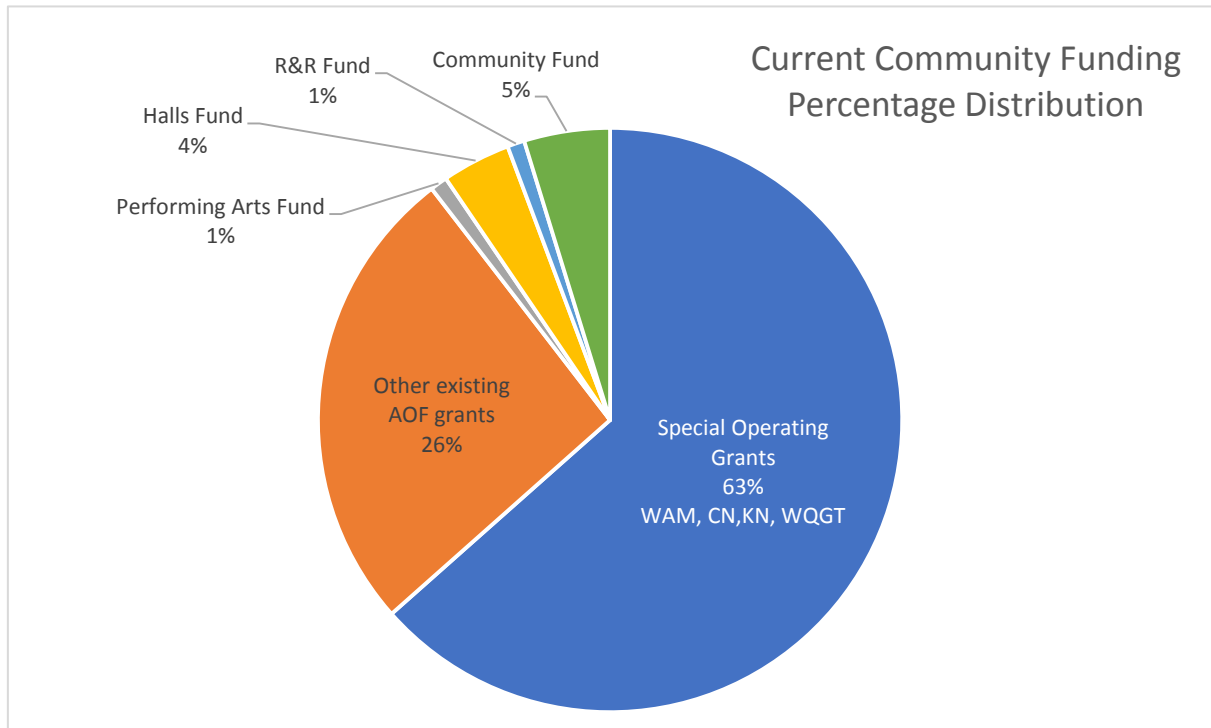
Four over-arching "Funding Priorities" are proposed and their associated "Funding Objectives" are encapsulated as follows:

Funding Priorities	Funding Objectives
Arts & Culture	Provide support that facilitates education and enjoyment of The Arts and Culture for the people in our district
Heritage & Environment	Provide support that preserves and promotes the Heritage of our region and that protects and enhances the Environment in which we live
Recreation & Sport	Provide support that enables participation and engagement in Recreation and Sport in our district for people of all abilities, ages and life stages
Community Connectedness & Well-being	Provide support that strengthens community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our district

* Note: It is proposed that four key amenities currently supported from the Annual Operating Fund be managed separately from the new community funding pool. Specifically, **Kiwi North, Creative Northland, Whangarei Quarry Gardens Trust and Whangarei Art Museum.**

The proposal is for these four organisations to retain their Annual Operating Funds under a Special Operating Grants criteria. Currently these groups receive in the region of \$1m annually from the \$1.58m overall community funding pool (63% annually), which excludes concession and loans. See table and chart below:

Current Funds with special operating grants separated out	Value	% of Total Budget
Special Operating Grants	\$ 1,001,225	63%
Other existing Annual Operating and Events grants	\$ 411,685	26%
Performing Arts Fund	\$ 15,000	1%
Community Halls Fund	\$ 60,000	4%
Resident and Ratepayer Fund	\$ 15,000	1%
Community Fund	\$ 75,000	5%
Totals	\$ 1,577,910	100%



It is further proposed that due to the significant amounts of sums invested in these four amenities that Council works more closely with these organisations through the performance reporting mechanism already in place to encourage their sustainability through greater diversification of their income sources.

5.3 Percentage Allocations

The Community Funding Model will distribute funds each year based on a percentage allocation to each of the Funding Priorities that Councillors have determined are appropriate. They are not set in stone, but provide guidance for decision-making.

Based on historic data and the nature of funding in past years as indicated by the table below the following percentages are proposed for discussion, variation and adoption by Council.

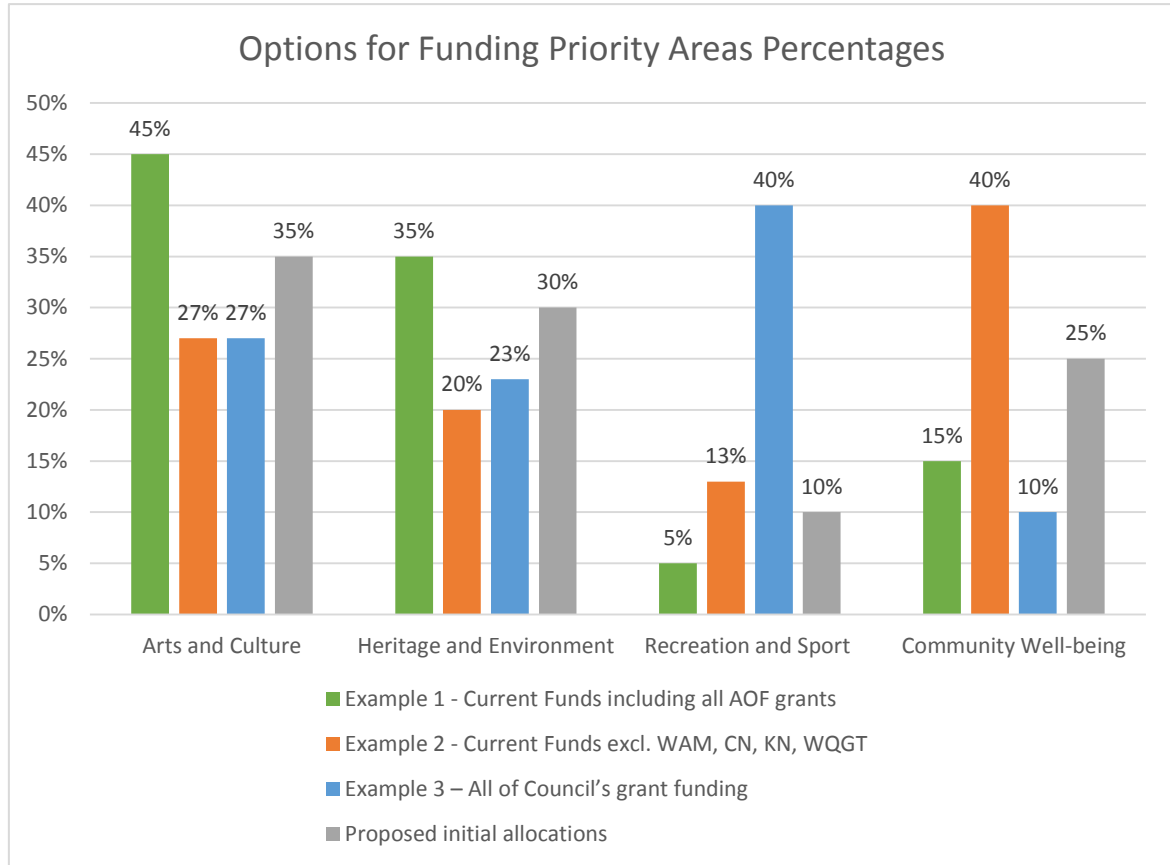
The figures in the table and chart below highlight the different totals between the amounts allocated annually when the four key amenities are included (example 1), excluding the four amenities (example 2) and with all Council grants included (Example 3). They are a starting point for discussion around achieving a balanced portfolio:

Funding Priorities – percentage options	Arts and Culture	Heritage and Environment	Recreation and Sport	Community Well-being
Example 1 - Current Funds including all AOF grants	45%	35%	5%	15%
Example 2 - Current Funds excl. WAM, CN, KN, WQGT	27%	20%	13%	40%
Example 3 – All of Council's grant funding [^]	27%	23%	40%	10%
Proposed initial Community Funding allocations	35%	30%	10%	25%

[^] Includes grants under other Council departments for aquatic centre, sportsfields, and sports events such as RallyNZ under Recreation and Sport; community libraries under Arts and Culture; Matakohē Island and Pukenui

Forest under Heritage and Environment; and mowing, toilet cleaning and roadside maintenance grants under Community Well-being.

The implication of reducing current percentage allocations could mean some organisations currently receiving funds see a reduction or no longer receive funds, or the four amenities see a reduction in the level of funding they receive.



The percentage allocations will be reviewed annually by Councillors and adjustments made in line with progress achieved and to meet the evolving vision of a “Vibrant, attractive and thriving District” and the associated Community Outcomes Council seeks to achieve.

5.4 Proposed Community Funding Process

The proposed new funding model is in line with Council’s intent to *support communities who seek to collectively impact positively upon issues, needs and aspirations identified as important by those communities*. It seeks to make it easier to access support whether financial or in kind.

Monthly funding meetings (except for January) will be held either by the Funding Committee or by the Community Development Committee, depending on financial delegation, with applications from district wide community groups being received and processed on time lines that suit those community organisations best in terms of their own annual planning and budgeting cycles. In exceptional circumstances, some multi-year funding may be considered.

This rolling applications approach will break down barriers created by the existing funding pools and their associated timing windows as applications can be considered in any month in which they are received or if necessary carried forward from one month to the next. For example, if more information is required or an application requires refinement to align more with Council objectives.

Allocation of funds per funding priority will enable the funding committee members to carefully consider all applications in the light of the vision for the district and apportion

Council support accordingly. It will of course retain the challenging and unenviable task of deciding where support is given.

The additional funding allocated to community funding from the LTP process will not only enable more groups to be funded, but much greater flexibility and accessibility will be achieved within a clear and easier to understand framework.

Simple to follow guidelines for applicants about the process will be communicated through an annual Community Funding Guide (refer draft attached), and a dedicated communications and transition plan for existing grant recipients (in development).

The Community Funding Guidelines will provide clarity around what can be considered for funding, how funding aligns with Council's Community Outcomes and Vision and how the process will operate. See attachment 3.

The Community Grant Funding A3 Toolkit will assist decision making by providing examples of what activities are likely to be considered for Council support in the context of our overall approach - See Draft Community Grant Funding Toolkit attachment 4.

A simplified single application form and reporting template will be provided so that greater evidence of the potential reach of a project, event or initiative can be considered; and the subsequent actual impact and beneficiaries ascertained. Impact reporting data will assist in evidence-based decision making for future levels of support. See attachments 5 & 6.

5.4.1 Questions that applicants will need to address will be structured, simple and clear, such as

1. How do you know there is a need for your project, programme or service?
2. What difference will your project make?
3. Who and how many people will benefit?
4. What controls and checks do you have in place to manage the funding?
5. How *ready* is your organisation to deliver the project, programme or service?
6. Who will you work with to deliver your project, programme or service?
7. How will you demonstrate value for money and the impact of your work?
8. How does your project, programme or service meet best practice and where relevant is evidence based?

5.5 New mechanisms for Community support

Two new elements are proposed for inclusion within the new Community Funding Model:

Discretionary Funding

These are exceptional one-off small grants (<\$5k per allocation) intended to provide agility and quick response solutions or to address other funding gaps when required. They may be used to support a proven initiative or provide an opportunity for collective action with other funding partners. These grants support activities that meet the overarching vision of creating a vibrant, attractive and thriving district, and contribute to community connectedness. For example, an opportunity may arise to support momentum in a particular community that seeks to foster greater neighbourly connection in a similar way to the "Block Connector" concept practised overseas. Equally, it could be used to support a collaborative endeavour with other Councils or partners around social enterprise development or capacity building for community groups. This fund would enable support to occur with agility not possible under the current system.

It is proposed that these grants are endorsed by the Community Funding Committee and approved by Council staff under the delegated authority of Council.

Participatory Funding

These grants are specifically for Resident and Ratepayer Associations or those entities that are recognised by Council as operating in that capacity.

Local community groups know their local community best; the purpose of this participatory grant mechanism is to enable these local groups of people to formally and actively participate at the community level using these grants to initiate neighbourly connectedness and small scale community projects. The recognised organisation will report on its use of these funds received as part of Council's on-going support to Resident and Ratepayer groups.

Example projects could be a community planting project, a community mural, CCTV cameras, safety and rescue equipment, a neighbourly connection initiative, or other such purpose that the group has identified with its community as beneficial to the local area and that supports community cohesion.

5.6 Community Development Impact - What does success look like?

We currently provide approximately \$1.58m through the 5 funding pools of Annual Operating Fund (\$1.4m), Performing Arts Fund (\$15k), Community Fund (\$75k), Community Halls fund (\$60k) and Resident & Ratepayers fund (\$15k) allocated once annually and at specific times in the year plus concessions of \$456k and loans of between \$500k-\$600K.

The new model will see a comparable \$1.8m available (subject to LTP budget confirmation) for distribution throughout the year (approximately \$55k-60k at each monthly meeting) plus the same concession sums. However, these funds will be open to a more diverse mix of projects, events, programmes and initiatives that the community is seeking to bring to life for the benefit of communities of place, people and interest, district-wide in line with the Community Development Framework's objectives.

In addition, LTP allocations to 'Community-Led Projects'; formerly "Village Planning" which operate outside of the Community Funding Model will also significantly add to Council's ability to work alongside the district's growing and increasingly diverse communities.

Success will be informed both quantitatively through the framework's indicators and measurement and the new impact reporting template data. This will be enhanced qualitatively through storytelling and anecdotal feedback and the sharing of learning so that other groups can develop their own approach. External evaluation through survey tools such as Vital Signs research will support confirmation of progress toward the goal of building stronger, more connected and more resilient local communities.

5.7 Financial/budget considerations

District growth will see an increased demand placed upon infrastructure and Council's core services. It is therefore important that Council's approach to Community funding is as supportive as possible to as diverse a community base as practical, whilst remaining robust, efficient and prudent in terms of allocation of funding. The proposed approach allows for greater opportunity for support to be obtainable to a much wider variety of community organisations without significantly increasing the ratepayer contribution.

If Community Development is implemented effectively the return on the investment required of Council can become significant over time through the enhanced community endeavour that occurs, the financial participation of partner agencies including government, NGO and private sector in funding terms, and through the more intangible benefits of communities becoming more cohesive.

5.8 Policy and planning implications

The current Grants, Concessions and Loans Policy has been reviewed in line with these proposed changes. The proposal creates an opportunity across Council departments to identify any interdependencies that might exist from community groups that are not currently recognised, thus allowing for greater transparency, streamlining and recognition of total Council support to the community. See attachment 7.

Adoption of the Community Development Framework has led to a review of Council's current policy and practice. The development of the proposed new Community Funding Model reinforces the shift in approach from a Community Service to a Community Development approach.

5.9 Risks

Risk	Rationale	Mitigation
Reputational – ceasing of funding for some groups may result in a negative reaction against Council.	<p>Over-reliance on Council funding and historical decisions that need to be reconsidered.</p> <p>The reasons outweigh the risk in terms of the need to address growth in the district, increasing scarcity of resources and fragmentation of effort in certain areas.</p> <p>Establishing priorities for its Community Development investment will enable Council to create more equitable opportunity for communities' district-wide.</p>	<p>Good relationship management, transparency in approach and excellent communication.</p> <p>Transition support for groups that may no longer be funded.</p>
Implementation of any new Community Development approach has a degree of risk as new processes are embedded.	The demographic shift that is already being experienced and the increase in population of the district will result in the emergence of new groups seeking assistance as well as established groups requesting greater levels of support. Similarly, community safety concerns are anticipated to increase for some communities particularly as volunteer levels are not anticipated to rise in parallel to their population growth.	<p>The broader, more open funding model and the funding priority areas proposed will provide fair, transparent opportunities to access funding and more strategy-aligned decision making.</p> <p>Council may need to consider alternative forms of engagement including a mix of a volunteer and paid workforce in certain areas.</p>

6 Significance and engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy since grant funding is essentially being enhanced in response to community feedback. The public will be informed through a communication plan, Community Development Committee agenda publication as well as Council news and Social Media.

7 Attachments

- 1) Review of Grants Workshop – Workshop Notes
- 2) Draft 2018-19 Community Funding Guidelines
- 3) Draft Community Grant Funding A3 Toolkit
- 4) Draft Community Funding application form
- 5) Draft Community Funding impact report form
- 6) Draft Grants, Concessions and Loans Policy

Funding Strategy Workshop – Notes

7 December 2017

Task 1 – How do we see, feel, hear these funds are currently working?

	See	Hear	Feel
Positive	<ul style="list-style-type: none"> • Enabling • The effects are visible • Groups are grateful 	<ul style="list-style-type: none"> • Well thought of • Good communication • Appreciation of small grants – a little goes a long way • Understand funding limitations • Fairness geographically 	<ul style="list-style-type: none"> • Consistency and surety makes a difference to an organization • Clear communication on funding rounds, service from staff is appreciated
Negative	<ul style="list-style-type: none"> • Non-alignment and inflexible • Rationale for historical allocations (AOF) – no strategic alignment • Little ability to support new groups, seed funding • Hard to measure/demonstrate impact 	<ul style="list-style-type: none"> • Limited equality amongst <i>types</i> of recipients • It can be an obstacle if not already funded • Hard to access • Funding rounds not flexible • Slow turn-around time • Awareness still lacking • Made to jump through hoops 	<ul style="list-style-type: none"> • Lack of flexibility • “Charity” not partnership • Alignment of mechanisms vs where we want to go • Not creative enough • “Leg up, not hand out”
Neutral	<ul style="list-style-type: none"> • The capability of organisations makes a difference to success or failure • Rules around who we fund (legal entities) – is it still appropriate? 	<ul style="list-style-type: none"> • An organisation’s abilities/resources can help or hinder fairness 	<ul style="list-style-type: none"> • Need good structure for clarity • Need to build capacity • Relationship between core infrastructure and grants needs to be considered

Task 2 – What could we do to make it easier and more effective?

Core	Adjacent	Transformational
<ul style="list-style-type: none"> • Leverage more • Enable communities to help themselves • Do more with Council loans • Grow Creative Communities Scheme • Increase grant pool by growth and LGCI • Improve clarity of funding parameters e.g. events • No funding for courses • No need to diversify – what we do now is fine • Create less reliance on council funding – build capacity, holistic support to become sustainable • Be more careful with what we fund • No more handouts 	<ul style="list-style-type: none"> • More match funding with other funders, community • Improve funding communication regionally (e.g. forum) • Alignment with other funders • Small grants for community led projects • Provide more structure and make it easy to follow • Seed funding • Bring existing groups together • Creative Communities – expand the model 	<ul style="list-style-type: none"> • “Pay it forward” – surplus goes back into pot • Pool funds/resources e.g. have a place that the community can add funds to and make accessible to the community • Encourage “angel” investors to co-invest • Be strategic – develop strategy and criteria e.g. national/regional/local events, set funding levels • Change the model • Clear slate • Region-wide funders forum • Develop co-funding models • Have frequent funding rounds • Delegate decisions to staff • Accountability reports to Council • More for salary funding • Short form videos teaching how to fill out forms • Discretionary fund (filed under Core) • Be more agile for fast response, open window

Task 3 – Appetite for risk

Person	Risk level	Comments
A	9	Happy to trial social investment on a small scale Small discretionary fund PLUS handling all Community Halls funding and R&R grants Would like to see us give 3-year subsidy funding e.g. \$30k x 3 years for salary subsidy
B	5	Possibly discretionary funding depending on criteria
C	5	Keep it as is
D	5-8	Yes to collective funding pools, but unsure about discretionary fund and delegated authority
E	?	Would like an 80/20 model where 20% is from 6-10. Would appreciate hearing from Cindy if she would love the opportunity for some discretionary funding for herself – based on her experience.
F	5	If pooling funds from different locations then no issues, however when dealing with ratepayers' money we must be very careful.
G	5	
H	?	Happy to pilot small examples of some/all of the models at the higher end of risk. Need to trial to assess the success or otherwise of new models/ways of achieving the outcomes we are seeking (community engagement/ownership)
I	7+	Definite yes on discretionary funding and delegated authority Not sure about collective funding, would consider participatory grants, and need to know more about social enterprise investment
MISSING ONE		

General comments

Overarching areas and open model welcomed – yes let's do this. Need a good system.

Delegated authority – not so much

Let the experts deliver for us, e.g. heritage trail

Loop walkway breaks model of 80/20, hard/soft

Ability for applicants to resubmit

Community Funding Guide

2018-2019

DRAFT – MARCH 2018

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1 About this guide

This document is intended for anyone considering applying to Whangarei District Council (Council) for funding, and should be read before completing an application form.

The Community Development department of Council administers a range of grants, loans and concessions for Council. For advice, contact the Community Funding Officer.

You can also find this guide and more information about Council's funding at www.wdc.govt.nz/funding.

Context

This Community Funding Guide should be read alongside Council's *Grants, Concessions and Loans Policy (Policy 0031)*.

The Policy outlines Council's intent, principles and strategy for community funding. It is reviewed triennially.

This Guide outlines how community funding will be delivered. It is reviewed annually.

2 Our priorities and principles for funding

Council's funding supports community groups and organisations to provide a balanced mix of services provision that meets the needs of Whangarei District's diverse communities, and supports the achievement of a vibrant, attractive and thriving district.

We are guided by Council's Community Outcomes and funding principles as detailed in the *Grants, Concessions and Loans Policy*.

We deliver community funding through four Funding Priority Areas.

Community Outcomes

Our community funding supports our Community Outcomes, which are the set of aspirations that Council has agreed to for the 2018-2028 Long Term Plan. These are:

- Efficient and resilient core services
- Caring for the environment
- Positive about the future
- Proud to be local.

Funding principles

We use these principles in how we deliver community funding and support:

- | | |
|-----------------|-----------------|
| • Accessibility | • Equity |
| • Consistency | • Flexibility |
| • Diversity | • Inclusion |
| • Effectiveness | • Transparency. |
| • Efficiency | |

Funding Priority Areas

We determine the level of support to be distributed to each Priority each financial year. This level of support is a percentage of the total community funding budget for the year. Funding Rounds* are held each month (except January).

Funding Priorities	Objectives	Indicative % of Total Fund	Indicative \$ per Round*
Arts and Culture	Provide support that facilitates education and enjoyment of the arts and of culture for the people in our district.	35%	\$19,000
Heritage and Environment	Provide support that preserves and promotes the heritage of our district and that protects and enhances the environment in which we live.	27%	\$15,000
Recreation and Sport	Provide support that enables participation and engagement in recreation and sport in our district for people of all abilities, ages and life stages.	10%	\$5,500
Community Connectedness and Well-being	Provide support that strengthens community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our district.	28%	\$15,500

How we will deliver grants, concessions and loans

We aim to enable greater diversity and flexibility in the applications for funding that we consider.

We provide guidance and advice to make the process as easy as possible.

Applications for funding may meet more than one Funding Priority area and we see this as strengthening the application.

We will reassess the priorities for funding and the levels of support each year and we'll publicise these.

We will give you advice on how to deliver a sound funding application, and how to access other sources of support, financial and non-financial.

3 Criteria and eligibility

General criteria

Council wants to support entities that:

- are a not for profit legal entity (or working under a suitable umbrella organisation that meets this requirement; note that individuals can apply to the Creative Communities Scheme)
- have appropriate financial management, planning and governance, and demonstrate "readiness" for the receipt of funding and its appropriate use
- have a positive track record of use of Council funding and be up to date with required reporting (if previously funded)
- are not applying for funding for an activity that Council is already providing the organisation financial support for.

Generally, we won't support applications for projects

- where the primary purpose is to promote religious, political or commercial activity
- we consider are the core business of another organisation or service provider, or the responsibility of a central government agency
- that start before funding decisions are made.

Retrospective expenses

Expenses incurred before funding decisions are made are not eligible. If your application is carried over to the next funding round, we will consider expenses incurred between the two decision dates.

Expense types

We will consider most types of expenses where your application aligns with Council funding priorities.

There are some things we generally don't fund or fund only in exceptional circumstances:

- social functions
- fundraising
- catering
- travel and accommodation outside of the district
- conference fees
- entry or competition fees, prize money, trophies or awards

If you are seeking funding for any of the above, please discuss your application with us before submitting.

Appendix A lists examples of what we do and don't fund.

4 Funding rounds

You can apply at any time and should allow 8-10 weeks for a decision.

Applications received by the 5th of each month will be considered at the following month's meeting of the Community Funding Committee (no meetings in January). If your request is for an amount above the Committee's financial delegation, it will be referred to the next meeting of the Council or other appropriate Committee.

So, applications submitted on 4 April will be considered in May. Applications submitted on 6 April, will go to the June meeting. If we can fit it in earlier, we will.

5 Applying

You can apply at any time (note timeframes above).

All applications must be on the correct application form and there is one standard application form for most of our funding.

Application forms are available at www.wdc.govt.nz/funding, from Council's customer service counters or by contacting Council on 09 430 4200 or mailroom@wdc.govt.nz. Refer also to the list of relevant forms and documents at the end of this guide.

Please check the criteria and talk to the Community Funding Officer at Council if you have any questions.

6 How much is available?

The total fund pool for 2018-19 is \$600,000.

We allocate this over 11 monthly funding rounds of approximately \$55,000 per round.

This is divided amongst our four Funding Priorities by the agreed levels of support as shown in (2) above.

There is no limit to how much you can apply for, however most grants given are between \$2,000 and \$4,000. Each application is assessed on its own merits, how it aligns with our priorities for funding and how it benefits the community.


We usually get more applications than we can support, so sometimes we have to decline an application even if it has merit.

7 The Funds

We provide the following grant types through a standard funding application process.

These are contestable grants, meaning all applications compete for funding from the set fund budget.

<p>Community funding grants</p> <ul style="list-style-type: none"> • Arts and Culture • Heritage and Environment • Recreation and Sport • Community Connectedness and Wellbeing. 	<p>These grants are broad in nature and are for events, projects and activities that help deliver our vision of creating a vibrant, attractive and thriving District.</p> <p>We want to hear from community groups who have initiatives in mind that align with our Community Outcomes and Funding Priorities.</p> <p>Criteria – You must meet the general criteria as outlined in (3) above.</p> <p>Grant budget and limit – There is no maximum or minimum grant size, but most grants are typically between \$2,000 and \$4,000. Refer to section (6) above.</p> <p>To apply, use our standard funding application form. Funding rounds are held each month, refer to (4) above.</p> <p>Accountability – You will need to report back on how the grant was spent within 12 months or before you apply again, whichever comes first. Please use the standard funding report form for this. If you don't complete the report, we may ask for the grant to be returned.</p>
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<p>Participatory grants for community cohesion</p>	<p>These grants are specifically for resident and ratepayer associations or those recognised by Council as operating in that capacity.</p> <p>You know your local community best, so we want to empower you to use these grants to meet the needs, challenges and aspirations that they have identified as important. The organisation can issue small grants from this sum for local initiatives.</p> <p>Example projects could be community planting, a community mural, CCTV cameras, safety and rescue equipment, or other purpose that we agree benefits the local area and facilitates community cohesion.</p> <p>Criteria – You must be a Council-recognised resident and ratepayer group or operating in that capacity, and you must meet the general criteria as outlined in (3) above.</p> <p>Grant budget and limit – This year, the grants are \$1,000, from a total fund of \$20,000. Up to 50% of the grant can be used for the organisation's administrative purposes.</p> <p>To apply, use our standard funding application form and tell us what local initiatives you may use this for and how you will involve the community and get their buy-in and support.</p> <p>Accountability – You will need to report back on how the grant was spent within 12 months or before you apply again, whichever comes first. Please use the standard funding report form for this. If you don't complete the report, we may ask for the grant to be returned.</p>
<p>Whangarei District</p>  <p>Creative Communities Scheme (CCS)</p>	<p>This fund is to support local community groups to create opportunities for access and participation in arts activities, in all its forms. The scheme's funding criteria is:</p> <ul style="list-style-type: none"> • Participation: create opportunities for local communities to engage with and participate in arts activities • Diversity: support the diverse artistic cultural traditions of local communities • Young people: enable young people to engage with and participate in the arts. <p>The is administered by Council on behalf of Creative New Zealand. An independent committee comprising of Council and community representatives allocates these grants.</p> <p>Criteria – Individuals or groups can apply. Individual applicants must be New Zealand citizens or permanent residents. Please read the Creative Communities Scheme guide for full criteria and what can be applied for.</p> <p>Grant budget and limit – \$60,000 is allocated over two funding rounds per financial year. There is no maximum to</p>

	<p>what you can request, but the average grant given is around \$2,500.</p> <p>To apply, please read the Creative Communities Scheme guide and then complete the CCS application form. Both are available at www.wdc.govt.nz/funding or by contacting us.</p> <p>Funding rounds – This scheme has two funding rounds per year. The closing dates are:</p> <ul style="list-style-type: none"> • Round 1: 20 August 2018 • Round 2: 25 February 2019 <p>Accountability – You will need to report back on how the grant was spent within 12 months. Please use the CCS accountability report form for this. If you don't complete the report, we may ask for the grant to be returned.</p>
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In addition to the contestable funding above, Council also has the following options for giving grants. These tend to be rare and given in exceptional circumstances.

One-off grants	These arise from requests made through submission to the Annual Plan or Long Term Plan. The grants are typically for large capital developments or significant events.
Multi-year funding	In exceptional circumstances, Council may award funding for up to three years in line with the Long Term Plan cycle. This would typically be for operational funding of selected organisations that provide valued services and facilities to Council and communities. These generally arise from requests made through submission to the Long Term Plan.
Discretionary grants	These are one-off small grants intended to offer a quick response solution or address other funding gaps when required. These grants are to initiate and support activities that meet the overarching vision of creating a vibrant, attractive and thriving district, and contribute to community outcomes. These grants are endorsed by the Community Funding Committee and approved by Council staff under the delegated authority of Council.
Special operational grants	Provided annually to selected organisations that provide valued services and facilities to Council and communities. These are non-contestable grants, in that a fixed number of organisations are granted a fixed amount of money on a predetermined outcome.

8 Concessions

We grant concessions in some circumstances. Concessions are when we waive a payment to Council that would otherwise be due.

The intent of granting concessions is to support community organisations that provide a valued service to the District.

Concessions are generally for parking or rent in Council premises, but may also be for other discretionary purposes.

Please talk to us if you wish to be considered for a concession. You will need to provide us with a written request outlining why you need this concession and how this would benefit yourselves and the community.

9 Community Loans

We can support community projects through low interest loans. These loans are available for the development of community assets for recreation purposes:

- Reserve development – for developing community assets for recreation purposes on Council-owned land;
- Recreation development – for developing community assets for recreation purposes on land that is not Council-owned.

Loans will only be made to recreation providers and those that meet the general criteria in (3) above. You must be able to contribute at least 50% towards the project, and demonstrate that you can pay off the loan.

Generally, the first \$100,000 is interest free and amounts above this will be interest bearing. The maximum repayment term is eight years. Standard loan conditions apply.

To apply, complete our Community Loan Application Form. You can apply at any time.

10 Funding Calendar

This Funding Calendar is for Council's 2018-2019 financial year (*1 July 2018 to 30 June 2019*) and may be subject to change.

We advertise our funding rounds our Council News section of The Leader, on our website and our social media channels.

Funding Round	Round Closes
Round 1	5 July 2018
Round 2	5 August 2018
Round 1 – Creative Communities Scheme	20 August 2018
Round 3	5 September 2018
Round 4	5 October 2018
Round 5	5 November 2018
Round 6	5 January 2019
Round 7	5 February 2019
Round 2 – Creative Communities Scheme	25 February 2019

Round 8	5 March 2019
Round 9	5 April 2019
Round 10	5 May 2019
Round 11	5 June 2019

11 Other funding options

GivUs and GivME

Council offers free access to GivUS and GivME through your library membership. These are searchable databases that will give you the best matches of funding you are eligible for in terms of criteria along with closing dates, application requirements and contact details.

- GivUS – for voluntary organisations; contains over 1000 different funding schemes.
- GivME – for students, researchers, sports people, artists and those wanting professional development; contains over 2200 funding schemes.

Access GivUS or GivME through Council's Libraries website: <http://www.whangarei-libraries.com/Online-Services/Pages/Scholarships-and-Funding.aspx> and select the link for Whangarei Libraries members.

Some suggested funders

- Creative New Zealand: www.creativenz.govt.nz
- Community Matters (Lotteries and COGS): www.communitymatters.govt.nz
- The Tindall Foundation: www.tindall.org.nz
- Foundation North: www.foundationnorth.org.nz
- The Lion Foundation: www.lionfoundation.org.nz
- Oxford Sports Trust: www.oxfordsportstrust.org.nz

Useful contacts

- Whangarei District Council: www.wdc.govt.nz/funding
- Creative Northland: <http://creativenorthland.com>
- Societies and Trusts: www.societies.govt.nz
- Charities Services: www.charities.govt.nz
- Exult support for not-for-profits: www.exult.co.nz

12 Forms and related documents

The following documents and forms are available at www.wdc.govt.nz/funding, by emailing mailroom@wdc.govt.nz or from Council's customer services counters.

- Policy – Grants, Concessions and Loans Policy
- Guide – Community Funding
- Guide – Creative Communities Scheme
- Application Form – Community Funding (standard)
- Application Form – Community Loan
- Application Form – Creative Communities Scheme
- Report Form – Community Funding Impact Report
- Report Form – Creative Communities Scheme Report

Appendix A

Examples of what we will fund	Examples of what we won't fund
Arts and culture development ...TO BE COMPLETED	Awards ...

DRAFT

Community Grant Funding ToolKit (an aid to grant decision-making)

Vision

A vibrant, attractive and thriving District

Community Outcomes

Efficient and resilient core services	Caring for the environment	Positive about the future	Proud to be local
<ul style="list-style-type: none"> It is easy and safe to travel around the District for everyone. There are opportunities to walk and cycle. The District is well prepared for growth and can adapt to change. Services are supplied in ways that benefit the environment. 	<ul style="list-style-type: none"> Communities work to keep the environment clean and healthy. Access to the coast for people is protected. Open spaces in parks and streets are places where nature thrives. The District is positively adapting to climate change. 	<ul style="list-style-type: none"> The District has productive land and people and thriving City Centre. There is a fair urban/rural balance. Council has clear and simple documents and rules. The District embraces new technology and opportunity. 	<ul style="list-style-type: none"> The District is neat and tidy and looks attractive. Public areas feel and are safe. There is always something to do and see. There are opportunities for people to be active across all abilities, ages and life stages.

Principles

Accessibility Consistency Diversity Effectiveness Efficiency Equity Flexibility Inclusion Transparency

Funding Priority Areas	Arts & Culture	Heritage & Environment	Recreation & Sport	Community Connectedness & Wellbeing
Percentage of funding	35%	27%	10%	28%
Annual allocation Allocation per month From July 2018	\$600,000 \$55,000	\$19,000 approximately per funding round	\$15,000 approximately per funding round	\$5,500 approximately per funding round
Funding objectives – provide support that...	Facilitates education and enjoyment of the arts and culture for the people in our district.	Preserves and promotes the heritage of our region and that protects and enhances the environment in which we live.	Enables participation and engagement in recreation and sport in our district for people of all abilities, ages and life stages.	Strengthens community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our district.

Examples of what we may consider funding	Arts and culture development Access to employment Access to education and training Advocacy Accessibility (for disability)	Capacity building Collaboration initiatives Community celebrations Community facilities Connections/networking	Events Equipment hire Exhibitions Education programmes	Festivals Forums Food Rescue and banking Heritage Hauora (well-being) Iwi collaboration projects	Leadership development Lighting and sound hire Multi-use facility development Materials	One off personnel costs Programme/project costs Publicity/advertising Resources	Social enterprise Traffic management Tournaments Workshops/seminars Youth at risk
Examples of what we generally don't fund	Awards Business/commercial ventures Catering costs Conference fees Costumes	Debt servicing Entry fees Equipment purchases (e.g. computers, musical instruments, kitchen appliances)	Facility development Fundraising activities Gambling Individual training costs	Petrol Prize money Promotion of religious or political activity Retrospective costs	Social functions Stage curtains purchase Travel and accommodation Theatre lights purchase Trophies	Uniforms Vehicle purchase or hire	These are just examples. If there is a good business case, strong community benefit, and measurable impact, we can consider it.

What we will ask:

- How do you know there is a need for your project, programme or service?
- What difference will your project make?
- Who and how many people will benefit?
- What controls and checks do you have in place to manage the funding?
- How ready is your organisation to deliver the project, programme or service?
- Who will you work with to deliver your project, programme or service?
- How will you demonstrate value for money and the impact of your work?
- How does your project, programme or service meet best practice and is it evidence based?

Special Operating Grants

The following would be funded separately under a Special Operating Grants category (figures approximate and subject to annual budget allocations):

Kiwi North	\$400,000
Creative Northland	\$195,000
Whangarei Art Museum	\$365,000
Whangarei Quarry Gardens	\$40,000 (plus Parks' contribution of \$58k)
Total	\$1,000,000

Community Funding Application Form

Application summary

Organisation name	
Amount requested	\$
Project name	

Section 1: Applicant Details

Tell us about your organization/group

Group's postal address		
Postcode		
Group's bank account name:		
Group's bank account number:		
Group's GST number		
Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")		
Who are your group's main contact(s) for this funding application?		
Primary contact's name		
Position in group		
Email		
Daytime phone number(s)		
Second contact's name		
Position in group		
Email		
Daytime phone number(s)		

Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

☐ Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

☐ Yes – please provide:

- Your incorporated society or charitable trust registration number:
- A copy of your latest statement of financial performance
- Evidence of your bank account details.

☐ No* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by a member of the umbrella group's management team.

Umbrella group name	
Society or trust number:	
Contact person	
Email	
Daytime phone number(s)	
GST number (or n/a)	


I confirm that our organisation is willing to guarantee and receive any monies granted to:

Applicant organisation:

Project name:

Signature

Date

 **Attach** evidence of umbrella group's bank account details and a copy of your latest statement of financial performance.

Section 3: The Project

Tell us what you want to do – Who, What, When, Where, Why, How

Describe your project in terms of the following:

Name of project	
Amount requested	\$
When will this take place?	
Where will this take place?	
Who and how many people will benefit?	

Ethnicities of likely beneficiaries of this project – *tick as appropriate and include a percentage estimate for each that you think will benefit from this project:*

<input type="checkbox"/> NZ European	Estimate %:
<input type="checkbox"/> Maori	Estimate %:
<input type="checkbox"/> Pacific Peoples	Estimate %:
<input type="checkbox"/> Other European	Estimate %:
<input type="checkbox"/> Asian	Estimate %:
<input type="checkbox"/> Middle Eastern/Latin American/African	Estimate %:
<input type="checkbox"/> Other ethnicity	<i>Please specify:</i> _____ Estimate %:

Funding criteria

Which of the following four criteria are you applying under? If your project meets more than one criteria, choose the one that is the project's main focus.

- ☐ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- ☐ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☐ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
- ☐ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

Tell us about your request in the following questions. Be succinct and clear.

The Idea – Briefly explain what it is that you want to do:

The Need – How do you know there is a need for your project, programme or service?

The Impact – What difference will your project make?

Your Readiness – What controls and checks do you have in place to manage the funding?

Your Readiness – How ready is your organisation to deliver the project, programme or service?

Collaboration – Who will you work with to deliver your project, programme or service?

Volunteers – How many volunteers will be involved (informed estimates are fine)

Number: Hours: In kind Value @ \$20per hour: \$

Your Approach – How will you demonstrate value for money and the impact of your work?

Your Approach – How does your project, programme or service meet best practice and is it evidence based?

Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

Are you registered for GST?	<input type="checkbox"/>	No – your budget figures must <u>include</u> GST where applicable
	<input type="checkbox"/>	Yes – your budget figures must <u>exclude</u> GST where applicable
GST number		
Project income e.g. ticket sales 50 x \$10 = \$500.	Amount	
	\$	
	\$	
	\$	
	\$	
Total of other grants and donations	\$	
Own contribution / fundraising	\$	
(A) Total income expected	\$	
In-kind support – please list e.g. volunteer labour, donated materials, donated expertise		
Total project costs Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs.		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
(B) Total expenses expected	\$	
(C) Income less expenses	\$	

Section 6: Declaration

I declare that the information supplied here is correct. If the application is successful, I/we agree to:

- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

I will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications

I consent to the Whangarei District Council recording the personal contact details provided in this application, retaining and using this information to send me relevant Council information.

I undertake that I have obtained the consent of the group/organisation to provide these details.

I understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

I am aware that I have the right to have access to this information held by Council.

This consent is given under the Privacy Act 1993.

Name	
Signature *	
Position in Group	
Date	

* We prefer to receive applications by email (send to mailroom@wdc.govt.nz, attention Community Funding). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

Final check – make sure you have:

- ☐ Completed all sections and signed the declaration
- ☐ Checked that the budget balances and have accounted for GST
- ☐ Attached quotes
- ☐ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☐ Attached your group's (and the umbrella group's) most recent set of financial accounts
- ☐ Kept a copy of this application for your records.

Community Funding

Feedback Form

To assist us in ensuring that your experience when obtaining information about and applying to Whangarei District Council's community funding is simple and successful, we would appreciate your feedback by answering the following questions:

1. How did you find out about Council's community funding?

☐ Whangarei Leader

☐ Council staff

☐ Previously applied

☐ Council's website

☐ Community noticeboard / newsletter

☐ Other (*please specify*)

2. Have you visited the Funding and Grants page on Council's website?

☐ Yes

☐ No

If Yes, how user friendly was it?

Poor

1

☐

2

☐

3

☐

4

☐

5

☐

Great

What could we change or do better?

3. Did you find this application form easy to understand and complete?

☐ Yes

☐ No

What could we change or do better?

Thank you!

Community Funding Impact Report Form

Complete this at the end of your project and within one year of receiving the grant and return to mailroom@wdc.govt.nz attention Community Funding.

Name of applicant	
Project name	
Contact name	
Address	
Phone number(s)	
Email address	
Date(s) of project	
Location of project	

How much was the grant you received from us?	\$
Which Funding Round was this from and in what year?	
What was your total project income?	\$
What was your total project expenditure?	\$

Attach a breakdown of your project's income and expenditure	<input type="checkbox"/>
Attach copies of receipts	<input type="checkbox"/>
Attach photos (5 max) <i>If you have any photos of the event/project, we'd love to see them. You can attach photocopies to this report or email them to us with a description.</i> <i>Do not send originals or USB flash drives.</i>	<input type="checkbox"/>

Tell us how your project, programme or service went with the following questions.

Did the project meet expectations (of organisers, participants, audience)?

What difference did your project make?

What worked well?

What didn't work so well?

Which of the following areas would you strengthen if undertaking this work again, and why?

- ☐ Leadership:
- ☐ Communications:
- ☐ Capacity building (skill development):
- ☐ Fundraising:
- ☐ Financial management:
- ☐ Planning and organisation:
- ☐ Equipment
- ☐ Resources:
- ☐ Facilities:
- ☐ Other:

Who and how many people were involved? How did they benefit?
Who did you work with to deliver your project, programme or service?
Demonstrate the impact of your project, programme or service and the value for money for Whangarei's ratepayers.

What have you learnt through the work and what would you do differently if you did this again?

Any other comments?

This report was completed by:

Name

Signature

Position in group

Date

Thank you for contributing to your community and helping Whangarei to be a great place to live, work and play.

Whangarei District Council Policy

Grants, Concessions and Loans Policy

**Policy
0031**

Date Adopted:

By:

Policy title			
Audience (Primary)	Internal/external*	Business Owner (Dept)	Community Development
Policy Author	Jonny Gritt and Cindy Velthuisen	Review date	2020

SECTION 1 – General

1 Purpose

This Policy provides principles on Council's provision of grants, concessions and loans to the community.

The objective of this Policy is to align allocation of community funding with Council's Community Outcomes as outlined in each Long Term Plan.

The Council's provision of community funding is one aspect of Council's overall support for communities in the Whangarei District, and supports the achievement of a vibrant, attractive and thriving district.

2 Definitions

Grants	Payments that have not been arranged through a contract tender process.
Concessions	Where payments to Council would be due, but Council has chosen not to charge, which have not been arranged through a contract tender process.
Contracts for services	Agreements to make payments to a contractor, based on them meeting agreed deliverables. These agreements have been arranged following Council's procurement process.
Contestable	Grants where a fixed amount of money is available that applicants can compete for a portion of. The outcome varies based on criteria in the application process.
Non-contestable	Grants where a fixed number of organisations are granted a fixed amount of money on a predetermined outcome. Applicants do not compete for a limited amount of money.
Not for profit	Any society, association or organisation that is not carried on for the profit or gain of any member, and whose rules state that any money earned or donated is used in pursuing the organisation's objectives.
Community of place	Members of our District that can be identified by the geography of where they live.
Community of people	Members of our District that can be identified by common characteristics including ethnic, physical, or otherwise.
Community of interest	Members of our District that can be identified by their common interests or pursuits.

3 Context

This Policy operates within the greater context of the Local Government Act 2002 and Council's policies and strategies:

- Long Term Plan – in particular, Community Outcomes
- Rates Remission and Postponement Policies
- Youth Policy
- Accessibility Policy
- Arts, Culture and Heritage Policy
- Positive Aging Policy
- Community Halls Strategy.

In addition, the Recreation Strategy (in development) will also be used in the implementation of this Policy.

3.1 Community Outcomes

Council's Community Outcomes, adopted with each Long Term Plan, guide Council's activities. They are the set of aspirations that the community has told Council are the most important for Whangarei District. All grants, concessions and loans seek to support the Community Outcomes. These in turn ultimately support the vision of a vibrant, attractive and thriving District.

The Community Outcomes that Council has agreed to for the 2018-28 Long Term Plan are:

Efficient and resilient core services

- It is easy and safe to travel around the District for everyone.
- There are opportunities to walk and cycle.
- The District is well prepared for growth and can adapt to change.
- Services are supplied in ways that benefit the environment.

Caring for the environment

- Communities work to keep the environment clean and healthy.
- Access to the coast for people is protected.
- Open spaces in parks and streets are places where nature thrives.
- The District is positively adapting to climate change.

Positive about the future

- The District has productive land and people and a thriving City Centre.
- There is a fair urban/rural balance.
- Council has clear and simple documents and rules.
- The District embraces new technology and opportunity.

Proud to be local

- The District is neat and tidy and looks attractive.
- Public areas feel and are safe.
- There is always something to do and see.
- There are opportunities for people to be active across all abilities, ages and life stages.

4 Scope

All community investment, in the form of grants, concessions and loans provided by Council are within the scope of this policy.

Any contracts which were put into place by following the appropriate Government procurement policies are specifically excluded by this policy. This includes, but is not limited to tendered contracts for service (CFS) and preferred supplier arrangements.

Grants, concessions and loans are provided from a wide range of business units across Council and are provided to a range of entities and individuals.

Sometimes this will include Council distributing central government funds (e.g. Creative Communities Scheme); or partnering with organisations to assist or lead development of funding sources.

5 Principles

Council recognises the need for a balanced mix of facilities, services, projects and events that meet the needs of the diverse communities that make up the District.

This mix is to be delivered district-wide, embracing our diverse communities of place, people and interest.

To meet those different needs Council provides funding to external parties in the form of grant payments, concessions and community loans.

An open and transparent process ensures Council puts these limited funds to good use in serving the Whangarei District.

Council aims to ensure that generally expected and iconic or unique events, services and community led initiatives are supported through this policy.

5.1 Key principles

The following principles apply to Council's community funding and support:

- accessibility
- consistency
- diversity
- effectiveness
- efficiency
- equity
- flexibility
- inclusion
- transparency.

5.2 Funding Priorities

Council delivers its community funding through four overarching Funding Priorities. These sit alongside the guiding principles and Community Outcomes.

Council determines the level of support to be distributed to each Funding Priority each funding year.

Funding Priorities	Objectives
Arts and Culture	Provide support that facilitates education and enjoyment of the Arts and of culture for the people in our District.
Heritage and Environment	Provide support that preserves and promotes the heritage of our region and that protects and enhances our environment.
Recreation and Sport	Provide support that enables participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
Community Connectedness and Well-being	Provide support that strengthens community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

5.3 Delivery

Council's principles for how grants, concessions and loans will be delivered, are that:

- Council aims to enable greater diversity and flexibility in the applications for funding that may be considered
- Guidance will be provided to make the application process as easy as possible
- Applicants may meet more than one Funding Priority area and this will strengthen the application
- Priorities for funding, including levels of support for each Funding Priority, will be publicised each funding year
- Council staff will advise applicants on how to deliver a sound funding application, and how to access other sources of financial and non-financial support.

5.4 Criteria

Council generally will consider financially supporting applicants:

- That are a not for profit, legal entity (or are working under a suitable umbrella organisation that meets the criteria)
- That demonstrate appropriate financial management, planning and governance
- That have a positive track record of use of funding from Council (if previously funded)
- That are up to date with any required reporting to Council (if previously funded)
- That are not applying for funding for an activity that Council is already providing the organisation financial support for.

Council generally will consider financially supporting projects and activities:

- That align with Council's vision, strategic direction and role
- That contribute to Council's Long Term Plan (LTP) Community Outcomes
- That contribute to one or more of the Funding Priorities
- That align with the Community Development Framework
- That benefit the wider community or a sector of the community
- That respond to a current or future community need
- That demonstrate good financial management, planning and governance.

Council generally will not support:

- Activities or projects:
 - where the primary purpose is to promote religious, political, or commercial activity
 - it considers are the core business of another organisation or service provider
 - it considers the responsibility of a central government agency
 - that start before funding decisions are made
- Debt servicing, social functions, gambling or prize money, travel costs, conference fees, costs related to fines or disputes
- Retrospective expenses incurred before the closing date of a fund
- Applicants it has significant concerns with, financial or otherwise

- Applicants that have sufficient revenue or resources to fund the initiative themselves.

Council may from time to time choose to consider applications for funding outside of these criteria.

5.5 Conditions

Standard terms and conditions apply to all funding and can be found in the Community Funding Guide and/or funding agreements.

Council may set additional terms and conditions for any grant advanced at its discretion.

5.6 Grant limits

Council may set funding limits from time to time as a blanket rule for all community funding and/or against categories of funding, projects or other criteria.

Funding limits are detailed in the Community Funding Guide.

Council wishes to “fund for success” so reserves the right to vary grant limits and will consider applications for more than the maximum indicated in exceptional circumstances.

Council recognises that granting a portion of an application can be ineffective in situations where the balance required may not be forthcoming. In these circumstances, while an application may be supported in principle, Council funding may be declined.

In general, an applicant may only receive one grant per financial year (1 July – 30 June). Grants from the Creative Communities Scheme, or those received as an umbrella group on behalf of another organisation, are excluded from this count.

6 Processes

The general processes which relate to this Policy are outlined below. Details on how to apply for funding can be found in the Community Funding Guide.

6.1 Administration

The Community Development department has an overview role for all Council's grants, concessions and loans, and for this Policy.

Community Development staff will:

- ensure funding is administered in line with this Policy
- ensure budgets for funding are set in advance based on recognised need and aligned with Council's prioritised levels of support
- collate annual reporting to Council
- liaise with all relevant departments that are involved in providing grants, concessions or loans.

6.2 Policy amendments

Any amendments to this Policy will be considered for recommendation by the Community Funding Committee, and referred to Council for approval.

6.3 Budgets

The Annual Plan sets out the budget and explains how Council intends to finance the activities and services it provides for the next financial year as directed by the current Long Term Plan.

Once allocated, these budgets are administered by Council staff.

The levels of support for each Funding Priority are reviewable annually.

6.4 Application, assessment and approval process

All requests for support from Council must be made on the appropriate application form for grants, concessions and loans, with requested supporting material provided.

Applicants will generally be asked to provide answers to the following questions in support of their funding requests:

- How do you know there is a need for your project, programme or service?
- What difference will your project make?
- Who and how many people will benefit?
- What controls and checks do you have in place to manage the funding?
- How ready is your organisation to deliver the project, programme or service?
- Who will you work with to deliver your project, programme or service?
- How will you demonstrate value for money and the impact of your work?
- How does your project, programme or service meet best practice and is it evidence based?

The process for assessing each request for funding will vary between funding mechanisms.

Council will confirm their decision on funding requests within eight weeks of receiving a complete application. If further time is required to assess the application, Council will advise the applicant.

Funding approvals are made in accordance with delegated authorities established by Council from time to time. As such, some funding will be decided by Council or Council Committees, while others will be decided by Council staff under the delegated authority of Council.

The decision of Council on distribution of funds is final and no review or appeal will be considered.

6.5 Recipient Agreements

All grants, concessions and loans must have in place a written agreement between the recipient and Council.

The nature of these agreements varies based on the size, type and significance of the grant, concession or loan.

6.6 Recipient Reporting

Reporting to Council from the recipient is required for many grants, concessions and loans.

The nature of the required reporting varies based on the size, type and significance of the grant, concession or loan.

Reporting requirements are publicised at the start of each funding round, and provided to successful applicants prior to payment.

6.7 Reporting to Council

Within three months of the end of each financial year, Council staff will submit a report to Council on the grants, concessions and loans activity for the previous financial year (1 July-30 June). This report will provide a comprehensive summary of Council support to external parties via grants, concessions and loans.

SECTION 2 – The Funds

7 Grants

Council provides a range of grants to external parties. Fund budgets, funding limits and criteria for each type of grant can be found in the Community Funding Guide.

One-off grants	These arise from requests made through submission to the Annual Plan or Long Term Plan. The grants are typically for capital developments or significant events.
Contestable grants	Traditional, application-based community grants open during regular funding rounds. Applicants compete for funding from a limited fund budget.
Special operational grants	Provided annually to selected organisations that provide valued services and facilities to Council and communities. These are non-contestable grants, in that a fixed number of organisations are granted a fixed amount of money on a predetermined outcome.
Multi-year funding	In exceptional circumstances, Council may award funding for up to three years in line with the Long Term Plan cycle. This would typically be for operational funding of selected organisations that provide valued services and facilities to Council and communities. These generally arise from requests made through submission to the Long Term Plan.
Discretionary grants	One-off small grants intended to offer a quick response solution or address other funding gaps when required. These grants are to initiate and support activities that meet the overarching vision of creating a vibrant, attractive and thriving district, and contribute to community connectedness. There are no set priorities or eligibility criteria. These are endorsed by the Community Funding Committee and approved by Council staff under the delegated authority of Council.
Participatory grants	A type of discretionary grant that is provided to resident and ratepayer associations or those recognised by Council as operating in that capacity. A percentage of the grant is for the group's administration purposes, in recognition of their contribution to Council and the communities they serve. The remainder of the grant is to be used for the groups' own discretionary grant making purposes in their local community.

8 Concessions

Council provides concessions to external parties at its discretion. Criteria for concessions can be found in the Community Funding Guide.

One-off concessions	These arise from requests made through submission to the Annual Plan or Long Term Plan, or otherwise in Committee. These concessions are entirely at the discretion of Council.
Operational concessions	These can be provided to organisations and individuals that offer valued services and facilities to Council and communities. These may be in the form of: <ul style="list-style-type: none"> • Rent concessions • Parking concessions • Other discretionary concessions.

9 Loans

Council offers Community Loans from two Funds:

Reserve Development	For developing community assets for recreation purposes on Council owned land.
Recreation Development	For developing community assets for recreation purposes on land that is not Council owned.

For the purposes of Community Loans, "Recreation" is defined as "activity done for enjoyment when one is not working". Criteria for loans can be found in the Community Funding Guide.

10 Multiple grants and concessions

Where one entity receives multiple grants and/or concessions from Council for a range of purposes, care must be taken to ensure that agreement and reporting requirements take all arrangements into consideration. In most cases this will result in one funding agreement and one set of reporting required.

The agreement and reporting requirement should reflect the total of all grants and concessions and encompass all requirements of all grants and concessions.

An organisation's entire package of grants, concessions, loans and any in kind contributions must be taken into consideration when assessing Council's contribution each year.

11 In kind contributions

Council sometimes makes "in kind" contributions to organisations in the form of donations of products, goods or services.

For the purposes of this policy, in kind contributions generally do not require any agreements or reporting from the recipient.

In kind contributions need to be considered as part of an organisation's entire package of support from Council.

12 Adoption

This Policy has been approved for adoption by the Manager - Community Development and the General Manager - Community in XXX 2018.

**Manager – Community
 Development**

 Date

Group Manager - Community

 Date

Policy adopted by XXXXXXXX Resolution on XX XXXXXXXXXXXX 20XX