



**CENTRAL  
HAWKE'S BAY**  
DISTRICT COUNCIL



# Community Funding Policy

Adopted: 06/05/2021 Review Date:06/05/2024

*Together we Thrive! E ora ngātahi ana!*

## INTRODUCTION

Community funding has been identified as a major contributor towards supporting the achievement of Council's and the Communities vision for the future and to support our community to THRIVE. There are a range of grants and funding options available for Central Hawkes Bay groups and communities.

Community groups can apply to the Council for **Community Voluntary Organisation Support Funding (CVOS)**, **Environmental and Sustainability Funding**, a **Creative Communities Grant**, or a **Sport NZ Rural Travel Grant**.

Central Hawke's Bay groups and individuals can apply to the Council for a **Pride & Vibrancy Fund** grant, to assist with the implementation of community and town centre plans or a vibrant placemaking and community activities.

These grant funds are all contestable so the success of the application is dependent on the applications meeting of the grant criteria, the priority of the respective grant compared with others, and the grants money available for allocation.

Council also has a number of other tools in its toolkit to support access for community organisations to funding, including beyond that of Council. One of the tools is a Community Funding Underwrite. In this policy a Community Funding Underwrite policy is included to guide Council in its consideration of providing underwrites for strategic community projects.

## PURPOSE

The purpose of the Community Funding Policy is to provide guidelines as to how funding should be allocated to best meet Councils vision and outcomes in line with the purpose of the Local Government Act 2002 Amendment 2012 which is to:

*"Meet the current and future needs of communities for good quality infrastructure, local public services, and performance of regulatory functions in a way that is most cost effective for households and businesses"*

The policy also provides a transparent framework to ensure good stewardship of public funds.

## GRANTS FUNDED BY COUNCIL UNDER THIS POLICY

The three funds under the policy that are administered by and at the discretion of the Council to increase or decrease fund amounts are the:

Community Voluntary Organisation Support Fund (CVOS)

Community Pride & Vibrancy Fund

Environmental and Sustainability Fund

The Creative Communities Scheme and the Rural Travel Support Fund are administered by Council under this policy.

COMMUNITY FUNDING POLICY

Version 4 Amended 06 May 2021

**E ora. ngātahi ana!**

# COMMUNITY VOLUNTARY ORGANISATION SUPPORT FUND (CVOS)

The Community Voluntary Organisation Support Fund seeks to support Community based not-for-profit organisations that support our community to THRIVE.

The Assessment Committee consists of three Councillors and three members of the public, assisted by a council staff member, who co-ordinates the annual CVOS applications. The three public members of the Assessment Committee are appointed by resolution of Elected Council, following the triennial election. The appointment process will follow the Appointment of Council Representatives Policy.

Public Members may be appointed or elected for a specified term of up to three years and can serve a maximum of two consecutive terms.

## FUNDING AVAILABILITY

There are two categories of funding available, with each category of funding having different purposes and funding eligibility criteria.

### CATEGORY ONE

\$10,000 is available to voluntary organisations seeking grants for new community initiatives. Category One funding is available to community voluntary organisations who have not received funding from CVOS previously or from groups who have previously received funding, however are applying for a new project.

## ELIGIBILITY

Applications must meet the following criteria:

- Community organisations must be domiciled in Central Hawke's Bay and be a voluntary non-profit organisation serving wholly or mainly residents of Central Hawke's Bay.
- The application should be able to demonstrate that the project is in response to a significant need in the community and can clearly link to the outcomes of Project THRIVE.
- The group should receive a wide measure of support from their community.
- The level of funding available from other agencies, including fund-raising, will be taken into account when assessing the project
- The project should wholly or mainly benefit residents of Central Hawke's Bay.
- The level of funding available from other agencies will be taken into account when assessing the project, as will the contribution being made by the applicant.
- Projects that are eligible for or have received funding from other agencies may be considered for funding from CVOS. Priority however will be given to projects that are unable to source funding from elsewhere.
- Applicants that have received funding from CVOS previously for the same project are not eligible for funding.
- Grants made for Category One projects will not exceed 75% of the total cost of the individual project.

- Projects will be prioritised, and the level of funding granted will be based on this.
- The Assessment Committee is allowed the flexibility to allocate excess funds from Category One to Category Two in those years when there are insufficient successful applicants to receive grants from Category One.
- There must be evidence of the long-term sustainability of the project.
- Applicants must provide evidence of the organisation's management of finances (bank statements etc) with the application for funding.

All applicants must provide a report on the project to Council by 31 March in the year following the grant. Failure to do this could negate future council funding requests from the organisation.

## CATEGORY TWO

\$20,000 is available to existing Central Hawke's Bay Community organisations for ongoing financial support who provide ongoing community services to support our community to THRIVE.

## ELIGIBILITY

Funding will be provided for costs that enable the continual running of a viable service that is deemed to be of considerable benefit to the community of Central Hawke's Bay. The onus of proof regarding benefit lies with the applicant. Costs may include:

- Rental of building
- Power charges
- Stationery
- Photocopying
- Postage
- Telephone/Fax
- Insurance
- Financial reporting costs
- Staff costs essential to the provision of the service
- Marketing

Costs which are ineligible include the following:

- Rates payments
- Facility development
- other costs considered not being essential to the continual running of the service.

Community groups must be domiciled in Central Hawke's Bay and be a voluntary non-profit organisation serving wholly or mainly residents of Central Hawke's Bay to be eligible for this category of funding.

The group should receive a wide measure of support from their community. The level of funding available from other agencies, including fund-raising, will be taken into account when assessing the project.

Grants made for Category Two will not exceed 50% of total ongoing organisational costs. However, if an organisation is able to provide evidence that it is experiencing extreme hardship and the continuation of a viable service is at risk, a grant higher than 50% may be awarded.

Applicants for Category 2 must provide as part of their application:

- A copy of the most recent year's set of Financial Accounts.
- Statistics or factual information which demonstrates the level of activity or achievements for the past year.
- Evidence of the support the group receives from the community.
- How the organisation supports the community to THRIVE

## APPLICATION PROCESS

- Applicants for CVOS funding are to complete the application form and provide supporting documentation.
- Applications for CVOS funding open annually on the third week of July and the fund is open for a four week period.

## ENVIRONMENTAL AND SUSTAINABILITY FUND

The Environmental and Sustainability Fund (the Fund) seeks to support Community based not-for-profit organisations or individuals that support our community to THRIVE.

The fund is contestable and supports projects that are an activity, programme or development that supports the objectives of the Environmental and Sustainability Strategy (the Strategy) and promotes our community to THRIVE.

Applications to the fund may not always be monetary and could include the provision of materials, labour or other support.

Community groups or members can apply for **Environmental and Sustainability Funding** under the terms and criteria set out below.

The fund is contestable so the success of the application is dependent on the applications meeting of the fund criteria and the funds money available in any given year for allocation.

### FUNDING AVAILABILITY

The fund utilises money made available by Councils National Waste Levy income and is set at a maximum allocable amount of \$20,000 per financial year.

By way of Council resolution, this fund may increase or decrease. Councils financial year is 1 July – 30 June.

### ELIGIBILITY

To be eligible for the Environmental and Sustainability Fund, applicants should meet the following criteria listed below. The criteria are designed to deliver on the objectives of the Strategy but also to meet Ministry for the Environment criteria about the use of Waste Levy money.

The criteria are:

- Applications will demonstrate alignment with one or more stated objectives in the Environmental and Sustainability Strategy.
- Applications must provide linkages to Councils Solid Waste Management and Minimisation Plan.
- Applications that involve a use of or change to Council infrastructure or services will demonstrate alignment with relevant Council plans including activity management plans.
- Applications must demonstrate benefit specifically to Central Hawke's Bay.
- Applications must demonstrate support of the community.
- Applications must demonstrate support from or achievement of wider community outcomes.

- If the applicant is an individual they must be a New Zealand citizen or permanent resident; if the application is from a group or organisation, they must be based in New Zealand.
- If the applicant has already received funding from the Environmental and Sustainability Fund for another project, they must have completed a satisfactory Project completion Report for the other project before they can make another application, unless the other project is still in progress.
- Funds of over \$1,000 will only be granted to formalised Businesses, Incorporated Societies or Charitable bodies.

## APPLICATION PROCESS

- Applications to the fund are open and encouraged throughout the year and are only limited by the funding available.
- Applicants must complete the application form and provide supporting documentation.
- Applications under \$5,000.00 will be assessed and approved by the Strategy and Wellbeing Committee Chair and the Community Voluntary Organisation Support Fund Committee Chair, and reported back to the Strategy and Wellbeing Committee.
- Applications over \$5,000.00 will be assessed and approved by the full Strategy and Wellbeing Committee. Applications will be considered at the next available scheduled bi-monthly meeting therefore must be received in time to be added to the agenda. Please contact the CHB District Council for further information on meeting dates and timeframes.
- Applicants will be notified in writing as to the outcome of their application.
- All applicants must provide a report on the project to Council within 2 months of the completion of the project or activity. Failure to do this could negate future council funding requests from the applicant.

## COMMUNITY PRIDE & VIBRANCY FUND

This fund seeks to support community opportunities to create pride and vibrancy in Central Hawke's Bay.

The fund is contestable and supports projects that are an activity, programme or development that will occur in a public space and promotes our Community to THRIVE. Successful applications will result in outcomes that support our communities' identity, attract people's interest, inspire and engage people and overall contribute to a sense of community.

Applications to the fund may not always be monetary and could include the provision of materials, labour or other support.

### FUNDING AVAILABILITY

The fund is staggered to increase over three years, being funded from an overall pool of funding identified in the 2018-2028 Long Term Plan for Community and Town Centre Planning project.

The funds available each financial year are:

- Year 2 2019/20 \$15,000
- Year 3 2020/21 onwards \$20,000

By way of resolution of the elected council, this fund may increase or decrease. Central Hawkes Bay District Councils financial year is 1 July – 30 June.

### ELIGIBILITY

To be eligible for the Community Pride and Vibrancy funds, applicants should meet the following criteria:

- Applications will ideally align with community and town centre plans.
- In the absence of a community or town centre plan, applications will need to show alignment with Thrive outcomes, specifically identifying how they:
  - Explore an aspect(s) of the identity of the place the public space is located in – be that a site, neighbourhood, settlement or the district as a whole.
  - Attract people's attention, generate interest, encourage interaction and achieve participation by people who pass the initiative / the public space.
  - Are fun, interesting and stimulating for the people who choose to interact with it / participate in it / observe it.
  - Use the public space as the environment to provide new, engaging, creative, inspiring and perhaps even quirky experiences.
  - Contribute to a sense of community.
- Applications must demonstrate support from or achievement of wider community outcomes.
- If the applicant is an individual they must be a New Zealand citizen or permanent resident; if the application is from a group or organisation, they must be based in New Zealand



- If the applicant has already received funding from the Community Pride and Vibrancy Fund for another project, they must have completed a satisfactory Project completion Report for the other project before they can make another application, unless the other project is still in progress
- Funds of over \$1,000 will only be granted to formalised Businesses, Incorporated Societies or Charitable bodies.

## APPLICATION PROCESS

- Applications to the fund are open and encouraged throughout the year and are only limited by the funding available.
- Applicants must complete the application form and provide supporting documentation.
- Applications will be received and coordinated by a Council staff member.
- Applications under \$5,000.00 will be assessed and approved by the Strategy and Wellbeing Committee Chair and the Community Voluntary Organisation Support Fund Committee Chair and reported back to the Strategy and Wellbeing Committee at its next meeting.
- Applications over \$5,000.00 will be assessed and approved by the full Strategy and Wellbeing Committee. Applications will be considered at the next available scheduled bi-monthly meeting therefore must be received in time to be added to the agenda. Please contact the CHB District Council for further information on meeting dates and timeframes.
- Applicants will be notified in writing as to the outcome of their application.
- All applicants must provide a report on the project to Council within 2 months of completion of the project. Failure to do this could negate future council funding requests from the applicant.

## CREATIVE COMMUNITIES SCHEME

The Creative Communities Scheme (CCS) provides funding to communities so New Zealanders can be involved in local arts activities. Creative New Zealand works with Central Hawke's Bay District Council to deliver the scheme.

The Assessment Committee consists of one council appointed representative and up to 10 community members. Membership and appointment of the community committee members should reflect the guidelines set by Creative New Zealand.

### FUNDING AVAILABILITY

The funding available is determined and provided by Creative New Zealand. The amount of funds available will be advertised on the Central Hawke's Bay District Council website at the time the applications open.

### ELIGIBILITY

#### The Applicant:

- If the applicant is an individual, they must be a New Zealand citizen or permanent resident; if the application is from a group or organisation, they must be based in New Zealand
- If the application has already received funding from CCS for another project, they must have completed a satisfactory Project completion Report for the other project before they can make another application, unless the other project is still in progress

#### The proposed project or proposal:

- Must have an arts or creative cultural focus
- Must have identified one of the three funding criteria – Access and Participation, Diversity or Young People
- Must take place within the district of Central Hawkes Bay
- Must not have begun before any CCS funding is approved
- Must not already have been funded through Creative New Zealand's other funding programmes
- Must be scheduled to be completed within 12 months after funding is approved

### APPLICATION PROCESS

- The fund has two funding rounds per year in February and August.
- The funds opening and closing dates will be advertised by CHB District Council
- Applications must be received within the stipulated timeframe.
- The application must be on the standard application form provided by Creative New Zealand for the scheme
- The Creative Community assessment committee is a community committee of council and has authority to allocate funding in line with funding criteria.
- Applicants will be notified in writing as to the outcome of their application.

## RURAL TRAVEL FUND

This fund is designed to help subsidise travel for junior teams participating in local sport competition.

The Assessment committee consists of one representative from Sports NZ and one from the Central Hawke's Bay District Council.

### FUNDING AVAILABILITY

The Central Hawke's Bay District Council administers the fund only.

The funding available is determined and provided by Sport New Zealand. The allocation of the fund is based on a population density formula. The amount of funds available will be advertised on the Central Hawke's Bay District Council website at the time the applications open.

### ELIGIBILITY

Application for the rural travel fund is open to rural sports clubs and rural school teams with young people between 5 and 19 years who require subsidies to assist with transport expenses to local sporting competitions.

The following criteria will be applied as set down by Sport NZ, and may change from time to time:

- A school club team is defined as participating in regular local sport competition out of school time, that excludes inter school and intra school competitions played during school time; and/or
- A sports club team participating in organised, regular sport competition through club membership outside of school time.

### APPLICATION PROCESS

- The fund has one funding round per year.
- The funds opening and closing dates will be advertised by Central Hawke's Bay District Council.
- Applications must be received within the stipulated time frame.
- The application must be on the standard application form provided by Sport New Zealand for the fund.
- Rural Travel Fund applications are assessed by the CHB District Council Community Development Coordinator and the Sport Hawke's Bay CHB Community Sport Advisor and has authority to allocate funding in line with funding criteria.
- Applicants will be notified in writing as to the outcome of their application.

# COMMUNITY FUNDING UNDERWRITE

## BACKGROUND

Council is in a privileged position to provide financial underwriting certainty to certain community organisations seeking funding from funding agencies, which may require a certain percentage of co-funding to be secured prior to an application being considered.

The provision of such an underwrite, along with letters of support, from Council sends a powerful signal to the funder that the project is supported. Council have sought to formalise this process, having successfully provided underwrites to a small number of strategic projects important to the community.

## DESCRIPTION

Applicants should see a funding underwrite by Council as a bespoke process considered on a case-by-case basis.

A funding underwrite is only one of a number of tools in Councils funding toolkit, with a range of other options that do not have monetary value available. Underwrites will generally only be provided to projects with a high degree of strategic alignment to Council and the Community, with confidence the project will be viable and low risk.

Applicants should consider an underwrite as a final option for the achievement of a project, rather than as a first option for the delivery of projects. For projects to be considered, projects should generally demonstrate:

- A high level of strategic alignment with the vision and aspirations of Council
- Have a high degree of viability and wide ranging benefits
- Be relatively low risk to Council both financially and in repute
- Demonstrate an existing partnership approach with Council

## APPLICATION PROCESS

Applicants are encouraged to have early engagement with Council Officers to determine a projects viability and suitability for an underwrite.

- That the Group Manager or Chief Executive Officer approve in the first instance that the application for underwrite is presented to Council;
- That enough time is allowed for the underwrite to be presented to Council or Committee and then ratified in a subsequent meeting;
- That, as the underwrite is in effect funding which is committed but not drawn down, that it must be allocated for somewhere within existing budgets or reserves;
- That the organisation must demonstrate their plan and ability for securing the funding required so as to not require the underwrite unless necessary, and be willing to work with Council officers to further strengthen and develop this plan if required;
- That the report is written in such a way that it requires a second decision by Council to draw down the money should the underwrite be required and
- That the provision of an underwrite does not preclude the provision of some other form of funding to the same project.
- That any underwrite agreement will be made in writing.