

# Discretionary Grants Policy

Policy Owner	General Manager Strategy & Support
Policy Sponsor	Discretionary & Funding Committee
Approved By:	Waikato District Council
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## Introduction

The Local Government Act requires local authorities to play a broad role in meeting the current and future needs of their communities for good quality local infrastructure, local public services and performance of regulatory functions (*Local Government Act 2002 Amendment Act 2012*). Waikato District Council supports this in a number of ways, including through the provision of discretionary funding to community boards and community communities to advance projects within their local areas and through the allocation of grants for rural communities by the Discretionary & Funding Committee.

## Objective(s)

The objective of this policy is to ensure that discretionary grants are distributed to community groups, non-commercial groups and voluntary organisations within the Waikato District in accordance with set criteria whilst ensuring greater accountability.

## Application

This policy applies to:

- i. The Discretionary & Funding Committee, local community boards and the Te Kauwhata and Meremere Community Committees as they either consider grant applications and/or make decisions about the distribution of discretionary funds as grants.
- ii. External applicants who apply on behalf of community groups, non-commercial groups and voluntary organisations for discretionary grants from the Waikato District Council.

## Relevant Documents/Legislation

Local Government Act 2002 - Amendment Act 2012 (Clause 30 of Schedule 7)

It should be noted that grants are also available from the following sources:

- Creative Communities Scheme: Councils role is to administer the fund on behalf of Creative New Zealand.
- The Heritage Fund: specific criteria apply to the fund.
- The Wellbeing Fund: specific criteria apply to the fund.

Each of these funds and schemes operates under separate set criteria.

# Policy Statements

## 1.0 General Statements

- i. The Waikato District Council, as a provider of local public services, provides discretionary grants through quarterly funding rounds to assist community groups, non-commercial groups and voluntary organisations operating within the district.
- ii. Discretionary grants are contestable and will be allocated in a manner consistent with the criteria outlined in this policy.
- iii. Discretionary grants can be sought for community projects and/or events to be held or completed in the district.
- iv. Community organisations can apply for and have grants approved provided they are able to demonstrate broad community involvement and support.

## 2.0 Funding Mechanisms

Discretionary grants in accordance with this policy are allocated through two funding mechanisms:

### i. **Waikato District Council Discretionary & Funding Committee**

The Discretionary & Funding Committee allocates grants from the Events Fund and the Rural Ward Fund. Rural Ward grants are available for projects and initiatives in rural areas and areas that are not served by a community board. Events grants are available for events held within the Waikato District Council area.

### ii. **Waikato District Council Community Boards and the Te Kauwhata and Meremere Community Committees**

Community boards and the Te Kauwhata and Meremere Community Committees allocate grants for events and projects in their areas. Applicants must outline how their event or project will contribute to the community board area and wider community. The relevant community board or committee has responsibility for determining grant applications in their area.

## 3.0 Criteria for grants

Applications are required to meet the following criteria:

- i. Applications will be accepted from community groups, non-commercial groups and voluntary organisations. Applications from individuals will not be accepted.
- ii. Applications will need to be made to the relevant community board or committee, or to Council's Discretionary & Funding Committee.
- iii. Applicants need to describe in their application why the event or project is important to the community and how the wider community will benefit by the event or project.
- iv. Grants up to \$5000 can be funded up to 100% at the discretion of the relevant community board or committee or Council's Discretionary & Funding Committee. For grants above \$5000 a funding cap of 75% applies (whichever is the greater).

Applicants can have in-kind contributions recognised in terms of the non-grant funding component provided they demonstrate good community engagement.

- v. Applications must detail how the monies sought will specifically be used and how the balance of the monies required for the event or project will be obtained. All grant applications must include a detailed budget for the event or project.
- vi. Capital expenditure items may be considered for grant applications.
- vii. Applicants can make more than one application for a grant within a 12-month period provided that the grant being sought is for a different project or event and an accountability statement has been completed.
- viii. Applications for Long Term Plan grants should be made through the submission process.
- ix. Applications may be considered from schools where the Ministry of Education will not fully fund the project and the benefits are for the wider community.
- x. Grants will not be considered for events that have already occurred / projects completed (i.e. no retrospective funding).
- xi. Grants will not be given to oppose consent decisions, attend conferences or to contest legal cases.
- xii. Applications from commercial entities will not be considered.
- xiii. Multiple applications through the discretionary grants funding cycle made to the Discretionary & Funding Committee, community boards or committees for the same event or project will not be considered.

#### **4.0 Eligibility Criteria**

Applications are required to meet the following eligibility criteria:

- i. Applicants must demonstrate that they will be undertaking a project or event that benefits a particular community/communities within the Waikato district.
- ii. Applicants must be based in the Waikato district or offering services to a community/communities in the district.
- iii. Applicants must be either a not for profit organisation OR a registered charitable trust, charitable entity or incorporated society.
- iv. Incomplete or non-complying applications will not be considered. If an application is considered to be incomplete the applicant will be given five working days to submit the required outstanding information. If the required information is not received within five working days the entire application will be returned to the applicant.
- v. Successful applicants must complete a project accountability report within 2 months of the completion of the project before being eligible for further funding.

#### **5.0 Accountability**

On completion of the project or event an accountability statement must be completed within 2 months. Successful applicants will be required to:

- i. Publicly acknowledge Council support received on brochures or sponsorship boards.
- ii. Submit an invoice showing completion of specific works, unless a general grant has been made. Funding will be paid following receipt of the invoice.
- iii. Expend grants within 12 months of approval (If the monies cannot be expended within a 12 month period, applicants will need to apply in writing for an extension of the grant).
- iv. For grants over \$10,000 additional conditions appropriate to the circumstances may be imposed at the discretion of the Discretionary & Funding Committee, or the relevant community board or committee.

## **6.0 Discretion**

Applications received outside of the closing dates for funding rounds will not be considered.

## **7.0 GST**

Applicants who are not GST registered need to provide budget figures that include GST.

Applicants who are GST registered need to provide budget figures that exclude GST. They will also need to provide:

- i. their GST number, and
- ii. a separate GST invoice if their application is successful.