

COMMUNITY GRANTS POLICY

1.0 INTRODUCTION

1.1 The purpose of this policy is to establish guidelines to assist both the Council and applicants in determining the outcome of funding applications.

1.2 This policy should not be interpreted in a restrictive manner and has been developed in a way to provide flexibility and recognise diverse community needs and aspirations.

2.0 POLICY OBJECTIVES

2.1 The objectives of this policy are:

- i. to support not for profit community organisations which have a positive impact on the social, cultural environmental or economic capacity of the Gore District Community.
- ii. to recognise volunteer effort in the community by providing financial support so that essential expenditure can be funded and the service produced by volunteer effort, be maintained.
- iii. to support the District's art galleries and museums in the acknowledgement that the Gore District is an arts centre of national importance and that its history needs to be preserved.
- iv. to make principled decisions on grant applications which target and promote the Gore District Council community outcomes as profiled in the Long Term Plan.
- v. to recognise community diversity and aspirations of those who are less able to realise their aspirations without a modicum of financial assistance.

3.0 PRINCIPLES

The following principles underpin the policy objectives:

3.1 Transparency

The 'rules' applied to funding decisions will be readily available and communicated to groups. The Council will also be clear about the decisions it has made and what it expects to achieve with the allocated resources. Recipients of Council funding must

be willing to report publicly on how much support they received from the Council and what they achieved with the support.

3.2 Equity

The organisational status of an agency (registered charity, unincorporated society, social enterprise etc.) will not be a barrier to funding, as long as the organisation can demonstrate that it is established and operating as a not-for-profit agency.

3.3 Accountability

The Council is accountable for its use of ratepayers' resources including the funding it makes available to not-for-profit organisations. The Council will develop and implement monitoring and reporting systems that allow it to fulfil its obligations to ratepayers. Recipients of funding must recognise that they are undertaking activities on the Council's behalf and that the funding is for actions that will meet the Council's strategic outcomes.

3.4 Respect

The relationship between the Council and the not-for-profit agencies will be based on respect and will acknowledge the accountability, complementary roles and responsibilities of each of the parties. Any funding agreement is a joint endeavour in which both parties have shared goals to achieve benefits for specific people, groups or communities.

4.0 CRITERIA

4.1 The Council has a deliberate policy of not having contestable funding rounds. The Council will instead give consideration to funding applications received either through the long term or annual planning consultation process.

4.2 The Council may receive and consider applications outside the Long Term or Annual Planning process, but if a sum greater than \$2,000 is involved, a final decision will not be made until the adoption of the next annual plan or long term plan – whichever is the earliest.

4.3 The criteria which all applicants must meet to be considered for Council funding is:

- i. able to demonstrate an identifiable project or need and its benefit to the community.
- ii. able to demonstrate the ability to responsibly plan and administer the project or initiative.
- iii. must be a non-profit organisation.
- iv. must not be an individual.
- v. must provide evidence of other fund raising undertaken and commitment of a reasonable percentage of own funds to the project or initiative.
- vi. must declare any conflict of interest that may exist with the Council.
- vii. if over \$2,000 being sought, must provide a copy of the most recent audited financial statements.

5.0 APPLICATIONS

Applications must state:

- Description of the project
- Benefit to the community or district
- Total cost of the project
- Reason for the project
- Outcomes of the project
- Contribution, if any, by applicant or other organisations

All applications over \$2,000 must use the Council application for funding form (attached). However, the Chief Executive may waive this requirement if deemed appropriate.

6.0 ACCOUNTABILITY

- 6.1 Recipients of an annual Council grants, over \$1,000 must provide an annual report to the Council, detailing the performance and activity of the organisation and illustrating how the Council grant has assisted the organisation and the wider community.

7.0 COMMENCEMENT OF POLICY

This policy comes into effect on 1 November 2012.

This policy was adopted by the Gore District Council at its meeting held on 18 September 2012.



COMMUNITY GRANT APPLICATION FORM

ORGANISATION DETAILS

Organisation Name: _____

Postal Address: _____

Street Address (if different from above) _____

Contact person's name: _____ Role: _____

Phone: _____ Email: _____

Alternative contact
person's name: _____ Role: _____

Phone: _____ Email: _____

Are you registered for GST? yes no GST number if registered _____

Bank account number: _____

Legal Status: Trust Incorporated Society Limited Company Other

How long has your organisation been operating? , 1 year 1-5 years > 5 years

PROJECT DETAILS

Give a one sentence summary of your project _____

Start date: ____/____/____

Finish Date: ____/____/____

Total project cost: \$ _____

Your contribution \$ _____

Grant amount requested _____

CHECKLIST – ATTACHMENTS REQUIRED: (See application guide for more details)

- Project description of not more than four pages using the following headings:
 - Project description
 - Outcomes
 - Need identification
 - Marketing
 - Previous funding details
- Project budget (include written quotes for budgeted costs where possible). *Separate budgets are required for capital expenditure and on-going operational expenditure.*
- A copy of your most recent annual accounts or other evidence of your organisation's financial situation.
- A printed (encoded) bank deposit slip for us to use if your application is successful (handwritten forms are not accepted).
- Letter/s of support from a reputable established group associated with your project (if you have not been funded by the Gore District Council in the last three years).
- A schedule listing other organisations that have been approached for funding, together with amounts sought.

Declaration: *I am authorised to act on behalf of the organisation named above. The information supplied here and in the attached application is correct, and I consent to the information contained in our application being made available to the public,. This consent is given in accordance with the Privacy Act 1993.*

Name: _____

Signed: _____ Date ____/____/____