

COMMUNITY GRANTS POLICY

Date adopted: 3 February 2010

Date for review: 30 June 2012

Officer responsible: Community Projects Officer

Policy purpose:

The purpose of this policy is to support the priority Rotorua Bright Futures Community Outcomes¹ of “a community with excellent facilities and services” and “a safe and caring community”.

The policy is designed to be simple and minimise transaction costs for the applicant, whilst maintaining accountability for public funds.

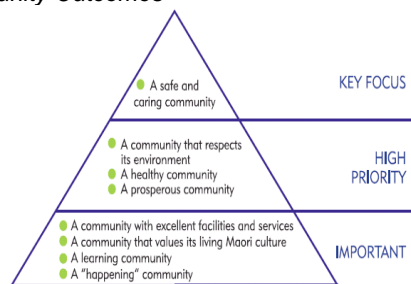
Policy:

OVERALL POLICY GOAL OUTCOMES:

That Rotorua District Council, in collaboration with other funders and local not for profit groups², seeks to strengthen the ability of local community groups to respond effectively to local needs in the Rotorua District.

The priority outcomes for this fund include (in no priority order):

¹ Community Outcomes



² *United Nations structural-operational definition brings together those entities that meet the following five criteria:*

- *organised to the extent that they can be separately identified*
- *not for profit and do not distribute any surplus they may generate to those who own or control them*
- *institutionally separate from government*
- *self-governing and in control of their own destiny*
- *non-compulsory in terms of both membership and members' input.*

To be classified as a non-profit institution, an organisation has to meet all five criteria.

The categories of not for profit include: culture and recreation; education and research; health; social services and emergency/relief; environmental/animal protection; development and housing; civic and advocacy groups; philanthropic and other intermediaries; international organizations, aid and relief; religious congregations and associations; unions, business and professional associations; not elsewhere classified.

- *Providing assistance to local community groups that enables them to identify and meet community needs*
- *Providing financial assistance that complements funding from other sources and improves groups' chances of getting this support.*
- *Targeting Council assistance to activities/services which contribute to its strategic direction as reflected in the 'Bright Future – Community Outcomes', whilst ensuring the selection criteria recognise the focus/kaupapa of these groups.*

SCOPE:

The area served by this policy is that of the Rotorua District³. The focus of the fund is in providing community assistance for the 'not for profit' sector in order to create a strong social base and meet local needs. The dollar value of each grant will be determined on a case by case basis, during each funding round; subject to the content of the application, the total funds available and the alignment with 'Community Outcomes'. However the maximum amount for each grant will be capped at \$5000.00.

Purposes of grants may include (but not limited to):

- *Administration and operational costs*
- *Training costs for personnel*
- *Initial project costs*
- *Public education events*
- *Non capital items*

Eligibility:

Only 'not for profit' organisations who support the 'social and cultural wellbeing's' of Rotorua District Council will be eligible for these grants

- *Applications from organisations for funds for which there is a clear available funding pathway (e.g. Environment Bay of Plenty has an Environmental Enhancement Fund targeted at environmental wellbeing) will not be eligible.*
- *Not for profit organisations that provide a service to Rotorua District Council Ratepayers Associations and political groups are not eligible for a community grant.*

MANAGEMENT:

The Community Grants Fund will be distributed once in a given fiscal year.

Applicants must be prepared to make a presentation to the Community Parks and Recreation Sub committee during their annual grant application deliberations

The application process will be supported by the Community Policy and Resources Division. All applications will be considered by a Grants Sub-committee consisting of four members of the Community Parks and Recreation Committee, who are elected after each triennial election.

Active consideration will be given by the sub-committee, to the applicant's contribution to the Rotorua District Community Outcomes.

³ Rotorua District – Encompasses the area administered by the territorial authority known as the Rotorua District Council.

POLICY MECHANISM:

A budget will be established for the Community Grant funding round (1 July – 30 June) in each Annual Plan/LTCCP.

Should the allocation of funds be less than the budget in any financial year, the funds will be carried forward to the following year.

ACCOUNTABILITY/MONITORING:

To ensure that funds are used appropriately, successful applications will:

- *Submit a financial report as per their Constitution. This could be audited annual accounts, or copies of their Cashbook for the relevant financial period, or any other method of sound financial reporting.*
- *Complete a simple initiative evaluation report based on the original application form, within two months of the completion of the initiative, indicating the outcomes achieved and the contribution the grant made to achieving these.*

