

GRANTS FOR SERVICES POLICY

Date adopted: 1 July 2009

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 aims to balance Transparency and Accountability with pragmatism and simplicity of administration.

Policy:

OVERALL POLICY GOAL OUTCOMES:

That Rotorua District Council, in collaboration with other funders and local not for profit groups, 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):

- *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 District². 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 fund replaces what were previously the Rotorua District Council Large and Annual Grants. Grants recipients will be organisations who have a longstanding relationship with the Rotorua District Council and/or are well established in the Community. The value of each grant will be determined on a case by case basis and developed as a 'Contract for Services.'

¹ Community Outcomes



² Rotorua District – Encompasses the area administered by the territorial authority known as the Rotorua District Council.

It will provide for two levels of funding designated the 'Upper and Lower Tiers':

- *The Upper Tier (Large Grants) will consist of grants in excess of \$5,000 per annum.*
- *The Lower Tier (Annual Grants) will consist of grants up to \$5,000.*

MANAGEMENT:

- *These grants will be allocated on a 3 year cycle aligned with the Rotorua District Council LTCCP. The next LTCCP review is due in 2012.*
- *Recipients will be able to re-apply for another 3 year term at the end of the previous 3 year cycle, provided they have met their contract deliverable requirements.*
- *Applications for new funding will be notified to the public through the Annual Plan/LTCCP process and considered by Councillors during the submission deliberations.*
- *There will be a provision for an Annual CPI (Statistics NZ. - Consumer Price Index) adjustment linked to the % increase as at the preceding December.*
- *Only 'not for profit' organisations that provide a service towards the 'social and cultural wellbeing' of the Rotorua District will be eligible for a Lower Tier grant..*

POLICY MECHANISM:

Although contracts will be for 3 years, the organisations will need to meet their annual contract deliverables, based on the organisations application and negotiated with Community Policy and Resources; to ensure funding continues into the next year.

Any new Grants will require a submission to the Annual Plan/LTCCP and align closely with the Community Outcomes. However the 'Lower Tier' grants will require a less detailed submission and a significant reduction in the accountability and monitoring requirements.

ACCOUNTABILITY/MONITORING:

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

- *Submit audited annual accounts (Upper Tier) or copies of their Cashbook for the relevant financial period (Lower Tier).*
- *Submit a 3/5 year Strategic Plan (Upper Tier) and an Annual Action Plan.*
- *Submit six monthly progress reports on the deliverables agreed to at the start of each year.*
- *Meet to discuss and agree on deliverables for next year by May of that current year.*
- *Have recognised procedures in place to distribute any assets should the organisation have to be 'wound up' for any reason.*

