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Community Grants and Partnership Agreement Eligibility and Criteria

Purpose

1. To provide guidance to organisations and individuals seeking community grants or a partnership agreement with Council.
2. To provide distributors with clear and consistent criteria for the community grants and partnership agreements.
3. To set out the application, approval, and accountability process.
4. To set out the criteria against which applicants will be assessed.

Revocations

5. Any previous criteria or eligibility is revoked when this document comes into force on 29 June 2021.

Priorities

Social Well-being
Arts & Culture
Sport
Environmental Well-being

Community Grants

6. There are multiple ways of submitting a community grant application. The first is to consider if the grant application relates to a specific theme/purpose. There are three specific community grants available for social services, creative arts and community sports. Grant applications for these specific purposes will be assessed by distributors, appointed by Council with knowledge related to these areas and will be considered by these each on district wide basis.

The second way of applying is via community grants assessed by Turangi Tongariro Community Board, Mangakino Pouakani Representative Group and Taupō Town and Taupō East Rural distributor. Further information on these groups is available from the Taupō District Council website at <https://www.taupodc.govt.nz/council/meetings/tt-community-board> & <https://www.taupodc.govt.nz/council/meetings/standing-committees>. Applications to these groups are not bound by a specific theme/purpose.

7. There are 6 different grants. The Social Service Grant, Creative Arts Grant and Community Sport Grant are specific to the theme/purpose of the grant, i.e. Sport. The purpose of your application must fit the

theme/purpose of the grant. The Mangakino Pouakani Community Grant, Turangi Tongariro Community Grant and the Taupō Town & Taupō East Rural Community Grant are not bound by any such theme.

Community Grants Criteria

8. Grants may be used for but not limited to the following purposes:

- Materials & supplies
- Equipment and uniforms retained by club/organisation
- Advertising costs
- Venue or equipment hire
- Rent
- Salaries & wages
- Travel
- Accommodation
- Operational costs
- Maintenance of equipment or facilities

9. Community Grants may not be used for the following purposes:

- Capital improvements to facilities not owned by the applicant
- Food/catering for an event
- Insurance
- Subscriptions
- Services or projects seeking to promote commercial, political or religious objectives
- Costs associated with fundraising events where profits are redistributed to another group
- Debt servicing or repayment
- Legal expenses
- Medical expenses
- Public services that are the responsibility of central government (e.g. core education, primary health care)
- Purchase of alcohol
- Prize money
- Equipment and uniforms retained by individuals

Community grant eligibility

10. Community grant applications must meet the following eligibility criteria:

- Applications cannot be made retrospectively.
- Community groups and individuals from within the Taupō district will be eligible to apply for community grants. (this includes high school students who may board outside the district)
- Community groups/ organisations from outside the Taupō district will need to demonstrate the benefit to the local community/ward that they are applying to.
- Individuals living outside the Taupō district will not be eligible to apply for a community grant.

- An applicant must advise if they are seeking or have received funding from another source and the purpose of the funding.
- Individuals applying for a grant are required to provide documentary evidence of the event they are attending or creating, the nature of their representative selection or event, i.e. who they are representing, how they were selected, type of event.
- Previous accountabilities must be completed within 1 month of project being completed.
- Applications must be fully completed
- Individuals are not required to attach personal financials
- Individuals are required to attach a budget
- Applications will not be accepted after the advertised closing date of any funding round.
- Community grant recipients must use their grant within 12 months of receipt unless prior approval is given by Taupō District Council.
- Please note that all applications (including any personal information supplied) for community grants are made available to the council/committee and the public.
- Any unused grants or portion of a grant must be returned to Taupō District Council

Partnership Agreement Criteria

11. Partnership agreement funding may be used but not limited to the following purposes:

- Salaries and Wages
- Operational costs
- Materials & Supplies
- Advertising
- Venue or equipment hire
- Rent
- Maintenance of equipment or facilities

12. Partnership agreement funding may not be used for the following purposes:

- Capital improvements to facilities not owned by the applicant
- Food/catering for an event
- Insurance
- Subscriptions
- Services or projects seeking to promote commercial, political or religious objectives
- Costs associated with fundraising events where profits are redistributed to another group
- Debt servicing or repayment
- Legal expenses
- Medical expenses
- Public services that are the responsibility of central government (e.g. core education, primary health care)
- Purchase of alcohol
- Prize money

Partnership Agreement Eligibility

13. Partnership agreement applications must meet the following eligibility criteria:

- A partnership agreement is an opportunity for groups/organisations to work with Council to deliver key outcomes that benefit the Taupō District.
- Partnership agreements are for a minimum of \$5,000.00 per year for three years.
- Community groups/ organisations from within and or benefit to the Taupō district will be eligible to apply for a partnership agreement.
- Partnership agreement applicants must show a longstanding relationship with Council and/or are well established in the community.
- Individuals can not apply for a partnership agreement.

Application process

14. Applying for a grant and/or partnership agreement:

- Grants will be advertised for a four-week period.
- All applications must be completed in full online via the Taupō District Council website.
- Applicants must specify the purpose the funds are to be used for and how the community will benefit from the grant.
- Late applications or applications not made online will not be accepted.
- Applicants may present their applications.
- Applicants will be notified of the outcome of their application no longer than six weeks after the grant closing date.
- Applicants will be notified of the outcome via email through the online process.
- Grant distribution will be made by automatic payment if the applicant is not GST registered. If the applicant is GST registered, they will need to send an invoice for payment to Taupō District Council.

15. Accountability report for grants and partnership agreements:

- Successful applicants must complete an online Accountability Report one month after the total funds have been spent.
- Any remaining or unspent funds must be returned to the Taupō District Council.

Finance

16. The amount of funding set for each of the six grants is to be set after the Long-term plan.

Related documents

17. In applying this Grants Eligibility and Criteria, Taupō District Council will act in accordance with the:

- *Grants & Partnership Policy 2021.*
- *Local Government Act 2002.*