

First adopted:	31 May 2016
Next review date:	May 2020
Document number:	A1643764
Sponsor/Group:	Group Manager: Community Risk, Relations & Support



MAYORAL DISCRETIONARY FUND POLICY

Purpose and Scope

1. To provide discretionary small donations for community members, organisations and individuals seeking financial support.
2. To consider requests for financial assistance that are of an emergency assistance nature.
3. To provide the Mayor and Deputy Mayor with clear conditions and limitations for the use of the Mayoral Discretionary Fund.
4. To set out the application and approval process for use of the Fund.
5. To set out the criteria against which applications will be assessed.

Revocations

6. The Taupō District Council Mayoral Discretionary Fund – Code of Practice is revoked when this policy comes into force on 31 May 2016.

Definitions

The Act	The Local Government Act 2002.
Community	A group of people living in the same place or having a particular characteristic in common. Includes interested parties, affected people and key stakeholders.

Policy

Criteria

7. The Fund is generally to be used for the following purposes:
 - assist in instances of individual or group hardship;
 - assist an individual towards achieving their potential or for groups to help build communities;
 - contribute towards the cost of an individual or group attending a sporting, cultural or other major event at which they are representing the district, region or nation;
 - assist with the development and implementation of a local project, scheme or initiative;
 - provide assistance and donation to any cause which merits the involvement of the Council and is able to provide a direct or indirect benefit for the district;
8. Generally the maximum amount that will be allocated per donation will be \$500. However, applications for significant projects (above this amount) may be considered on their merit.
9. The fund may not be used for waiving Council fees.
10. Any donation will be at the discretion of the Mayor and Deputy Mayor and subject to availability of funds. Applications meeting the eligibility criteria may not necessarily receive a donation.
11. If the organisation/person has applied to other organisations for funding, the list of organisations that have received requests for funding should be included in the application letter.
12. Requests for recurrent funding will not be considered. However, applicants may apply for funding over successive years.
13. The Fund is not to be used for any purpose to assist a political party or for fund raising of a political nature.

14. Generally grants will only be made to assist groups or individuals who live in or are based in the Taupō District. Exceptions would be those that are of an emergency nature involving visitors to the district.
15. Consideration of requests is subject to the availability of funds remaining in the Fund.

Application process¹

16. Applying for funding assistance:
 - All applications for assistance for funds from the Fund are to be in writing, addressed to and received by the Mayor.
 - Applications must specify the purpose the funds are to be used for and how the community or individual will benefit from the funds being allocated.
 - The Mayor in consultation with the Deputy Mayor may approve funding applications which meet the stated funding criteria.
 - Except for emergencies, no funding assistance will be considered during the three month pre-election period of the local body elections.
 - If an application is agreed to, the Chief Executive Officer will authorise the payment.
 - A report which includes details of recipients and amounts granted is to be circulated to Council on a quarterly basis.
 - Funding will be GST inclusive if the recipient is GST registered.
17. Please write a letter addressed to the Mayor with the following details:
 - Name of person/organisation seeking the grant;
 - Contact details (postal address, phone number and/or e-mail address);
 - Purpose of the grant;
 - Amount sought and whether GST inclusive or exclusive;
 - An indication of the total expenses / budget for the project;
 - Two references testifying to the bona fide of the requesting person/organisation, as well as the need/justification for the donation;
 - List of other organisations who have received the same request for funding if applicable;
 - Details of whom the payment is to be made to including a pre-paid bank deposit slip.

Conditions of receiving a mayoral grant

18. Council provides these donations on the grounds that you:
 - Provide a receipt for the amount of funding received.
 - Are willing to acknowledge Council's contribution at your event and/or in any written documentation associated with it (Contact us for a copy of the Council logo);
 - Write to Council at the conclusion of your event/program to indicate the outcome, including relevant photographs and press clippings.
 - Any unused funds are to be returned.

Finance

19. The Fund is to be established initially in the amount of \$15,000.
20. The Fund is to be included as a recurring item in Council's annual operational budget.
21. This budget is not to be exceeded without a resolution of Council.

Related documents

22. In using this policy, Council will act in accordance with the:
 - *Code of Conduct*;
 - *Local Government Act 2002*.

¹ The process set out in 16, 17 & 18 may be waived if financial assistance is of an emergency nature