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Sponsor/Group:	Head of Finance and Strategy



GRANTS AND PARTNERSHIPS POLICY 2015

Purpose

1. The Grants and Partnerships Policy 2015 (the policy) affirms the Taupo District Council's (the Council's) commitment to the provision of grant funding as a local public service.
2. The policy:
 - a) ensures that the allocation and distribution of funding occurs in a transparent, fair, equitable, efficient and consistent manner
 - b) supports the contribution of community groups, partners and individuals to achieving the Council's strategic directions outlined in the Long-term Plan (LTP)
 - c) provides the ability for Council and community partners to target areas of highest need and support services, activities and projects that benefit and enhance the Taupō District communities
 - d) provides financial assistance that complements funding from other sources and improves groups' chances of getting this support
 - e) provides for a focus on positive outcomes for the Taupo community

Revocations

3. The Taupō District Council Community Grants Policy 2009 is revoked when this policy comes into force on 8 December 2015.

Transitional Provisions

4. All components (excluding the aspects relating to the appointment of independent distributor(s) and partnership agreements) of this policy will take immediate effect from the date this policy comes into force.
5. Council will call for independent distributor(s) and enter partnership agreements after the LTP 2018-28 has been adopted.
6. The current distributors (being Waiora House; Lake Taupō District Sports Advisory Council; Creative Taupō; Turangi-Tongariro Community Board; and Mangakino-Pouakani Representative Group) and the amount they currently distribute, as per LTP 2015-25, will remain in place until that point.

Definitions

Community grant	Rate-funded form of donation to a community group or individual
Partnership Agreements	Three yearly agreements with community groups who have a longstanding relationship with the Council and/or are well founded in the community.
Distributors	Includes the Mangakino-Pouakani Representative Group, Turangi-Tongariro Community Board and independent distributor(s).
Independent distributor	Appointed by way of resolution every three years.

Allocate	Process of Council giving funds to distributors
Distribute	Process of distributors granting funds
Community groups	Community organisations/groups are not-for-profit, charitable and voluntary and are established with the primary purpose of providing a benefit to the wider community.

Funding

7. The total amount of annual funding to be allocated for community grants and for partnership agreements will be decided through Council's Long-term Plan (LTP).
8. Council will specify the proportion of funding to be allocated to the distributors and the proportion to be included in a contestable fund for partnership agreements.
9. Funding will be GST inclusive if the recipient is GST registered.
10. Council will consider the overall budget and needs of the community when determining the amount to be set aside for community grants and partnership agreements.

Community Grants Process

11. In July following the adoption of the LTP, Council will call for independent distributor(s) and will consider their applications in line with this policy.
12. Independent distributor(s) will be required to demonstrate their experience and capability to distribute community grants on behalf of Council.
13. Council will then appoint independent distributor(s) for a three year period by way of resolution.
14. The funding for community grants will then be allocated to the distributors.
15. Council will adopt an application form that takes into account the purpose of this policy. The form shall cover a three year period but may be amended via resolution if required. The form shall be adopted when appointing independent distributor(s). This form must be completed by all applicants who apply to a distributor for a grant.
16. Council will decline any requests for funding made through a LTP and/or Annual Plan, and submitters will be referred to a distributor, or advised to apply for a partnership agreement.
17. Distributors are expected to hold a minimum of one funding round annually.
18. Distributors will not accept applications after the advertised closing date of any funding round.
19. Should the amount of funds distributed be less than the total amount allocated for any financial year, the funds will be either carried forward to the following year to be distributed, or returned to Council for re-allocation. Any remaining funds at the end of the three year period will be returned to Council.

Community Grants Criteria

20. The community grants criteria, to be used by distributors, shall be adopted when appointing independent distributor(s). The criteria will support the purpose of this policy. The criteria may be amended via resolution.
21. Community groups and individuals from within the Taupo district will be eligible to apply for community grants.
22. Community groups and individuals may apply to any of the distributors 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.
23. ¹Specifically community grants may not be applied for:
 - a) Capital improvements to facilities not owned by the applicant

¹ Clause 23 was amended on 26 June 2018 (Council resolution TDC201806/19) to allow independent distributors to distribute community grants to applicants who request funding for wages/salaries on an ongoing basis and day to day vehicle running costs.

- b) Maintenance of equipment or facilities
- c) Food/Catering for an event
- d) Insurance
- e) Subscriptions
- f) Services or projects seeking to promote commercial, political or religious objectives
- g) Costs associated with fundraising events where profits are redistributed to another group
- h) Debt servicing or repayment
- i) Legal expenses
- j) Medical expenses
- k) Public services that are the responsibility of central government (e.g. core education, primary health care)
- l) Purchase of alcohol.

Community Grants Accountability

- 24. Council will adopt an accountability form that takes into account the purpose of this policy. This form shall be adopted when appointing independent distributor(s). The Council will require all successful community grant recipients to complete this form within three months of utilising a grant and return it to the distributors.
- 25. Community grant recipients must use their grant within 12 months of receipt, unless prior approval is given by a distributor.
- 26. Any unused grants or portion of a grant will be returned to the distributors.
- 27. The distributors will provide a comprehensive report to Council annually, which illustrates the outcomes achieved and the contribution the grants made to the community. The report will include information provided by community grant recipients in their accountability form.
- 28. Council reserves the right to terminate the contract with an independent distributor if they are unable to meet the requirements set out in the contract.

Partnership Agreements

- 29. Partnership agreement recipients will be community groups who have a longstanding relationship with the Council and/or are well established in the community.
- 30. Council will adopt an application form that takes into account the purpose of this policy. The form shall be adopted prior to Council calling for applications.
- 31. Council will call for applications in the July following the adoption of the LTP. Applicants will be required to demonstrate their suitability for a partnership agreement. Council will consider the applications and make a decision taking into consideration the purpose of this policy.
- 32. To ensure that the funds are used appropriately the agreement/s will be jointly developed with the recipients and Council, taking into consideration any specific outcomes being sought by both parties and the purpose of this policy.
- 33. The agreement/s shall be in place for a three year period and set by resolution.
- 34. The amount of funding (minimum amount of \$5,000 per year) each recipient receives from the contestable fund will be determined by resolution.

Partnership Agreements Accountability

- 35. The recipients will provide a comprehensive report to Council annually, which illustrates they are meeting the terms of the partnership agreement. The report will also include annual accounts. This report must be submitted in the June of each year.
- 36. Council reserves the right to discontinue a partnership agreement if the recipient is unable to meet the requirements of the agreement.