

Community Funding Policy

Approved by:	Community Services Committee
Group:	Community Services
Responsibility:	Community Experience Manager
Date adopted:	20 January 2025
Review:	Every 6 years or as deemed required This Policy does not cease to have effect because it is due for review, or being reviewed
Consultation:	Consultation will occur with grant applicants within the past 12 months
Policy Type	External Operational

Policy Purpose

1. To help facilitate the Strategic Direction and Community Wellbeing Outcomes of *Connected Citizens* and an *Enhanced Lifestyle* in the Timaru District via the provision of grants to individuals and local, community and not-for-profit organisations (referred to collectively as community funding); and
2. To outline a framework for the responsible administration of public funds for community funding purposes by Council.

Scope

3. This policy applies to the Funding Categories specified in Appendix 1.
4. Appendix 1 can only be amended by a resolution of the Community Services Committee. Amendments to appendices do not require a policy review or consultation.

Definitions

5. Council: The Timaru District Council.
6. Funding body: The entity that makes the final decision to approve, partially approve, or decline an application, and sets the conditions attached to any successful application.
7. Grant: A conditional gift plus GST as required made voluntarily to a person or organisation to use as specified by the funding body issuing the grant.

Policy Statements

Funding criteria and exclusions

8. The funding provided for under this policy is prioritised for local, community and not-for-profit purposes. It is intended to allow recipients to, via the provision of grants, undertake initiatives for the betterment of the District, and which enhance its wellbeing, opportunities and liveability.

9. The following will be considered by the funding body when making funding decisions (not listed in order of priority):

- (i) The extent of alignment between the application and the purpose of the particular funding category.
- (ii) The alignment of the initiative with, and contribution to the fulfillment of, Council's Strategic Direction and Community Wellbeing Outcomes, as stated in the operative Long Term Plan.
- (iii) The ability of the applicant to successfully undertake the initiative.
- (iv) The status (i.e. not-for-profit organisation, community group or commercial entity) of the entity making the application, and the intended purpose of the initiative.
- (v) The number of people in the district that will benefit from the initiative, and the likely extent of their benefit.
- (vi) The inclusivity and accessibility of the initiative to the public.
- (vii) The cost-effectiveness of the initiative (measured as cost per expected attendee).
- (viii) The extent to which the initiative has other income streams.
- (ix) The extent to which the applicant and/ or similar initiatives has received previous funding, or is currently seeking funding from, Council and/or Council Control Organisations (CCOs).

10. Initiatives seeking funding should be located within the Timaru District. However, the funding body can, at their discretion, approve applications where they are satisfied on reasonable grounds that the initiative will provide a demonstrable benefit to the District or its communities without it being located within the District.

11. The following items are excluded from being funded via this policy:

- (i) Debt servicing or re-financing costs.
- (ii) Initiatives where the primary purpose is to promote religious ministry, political objectives, or commercial or profit-oriented interests.
- (iii) Initiatives that promote behaviours that are detrimental to public health, such as harmful levels of alcohol consumption, or tobacco/ vape consumption.

12. Temporary traffic management may only be applied for via the Event Traffic Management Fund.

Application process and requirements

13. All applications must be submitted using the Council-approved template.

14. Applications will be screened by Community Funding staff as they are submitted to ensure that they are within scope of the funding category that they are applying for. If they are clearly not within scope, the applicant will be advised that their application will not progress and alternative funding avenues suggested to them. If they are within scope

or if there is any doubt as to whether they are, they will be placed before the relevant funding body for consideration.

15. Late applications may be accepted at the discretion of the funding body.
16. The decision of the funding body is final and cannot be appealed. Applicants are able to request feedback to assist with future applications.
17. Approval of funding does not constitute approval from Council, nor waive the requirement, for any other relevant approvals that are within Council's control, such as building or resource consents, temporary road closure approvals or traffic management plans.
18. Any initiative held at a Council-owned facility will be required to hold public liability insurance. Applicants may seek funding for this as part of their application. Applicants may purchase Council's public liability insurance through the bookings process, or make their own arrangements.

Payments and Finances

19. Grants will be paid in full at the earliest possible time following acceptance, unless grant progress payments have been agreed.
20. Grants will be paid directly to the applicant, unless the funding category explicitly provides otherwise.
21. Specific conditions, additional to standard conditions, may be imposed by the funding body. If this is done, it will be documented in a funding agreement between Council and the grant recipient.
22. Any unspent funds that are not spent for the approved purpose must be returned to Council. Any unspent funds must be returned with the acquittal within two months of the initiative being completed.
23. Any credit balances at the end of the financial year for each funding category are carried forward and added to the following year's allocation.

Acquittals

24. All successful applicants are required to complete, to the satisfaction of Council, an acquittal report based on a Council-provided template, within two months of the completion of the funded initiative. An acquittal report is also required when an initiative is cancelled, for any funds that have been spent.
25. Failure to provide an acquittal report, or to provide one to Council's satisfaction, may affect the applicant's ability to apply for subsequent funding.
26. Council may, at its discretion, seek to recover funds that have not been spent in accordance with the recipients' application and/ or funding agreement.

Change of circumstances after funding received

27. If a recipient seeks to re-purpose funds:
 - (i) A request must be made in writing to Council outlining the circumstances, prior to any re-purposing occurring.

- (ii) The funding body will determine if the funding can be re-purposed, or if funds should be returned to Council. The members of the funding body can make this decision outside of a formal meeting so long as there is a written record, for example via email.

28. If an initiative is deferred:

- (i) Council must be notified at the earliest opportunity.
- (ii) The funding body will determine if the funding can be retained, or if funds should be returned to Council. The members of the funding body can make this decision outside of a formal meeting so long as there is a written record, for example via email.

29. If an initiative is cancelled:

- (i) Council must be notified at the earliest opportunity.
- (ii) Unspent funds must be returned to Council.

Advertising/ promotions

30. All successful applicants are required to proactively acknowledge Council's financial support in promotional material associated with the initiative – for example on a website, tickets, or logo boards – and in media enquiries.

31. All initiatives as required to be promoted as smokefree and vape-free.

Privacy and access to information

32. Application forms and acquittal reports provided to Council will become official information, and therefore subject to the Local Government Official Information Act 1987. There are very limited grounds for withholding this information if it is officially requested. If recipients have any concerns about the information they intend to provide, please discuss this with the Community Funding Advisor to ensure a common understanding prior to submitting an application.

33. Application forms and acquittal reports may be made publicly available in Council agendas, without redaction. Council agendas are made available on the Council website and in Council facilities, and are retained in perpetuity.

34. Funding bodies may consider applications and make funding decisions in meetings that are not public-excluded.

35. Council may proactively publicise to the public the names of funding recipients, the amounts received, and the initiative/s that are being funded. Reasons for approval or declination may also be publicised. For example, this could be via Council's website or media release.

36. Council will manage the information it receives in line with its privacy policy; see: <https://www.timaru.govt.nz/site-info/privacy>

Conflicts of interest

37. Organisations affiliated in some way to elected members or employees of Council can still be considered for grant funding. Any possible conflict of interest (or perception of a

conflict of interest) should be noted in their application, to the best of their knowledge, to ensure any necessary steps can be taken to mitigate this.

38. Impacted members of funding bodies or Council officers are also required to declare any possible conflict of interest (or perception of a conflict of interest), and will not be involved in any assessment or decision-making related to these applications.

39. Financial or non-financial conflicts of interest will be managed in line with Council's Standing Orders.

Monitoring

40. This policy will be monitored in line with Council's Policy Monitoring Framework.

41. Indicators of whether this policy is achieving its stated purposes include:

- (i) The quantum of funding awarded.
- (ii) The number of applicants for individual funding categories, and in total.
- (iii) The amount of unawarded funds for individual funding categories, and in total.
- (iv) Feedback from applicants and the wider community and not-for-profit sector.
- (v) Recommendations from internal or external audits.

Reporting

42. The Community Services Committee will receive an annual report about the operation and effectiveness of this policy and associated funding categories.

Delegations, References and Revision History					
Delegations					
Identify here any delegations related to the policy for it to be operative or required as a result of the policy					
Location in Delegation Manual	Delegation				
4.7.15	To make funding decisions for the NZ Representative and Quick Response funding categories: The Chair of the Community Services Committee and the Officer of Timaru District Council with delegated authority				
References					
Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)					
Title	Relevant Reference within Document				
N/A					
Revision History					
Summary of the development and review of the policy					
Revision	Owner	Date Approved	Approval By	Next Review	Doc Ref

V1 ¹	Community Experience Manager	20 January 2025	Chairperson Scott, under delegated authority from the Community Services Committee	January 2031	#1584961
-----------------	------------------------------	-----------------	--	--------------	----------

¹ This policy supersedes both the “Donations and Loans Policy” and the “Youth Initiatives Policy”.
#1584961
Community Funding Policy

Appendix 1: Funding categories

Funding category	Who can apply	Purpose and Requirements	Funding Body	Funding Rounds
Youth Initiatives Fund (\$10,000 per annum)	<ul style="list-style-type: none"> • Community groups • Individuals • School groups • Social enterprises 	This fund supports activity-based projects catering to youth aged 12-25 Examples include: <ul style="list-style-type: none"> • Arts and cultural programmes • Youth Festivals • Music and drama activities • Outdoor activities • Environmental initiatives • Leadership skills and career development • Youth led peer support groups 	Youth Initiatives Subcommittee of the Timaru District Council	Two rounds per year March September
Community Local Event Fund (Up to \$10,000 per application)	<ul style="list-style-type: none"> • Community Organisations with a formal legal structure, including incorporated society, trust, and companies 	Designed for one-off community-empowering events located in the Timaru District Examples include: <ul style="list-style-type: none"> • Sports & recreational events • Arts and cultural events 	Community Services Committee, with reference to a recommendation of the Community Funding Subcommittee of the Timaru District Council	Two rounds per year April October

<p>Community Development Fund</p> <p>(Up to \$30,000 per application; subject to availability)</p>	<ul style="list-style-type: none"> Community Organisations with a formal legal structure Not-for profit organisations 	<p>This fund supports initiatives that enhance the quality of life in communities</p> <p>Examples include:</p> <ul style="list-style-type: none"> Ongoing community services (e.g., operating costs) Rural community halls (e.g., heaters) Heritage protection project <p>Confirmation letters or meeting minutes need to be provided</p>	<p>Community Services Committee, with reference to a recommendation of the Community Funding Subcommittee of the Timaru District Council</p>	<p>Two rounds per year</p> <p>April</p> <p>October</p>
<p>New Zealand Representative</p> <p>(Up to \$500 per application)</p>	<ul style="list-style-type: none"> Individuals (NZ citizen and permanent resident) Community groups 	<p>This fund supports individuals or groups who have been selected or have qualified to represent New Zealand at international event</p>	<p>The Chair of the Community Services Committee and the Officer of Timaru District Council with delegated authority</p>	<p>Permanently open</p>
<p>Quick Response</p> <p>(Up to \$500 per application; limited to a maximum of \$3,000 per annum)</p>	<ul style="list-style-type: none"> Individuals Community groups 	<p>The purpose of this fund is to assist community groups with situations that fall outside the normal funding rounds, or are emergencies or unforeseen, subject to an eligibility assessment. Applications will support community-focused projects that contribute to the strengthening of community wellbeing in the Timaru District</p> <p>Examples include:</p> <ul style="list-style-type: none"> Events open to the public Cultural celebrations 	<p>The Chair of the Community Services Committee and the Officer of Timaru District Council with delegated authority</p>	<p>Permanently open</p>

<p>Event Traffic Management Fund (\$100,000 per annum)</p>	<p>Organisations with a formal legal structure, including incorporated societies, trusts, charities and companies</p> <ul style="list-style-type: none"> Schools, and associated groups and committees 	<ul style="list-style-type: none"> Crafts Catering <p>The purpose of this fund is to assist community events with the cost of traffic management, where this cost would otherwise be prohibitive for the event to proceed.</p> <p>Examples include:</p> <ul style="list-style-type: none"> Commemorative events Cultural celebrations Sporting events <p>Funding is conditional upon an approved application for temporary road closure under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.</p> <p>Council will transact directly with the traffic contractor on behalf of successful applicants.</p>	<p>Infrastructure Committee</p>	<p>Once per quarter</p>
--	---	--	---------------------------------	-------------------------