te kaunihera ā-rohe o
matamata-piako
district council

Te Kaupapahere ā-putea o te Koromatua | Mayoral Fund Policy 2026

ADOPTED BY COUNCIL 26 AUGUST 2026

Department	Policy, Partnerships and Governance
Policy Type	External
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Policy Effective From	1 September 2026
Engagement Required	Not Applicable
Review Frequency	Three-yearly or as required by Council or legislative changes
Review Date	1 September 2029
Policy Supersedes	Mayoral Fund Policy 2023

1. Te Kaupapa I Purpose

The purpose of this Policy is to provide guidance on the administration and management of the Mayoral Fund (Fund).

The Mayor receives regular requests for grants, donations and financial assistance to support ad-hoc projects and community initiatives. While many requests are dealt with through applications for other Council provided or administered grants, the Mayor has the discretion to allocate funding from the Mayoral Fund.

The total financial assistance provided to the community through the Mayoral Fund is set out in Council's Long Term Plan and Annual Plan budgets.

2. Ngā pūrongo pūtea | Reporting on Funding

A schedule of grants made under this Policy will be reported to the Risk and Assurance Committee on an annual basis, or as required, any private personal details, such as phone numbers, addresses etc. will be redacted to protect the privacy of recipients.

The Mayor may report to Council on applications that require discussion.

3. Te Arotakenga | Review

The Risk and Assurance Committee will review the Policy three-yearly or as otherwise determined through Risk and Assurance Committee's work programme. This review is for oversight and assurance purposes and does not replace the formal Council review. The Policy shall be reviewed at least once every three years, however, Council may elect to review this Policy at any time.

4. Ngā kaupapa ka tautokona ā-pūtea I What we fund

Any grant provided will be at the discretion of the Mayor (or Deputy Mayor in the absence of the Mayor).

Applications will be considered if they meet one or more of the following criteria:

- assists an individual or group with the development and/or implementation of a project, scheme or initiative which will benefit the Matamata-Piako district;
- contributes towards the cost of an individual or group attending a sporting, cultural or other major event at which they are representing the Matamata-Piako district or New Zealand;
- provides assistance or donations to any cause that aligns with Council priorities and delivers a direct or indirect benefit to the Matamata-Piako district;
- contributes towards an unfunded project or event which benefits the Matamata-Piako district; and
- the Mayor has discretion for funding as covered in Council's Sensitive Expenditure Policy.

Priority may be given to applications that include further considerations, such as:

- the extent and level of community participation in the project/organisation;
- other sources of funding that may be available;

- the amount of funding being sought in comparison to the total cost and how the remaining proportion will be funded; and
- the likelihood of the project/organisation becoming self-sustaining.

5. Ngā kaupapa kāore e tautokona ā-pūtea I What we don't fund

The Fund will not be granted for:

- funding for private gain, business initiatives and commercial enterprises;
- projects/programmes and related costs which have already occurred;
- any costs involved in preparing funding applications;
- projects or related costs already substantially funded by Council provided or administered grants;
- funding for any political purposes; and
- repayment of debt, loan, repayments or investments of any kind.

6. Whakataunga o te Putea | Decisions on Funding

Any grant provided will be at the discretion of the Mayor (or Deputy Mayor in the absence of the Mayor) within the parameters of this Policy. The Mayor (or Deputy Mayor in the absence of the Mayor) may seek advice from Council officers or other suitably qualified persons when assessing applications.

Generally, the maximum amount that will be allocated per application is $500. However, applications above this amount may be considered on their merit and availability of funds, discretion remains with the Mayor.

Applications requesting more than $500 are subject to a two-step approval process:

- first step – applications will be reviewed by the Mayor who will provide a written recommendation.
- second step – a Councillor, other than the Mayor, will independently review and assess the application and either endorse or not endorse the Mayor's recommendation. The Councillor's comments and recommendation will be returned to the Mayor for consideration.

After considering the Councillor's review, the Mayor will make the final decision to approve or decline the application. If the Councillor does not endorse the Mayor's recommendation, the Mayor can seek advice from all elected members.

Where the value of eligible applications exceeds the funding available, funding may be prioritised having regard to the priority areas set out in section 4 of this Policy.

7. Tukunga Whakatau | Application Process

Written applications in the form of a letter/email (info@mpdc.govt.nz) may be received at any time by the Mayor for the Fund. The following details should be included:

- name and full contact details of applicant/group;
- purpose and anticipated benefit to the Matamata-Piako district of the request;
- amount requested and indication of total funds required for the project/activity as well as any other sources of funding applied for/received; and
- any other details that will aid the Mayor in making a decision.

8. Tikanga kia whiwhi te Kaupapahere ā-putea o te Koromatua | Conditions of Receiving a Mayoral Fund Grant

All grants provided must be used solely for the purpose for which they were given.

Receivers of a grant from the Fund may be required to meet certain conditions and provide supporting documentation to substantiate their claim, or demonstrate how funding has been used.

Recipients may be required to:

- acknowledge Council's contribution at the activity/project/event and/or in any written documentation associated with it using Council's logo; and
- write to Council within three months of completing the funded activity/project/event to indicate the outcome, including any relevant photographs and press clippings; and
- return any unused funds to Council.

Failure to comply with any conditions may result in Council seeking repayment of the grant.

9. Tautapa me te Tautukunga | Delegations and Responsibilities

The Chief Executive, or their delegate, will provide administrative oversight of the Mayoral Fund process.

All decisions must be documented and recorded to ensure transparency and accountability. The following details should be included in the schedule of grants made under this Policy:

- when and why an application has been granted over $500;
- who reviewed and approved or declined the application; and
- any reasons for the decision.

Generally, 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 is required to authorise any payment within this period.

The budget is not to be exceeded without a resolution of Council. Applicants will be advised in writing as soon as practicable of the decision relating to their application.

10. Take Taharua | Conflict of Interest

If the Mayor has a direct conflict of interest in relation to any application to the Mayoral Fund, the Mayor must not participate in the consideration or decision-making process for that application. In such circumstances, all powers and responsibilities of the Mayor in respect of that application are automatically delegated to the Deputy Mayor, who shall exercise those powers independently and in accordance with this Policy.