

Multi and Single-Year Community Grants Policy 2021



Ngā Wāhanga
Te Rautaki ā-Rōpū

Department
Strategic Partnerships and Governance

Te Tūmomo Kaupapahere:
Mō Āwaho

Policy Type:
External Policy

Te Rā o te Whakataunga e te Kaunihera:

Council Resolution Date:
26 August 2020 / 8 September 2021

Ko te pūtake o tēnei kaupapahere | Policy Purpose

This Policy sets out Council's criteria and allocation process for grants to community organisations through Council's contestable community grants fund. The Policy does not apply to loans (or loan guarantees), rates remittance, community leases or rentals, or major event sponsorship and capital projects.

Multi-Year Community Grant

Matamata-Piako District Council's Multi-Year Community Grant supports the operational management of community infrastructure and community gathering spaces, to deliver services, programmes and activities that benefit the social, cultural and environmental wellbeing of communities in Matamata-Piako.

Single-Year Community Grant

Matamata-Piako District Council's Single-Year Community Grant supports not-for-profit community organisations that deliver services, programmes and activities that benefit the social, cultural and environmental wellbeing of communities in Matamata-Piako.

Ngā Tautuhinga | Definitions

Definition	Detail
Long Term Plan (LTP)	Council's adopted Long Term Plan (LTP) as defined by the Local Government Act 2002.
Community Organisation	A not-for-profit organisation that has the primary objective to provide programmes, services or activities that benefit the social, cultural and environmental wellbeing of communities in Matamata-Piako.

Kaupapahere | Policy

The total financial assistance provided to the community through grants and funding covered by this Policy is set out in the Long Term Plan and Annual Plan budgets.

Council will assess applications for funding from the Multi-Year Community Grants as part of its Long Term Plan consultation process. Councillors for each ward are delegated to assess applications for funding from the Single-Year Community Grants.



Ngā kaupapa ka tautokona ā-pūtea | What we fund

Multi-Year Community Grant

Multi-Year Community Grants will fund organisations for operating costs delivering:

- A multi-purpose space available for the community to utilise.
- Opportunities for the wider community to increase social connection.
- Programmes and activities delivered in the facility that addresses the needs of the local community.

Emphasis will be given to groups who provide or manage community spaces/ facilities used by the community and/or other groups. These organisations may also provide a range of services to the community.

Single-Year Community Grant

Single-Year Community Grants will fund organisations for:

- Programme development and implementation.
- Operating and administrative costs relevant to programmes.
- Equipment and resources that support the programme or organisation.

Consideration will be given to the number of volunteer hours contributed and any in kind donations toward the project.

Funding consideration will be given to community organisations which:

- Strengthen participation across diverse communities.
- Build the capability of communities to become sustainable.
- Work collaboratively across the community sectors.
- Are able to achieve one or more of the Council's Community Outcomes.
- Are able to contribute to one or more of the community well-beings.

Secondary criteria & considerations:

- Young people are involved in the project/organisation.
- Iwi are involved in the project/organisation.
- The breadth and scale of community involvement in the project/organisation.
- Other sources of funding that may be available to a project/organisation.
- The proportion of project funding being sought and how any remaining proportion will be funded.
- The likelihood of the project/organisation becoming self-sustaining.

Ngā kaupapa kāore e tautokona ā-pūtea | What we don't fund

- Applications for purposes that do not directly relate to the grant.
- Subscriptions and memberships.
- Projects/programmes and related costs which have already occurred.
- Any costs involved in preparing the application.
- Catering costs.
- Projects or operational costs already substantially funded by Council.
- Political organisations.
- Repayment of debt, loan, mortgage repayments or investments of any kind.
- Project costs that will be directly paid back to Council.

Ngā Hua | Outcomes

Organisations receiving grants are expected to demonstrate how their projects will relate to the Council's Community Outcomes, and contribute to the community well-beings (Environmental, Social, Cultural and Economic)

Kaupapahere Te Mātaītanga, me te Arotakenga | Policy monitoring and review

Implementation of this policy will be monitored by the Strategic Partnerships and Governance Manager. This policy will be reviewed, at the request of the Council/staff, in response to any relevant legislative amendment, or every three years (whichever comes first).



Funding Process

Apply online mpdc.nz/grants
Applications must be made online



Fill in online application form and submit
Council staff are available to help throughout this



Your application will be assessed against criteria and guidelines
Applications will be assessed by Council staff for completeness



**Council (Multi-Year) or Ward Councillors (Single-Year)
make the funding decision**



Funding decision
*You will receive notification of the decision as soon as practicable
(maximum of six weeks after applications close)*



Sign grant agreement
If you are successful, you may need to return a signed grant agreement



Invoice and payment
*Once we receive your invoice you will receive payment on the 20th of the
following month upon receipt of invoice*



Accountability report
*You must fill in an online accountability report outlining how funding
was used*



Schedule 1 - Guidelines

How must applications be made?

All applications must be made through the Matamata-Piako District Council online grant application system mpdc.nz/grants. No paper applications will be accepted.

What must accompany the application?

- The applicant's latest bank statement for all accounts. These need to be no greater than three months old.
- The applicant's most recent annual financial accounts if available.
- Accountability report must have been received for any previous grants before any new grant application will be processed if applicable.
- Current proof of bank account in the name of the applicant group.

What are the requirements that have to be met?

- Successful applications may be required to complete a grant agreement prior to payment of the grant.
- Successful applicants must adhere to the accountability reporting requirements.
- Recipients that fail to submit accountability reports, or that have not spent the money in accordance with the application/contract shall not be eligible for any further Council grants until:
 - Accountability conditions have been met and/or grant monies returned.
 - The organisation can demonstrate their ability to meet Council's eligibility criteria for a grant.
 - The organisation is capable of delivering the project outcomes of which they are making an application for.

How will I know if funding has been approved?

Applications will be assessed and decided by Council or Ward Councillors. You will be notified of the decision as soon as practicable (maximum of six weeks after applications close). The decision of the Council/Ward Councillors is final.

For Multi Year Grants - Application process:

How much is available?	Maximum funds available \$20,000 per annum
When can I apply?	Funding rounds occurs every three years as part of the LTP consultation process
Grant decision	Applicants will be advised in June/July every three years
Uplifting funds	Funds must be uplifted before the end of each financial year (30 June)

Who can apply?

Applicants must be a legally constituted community group or organisation which:

- Is located in Matamata-Piako.
- Is sustainable and have the capacity to deliver agreed outcomes.
- The word 'community' is used in its broadest sense: it signals that our Multi-Year Community Grants programme will support the social, cultural and environmental wellbeing of Matamata-Piako people and neighbourhoods.

For Single-Year Community Grants - Application process:

How much is available?	Maximum funds available \$10,000 per ward per annum
How much can I apply for?	Maximum grant amount of \$5,000 per application
When can I apply?	There will be two funding rounds per year.
When will I know?	Applicants will be advised of the decision as soon as practicable (maximum of six weeks of applications closing).
Uplifting funds	Funds must be uplifted within six months of being granted.

Who can apply?

Applicants must be a not for profit community group,

- The applicant group must have been in operation for a minimum of 12 months.
- Projects must take place within the Matamata-Piako District boundaries.
- Organisations must have the capacity to deliver outcomes.
- The word 'community' is used in its broadest sense: it signals that our single-year community grants programme will support the social, cultural and environmental wellbeing of Matamata-Piako people and neighbourhoods.

What will not be funded?

Groups who already receive a Matamata-Piako District Council Multi-Year Community Grant.

