

<b>Department</b>	Communications
<b>Policy Type</b>	External
<b>RM Reference</b>	2007911
<b>Resolution Date</b>	9 May 2018
<b>Review Frequency</b>	Three years
<b>Review Date</b>	June 2020
<b>Policy Supersedes</b>	n/a



## District Events Funding Policy

### Background

Council provides funding to support event organisers to off-set costs associated with running major events. The budget for this fund is set each year through the Annual Plan / Long Term Plan process. This Policy sets out the Council's process for receiving and assessing applications for the District Events Fund.

### Objectives

The objectives of this policy are to ensure the distribution of funding:

- occurs in a consistent, efficient, effective manner
- is transparent, fair and accountable
- is consistent with the purpose of Local Government - *to enable local decision-making and action by, and on behalf of, communities; and to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.*

### Community Outcomes

Council's vision for the district is for Matamata-Piako to be 'The Place of Choice.' Council recognises the role of events in supporting this vision.

<b>Matamata-Piako – The Place of Choice Lifestyle. Opportunities. Home.</b>				
<b>Enabling...</b>				
<b>Connected Infrastructure</b>	<b>Economic Opportunities</b>	<b>Healthy Communities</b>	<b>Environmental Sustainability</b>	<b>Vibrant Cultural Values</b>
Infrastructure and services are fit for purpose and affordable, now and in the future.	We are a business friendly Council.	Our community is safe, healthy and connected.	We support environmentally friendly practices and technologies.	We promote and protect our arts, culture, historic, and natural resources.
Quality infrastructure is provided to support community wellbeing.	Our future planning enables sustainable growth in our district	We encourage the use and development of our facilities.	Development occurs in a sustainable and respectful manner considering kawa/protocol and tikanga/customs.	We value and encourage strong relationships with iwi and other cultures, recognising wahi tapu and taonga/significant and treasured sites and whakapapa/ancestral heritage.
We have positive partnerships with external providers of infrastructure to our communities.	We provide leadership and advocacy to enable our communities to grow.	We encourage community engagement and provide sound and visionary decision making.	We engage with our regional and national partners to ensure positive environmental outcomes for our community.	Tangata Whenua with Manawhenua status (those with authority over the land under Maori lore) have meaningful involvement in decision making.

### Policy

### Who can apply?

- Community groups, non-profit organisations, business associations, Iwi/Maori organisations can apply.
- Individuals, commercial enterprises, and organisations supported by government agencies may be considered depending on the alignment of their project/organisation with the Policy.

### What kinds of events are eligible for funding?

The event must:

- be held within Matamata-Piako District
- have the potential to attract a significant number of visitors
- have potential to become an iconic event
- have strong support from the community and business sector
- be supported by a business case
- contribute to Council's Vision and Community Outcomes
- enable and provide economic opportunities in the district
- encourage participation across diverse communities and provide opportunities for the wider community to increase social connection.

### What can funds be used for?

New Events - Funding granted under this Policy can be used for the organisation and promotion of large-scale events that are likely to enable and provide for economic activities along with on-going community involvement in the Matamata-Piako District. Funding is allocated for effective promotion of these events, with preference given to those using Council facilities such as the Westpac Morrinsville Events Centre, Silver Fern Farms Events Centre in Te Aroha or Matamata-Piako Civic and Memorial Centre, in Matamata.

Existing Events - Existing events can apply for this grant in order to further the community benefit and participation generated by their activities.

Those seeking funding assistance for resource consents, should apply for the Resource Consent Grant if eligible.

The Events fund is not for the payment of wages or honorariums.

### What are the assessment criteria?

Council will consider the following when assessing a proposal for a grant:

- the viability of the event as a whole and fundraising efforts already shown (e.g. Business Plan, marketing strategy)
- the viability and sustainability of the event
- the extent of the benefit to the community, including economic opportunities and benefits
- the event cost and scope
- previous assistance given by the Council or other agencies
- the contribution to the event being provided by the organisation itself
- the contribution of the event to Council's vision and outcomes.

Funding approved under this Policy may be for one-off events or regular events, and may be approved for one or more years.

### Funding limits



The total amount available each financial year (i.e. from 1 July to 30 June) is determined through the Annual Plan/Long Term Plan process. The funds are allocated on a first come first served basis until the funding is used up. Unallocated funds from the annual budget each year will not be available for allocation in the following year. Funds must be uplifted within three months of the event being held.

The maximum funding available for any one application is \$5,000. This can be increased by Council resolution if there are special circumstances.

Groups cannot apply for funding more than once per event under this policy. Your group may apply for other Council funds separate to this policy (e.g. Community Ward Grants, Resource Consent Grant).

The following criteria apply to uplifting funds:

- organisations must be able to account for the funds once granted
- funds that have not been uplifted within three months of the event being held will lapse
- funds will not be released until the organisation has supplied a valid invoice unless otherwise approved by the Council's Finance and Business Services Manager or other authorised staff member
- Funds are GST exclusive where an organisation is GST registered. If an organisation is not GST registered no GST will be included in the fund.

Applicants who don't have a current bank account must ask for an invoice by supplier to be issued to Council for payment.

### **How to apply**

There are no funding round application dates. This means that applications can be made at any time during the year. An application form must be completed in full prior to the event date(s) and submitted to any Council Office or submitted online along with the required attachments. Incomplete or retrospective applications will not be considered for funding.

Application forms can found at [www.mpdc.govt.nz](http://www.mpdc.govt.nz).

### **How will I know if funding has been approved?**

All complete applications will be assessed by Council staff. Applicants will be notified in writing once a decision on their application has been made.

The Council delegates to its Chief Executive Officer and in his/her absence the Communications Manager, or Events and Promotions Co-ordinator the responsibility for reviewing and deciding grant applications. If the name of the any of the above position titles change without substantial changes being made to the position holder's job description (in respect of the function to which this delegation relates), the current delegations in the name of the previous position title are and shall be effective for the position holder of the new position title.

The Mayor and Councillors will be informed of application approvals.

### **Accountability and Reporting**

A report on the success of the event and evidence that the grant was spent appropriately to be provided to Council within three months of the event.

### **Relevant legislation**



Local Government Act 2002

**Audience**

Council and the community

**Measurement and review**

The Policy will be reviewed three yearly to align with the Long Term Plan.

**Get in touch**

If you have any enquiries or require an application form please contact us.

Postal address:	PO Box 266 Te Aroha, 3342
Matamata Office:	Corner Tainui and Tui Streets
Morrinsville Office:	56-62 Canada Street
Te Aroha Office:	35 Kenrick Street
Phone:	07 884 0060
Email:	<a href="mailto:info@mpdc.govt.nz">info@mpdc.govt.nz</a>

**Authorisation**

Authorised by: Matamata-Piako District Council



# District Event Grant Application

*NOTE: All fields in this application form are mandatory. Incomplete applications or proposals that don't include all required supporting documents as set out in the checklist will not be considered for funding. Extra pages are accepted if required.*

## 1. Applicant details

Name of applicant: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Email: \_\_\_\_\_

Postal address for correspondence: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Phone: \_\_\_\_\_

## 2. Organisation details

Briefly describe your organisation, the community service that it provides and how it meets Council's policy criteria.

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Number of paid employees: \_\_\_\_\_ Number of volunteers: \_\_\_\_\_

What is your organisation's primary source of funding? e.g. grants, donations, fees or charges, or government funding \_\_\_\_\_

Is your organisation a registered Incorporated Society?

Yes      Incorporation Number: \_\_\_\_\_       No

Is your organisation a registered Charity?

Yes      Charities Registration Number: \_\_\_\_\_       No

### 3. Event details

In which area will the project take place? (Tick all that apply)

Matamata       Morrinsville       Te Aroha

Describe the event your organisation is requesting funding for and how it meets the policy eligibility criteria.

Please attach any details about proposed timeframes, budgets, quotes – Council needs sufficient information to understand the scope, timing and viability of a proposal.

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Describe how your organisation will contribute to your event, either financially or through volunteer time or other.

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Describe how your event contributes to one or more of Council's Outcomes for the Community (Refer to the Policy for a full list of outcomes).

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Describe how your event benefits the community.

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If you are applying as an existing event describe how this funding will add value and increase community participation.

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Amount requested (excluding GST): \$ \_\_\_\_\_

Please attach a breakdown of your funding needs with a minimum of two quotes, budget and other sources of funding.

Please send your application and attachments to:  
District Event Grant Application  
Matamata-Piako District Council  
PO Box 266  
Te Aroha 3342

## Checklist

Use this checklist to ensure you have correctly completed your application and included all the required information - have you:

- Checked that your proposal meeting the criteria for funding under the Policy?
- Filled out all the information requested on this form – attach additional sheets if not enough space and reference the section.
- Attached all relevant supporting documentation:
  - Bank account details on your organisations letter head or pre-printed bank deposit slip.
  - Statement of Accounts (either your latest Accounts from your AGM or a recent Bank Statement showing your financial position).
  - A breakdown of your funding needs, including your budget and other sources of funding.
  - Details about proposed projects timeframes, budgets, quotes – Council needs sufficient information to understand the scope, timing and viability of a proposal.
- Signed and dated your application.

### Office Use Only

NAR: \_\_\_\_\_ Register Updated Date:     /     /

Register Number 650. \_\_\_\_\_ . \_\_\_\_\_     RM# \_\_\_\_\_