

Grants for Services Policy



Responsibility:	Community Services Manager
First adopted:	27 October 2011
Historic revision dates:	23 October 2014
Next review date:	September/ October 2017
Review frequency:	Three yearly prior to Council's Long Term Plan process.
Approval authority:	Council
Consultation required:	(Special Consultative procedure – if required as part of the LTP)
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Associated documents:	N/A

Policy Objectives

The purpose of this policy is to support community efforts to build on the South Waikato District Council's vision of "Healthy people thriving in a safe, vibrant and sustainable community". Focus has also been given to the four well-beings.

The Policy aims to balance transparency and accountability with pragmatism and simplicity of administration.

Principles

- That South Waikato District Council, in collaboration with other funders and local not for profit groups, seeks to strengthen the ability of local community groups to respond effectively to local needs in the South Waikato District.
- The area served by this policy is that of the South Waikato District. The focus of the Grants for Services funding is in providing community assistance for the 'not for profit' sector in order to create a strong social base and meet local needs.
- Grant recipients will be organisations that have a longstanding relationship with the South Waikato District Council and/or are well established in the community.
- The value of each grant will be determined on a case by case basis and developed as a 'Contract for Services.'
- The priority outcomes for this funding include (in no priority order):
- Providing assistance to local community groups that enables them to identify and meet community needs.
- Providing financial assistance that complements funding from other sources and improves groups' chances of getting this support.
- Targeting Council assistance to activities/services which contribute to its strategic direction, whilst aligning with the focus/kaupapa of these groups.

Background

South Waikato District Council has historically been a Council with great intent for supporting community organisations to service the needs of the community. They have done this through Community Development Grants and Community Contract funding.

In an effort to ensure a balanced and transparent approach to allocating funding, achieving outcomes and managing contracts this policy has been created.

Policy Statement

1. MANAGEMENT:

- 1.1. Council will work towards having these grants for services allocated on a three year cycle to align with the South Waikato District Council LTP process.
- 1.2. Recipients will be able to re-apply for another three year term at the end of the previous three year cycle, provided they have met their contract deliverable requirements.
- 1.3. Applications for new funding will be notified to the public through the Annual Plan/LTP process and considered by Councillors during the submission deliberations.
- 1.4. A fixed price for each year of the 'Contract for Services' will be negotiated at the start of each three year contract period.
- 1.5. Only 'not for profit' organisations that provide a service towards the 'social, environmental, economic and cultural wellbeing' of the South Waikato District will be eligible.
- 1.6. Applications for an apportionment of funding will be judged on the level of compliance the application meets with the Principles stated above.

2. POLICY MECHANISM:

Although contracts will be for three years, organisations will need to meet their contract deliverables and KPIs annually (or as stated in the contract) to ensure funding continues into the next year of the agreement.

Any new Grants will require a submission to the Annual Plan/LTP and align closely with the Council Outcomes.

3. ACCOUNTABILITY/MONITORING:

To ensure that funds are used appropriately, successful applications will:

- 3.1. Submit audited or reviewed annual accounts or copies of their Cashbook for the relevant financial period
- 3.2. Submit an Annual Action Plan by the end of May prior to starting the next contract year on 1 July. This Annual Action Plan is to be approved by Council.
- 3.3. Submit quarterly progress reports on the contract deliverables and KPIs. Written reports will occur six monthly and verbal reports six monthly, alternating between quarterly report periods. Example: January - Verbal report, April - Written Report, July - Verbal Report, October - Written Report
- 3.4. Present to Council in person the benefits of their service to the community six monthly while in July also presenting their written Annual Plan for the following year, Annual Report and Financial report, and answer questions from Council.

- 3.5. Meet to discuss and agree on alterations to deliverables and KPIs if needed to better serve the community. This will need to happen by the May prior to the new year starting on the following 1 July.
- 3.6. Permit a nominated Council representative to attend committee meetings. These Councillors may also present quarterly reports on the organisation's activities to Council every quarter.

Relevant Delegations

Expenditure delegations – per Council's Delegation Manual.

References and Relevant Legislation

Local Government Act 2002.

Council's Delegations Manual.

Annotations

Res No	Date	Subject/Description
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