

# Grants Allocation Committee Meeting

## PUBLIC BUSINESS AGENDA

A Grants Allocation Committee Meeting  
will be held in the Council Chamber,  
Torphin Crescent, Tokoroa  
on Tuesday 18 April 2023  
Commencing at 11.00am

### OUR VISION

“Healthy people thriving in a safe, vibrant and sustainable community.”

## **Grants Allocation Committee**

<b>Reporting to</b>	Council
<b>Constitution</b>	Four Councillors Community representatives as required Mayor – Ex Officio

### **Meeting Frequency**

As required

### **Objective**

To distribute grant and loan monies within the guidelines of Council and outside funding agencies.

### **Scope of Activity**

To consider and make grant allocations and loans within guidelines set down by the funding agency, including Creative New Zealand and the South Waikato District Council, and ensure the schemes are administered equitably.

### **Power to Act**

As above

### **Management Responsibility**

Group Manager Community

## Attendees

Members	Chairperson	T Lee
	Councillors	Cr Garner Cr Purdy Cr Wallace
	Mayor (ex Officio)	G Petley
Staff	Community Programme Coordinator Minutes	H Smith C Cawood

## Agenda Confirmed by:

S Law  
**Chief Executive**

*RECOMMENDATIONS contained in Reports are NOT to be construed as COUNCIL DECISIONS.  
Refer to Council Minutes for RESOLUTIONS.*

**Order of Business**

- 1. **Apologies** ..... 4
- 2. **Confirmation of Agenda** ..... 4
- 3. **Conflicts of Interest** ..... 4
- 4. **Confirmation of Minutes** ..... 5
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- 5. **Reports** ..... 11
- 5.1 Community Development Grant Allocation 2022/23 Round Two Report ..... 11

1. **Apologies**

2. **Confirmation of Agenda**

3. **Conflicts of Interest**

## **4. Confirmation of Minutes**

### **4.1 Confirmation of Minutes - Public**

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#### **Document Information**

Report To:	Grant Allocation Committee
Meeting Date:	Tuesday, 18 April 2023
Author:	T Lee
Author Title:	Chairperson
Report Date:	Monday, 3 April 2023

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#### **Purpose**

1. To present past minutes.

#### **Recommendation**

2. That the Grant Allocation Committee:
  - a) receives the minutes of the public business of the Grant Allocation Committee held on Wednesday 22 November 2022.

#### **Attachments**

Unconfirmed Grant Allocation Committee public minutes – 22 November 2022

# Grants Allocation Committee Meeting

## PUBLIC BUSINESS MINUTES

A Grants Allocation Committee Meeting  
was held in the Council Chamber,  
Torphin Crescent, Tokoroa  
on Tuesday 22 November 2022  
Commencing at 11.00am

### Attendees

Members	Chairperson	T Lee
	Councillors	Cr Garner Cr Purdy Cr Wallace
	Mayor (ex Officio)	G Petley
Staff	Community Programme Coordinator	H Smith
	Strategy & Engagement Manager	K Diamond
	Interim Executive Manager Operations	J Hassall
	Executive Assistant to the Mayor (Minutes)	S Curreen

### 1. Apologies

There were no apologies received.

### 2. Confirmation of Agenda

The Agenda, as circulated, was confirmed.

Cr Wallace advised she delivered her grant assessment sheets to the Putaruru Office to be sent through to the Community Programme Coordinator, Ms H Smith, at the Tokoroa Office. They were sent but Ms Smith has not received them.

### 3. Conflicts of Interest

Cr Purdy and His Worship the Mayor declared a Conflict of Interest they are members of the Putaruru District patrol.

## **4. Confirmation of Minutes**

### **Matters of Fact**

There were no matters of fact raised.

### **22/221 Resolved**

**Cr Wallace / Cr Lee**

1. That the Grant Allocation Committee:
  - a) receives the minutes of the public business of the Grant Allocation Committee held on Wednesday 8 June 2022.

*All in favour / Carried*

## **5. Reports**

### **5.1 Community Development Grant Allocation**

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The Report was taken as read.

Presentations commenced with:

- Bluelight Tokoroa - Donna Campbell
- House of Science
- David Henry Kindergarten
- Graeme Dingle Foundation
- Waikato River Trails - Glen Wooller

### **22/222 Resolved**

**Cr Purdy / Cr Garner**

1. That the Grants Committee:
  - a) receives Report 2022-606483, Community Development Grant Allocation.
  - b) considers the applications made, assesses them in accordance with Council's Grants and Loans Allocation Policy attached to this report and decides on an allocation of grants within the funding available.

*All in favour / Carried*

Reference	Organisation	Total Cost of Project	Amount Requested	Amount Allocated	Description of Project	Activity Category	Community Group	Strategic Alignment
CDG 220948954	Aotearoa Wāhine Toa Ora Trust	\$1,488,734.00	\$50,000.00	<b>\$0.00</b>	IBCPC Dragon Boat festival in April 2023	Event	Women	Nil
CDG 22032803	Blue Light Tokoroa	\$19,000.00	\$10,000.00	<b>\$10,000.00</b>	Intervention Programme	Education Programme	Youth	Safe and sustainable
CDG 220934055	Central North Island Kindergarten Trust for David Henry Kindergarten	\$8,196.72	\$6,000.00	<b>\$5,737.00</b>	Supply and install x 5 clear pvc Ziptrak screens	Asset	Preschool	Nil
CDG 220933290	Community Patrols of New Zealand Charitable Trust	\$26,781.91	\$16,781.91	<b>\$5,000.00</b>	To purchase a new vehicle for our Putaruru Patrol	Asset	Whole community (Putāruru)	Safe, vibrant community
CDG 220946566	Graeme Dingle Foundation Waikato	\$48,222.00	\$10,000.00	<b>\$5,500.00</b>	Kiwi Can - our primary school programme at Tokoroa Central School and Tainui Full Primary.	Education Programme	Youth	Safe and sustainable
CDG 220945962	House of Science NZ Charitable Trust - South Waikato Branch	\$2,500.00	\$2,500.00	<b>\$1,750.00</b>	Purchase a new science kit	Education Programme	Youth	Vibrant and sustainable
CDG 220936693	Life Education Trust Central Plateau	\$155,352.00	\$6,000.00	<b>\$2,000.00</b>	Operational costs in delivering our Life Education Programme to children.	Education Programme	Youth	Safe and sustainable
CDG 220950165	Mangakaretu Marae	\$10,064.80	\$10,064.80	<b>\$5,900.00</b>	Replacement shade covers for Manuhiri Shelters at Mangakaretu Marae	Asset	Hapū	Nil
CDG 220948521	Pride in Putaruru	\$25,555.00	\$8,770.00	<b>\$0.00</b>	The Putaruru Water and Food Festival	Event	Whole community (Putāruru)	Vibrant
CDG 220935890	Putaruru Baptist Church Family	\$4,350.00	\$4,100.00	<b>\$2,100.00</b>	2023 Easter Youth Camp fees and assistance with running costs associated with the youth group	Education Programme	Youth	Nil
CDG 220900315	South Waikato Cultural Festival Committee Inc	\$21,650.00	\$21,650.00	<b>\$5,000.00</b>	Costs for staging, lighting, and sound. (Staging costs, Lighting costs, Sound costs/mics etc, Labour)	Event	Community (Tokoroa)	Vibrant culture



Reference	Organisation	Total Cost of Project	Amount Requested	Amount Allocated	Description of Project	Activity Category	Community Group	Strategic Alignment
CDG 220835347	South Waikato Education Centre Trust	-\$50,446.00	-\$50,446.00	<b>\$0.00</b>	Project management costs associated with the development, management, and execution of the South Waikato Careers Expo 2023	NA	NA	
CDG 220950286	South Waikato YMCA	\$10,000.00	\$10,000.00	<b>\$0.00</b>	We are holding a community event – Christmas in the Park and require funding for prize giveaways, hire carnival rides and bouncy castles for children.	Event	Community (Tokoroa)	Vibrant culture
CDG 220933608	Tokoroa Senior Citizens and Welfare Centre Inc	\$6,111.91	\$6,111.91	<b>\$4,278.00</b>	Free standing oven, Stationery and Rental & Lease support	Asset and OPEX	Seniors	Vibrant culture
CDG 220735948	Waikato River Trails	\$23,786.00	\$1,800.00	<b>\$1,400.00</b>	Traffic Management for Summer Sizzler event	Event	Visitors and locals	Safe, Vibrant culture
CDG 220929556	Womens Institute Tokoroa	\$550.00	\$508.00	<b>\$385.00</b>	Wool for Women's Refuge. Wool for Hospice. Material and products for hospital bags.	Assets	Women	nil
	<b>Total requested/ allocated</b>	<b>\$1,901,300.34</b>	<b>\$214,732.62</b>	<b>\$49,050.00</b>				

The next Grant Allocation Committee meeting is scheduled for Tuesday 11 April 2023.

The meeting closed at 12.47pm.

T Lee  
**CHAIRPERSON**

## 5. Reports

### 5.1 Community Development Grant Allocation 2022/23 Round Two Report

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#### Document Information

Report To:	Grants Committee
Meeting Date:	Tuesday, 18 April 2023
Author:	Honey Smith
Author Title:	Grants Coordinator
Group Manager Lead:	James Hassall
Report Date:	Monday, 3 April 2023

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#### Purpose

1. To provide information to the Grants Committee of Council, on applications received requesting funding through round Two of the community development grants 2022/23.
2. To summarise the evaluation and assessment made by staff of said applications.
3. To provide staff recommendations to the Grants Committee of potential funding allocations.

#### Recommendations

4. That the Grants Committee:
  - a) receives report 2023-606482, Community Development Grant Allocation 2022/23 Round Two Report.
  - b) considers the applications submitted for funding, assesses them in accordance with Councils Grants and Loans Allocation Policy, using the grant marker sheet.
  - c) resolve to accept the staff recommendation in section 18, or
    - i. Allocate no funding under round two, or
    - ii. Allocate different levels of funding to some or all applications.
5. Staff implement the resolution of the Grants Committee in respect of Community Development Grant Allocation 2022/23 Round Two.

#### Executive Summary

6. The annual budget for Community Grants will be as determined by Council in its Annual plan. Council considers Community Development Grant applications through two funding rounds each year
7. Funding round two of the 2022/23 financial year has a maximum allocatable budget of \$50,084.93.
8. Of the 17 applications received in round two, one applicant has withdrawn their funding application, leaving 16 for eligible for consideration by the Committee.

#### Discussion

9. The funds for Community Development Grants are budgeted in Councils Annual Plan 2022/23.

10. The eligible applications have requested a total amount of \$241,596.40 to support projects totalling \$438,880.41. These are summarised in Schedule A of this report.
11. Staff have assessed that the social and community engagement activities proposed by applicants are aligned to Council Strategy as set out in the Long-Term Plan 2021-2031.
12. Staff, under separate cover, have provided full details of each application, along with respective supporting documentation.
13. Staff have assessed each application and provided to the Committee a partially completed a grant marker sheet for each application, staff request that the Committee complete their section of said form, as part of their evaluation.
14. Twelve individual applicants have requested to support their application in person. A speakers list and timetable is shown in Schedule B.
15. There are common activities that the funds have been applied for, namely.
  - a) educational programmes (1),
  - b) community groups (7),
  - c) sport and recreation (4),
  - d) youth services (3),
  - e) services for the elderly (1)

## Recommendation

16. Staff note that several organisations submit funding applications for a Community Development Grant each year, in respect of operational funding, staff recommend these applicants be encouraged to seek alternate funding.
17. Staff recommend the following allocations:

CNIKT Central Kids Early Education	Partial funding	\$2,000.00
Tokoroa Craft Barn	Partial funding	\$2,500.00
The Good Shepherd	Partial funding	\$5,000.00
Graeme Dingle Foundation	Partial funding	\$2,500.00
Halo Charitable Trust	Partial funding	\$5,000.00
Manaaki Aroha	Partial funding	\$2,500.00
Putaruru Baptist Trust	Partial funding	\$1,500.00
Putaruru Friendship Club	Partial funding	\$2,000.00
South Waikato Cricket Association	Partial funding	\$2,500.00
Te Rau Awhina Tokoroa Women's Refuge	Partial funding	\$5,000.00
Te Tamawai Trust	Partial funding	\$2,000.00
Tirau Tennis Club	Partial funding	\$2,000.00
Tokoroa Community Foodbank	Partial funding	\$3,000.00
Tokoroa Kart Club	Partial funding	\$2,500.00
Tokoroa Track and Field: Tokoroa Blades	Partial funding	\$5,000.00
United Community Centre	Partial funding	\$6,000.00

Schedule A - Community Development Grant 2022/2023 Rd 2 - Allocation Schedule

Schedule B – Timetable of Organisations speaking in support of funding application

## **Attachments**

Docset ID 621027 Community Development Grant Marker Sheet

Docset ID 109397 Grants and Loans Allocations Policy

## Schedule A

### Community Development Grant 2022/2023 Rd 2 - Allocation Schedule

Reference	ORGANISATION	TOTAL COST OF PROJECT	AMOUNT REQUESTED	Description of Project	Activity category	Community Group	Strategic Alignment
CDG 230211367	Central North Island Kindergarten Trust trading as Central Kids Early Education	\$71,580.00	\$15,000.00	To help us fund the upgrade of our aged and inefficient procedures and processes and to help us go paper free. Our project is a huge step in progressing the sustainability goals for our organisation	Asset	Preschool	Environmental sustainability
CDG 230321753	FASD-CAN Incorporation	<del>\$10,300.00</del>	<del>\$10,300.00</del>	FASD-CAN Conference 2023	Event	Medical	Nil
CDG 230332109	Good Shepherd	\$24,596.00	\$10,000.00	Wage support - we have recently employed a Manager for 10 hours per week. This has provided the resource for minimal operational management.	Asset	Community (Tokoroa)	Safe & Healthy, Community relationships
CDG 230253413	Graeme Dingle	\$71,461.00	\$12,000.00	Delivery costs of Kiwi Can Programme at Tokoroa Central School, Tainui Full Primary and Bishop Edward Gaines Catholic School.	Education	Youth	Connected community
CDG 230336781	Halo Charitable Trust	\$9,300.00	\$9,300.00	Purchase a freezer, shelving and mats for walk in chiller, operational costs.	Asset	Community (Tokoroa)	Safe & Healthy Community
CDG 230326378	Manaaki Aroha	\$25,880.00	\$25,880.00	Overhead costs (storage, travel, power, rent)	Asset	Community	Safe & Connected Community
CDG 230323402	Putaruru Baptist Trust	\$4,150.00	\$4,000.00	Attending National Hui/T-shirts & Hoodies/Co-operative games	Asset	Youth	Connected & Vibrant Community
CDG CDG230327012	Putaruru Friendship Club	\$9,795.00	\$2,345.00	The Friendship club is seeking a grant so that it is then able to organise and subsidise out of town trips or events for club members to participate in and enhance the health and well being.	Asset	Senior Citizens	Safe & Healthy Community
CDG 230333120	South Waikato Cricket Association	\$20,095.01	\$9,880.00	For the maintenance, repair and remodelling of the ladies toilets to allow for wheelchair access	Asset	Sport & Recreation	Vibrant Community

Reference	ORGANISATION	TOTAL COST OF PROJECT	AMOUNT REQUESTED	Description of Project	Activity category	Community Group	Strategic Alignment
CDG 230332490	Te Rau Awhina Tokoroa Womens Refuge	\$31,412.00	\$16,997.00	Rental costs	Asset	Community	Safe & Healthy Community
CDG 230331639	Te Tamawai Trust	\$15,400.00	\$10,000.00	Subsidising 4 classes for Taku Wairua Kura Program in Tokoroa for Schools who want it but can't afford it.	Education	Youth	Connected & Sustainable Community
CDG 230219748	Tirau Tennis Club	\$58,000.00	\$40,000.00	New lighting for 3 courts	Asset	Sport & Recreation	Vibrant Community
CDG 230324667	Tokoroa Community Food Bank	\$6,000.00	\$3,000.00	Administration costs	Asset	Community	Safe & Healthy Community
CDG 230326430	Tokoroa Craft Barn	\$10,000.00	\$10,000.00	Operational costs - to help pay our rent for the year to help keep the shop open.	Asset	Community Business	Nil
CDG 230307690	Tokoroa Kart Club	\$3,680.00	\$3,680.00	An ambulance and medic to attend our Top Half Summer Series of 5 race meetings this year	Asset	Sport & Recreation	Vibrant Community
CDG 230306612	Tokoroa Track and Field: Tokoroa Blades	\$48,925.40	\$48,925.40	The renovations and build of a useable toilet block in the Tokoroa Athletic Clubrooms.	Asset	Sport & Recreation	Vibrant Community
CDG 230139808	United Community Centre	\$18,306.00	\$10,289.00	Overheads, operational costs, Volunteer expenses, Rent. Power, insurance, Facilitators expenses, printing, repairs	Asset	Community	Safe & Healthy Community
<b>TOTALS</b>		<b>\$438,880.41</b>	<b>\$241,596.40</b>				

## **Schedule B**

### ***Timetable of organisations speaking in support of funding applications***

<b>Speaker/Organisation</b>	<b>Time</b>
CNIKT Central Kids Early Education	10.40am
The Good Shepherd	10.50am
Graeme Dingle Foundation	11.00am
Halo Charitable Trust	11.10am
Manaaki Aroha	11.20am
Putaruru Baptist Trust	11.30am
SW Cricket Association	11.40am
Te Rau Awhina Women's Refuge	11.50am
Tirau Tennis Club	12.00pm
Tokoroa Kart Club	12.10pm
Tokoroa Track and Field: Tokoroa Blades	12.20pm
United Community Centre	12.30pm



# Grant and Loans Allocation POLICY

## Grants and Loans Allocation Policy



<b>Record number:</b>	DocSet - 109397	
<b>ECM Version:</b>	23	
<b>Approval Date/Resolution Number:</b>	19 April 2018	RES - 18/102
<b>Responsibility:</b>	Community Services Manager	
<b>Next review date:</b>	2021	
<b>Historic revision dates:</b>	9 October 2003 (375/03) – <i>first adopted</i> , 14 June 2007 (07/212) 9 October 2008 (08/298) 6 October 2011 (11/325) 17 May 2012 (12/180) 11 October 2012 (12/396), 23 October 2014 (C14/049)	
<b>Review frequency:</b>	Three yearly prior to Council's Long Term Plan process.	
<b>Approval authority:</b>	Council	
<b>Consultation required:</b>	(Special Consultative procedure – if required as part of the LTP)	

### Policy Objectives

To provide assistance to community organisations in a financially prudent manner.

### Principles

The principles of Section 14 of the Local Government Act 2002 apply, relating to Grants Committee decisions.

A local authority must manage its revenue, expenditure and general financial dealings prudently, and in a manner that promotes the current and future interests of the community (Section 101, Local Government Act 2002).

In discharging its responsibilities, Council must ensure that money provided to organisations is spent for the purpose intended and that money loaned must have adequate security to minimise loss to Council and the community.

### Background

Council is an integral part of a community and, in discharging its role of enabling local decision making and action by and on behalf of communities and promoting the Council's community outcomes, Council needs to provide adequate opportunity to assist the community to achieve its outcomes. In doing so, Council recognises a level of commitment through grant funding.

### Policy Statement

#### 1. Allocation in Annual Forecast

- 1.1 The annual budget for Community Grants will be as determined by Council in its Annual plan and long-term council plan each year, but normally within a range of 0.5% to 1% of the previous

financial year's total rates levy. This amount is to include recreation and social grants, Mayoral Grants and grants for events sponsorship.

- 1.2 Fifteen percent of the annual Community Grants budget will be available throughout the financial year for allocation as agreed by the Mayor and Deputy Mayor. To guide budgets for the Community Grant allocation rounds (April and September), the remaining 85% will be split evenly between the two allocation periods.
- 1.3 The Creative Communities and Community Grants will be allocated by two independent committees in accordance with the requirements outlined by Creative New Zealand for the Creative Communities Scheme. However both committees will meet on the same day to allocate funds and the same timeframes and process will be used for administration purposes. Meeting will take place twice in September and April each financial year.

## **2. Purpose of Grants**

- 2.1 The allocating body shall consider the respective roles of central and local government in allocating funds.
- 2.2 Any grant shall recognise the outcomes for the community and strategies outlined in the Long-Term Plan.
- 2.3 Council's Community Grants budget shall include only grants for events, sponsorship, Community Grants and the Mayoral Grant.
- 2.4 The use of grants will be maximised, subject to the community deriving benefit from Council funding to the activity to warrant Council's involvement.
- 2.5 The allocating body shall not make a grant for any purpose which, in its opinion, would be regarded as unbecoming to the community.

## **3. Guidelines –Community Grants**

### **3.1 The Organisation**

- 3.1.1 The organisation must have its focus within the South Waikato District.
- 3.1.2 The organisation should not be a commercial organisation, i.e. not primarily intended as a profit-making organisation.
- 3.1.3 The organisation shall provide information on the purpose for which the grant has been applied, and a statement of the organisation's financial situation.
- 3.1.4 The organisation can apply for multiple projects on one application form.
- 3.1.5 Council will not fund the same project twice in the same financial year.

### **3.2 Acceptance of Applications**

- 3.2.1 Applications for Council's Community Grants will only be referred to the allocation committee for consideration if the following criteria are met:
  - Efforts have been made to seek other grants through external funders
  - Supporting letter/s are attached
  - Applications are signed by the Chairperson or delegated authority
  - Quotes or proof of current pricing are attached (no older than three months)
  - A set of annual accounts (or bank statements if annual accounts unavailable) are attached

- Application in its entirety is received prior to the close off time and date
- The organisation has provided accountability reports for all past Community Grants (received in the last five years)
- All applications must be submitted online effective May 2019
- All applications must provide information around other assistance given by Council to the organization for the year the grant is requested.

3.2.2 If the application does not meet the requirements as stated above, the organisation will be notified of why the application wasn't considered. If in time to resubmit with appropriate changes and meet requirements the application will be referred to members of the allocating body. If not in time to resubmit prior to the closing date, the organisation will be encouraged to review their request and apply to the next grants round.

### **3.3 Level of Assistance/Allocation**

3.3.1 In considering whether to make a grant and/or the amount of grant, other assistance given by Council to the organisation shall be taken into account, including any rates remission, reduced rentals for land and buildings, subsidised fees and charges, or other such benefits.

3.3.2 The level of allocation should take into account the funds raised by, and volunteer input into, the organisation through its own volunteer efforts and other external charitable funding. Council endeavors to top up funding and not be the sole contributor to projects. As a result Council aims to provide no more than 70% of total project costs to any one application. Council should not be considered the first port for grant funding.

3.3.3 The assessed benefits, and the impact on the community in terms of numbers of persons assisted or participating, should be considered.

### **3.4 Priorities**

3.4.1 Priority will be given to those community groups that do not receive funding from council community contracts.

3.4.2 Funding may take priority for organisations:

- To help them get an event or programme started.
- To help them become self-sufficient.
- To meet community needs where funding provisions are not adequate.

3.4.3 Preference may be given for facilities and programmes that are to be shared by more than one group, and upgrades of existing facilities and/or improve the safety and wellbeing of users.

## **4. Accountability Requirements**

4.1 On notification of allocation, the successful group will be required to file an invoice to Council for the allocated amount within a month of the notification date. Council will then pay all allocated monies for that grant round. Successful organisations will be notified of the accountability requirements attached to the grant at the time of payment.

4.2 Organisations will be required to complete accountability reports. Organisations will be required to report nine months after receiving the grant or within three months of the completion of the project, whichever is the shorter.

4.3 The accountability report will require the group to demonstrate progress toward achieving their goals.

The report should include:

- Purpose of project.
- Outcomes/results to date or at conclusion of project.
- Timing of reporting (in relation to project stage).
- Narrative on what the project has achieved.
- Evidence of what the grant has been spent on (with bank statements or receipt indicating use of funds)

## **5. Use of Monies**

- 5.1 Monies allocated by Council that are not used for the purpose specified by the organisation must be returned to Council within 12 months of the grant being received.
- 5.2 Where an organisation uses granted monies for a purpose other than that allocated, a five-year stand-down period in which the organisation cannot apply to the Community Grant fund shall apply and the organisation may be required to return the said monies.

## **6. Appropriate Schemes**

- 6.1 Council endeavors to distribute funds in the most efficient and effective manner therefore those organisations wishing to apply for funds of \$500 or less should approach or write to the Mayor requesting a Mayoral Donation. This can take place throughout the year and Council staff will redirect those grant applicants that are more suitable for Mayoral Donations.
- 6.2 The Creative Communities Scheme is for those organisations that aim to increase participation in the arts, increase the range and diversity of the arts available to the community and enhance and strengthen the local arts sector. An organisation with a project that aligns with the above should apply to the Creative Communities Scheme and not Community Grants.
- 6.3 If an organisation does not meet the requirements of the Creative Communities Scheme and is seeking a contribution between \$500 and \$10,000 to a project that works towards Council's community outcomes an application should be made to Community Grants.
- 6.4 If an organisation does not meet the requirements of the Creative Communities Scheme and is seeking a contribution above \$10,000 to a project that works towards Council's community outcomes an application to be considered for a Leisure, Arts and Cultural Loan should be made.

## **7. Mayoral Donations**

- 7.1 A separate account called the "Mayoral Donations Account", created by retaining 15% of the annual Community Grants budget, will be held for distribution by agreement between the Mayor and Deputy Mayor (see Clause 1.2 above).
- 7.2 After the Community Grants have been allocated, any unallocated balance shall be transferred to the Mayoral Donations Account.
- 7.3 Any unexpended balance at the end of the financial year from the Mayoral Donations Account will be available for allocation in the next financial year.

## **8. Leisure, Arts and Cultural Loan Fund**

- 8.1 The Leisure, Arts and Cultural Loan Fund shall be used to fund leisure, arts and culture.
- 8.2 The Council may make loans from the above fund up to a value of \$20,000. The loan fund will be subject to the same criteria as the Community Grants Fund.

- 8.3 Interest rates for loans from the Leisure, Arts and Cultural Loan Fund shall be set by Council on a case-by-case basis.
- 8.4 Interest rates will be gradually increased over the first three years of the repayment period. In following years the interest rate will be set at Council's internal borrowing rate.
- 8.5 Recipient groups of the Leisure, Arts and Cultural Loan Fund will be required to present annual accounts to Council upon request.

## 9. Criteria for Loans from the Leisure, Arts and Cultural Loans Fund

- 9.1 Loans may require security at the allocating body's discretion. The allocating body may require the organisation to meet the costs of arranging security.
- 9.2 The following information may be required in support of any loan application:
- An Income and Expenditure Statement and Statement of Assets and Liabilities for the preceding financial year, and preferably for three preceding years.
  - A budgeted Income and Expenditure Forecast for future years showing the full impact of loan payments on the organisation's finances.
  - Such other information as the allocating body deems fit.
- 9.3 Standard conditions of any guarantee are:
- The organisation must provide audited or satisfactory verified financial statements within three months of the end of the organisation's financial year for the duration of the guarantee.
  - The organisation must obtain all necessary regulatory permits or consents before commencing any construction work associated with the guarantee.
  - Such other conditions as the allocating body deems fit.
- 9.4 Any principal and interest accrued from loans to the Leisure, Arts and Cultural Loan Fund shall be paid back into the Fund.

## Definitions

**Allocating Body** - Any committee of and/or Council appointed for the purpose of allocating grants or loans, or agreeing to act as guarantor under this Policy

**Creative Communities Scheme** - Funds received from Creative New Zealand for support of the arts in the South Waikato District, for distribution by the allocating body.

**Donation** - A gift in cash or kind to enable an organisation to pursue its objectives for the benefit of the community. The gift is not for a specific purpose.

**Grant** - A gift in cash or kind to an organisation for a specific purpose to pursue its objectives for the benefit of the community. The value of an "in kind" grant will not be deducted from the Community Grants budget, however, will be taken into account when decisions regarding allocations are made.

**Organisation** - Any community group or not-for-profit organisation applying for, or in receipt of, a Council grant or other benefit.

## Relevant Delegations

Expenditure delegations – per Council's Delegation Manual.

Grants Committee - To consider and make grant allocations and loans within guidelines set down by the funding agency, including Leisure, Arts and Culture Fund and the South Waikato District Council, and ensure the schemes are administered equitably.

## References and Relevant Legislation

Local Government Act 2002

Council's Delegations Manual

## Annotations

<u>Res No</u>	<u>Date</u>	<u>Subject/Description</u>
370/03	25/09/03	Grants Committee recommended to Council
375/03	09/10/03	Adopted by Council
	24/08/03	Policy amended
307-8/04	24/08/04	Policy amended and Schedule added
132/06	23/03/06	Reconfirmed/amended
07/212	14/06/07	Amended Policy adopted
08/298	09/10/08	Amended Policy adopted
11/325	06/10/11	Amended Policy adopted
12/180	17/05/12	Amended Policy adopted
12/396	11/10/12	Amended Policy adopted and Schedule removed
C14/049	23/10/14	Amended Policy adopted
18/102	19/04/18	Amended Policy adopted

**Council Outcomes**

- Growth - Activities and strategies that facilitate sustainable economic growth and lift community pride.
- Resilience - A resilient district with good infrastructure, services, a sound financial position, rates affordability and a healthy environment that has the ability to anticipate, resist, respond to and recover from significant change or events.
- Relationships - Strong relationships with Iwi and Māori, Pacific Peoples and community and business groups that can achieve growth and a resilient community.