

Grants and Loans Allocation Policy

Responsibility:	Community Services Manager
First Adopted:	9 October 2003 (375/03)
Historic revision dates:	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
Next review date:	
Review Date:	
Review Frequency:	Three yearly, prior to Long Term Plan review
Approval authority:	Council
Consultation required:	(Special Consultative Procedure - if required as part of the LTP)
Record number:	DocSet ID number - 109397
Associated documents:	N/A

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.

Definitions

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.

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.

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

Organisation

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

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.

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.

Council also has a Leisure Arts and Cultural Loan fund that is able to be used to assist cultural and leisure activities.

Policy Statement

1.0 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.

2.0 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.

3.0 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, ie, 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)
- 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 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
- 3.4.2 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.

4.0 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)

5.0 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.

6.0 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.

7.0 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.

8.0 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.

8.6 Criteria for Loans from the Leisure, Arts and Cultural Loans Fund

- 8.6.1 Loans may require security at the allocating body's discretion. The allocating body may require the organisation to meet the costs of arranging security.
- 8.6.2 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.
- 8.6.3 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.
- 8.6.4 Any principal and interest accrued from loans to the Leisure, Arts and Cultural Loan Fund shall be paid back into the Fund.

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

Res No	Date	Subject/Description
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