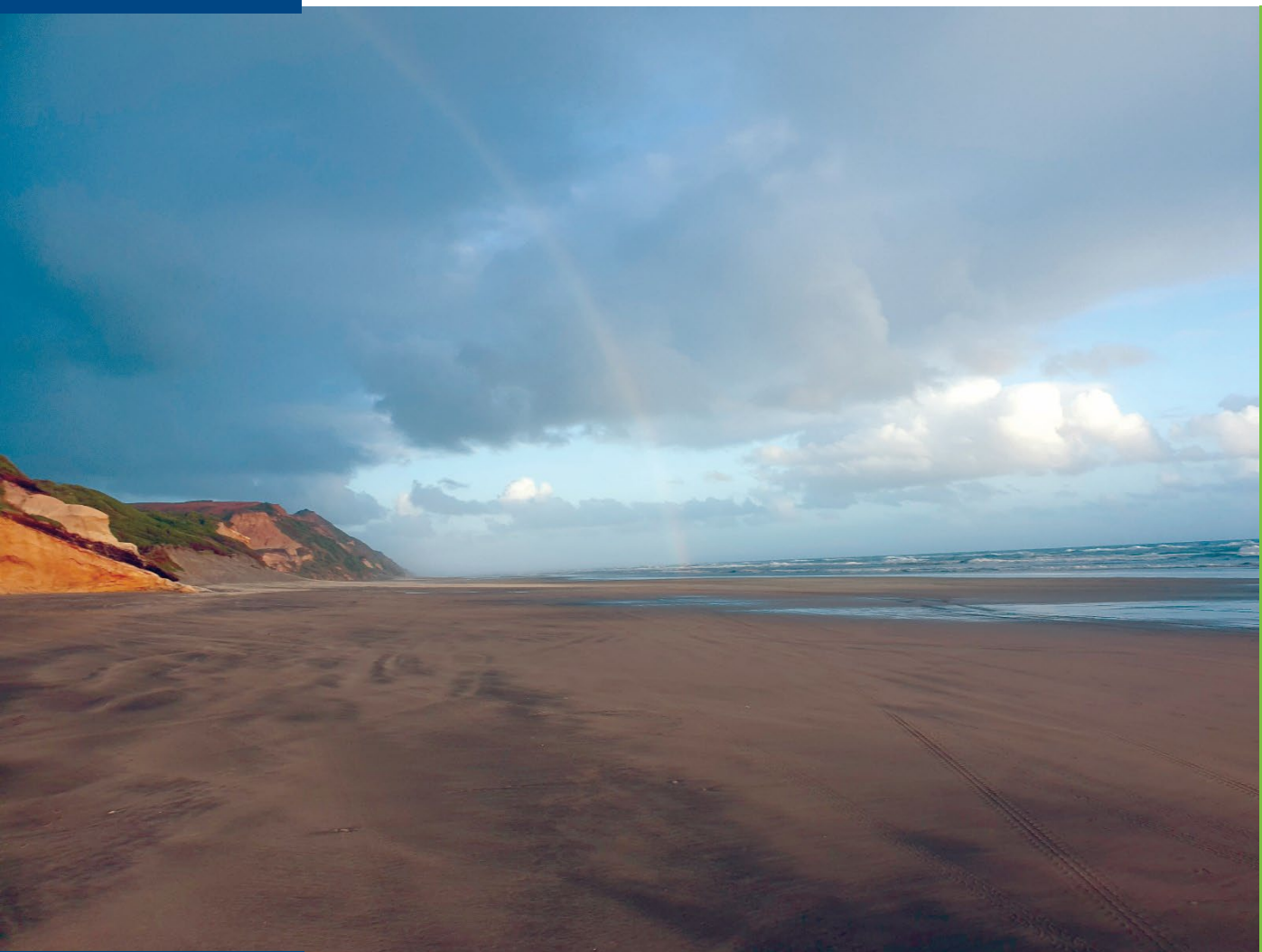


Community Assistance Policy



Kaipara te Orangahui • Two Oceans Two Harbours

Community Assistance Policy			
Category	Council	Business Unit	Strategic Improvement
Author	Team Manager Strategy & Engagement	Act(s)	N/A
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Published	Te Kura and Website		

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1. Purpose

- 1.1 The purpose of this policy is to create clear guidelines and an effective process to enable Council to assist community organisations to achieve their goals.

2. Policy

- 2.1 This policy ensures that Council's contributions to communities are fair, consistent and strategically aligned to Council's Vision, Community Outcomes and the purposes of local government under the Local Government Act 2002.
- 2.2 Kaipara District Council committed to the vision "Kaipara the Place to Be", and the Community Outcomes as adopted by Council for the Long Term Plan 2024-2027 have informed the objectives of this policy. The Community Assistance Policy is intended to contribute to:
- Healthy Environment
 - Prosperous Economy
 - Vibrant Communities
 - Dependable Roading
 - Affordable Living
- 2.3 Kaipara District Council is committed to recognising and supporting achievement, developing community leadership and self-reliance, assisting and supporting community involvement.
- 2.4 This Policy is an umbrella framework that allows Council to consider requests for assistance under a number of separate schemes. Council also administers funding under the Mangawhai Endowment Lands Account (MELA) Policy. An application under this Policy, may if it meets the assessment criteria be encouraged to apply under the MELA policy.

Council also administers a Rates Remission Policy which community groups may apply for.

On behalf of other organisations Council administers a number of other funds that assist specific community purposes, such as the Rural Travel Fund and the Creative Communities Grants.

Council can provide a letter of support to community organisations seeking alternative funding sources. This role is delegated to the CE to sign off individual requests.

Council's website (www.kaipara.govt.nz) is updated regularly to provide information on external funding sources community organisations may be eligible for. Council officers are available to assist community organisations both under this Policy and other funding options. This may include helping source and apply for funding, as well as general advice and navigation of Council services.

3. Procedures, Processes & Guidelines

3.1 Fund Distribution

There is a high level of transparency and accountability for the spending public funds. To enable this standard to be met, accountability arrangements will be documented in a formal Contract between the community organisation receiving support and Council. The agreement will be appropriate to reflect the nature and level of support given.

Funding will be implemented through a contract which will outline:

- The purpose for which the funding was provided;
- The conditions attached to the funding;
- Accountability requirements, including the methods to report back on the use of the funds;
- The steps Council will take if progress is not as planned

3.2 Timing of Applications

Council will call for applications for the Community Grants fund in April annually, and release decisions in June.



The Awards and Grants Committee, who has delegated authority from Council to make decisions on applications, will make decisions on Community Grant applications. These decisions will be reported back to Council and will be final.

Applications for Licenses to Occupy, Contracts for Service and Community Grant Building & Resource Consents may be applied for at any time and will be considered by Council officers.

All Grants, new License to Occupy and Contracts for Service entered into during year will be reported in the Annual Report for the year.

All applications are available on the Council website.

4. General Assessment Criteria

Council will consider the following when assessing applications received for community assistance.

These are general criteria which community organisations applying for support need to demonstrate in their applications.

4.1 Benefit to the Kaipara and contribute to Community Outcomes

Kaipara District Council will provide assistance to community organisations as resources allow, and where this helps achieve the priorities specified in Council's Long Term Plan, the district's specified Community Outcomes and aligns with any other Council policies or plans.

Community assistance will be for organisations providing services or activities within the Kaipara district. Applications will be considered on merit and benefit to the community and/or the natural environment. Applications should be for services or projects not already provided by another group or agency.

4.2 Not-for-Profit

Council will only provide assistance to legally constituted not-for-profit entities, and there should be a volunteer component to the service.

4.3 Financial Reporting

All applications must be accompanied by an audited or reviewed Statement of Financial Position for the previous financial year, and a budget projection for the next financial year.

4.4 Central Government Funding

Community organisations that receive the bulk of their funding from central government will not be eligible for grants.

4.5 Health & Safety

Applicants must comply with all Health & Safety legislative requirements.

4.6 Acknowledgement

All successful applicants must acknowledge the support of Kaipara District Council on any correspondence, advertising or other publicity material. Branded Kaipara District Council logos can be provided on request.

4.7 Acknowledgement

All recipients under this Policy are required to enter into an Agreement or Contract with Council that outlines the terms and conditions of the approved assistance. Funds will not be provided until both parties have signed the Agreement or Contract, which will outline, among other obligations:

- The purpose and conditions of the assistance;
- Accountability requirements, as determined by the level of assistance required.

5. Specific Assessment Criteria for Funding Mechanisms

Funding Mechanism	Specific Assessment Criteria for Funding Mechanisms
Community Grants	• Intended to contribute to an organisation to support the Council's Community Outcomes: • Intended to support events, services or activities that are of benefit to the community and can demonstrate those benefits. • Funding can be for ◦ operational costs, this does not include wage costs. ◦ capital projects • These grants will be funded via the Community Assistance Grants budget. • Applications will be called for in April each year.

Funding Mechanism	Specific Assessment Criteria for Funding Mechanisms
Community Grants for Building & Resource Consents	• Intended to contribute to the costs incurred by community organisations through the resource and building consent processes, where Council's Community Outcomes and the general assessment criteria are met. • The maximum grant payable for either a resource or building consent will be \$3,000. • Community organisations will be provided with free process guidance with staff consenting to a maximum of four hours per application, if required. • These grants will be administered as part of Council's operational budget. • Activity Managers will report quarterly to the Council on all Expressions of Interest and applications made under this scheme.
Licence to Occupy	• This is an agreement for a not-for-profit community organisation to locate in or use Council-owned land, or a Council-owned building. • The facilities and activities of the organisation applying for a Licence to Occupy must be available to members of the public. • Applicants must demonstrate the organisation has the resources or ability to establish and operate on the land or in the building they have been granted the Licence over. • A Licence to Occupy can be applied for at any time. Given the time and investment needed to comply with the conditions, an agreement in principle (Development Agreement) may be initially entered into. • When determining whether a peppercorn rental is appropriate or not, all new applications and the renewing of current Licenses to Occupy will be assessed on a case-by-case basis. Factors that will be considered in the recommendation of the Council include factors such as the financial position of the Community Group and the benefits to the community. • Council will use a standard formal license, which includes an accountabilities requirement clause and default/termination clause; and • Organisations are eligible to apply for other forms of community assistance, provided they comply with the specific criteria for each category. • All Licence to Occupy applications will go to Council for approval.
Contract for Service	• Intended to fund a community group for delivery of a service which council generally undertakes, that provides benefit to the community and is available to members of the public e.g. maintenance of walking tracks, provision of community libraries. • A Contract for Service can be applied for at any time. • Contracts for Service will be considered by Council officers, and either approved OR declined by an Activity Manager, depending on the type and level of service being offered, and available budget: ◦ If approved, they will be administered as part of Council's operational budget. ◦ If <u>declined</u>, the organisation will be encouraged to apply (if eligible) for the next round of Community Grants funding through this Policy or referred to other funding sources.

Funding Mechanism	Specific Assessment Criteria for Funding Mechanisms
	◦ The Activity Manager may be constrained from approving a Contract for Service, if the budget does not currently exist. The Activity Manager would then consider seeking an increase to their budget for the next planning and budgeting cycle. • Activity Managers will report to Council quarterly on all Expressions of Interest and applications.

6. Relevant Legislation

6.1 Smokefree requirements

All recipients under this policy are required to comply with the Smokefree Workplace Policy.

7. Exclusions

This policy is not intended to fund applications for:

- Wages
- Benefits to individuals
- Central government funded services
- Welfare services
- Religion. This does not preclude religious organisations from applying, if they would otherwise meet the criteria in this policy
- Repaying or servicing debts; and
- Projects which seek to redistribute funding to others.

Are you Eligible to Apply?

