 KAIPARA DISTRICT <small>THE OCEANS THE HARBOURS</small>	Title of Policy	Community Assistance		
	Sponsor			
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1 Background

The Council has the goal of “working with the people and businesses of Kaipara to encourage community and economic development”.

Councils with a community development focus work “with” rather than “for” communities. They assist the community to develop and provide their own facilities and services which in turn helps to build strong and vibrant communities. Councils can also play a role in fostering innovation in the community; community groups finding new, possibly experimental, ways of approaching and resolving community issues. This could, and often does, involve:

- as a minimum, the Council ensuring community groups are not unnecessarily hampered by Council restrictions in going about their work;
- respecting the advocacy role of community groups on behalf of their interests and those of the community, a role which is independent of the local authority and separate from funding considerations;
- promoting opportunity and enterprise in the local community sector through, for example, facilitating networking among the groups independently of the Council; and
- funding the ‘infrastructure’ of community groups, which includes occupancy of land and buildings, administrative and technological capacity, as well as specific programmes and projects.

All of these roles for the Council require time and resources. Council is therefore looking to focus on the following strategic directions:

- | | |
|---------------------|--|
| Easy to do business | Supporting businesses to act collectively. For example: <ul style="list-style-type: none"> • Work to sustain shopping areas in towns and villages as the heart of communities. |
| Easy to join in | Supporting volunteering to achieve development. For example: <ul style="list-style-type: none"> • Providing funding through a Community Assistance Policy. • Providing licences to community organisations to occupy Council land. |

- Easy to enjoy nature Supporting volunteering to develop and care for the natural environment, for example:
- Community managing and/or developing parks as now happens e.g. Pahi and Tinopai; and
 - Mangawhai Tracks Charitable Trust developing tracks in local parks.

Community assistance can take many forms. Council can assist community groups to access funding from sponsorship, government and philanthropic agencies. They can help organisations operate by providing training in such things as running meetings, employing staff, managing accounts and they can also directly fund or in other ways contribute resources to community groups. It is the latter of contributing resources to community groups that is covered by this Policy.

How Council can contribute resources to community groups

Contract for Service

Contracting for the provision of a service as an objective of community funding has become an alternative to pure 'grant funding' in local government. It is almost universal in central government where a purchase contract is the primary means for transferring funding to the voluntary sector, involving formally specified outputs (goods or services to be provided in exchange for the funding) together with performance standards, responsibilities and procedures to be followed by the funded organisation.

Local authorities are now funding community organisations for services provided, where these can be identified as services the Council wishes to see carried out on its behalf, for example providing community library services. More often the funding is for activities the Council wishes to see provided for the benefit of the community. These may be tangible services to clients or they may be activities that enhance community capability.

Licence to Occupy

It is also common for Council to own land resources that can be used for community activities, and for these resources to be developed and run by community groups to achieve their goals. Council can also ensure that these community groups know how to operate effectively. This includes requirements that show that they know how to plan and deliver their services efficiently and safely and how to access external sources of funding.

Discretionary Grants

Groups can find it difficult to get operational funding from external sources that often favour one-off projects or new facilities. Council can assist with the more basic funding a group needs. Some groups also only require small amounts of grants with little bureaucracy attached to applying for them.

Council's role of providing community assistance

Agreeing that Council has a role in Community Assistance through a variety of means allows Council to play a part in helping communities to achieve their goals, where these goals are consistent with Council's strategic direction and purpose, and so developing community leadership and self-reliance, and supporting volunteerism.

Council previously considered requests for assistance on either an ad hoc basis or as submissions to the proposed Annual Plan or Long Term Plan. This favours those who know the system or have received support in the past. A fairer and more open system is required. This Policy addresses this.

There is also a need for a high level of transparency and accountability for the spending of public funds. Accountability arrangements should be documented in a formal contract/agreement between the Council and the community organisation receiving support. The agreement needs to be appropriate to the nature of support given. This Policy addresses this.

Consideration of Funding Policy

While community funding is usually a small item in the overall expenditure of a local authority, typically it contributes to important local government goals in areas such as *governance* and building strong communities. This highlights the significance of understanding the strategic linkages, and the risks to overarching Council goals of failing to provide an appropriate level of support. Thus:

- funding should be aligned with Community Outcomes to ensure that Council commitments to community well-being can be met;
- Council making clear their goals and priorities is essential if community organisations are to present funding proposals effectively, and to avoid the risk of both the Council and the community 'losing out';
- goals and priorities should be developed with input from community groups, so that there is a sense of reciprocity in meeting them;
- the timing of community funding processes, should be matched with the planning and budgeting cycles of Council to avoid ad hoc decisions being made that might impact on the quality of outcomes the Council is seeking and on the ability of community organisations to manage resources well.

2 Overall Policy objectives

The objectives of this Community Assistance Policy and guidelines are:

- Assisting communities to support themselves;
- Increasing and supporting volunteering;
- Helping communities create the facilities and services that make them great places to live; and

- Supplementing Council resources with community and other non-central government agencies resources, so that collectively a higher level of service can be provided.

Explanatory note to the Policy objectives

Council has extremely limited resources. This restrains the ability of Council to provide facilities and services to the community. The people of the District are used to working to provide community facilities and services through their own efforts. Through community participation and volunteerism this can be an extremely positive force in communities:

- It builds a sense of identity and belonging within communities;
- It builds community and individual skills and capability;
- It encourages volunteering;
- It provides facilities and services that would otherwise not be possible; and
- It brings external funding into communities such as sponsorship, government contracts or grants, or contributions from philanthropic agencies that Council is not able to access.

3 Types of funds available

This Policy provides the guidelines for five categories of Community Assistance:

- 1 Licence to Occupy includes occupying Council land and/or buildings - agreement for a not-for-profit community organisation to locate on Council land or in a Council building through a Licence to Occupy.
- 2 Contract for Service - formal agreements for the delivery of a service in Kaipara District to benefit Kaipara residents and visitors where there is a clearly recognised need for the services and funds, which can be granted for a term of up to three years.
- 3 Discretionary Grant – one-off financial assistance to a not-for-profit community organisation to further the purposes of that organisation. These can be for Operational or Capital projects and, if for a Capital project, can on occasion be in the form of a loan.
- 4 Mayoral Fund – these are one-off grants that are used to help projects proceed at a critical point when funds fall short. Organisation can only apply once every three years.
- 5 Mangawhai Endowment Lands Account grant - grants made for the benefit of the Mangawhai Harbour and surrounds from the investment income from this Fund.

Funding Mechanism	Use When
Licence To Occupy	<ul style="list-style-type: none"> • The licence is for a group with a specific activity the Council considers is worthwhile for the community; • The value of the land involved, and the importance to the Council of achieving good results, suggests a reasonable degree of written specification and accountability;

Funding Mechanism	Use When
	<ul style="list-style-type: none"> • The Council recognises that while a degree of formality is required, equally important is preservation of the funded organisation's independence and avoidance of undue intervention in how the organisation goes about delivering expected outcomes; • There is a need for a long term security of tenure; • The group could not afford or find the land required from other sources; and • The land required is available and appropriate to be used by a community group and not required by Council for some other use.
Contract for Service	<ul style="list-style-type: none"> • The purpose is to fund a group for delivery of a specific activity or service that will deliver significant benefit to the community; • The amount of money involved, and the importance to the Council of achieving good results, suggests a reasonable degree of written specification and accountability is required; • The Council recognises that while a degree of formality is required, equally important is preservation of the funded organisation's independence and avoidance of undue intervention in how the organisation goes about delivering expected outcomes; • The funding may be repeated for more than one year depending on accountability criteria being met and Council being satisfied of the value delivered; and • Council will generally aim to contract for a period of no more than three years so that there is the opportunity to regularly review the appropriateness of ongoing purchase of the service.
Discretionary Grant	<ul style="list-style-type: none"> • The purpose is to make a contribution to an organisation, intended to support general community objectives; • The Council may provide flexibility for the organisation to experiment with new initiatives and perhaps carry out advocacy work; • The Council does not need a high level of control (financial and outcome risks are low), legal redress is not required; • Outcomes are difficult to specify but the Council recognises that the activity has a particular value to the community and helps meet Council objectives; and • The funding is 'one-off' (noting that the grant may be repeated on a regular basis depending on Council being satisfied of the value delivered).

Funding Mechanism	Use When
	<ul style="list-style-type: none"> • The grant is a contribution only, not a fee for a service. This applies whether the grant is small or large in amount; and • If the grant applied meets the Mangawhai Endowment Lands Account criteria, then it will be transferred to this funding mechanism.
Mayoral Fund	<ul style="list-style-type: none"> • The Council does not need a high level of control; • The activities funded have value to the community; • The funding is one-off; and • The group applying cannot wait and apply for the once-a-year discretionary funding round.
Mangawhai Endowment Lands Account	<ul style="list-style-type: none"> • As for grants, where the grant applied for fits the criteria for the use of the Account.

4 Policy Statement

Overall requirements for all funding Categories

All community assistance applicants need to meet the following requirements:

Consistent with the purposes of local government as contained in the Local Government Act, and any other relevant legislation.

Council is limited in its ability to fund any service unless it is within the purpose of local government as defined in the Act which is:

- “(1) The purpose of local government is—*
- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and*
 - (b) 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.*
- (2) In this Act, **good-quality**, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are -*
- (a) efficient; and*
 - (b) effective; and*
 - (c) appropriate to present and anticipated future circumstances.”*

Local public services means services that are provided to support the use and maintenance of local infrastructure. For example community halls, museums, reserves and open spaces.

Consideration will be given to community groups whose objectives and/or activities support core services of local government even if they do not align with them directly.

Community Groups whose objectives and/or activities are considered to be a Social Service will not be considered under this Policy. Social services deliver benefits to individuals rather than groups. Social Service activities are considered a central government function rather than local government.

For the Mangawhai Endowment Lands Account only - The *Mangawhai Lands Empowering Act 1966* (sic) states that the funds are for “county purposes that benefits or tends to benefit the district”. The district referred to is the area of and adjacent to the endowment lands in Mangawhai and any area adjoining the Mangawhai Harbour. Council interprets this to mean that the funds must be towards something that benefits the Mangawhai Harbour and catchment area. A map showing the Harbour Board Endowment Land forms part of the application form.

Contribute to Community Outcomes

Kaipara District Council only provides assistance to community organisations where this helps achieve the District’s Community Outcomes. Community Outcomes are described in the current Long Term Plan. Applications will be assessed to see how they contribute to these Community Outcomes.

Alignment with other Council policies

Council may have other policies that help to guide decision-making on certain activities e.g. a Hall Policy or Marae Policy. Any decisions on funding requests will have to ensure that it is consistent with any other Council policies.

In some instances if a number of funding requests are made for similar activities then Council may decide to decline applications until a Policy position on that particular activity is decided, as this may highlight the need for a long term or district-wide outlook on these activities including where Council support is best provided. This may occur even if the activities fit with this Policy.

This is to provide an opportunity for Council to view the bigger picture in how the role of these activities fit within the District and to ensure that the implication of funding them does not set an unintended precedence. This will ensure that any grants are approved in an equitable manner and that Council has clear priorities for funding that is affordable to the District.

Commitment to use funds for their intended purpose

Council also has a responsibility of ensuring that all public resources given to community organisations are used for their intended purpose. To help Council achieve this goal, organisations requesting assistance will be required to meet certain criteria specific to the assistance requested. All applicants must agree to show that the funds have been used for the purposes granted.

Not-for-profit

Council will only provide assistance to legally constituted not-for-profit entities (with exceptions as outlined – refer to Policy for Gaining a Contract for Service and Minor Contract for Service).

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.

Acknowledgement

All successful applicants must acknowledge the support of the Kaipara District Council on any correspondence, advertising or other publicity material.

Government funding

The responsibility of central government towards organisations will be taken into account when considering grants for a project that the organisation may already have received funding for from central government. Preference will be given to those organisations that do not receive central government funding.

Decisions on applications

All decisions will be made by Council and these will be final. The decisions made for Contracts for Service and Capital Grants will be decided at a Council meeting after community feedback has been received and considered. Decisions on Contracts for Service will be included in the Annual Plan or Long Term Plan. Funding for Operational Grants and Mangawhai Endowment Lands Account will be decided at a Council meeting during the year. All grants given out during the year will be reported in the Annual Report for that year. All new Licences to Occupy issued during a year will be reported in the Annual Report of that year.

Health and Safety requirements

Council has health and safety obligations to ensure that all contractors are undertaking work in a safe manner. Council also has a leadership role in promoting and ensuring that the health and safety obligations of the organisations that Council is associated with by this Policy are taken seriously. All decisions will address the reporting back on any health and safety issues.

Accountability requirements

All recipients of funding are required to enter into an Agreement with Council that outlines the terms and conditions of the approved grant or Contract for Service. The Agreement will outline:

- the purpose and condition of the assistance;
- accountability requirements as determined by the level of assistance received.

Funds will not be provided until both parties have signed the Agreement.

Form and level of assistance	Terms and conditions
Licence to Occupy Council land or building	Formal licence including an accountabilities requirement clause and a default/termination clause (a standard licence has been developed).
Contract for Service and Operational Funding up to the value of \$5,000 in any one year	Letter of Agreement that outlines: <ul style="list-style-type: none"> • the purpose for which the funding was provided; • the conditions attached to the funding; • accountability requirements including the method of reporting back the use of the funds; • Health and Safety expectations.
Contract for Service and Operational Funding \$5,000 and up to the value of \$10,000 in any one year	Letter of Agreement that outlines: <ul style="list-style-type: none"> • as above; plus • a requirement for quarterly progress reports; • the steps Council will take if progress is not as planned; • Health and safety expectations.
Contract for Service and Operational Funding over \$10,000 in any one year	A contract is required between Council and recipient that includes: <ul style="list-style-type: none"> • the purpose of the funding; • the conditions of the funding explicitly stated as objectives and outcomes being contracted, with appropriate measures to gauge success; • a reporting schedule; • the steps Council will take if progress is not as planned; • Health and safety expectations.
Any Capital Grant (or loan)	A contract required between Council and recipient that includes: <ul style="list-style-type: none"> • the purpose of the funding; • the conditions of the funding explicitly stated as objectives and outcomes being contracted, with appropriate measures to gauge success; • an approved design, and construction plan with measureable milestones; • a reporting schedule; • the steps Council will take if progress is not as planned; • Health and safety expectations.

5 Policy for occupying public land and/or buildings

Council will consider making available public land or buildings for the siting of community facilities and/or activities on the following conditions:

- All land or buildings made available under this Policy will be subject to a Licence to Occupy.
Note: Not all Council land will be available for a Licence to Occupy;
- The licence will be for a period of 15 years with 5 yearly reviews, and may include a Right of Renewal at the end of the 15 years where the organisation has invested or intends to invest significant capital;
- The organisation will pay rates on the land, and a market rental may be charged.
Organisations are eligible to apply for a Discretionary Grant or Contract for Service for Council financial assistance if they comply with the criteria of these assistance types;
- The organisation will be responsible for paying the Council costs of developing the Licence to Occupy along with its share of rates and other service charges;
- The facilities and activities of the organisation are available to members of the public;
- The organisation is a not-for-profit legal entity;
- Any new facilities developed add to the amenity of the District;
- A Licence to Occupy will only be granted where the applicant organisation has the ability to develop and maintain the facilities without recourse to Council for ongoing funding, except where that funding is agreed at the time the licence is granted;
- The land or buildings are not required by Council.

A Licence to Occupy can be applied for at any time during the year, unless the organisation also wants other Council funding, under another funding category of this Policy for the same project. In this case, the organisation must comply with the requirements relating to the other form of community assistance in parallel to the processing of their request for a Licence to Occupy.

Guide for granting a Licence to Occupy

Any organisation applying for a Licence to Occupy Council land or building must demonstrate:

- The organisation's purpose benefits the people and/or natural environment of Kaipara;
- The organisation is internally viable (with or without the Council support being requested);
- The organisation has the resources or the ability to raise the resources required to establish and operate the organisation on the land or in the building they have been granted the licence over;
- The organisation is not-for-profit and legally constituted;
- The organisation delivers services to residents and visitors of Kaipara;
- The facilities planned meet the design guidelines in the District Plan;
- Any building/development planned obtains the proper consents;
- The development of facilities on the land will be done using proper process to ensure health and safety, and an appropriate level of budget and project management.

Given the time and investment needed to comply with the above conditions, an agreement in principle may be given by Council for a Licence to Occupy until conditions are fully met.

An application form is attached ([Attachment 1](#)).

6 Policy for gaining a Contract for Service

A Contract for Service is a formal agreement for the delivery of a service in Kaipara District to benefit Kaipara residents and visitors where these services may otherwise be provided by Council. The Contract for Service typically will be for a period longer than a year and may include the operating costs of an organisation that complies with the conditions.

A Contract for Service can be applied for where the organisation is requesting funding for a period of more than one year. Council may consider a Contract for Service over a rolling three year timeframe with an annual review to enable Council to decide whether the timeframe remains three years.

Council will agree to provide funding to a community organisation through a Contract for Service on the following conditions:

- The services to be provided are available to or benefit members of the public, or the natural environment;
- The organisation is a not-for-profit legal entity (for Contracts of Service under \$5,000 the organisation need not be a legal entity, as long as a legal entity is used to manage the Council funding, or they have been providing the service to a satisfactory standard, with or without Council support);
- The organisation is internally viable (with or without Council support being requested);
- The need for the service to be provided is supported by a business case if the request is for an amount \$5,000 or over;
- There is a volunteer component in the service;
- The service to be provided is a priority for Council spending, gives value for money, and adequate funding is available from Council budgets.

All applications for Contract for Service will be advertised for community feedback and decisions will be included in Council's Annual Plan or Long Term Plan. Council may choose to request the organisation to appear before a Council meeting.

Guide for Contract for Service

There are two forms of Contract for Service:

- 1 A Minor Contract for Service to a value less than \$5,000.
- 2 A Contract for Service to a value of \$5,000 or over.

Minor Contract for Service

A Minor Contract for Service can be applied for where the funding requested is for less than \$5,000. The application and reporting requirements for a Minor Contract for Service are less than for the full Contract for Service.

Any organisation applying for a Minor Contract for Service must demonstrate:

- That the organisation's application purpose benefits the people and/or natural environment of Kaipara;
- That the preference is that the organisation is a not-for-profit legal entity, or any funding granted is managed by such an entity;
- That the organisation delivers services to some or all of the residents and visitors of Kaipara;
- That any physical work is undertaken by community volunteers and follows appropriate Health and Safety practices;
- A commitment to provide proof annually that the funding has been applied as agreed.

Applications must be made on the form available.

An application form is attached ([Attachment 2](#)).

Contract for Service

Any organisation applying for a Contract for Service must demonstrate:

- The organisation's purpose benefits the people of Kaipara;
- The organisation has the resources or ability to raise the resources for the balance of costs outside the contribution requested from Council that are required in order to provide the service to the level stated (preferably in the form of a business plan);
- The organisation is not-for-profit and legally constituted;
- The organisation delivers services to some or all of the residents and visitors of Kaipara;
- While the service may be delivered by professional staff from the organisation, there is a volunteer component to the service;
- Appropriate Health and Safety practices are followed in delivering the service;
- There is a commitment to report annually on performance to a Council meeting;
- All successful applicants must acknowledge the support of the Kaipara District Council on any correspondence, advertising or other publicity material;
- The responsibility of central government towards organisations will be taken into account when considering grants for a project that the organisation may already have received funding for from central government.

Applications must be made on the form available.

An application form is attached ([Attachment Two](#)).

7 Policy for awarding Discretionary Grants

There are two forms of Discretionary Grants. Both forms are for one-off funding.

- 1 An Operational Grant to carry out a one-off operational project.
- 2 A Capital Grant towards the development or improvement of a public facility.

Policy for Operational Grants

Council has an annual budget, as decided through the Annual Plan or Long Term Plan process, for the awarding of grants to community initiatives under stated conditions in this Policy.

An Operational Grant can be applied at the time applications are called for, the time of which may vary however should occur in the first half of Council's financial year. The purpose of the grant is for one-off projects or activities for which all funding other than that being requested from Council has already been secured.

There are criteria that must be in part or wholly met to be eligible to apply.

Criteria for Operational Grants

- a) Assistance will only be available for organisations located within or providing services within the Kaipara District whose principal functions and/or activities are of a not-for-profit nature;
- b) Applications will be considered on merit and benefit to the community and/or environment;
- c) The service or project proposed is not already provided by another group or agency;
- d) Organisations to be registered as an Incorporated Society or under the umbrella of one;
- e) Only one Operational Grant per organisation will be available in any financial year.
 - All applications must be accompanied by a set of audited or reviewed financial statements for the previous financial year and a budget projection for the next financial year if the amount requested is under \$5,000. If the amount requested is under \$5,000 then general accounts and projected budget are required;
 - All successful applicants must acknowledge the support of the Kaipara District Council on any correspondence, advertising or other publicity material;
 - The responsibility of central government towards organisations will be taken into account when considering grants for a project that the organisation may already have received funding for from central government.

Guide for Operational Grant

Any organisation applying for an Operational Grant must demonstrate:

- That the purpose for which the grant is requested is of benefit to the people and/or the natural environment of Kaipara District;

- That the applicant meets the criteria for the grant type listed above;
- That the applicant can provide the service for which the grant is requested with the funding requested;
- That the purpose for which the grant is requested benefits some or all of Kaipara District residents or visitors;
- That there is a volunteer component to the service;
- Applications must be made on the form available.

An application form including the criteria is attached ([Attachment 3](#)).

Policy for Capital Grants

Council will consider the granting of a capital contribution to a community-led project if they meet the criteria below A Capital Grant can be applied for when:

- The facilities and activities of the organisation are available to members of the public.
- The organisation is a not-for-profit legal entity;
- Any new facilities developed add to the amenity of the District;
- That there is a volunteer component to the service;
- The applicant organisation has the ability to develop and maintain the facilities and operate services from the facilities without recourse to Council for ongoing funding, except where that funding is agreed at the time of the first application for a grant (that may or may not be associated with an application for a Licence to Occupy Council land);
- All successful applicants must acknowledge the support of the Kaipara District Council on any correspondence, advertising or other publicity material;
- The responsibility of central government towards organisations will be taken into account when considering grants for a project that the organisation may already have received funding for from central government.

All applications for Capital Grants will be advertised for community feedback. Decisions on applications will be made at a Council meeting after community consultation and consideration of feedback has occurred. Council may choose to request the organisation to appear before a Council meeting.

Loans

Any request for one-off assistance in the form of a loan will be considered on a case by case basis, but must at least meet the same criteria as for a grant. Loans will only be considered for capital assistance, and not for one-off operational projects or activities. There needs to be convincing evidence that the loan can be serviced without recourse to Council.

Guide for Capital Grant

Any organisation applying for a Capital Grant (or loan) must demonstrate:

- That the Capital Grant will be applied towards the provision of infrastructure that meets proven current and future needs of the community;

- That the organisation has the resources or ability to raise the resources for the balance of costs outside the contribution requested from Council that are required in order to provide the service to the level stated (preferably in the form of a Business Plan);
- That the organisation is not-for-profit and legally constituted;
- That the organisation delivers services to some or all of the residents and visitors of Kaipara District;
- That the facilities planned meet the design guidelines in the Kaipara District Plan;
- That the building/development planned has the proper consents (e.g. resource consent or building consent);
- That there is a volunteer component to the service;
- That the building/development is done using proper process to ensure Health and Safety, and an appropriate level of budget and project management.

Applications must be made on the form available.

An application form is attached ([Attachment 4](#)).

8 Policy for making grants from the Mayoral Fund

From time to time Commissioners require the discretion to make small financial awards to community projects outside of the other sources and timeframes of Community Assistance. This policy outlines the guidelines for making grants from the Mayoral Fund. The Policy seeks to ensure that consideration is given to each project with a view to the importance to the overall vision for the District.

The purpose of the Fund is to ensure that progress of these important projects is not impaired because of a small shortfall in funds. Generally grants will be made along the following lines:

- Funding will only be granted to locally run projects that benefit residents of the Kaipara District;
- The organisation must need support quickly, and therefore waiting for assistance from the Discretionary Grants fund will not work for them;
- The project must fit with the Council's overall strategic vision for the Kaipara District;
- Commissioners have the ability to be more flexible in what they fund than the Community Assistance Policy would allow.

The amount in the Fund will be decided each year as part of the Governance budget definition in the Annual Plan process. This may vary from year to year depending on Council's financial position.

Fund Distribution

Distribution of the Fund will be on an ad hoc basis as the needs arise. Fund grants will only be distributed to organisations that meet the following criteria (which will also be published on the Council website):

- Must be a not-for-profit community organisation;
- The organisation must operate in the Kaipara District;
- The services or facilities provided must benefit Kaipara District residents;
- The funding requested must not be available from any other source in the time available.

Only one grant can be made to an organisation in any 12 month period.

Process for gaining a grant from the Mayoral Fund

To make a grant from the Mayoral Fund, a Commissioner should raise the matter with the Chair of Commissioners. If the matter is being raised by the Chair of the Commissioners, a second Commissioner must endorse the application. A written request for funding is required from the community organisation in question including the completed application form ([Attachment 5](#)), stating the amount required, the purpose the grant will be put to, why funding cannot be obtained from other sources and the timeframe in which the grant is needed.

Once a grant is approved it will be paid in the next available Council creditor payment round. All decisions about grants from the Mayoral Fund are final and non-negotiable. All successful grants will be Minuted at the next Council meeting in the public session. Unsuccessful applications will be notified in writing.

Acknowledgement

Grant recipients may be asked to recognise the Mayoral Fund grant in their correspondence and marketing materials. This obligation will be discussed as part of the grant-making process and may vary from situation to situation.

Accountability

On awarding the grant from the Fund, a letter will be sent to the recipient organisation outlining the purpose for which the grant is being made, the acknowledgement arrangements and the obligation to report back to the Council at the completion of the project or the end of the recipient organisation's financial year, usually in the form of a letter outlining how the grant was used. However, Council reserves the right to ask for more detailed information about how a grant is used and to audit the use of the grant.

An application form including the criteria is attached ([Attachment 5](#)).

9 Policy for grants from investment income - Mangawhai Endowment Lands Account (MELA)

The Mangawhai Endowment Lands Account (MELA) is managed under the *Mangawhai Lands Empowering Act 1966* (sic). This Account was created on dissolution of the Mangawhai Harbour Board, which had significant assets in the Mangawhai area. On dissolution the cash and income from land assets not transferred to the Northland Harbour Board for port purposes, were invested to provide funding for county purposes that benefit or tend to benefit the district. The definition of "district" is the area of and adjacent to the endowment land as previously vested in

the Harbour Board and now vested in Council and any area adjoining the Mangawhai Harbour. Over the years land has been sold and the cash component of MELA has increased. The land still held is typically on perpetual leases with low rental income.

Calculation of funds for distribution

The amount available for distribution is:

- the interest earned on the undistributed funds (closing balance less land value);
- plus the rental income.

Decisions

Applications will be called for annually, usually in September of each year at the same time as applications are called for Discretionary Grants. Decisions in regard to the allocation of the MELA will be made by a Committee of Council made up of two Commissioners and two appointed members of the community. The community appointments will be made after a call for applicants on the following criteria:

- History of community involvement and leadership;
- No conflicts of interest with likely applicants;
- Of good character.

Criteria for Grants

- a) Assistance will only be given where the project or service the funding is requested for, is as allowed under the Act. The Act states that:
 - a. It must be used for Council purposes;
 - b. It must benefit or tend to benefit the lands; and
 - c. The lands are defined as the original endowment lands (Mangawhai Heads, The Spit and Tern Point) and land adjacent to the Harbour.
- b) Assistance will only be available for organisations located within or providing benefits within the Mangawhai district defined in a), whose principal functions and/or activities are of a not-for-profit nature.
- c) Applications will be considered on merit and benefit to the community and/or natural environment.
- d) The service or project proposed is not already provided by another group or agency.
- e) Organisations to be registered as an Incorporated Society or under the umbrella of one.
- f) Only one grant per organisation will be available in any financial year.

Guide for Mangawhai Endowment Land Account Grants

Any organisation applying for a Grant must demonstrate:

- That the purpose for which the grant is requested is consistent with the purposes of the *Mangawhai Lands Empowering Act 1966* (sic).

- That the purpose for which the grant is requested contributes to some or all of the criteria outlined above.
- That the applicant can provide the service for which the grant is requested with the funding requested.
- That there is a volunteer component to the service.

Applications must be made on the form available.

An application form including the criteria is attached ([Attachment 6](#)).

Final

Attachment 1

Application Form

Licence to Occupy

1 Name and purpose of your organisation. (Attach your Constitution, Rules or Trust Deed)

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.....

2 Where is the land you want to use located?

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3 What project / activity / facilities would your organisation like to undertake / provide on the land?

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4 How does your proposal contribute to the community and / or environment?

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5 What other sources of funding have you gained?

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6 How will your organisation gain on-going funding to undertake your services?

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7 Will any facilities and activities that eventuate from the occupancy be available to members of the public? (Circle) Yes / No

Please explain:

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8 What part of this service / project will be undertaken by volunteers?

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.....

9 Will the facilities you plan require consents?

- Kaipara District Council Building Consent Yes / No
- Kaipara District Council Resource Consent Yes / No
- Health Licence Yes / No
- Liquor Licence Yes / No
- Northland Regional Council Resource Consent Yes / No

Other Consent:.....

If you answered yes to any of the above please provide details on why you require the consent(s)

.....
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.....

Please include the following information to support your application:

- Constitution, Rules or Trust Deed;
- Latest audited or reviewed financial statement;
- Your organisations business plan for the first 5 year term of the licence;
- Any other supporting documents.

Contact person: **Position in organisation:**

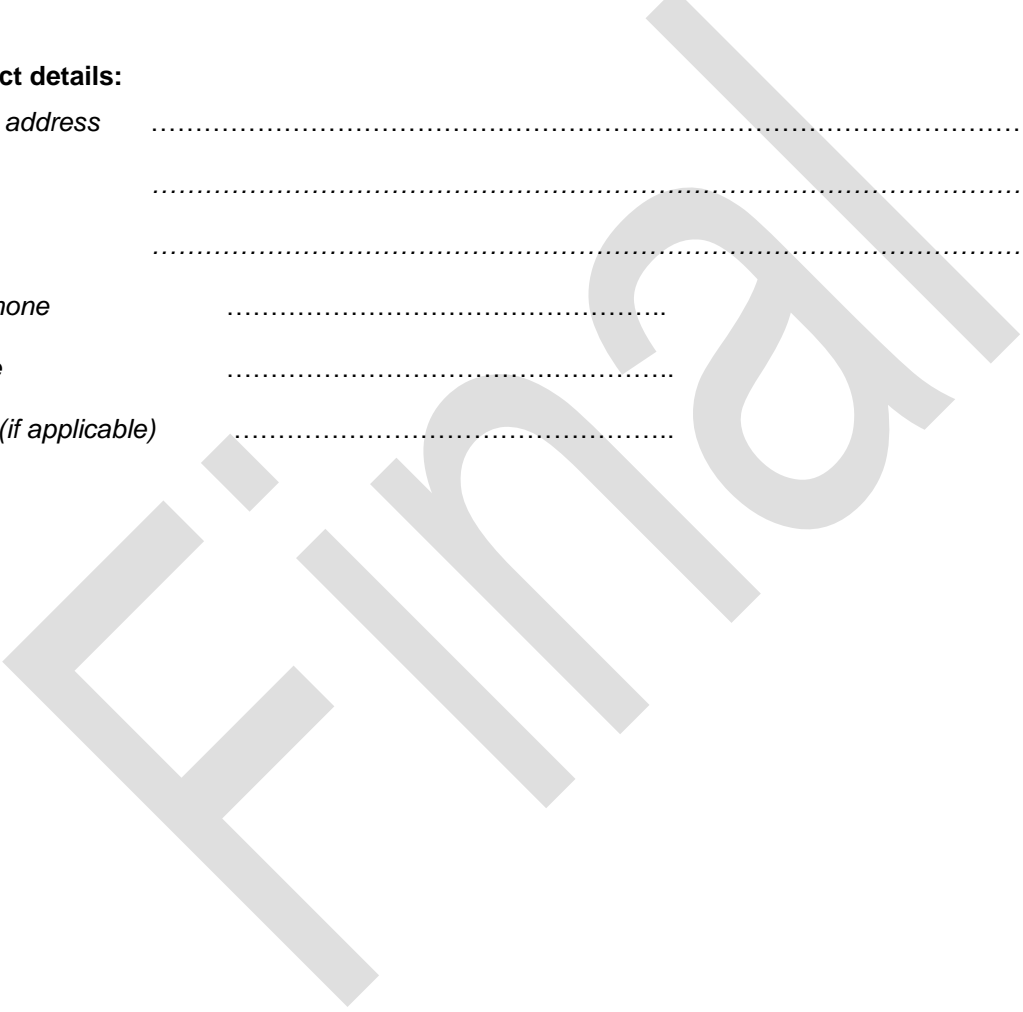
Contact details:

Postal address
.....
.....

Telephone

Mobile

Email (if applicable)



Attachment 2

Application Form

This application is for (Please tick relevant box):

- Minor Contract for Service (under \$5,000)
- Contract for Service (\$5,000 and over)

Contract for Service

1 Name and purpose –of your organisation.

.....

.....

2 Is your organisation a Registered Incorporated Society or with the Charities Commission?

Yes/No

If yes, please supply your registration number:

.....

.....

3 Where is your organisation based?

.....

.....

4 Describe the service your organisation would like to provide and the timeframe for which you are requesting funding to undertake this service (up to three years).

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5 How does the proposed service benefit the community and/ or environment?

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6 Financial Matters – Please provide a breakdown on how you will spend the money when undertaking the service. (per year)

Item / Activity	Frequency (how often item required /activity undertaken)	Cost per annum

7 Do you receive any funding by central government agencies? Yes/No

If yes, which agency and how much

.....

.....

.....

8 What other sources of funding have you gained and what funding do you intend to apply for in order to provide the proposed service?

Please explain

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9 What part of this service / project will be undertaken by volunteers?

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10 If you were unsuccessful with this application how would you fund this service?

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.....

Please include the following information to support your application:

- Constitution, Rules or Trust Deed;
- Latest audited or reviewed financial statement;
- Projected budgets;
- Any Health and Safety practices that are in place;
- Business Case if amount requested is over \$5,000;
- Any other supporting documents.

Contact person: **Position in organisation:**

Contact details:

Postal address
.....
.....

Telephone

Mobile

Email (if applicable)

Attachment 3

Application Form

Discretionary Grant - Operations

1 Name and purpose –of your organisation (attach your Constitution, Rules or Trust Deed)

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2 Is your organisation a Registered Incorporated Society or with the Charities Commission? Yes /No If yes, please supply your registration number:

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3 Where is your organisation based?

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.....

4 Describe what you require funding for.

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5 Are there any other organisations in your area that already provide similar services / project that is proposed?

If yes please provide details:

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6 How does the purpose benefit the community?

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7 Financial Matters – Please provide a breakdown on how you will spend the money when undertaking the service. (per year)

Item	Cost

8 Do you receive any funding from central government agencies? Yes / No

If yes, which agency(ies) and how much

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.....

9 What other sources of funding have you gained and what additional funding do you intend to apply for?

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10 What part of this service / project will be undertaken by volunteers?

.....

.....

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11 If you were unsuccessful with this application how would you fund this service?

.....

.....

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.....

.....

Please include the following information to support your application:

- Constitution, Rules or Trust Deed;
- Latest audited or reviewed financial statement;
- Projected budgets;
- Any Health and Safety practices;
- Any other supporting documents.

Contact person: **Position in organisation:**

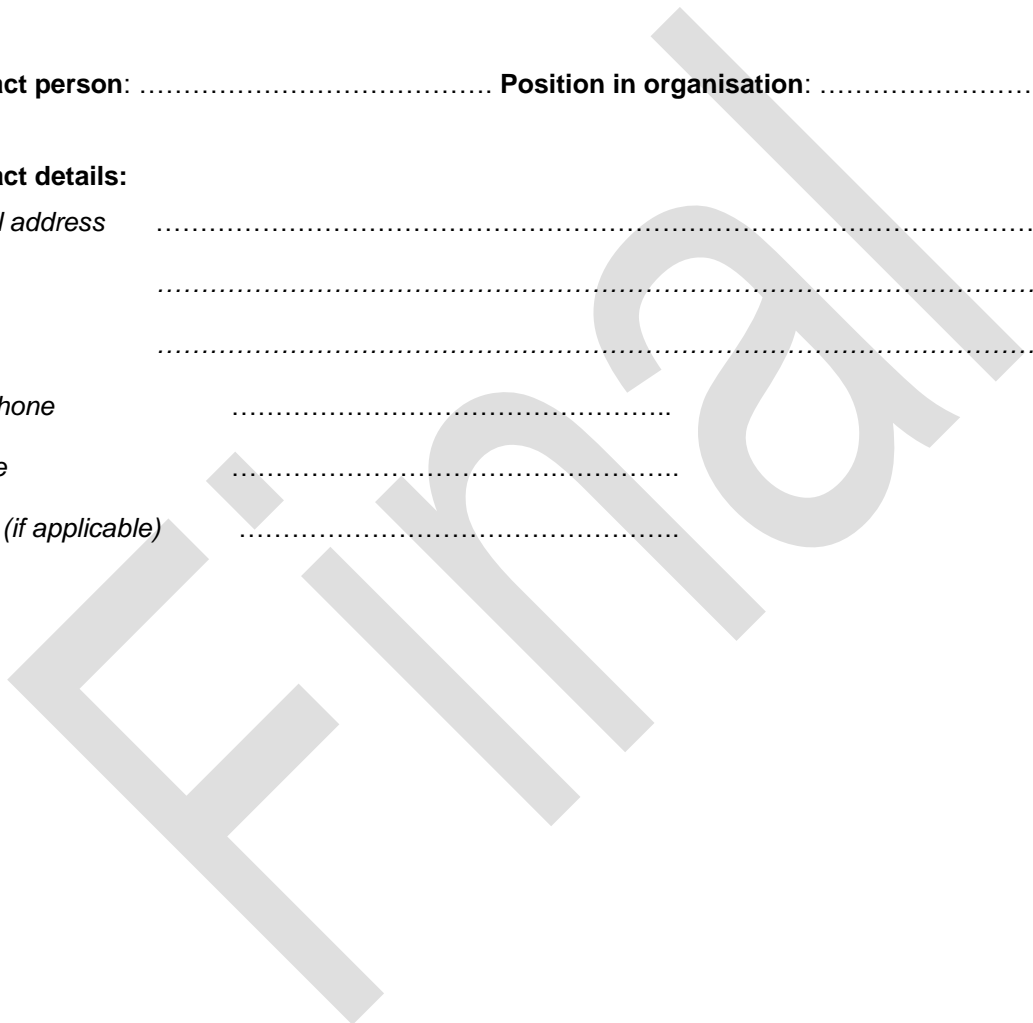
Contact details:

Postal address
.....
.....

Telephone

Mobile

Email (if applicable)



Attachment 4

Application Form

Discretionary Grant - Capital

1 Name and purpose of your organisation. (Attach your Constitution, Rules, or Trust Deed)

.....

2 Is your organisation a Registered Incorporated Society or with the Charities Commission?

Yes / No

If yes, please supply your registration number:

.....

3 Where is your organisation based?

.....

4 Describe what you require funding for.

.....

5 How does the purpose benefit the community and/or environment?

.....

6 Financial Matters – Please provide a breakdown on how you will spend the money when undertaking the service. (per year)

Item	Cost

7 Do you receive any funding from a central government agency? Yes / No

If yes, which Agency (is) and how much?

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8 What other sources of funding have you gained and what funding do you intend to apply for in order to complete your project?

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9 How will your organisation gain ongoing funding to undertake your services?

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10 What part of this service / project will be undertaken by volunteers?

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11 If you were unsuccessful with this application how will you fund this project?

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12 Are you proposing any new facilities? Yes / No

If yes please provide details:

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13 Have the facilities you plan obtained all required consents?

Kaipara District Council Building Consent Yes / No / still to obtain

Kaipara District Council Resource Consent Yes / No / still to obtain

Health Licence Yes / No / still to obtain

Liquor Licence Yes / No / still to obtain

Northland Regional Council Resource Consent Yes / No / still to obtain

Other Consents:

.....

If you answered yes to any of the above please provide details on why you require the consent(s)

.....
.....
.....
.....
.....
.....

Please include the following information to support your application:

- Constitution, Rules or Trust Deed;
- Latest audited or reviewed financial statement;
- Projected budgets;
- Business Plan if requesting funding over \$5,000;
- Any Health and Safety documentation;
- Any other supporting documentation.

Contact person: Position in organisation:

Contact details:

Postal address
.....
.....

Telephone

Mobile

Email (if applicable)

Attachment 5

Application Form

Mayoral Fund - Discretionary Grant

1 Name and purpose - what is the name of your organisation, what is its purpose and legal structure? (Attach your Constitution in support)

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2 Describe the purpose of your application.

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3 How does the purpose benefit the people or environment of Kaipara?

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4 Financial Matters - What are the details of how you intend to spend the funding sought?

Item	Cost

5 How is the organisation currently funded and how is the project to be funded outside what you have requested from Council?

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.....
.....

6 Have you sought and gained funding from Council in the past?

.....
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.....
.....

Contact person: **Position in organisation:**

Contact details:

Postal address
.....
.....

Telephone

Mobile

Email (if applicable)

Endorsements:

The above application has been endorsed by the following two Commissioners (one being the Chair):

Signature

Signature

Name

Name

Date

Date.....

Attachment 6

Application Form

Grant from Mangawhai Endowment Lands Account (MELA)

1 Name and purpose – what is the name of your organisation, what is its purpose and legal structure? (Attach your Constitution in support)

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2 Describe the purpose of your application.

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3 How does the purpose meet the criteria for MELA funding?

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4 Is your proposed activity / project benefit the area shown on the attached map? Yes / No

.....

5 How does the purpose benefit the people, environment and harbour of Mangawhai?

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.....

6 Financial Matters – What are the details of how you intend to spend the funding sought?

Item	Cost

7 How is the organisation currently funded and how is the project to be funded outside what you have requested from MELA?

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8 Do you have sufficient income now and in the future to run the organisation? (Attach your audited or reviewed financial statement from the previous year and you budget for the current year)

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9 If you do not have the above funding at this time, how are you going about raising the necessary funding?

.....

.....

.....

.....

.....

Contact person: **Position in organisation:**

Contact details:

Postal address


.....

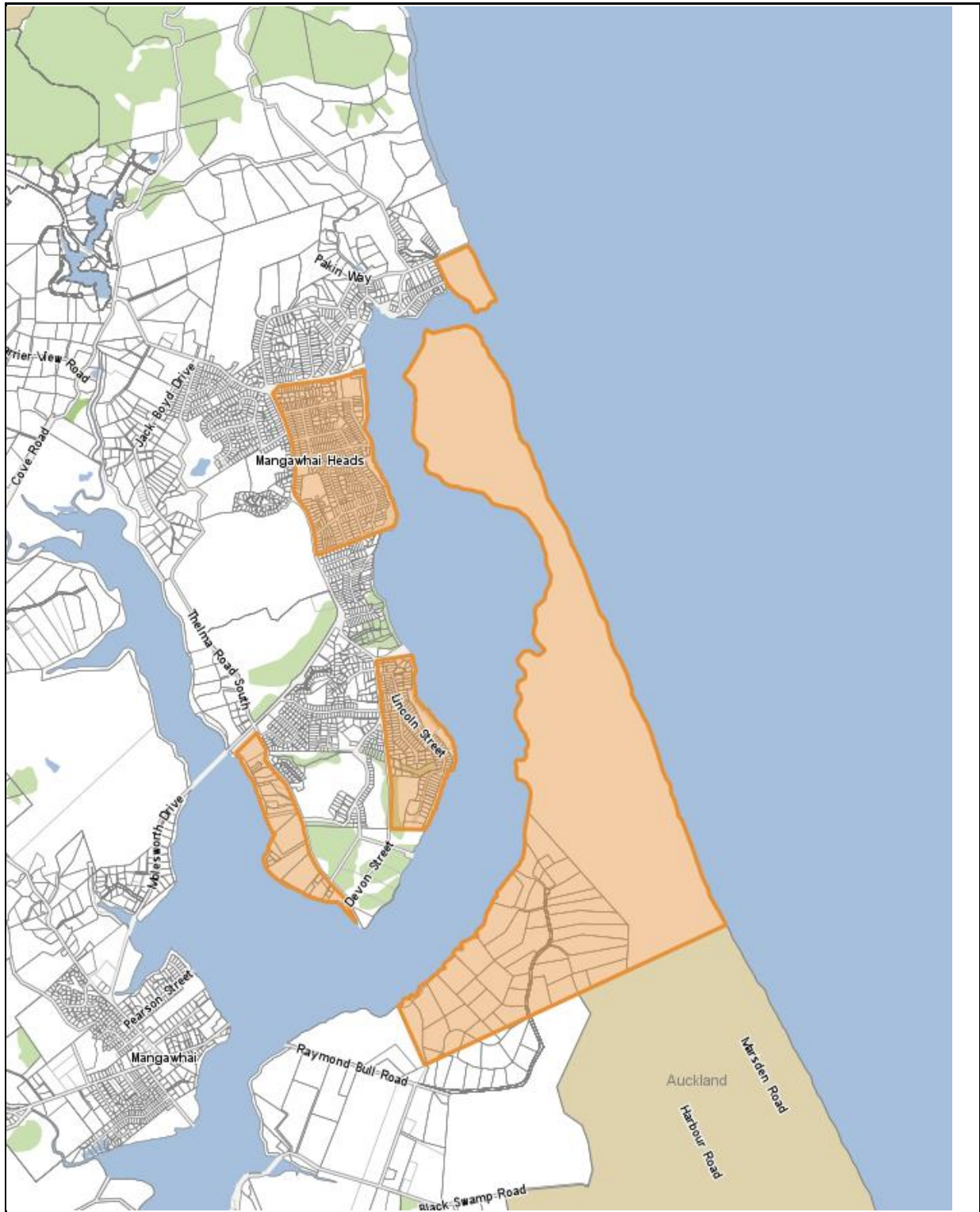
.....

Telephone

Mobile

Email (if applicable)

	Indicative Harbour Board Endowment Land
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Scale: 1:33472
Original Sheet Size A4

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