



GRANTS POLICY

as at June 2004

1. INTRODUCTION

The purpose of this document is to establish broad funding policies and principles which form a basis for funding the grants listed in section (2).

Grants should meet the criteria in section (3).

Grant funds will be considered during the Long Term Council Community Plan or Annual Plan process.

2. GRANTS FUNDED BY THE CENTRAL OTAGO DISTRICT COUNCIL AND COMMUNITY BOARDS

2.1 Throughout this policy “Council” means:

- Central Otago District Council (CODC)
- Committees and Sub-Committees of CODC
- Community Boards in CODC

2.2 Community Grants

Council’s policy seeks to support and resource initiatives that meet identified community needs, which contribute to community empowerment and strengthen communities. Community grants are primarily for the benefit of the district’s residents.

2.3 Cultural Grants

Cultural grants are available for arts and cultural projects, which benefit the district, or, at the discretion of the Council, the Otago region.

2.4 Events Grants

Council creates a positive and encouraging environment for events of all natures in the District and the Council may, at its discretion, provide grants to fund one off special events.

2.5 Heritage Grants

Council values and works toward the preservation of its heritage. The Council, at its discretion, may assist in funding, by way of a grant, to organisations preserving the historic and other heritage interests of the district or Otago region.

2.6 Discretionary Grants

Council may, at its discretion, provide grants up to \$1,000, which do not fall into any of the above categories but meet the criteria in section 3 of this Policy. An amount for discretionary grants will be identified in Council's Annual Plan.

The CEO may approve discretionary grants up to the value of \$200 from the General Grants budget without a specific resolution of Council.

2.7. Special Grants

2.7.1 Creative Communities Grant

A grant received by Council from Creative Communities NZ to encourage promotion of arts with the district. A portion of this grant, formula based, is distributed to the Community Arts Councils within the district. Organisations may apply to the Council Assessment Council for the remainder.

2.7.2 S.P.A.R.C Grants

A grant is received by the Council from S--P--A--R--C--. This grant is to be used to assist the youth of the district with the cost of travel to sporting events.

2.8. Rates Remissions

Refer to Council's Rate Remission Policy.

2.9. Loan Guarantees

Refer to Council's Investment Policy.

2.10 Economic Development Grants

Refer to Council's Rates Remission Policy.

3. CRITERIA

- There must be an identifiable project, except for discretionary grants
- Organisations must demonstrate the ability to responsibly plan and administer the project
- The organisation must be a non-profit organisation, except in relation to economic development grants and heritage grants.

- Except for SPARC, grants can not be for individuals.
- Except for economic development grants, a grant must not be for economic gain.
- The project must be of economic, environmental, social or cultural good to the community or district, consistent with community priorities established in the current LTCCP
- Grants must support Council's objectives of achieving equity and fairness throughout the district
- If over \$5,000, grant applications must include budgets for the project
- If over \$5,000, and from an existing organisation, grant applications must include the latest set of Financial Statements (audited if applicable)
- Grant applications should preferably be accompanied by Council's Application Form

4. APPLICATION

Applications must state:

- Description of the project
- Benefit to the Community or District
- Total cost of the project
- Reason for the project
- Outcomes of the project
- Contribution, if any, by applicant or other organisations

Applications over the amount of \$5,000 must have accompanying:

- **Financial statements and / or project budget**

5. PAYMENT OF GRANTS

All applicants will be notified in writing of the outcome of their application for funding.

5.1 Grants are payable upon receipt of the necessary documentation from the applicant:

- a GST invoice, where applicable, for the grant
- proof of expenditure, such as invoices
- a deposit slip with account number and organisation's name
- documentation to prove that the purpose for which the grant was given has been fulfilled.

In special circumstances, a grant may be paid out in advance of the expenditure being incurred.

6. ACCOUNTABILITY

6.1. Expenditure returns are required from an organisation receiving funding, either:

- as soon as the funds are spent, or
- within one (1) calendar year of receipt of funds, whether spent or not

6.2. Any unspent funds must be returned within one year of receipt unless there is prior agreement to carry over such funds.

6.3 Any discrepancies in funding (e.g. funds spent on other than the intended project) may result in an audit of the organisation's accounts.

6.4 Organisations receiving a grant over \$5,000 must provide Financial Statements disclosing the grant and the purpose to which the grant was put.

7. COMMENCEMENT OF POLICY

This policy is in effect from 1 July 2004, and supersedes any previous grant policies.