

Grants Policy



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1. Introduction

This policy provides an overview of the various grants that Council, Community Boards and Committees make available and provides guidelines for determining funding of grants. All grant funds will be considered during the Long Term Plan and Annual Plan process and may not automatically be renewed.

Throughout this policy “Council” means:

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

2. Criteria

For any funding being provided the following criteria will apply:

- 2.1 There must be an identifiable project.
- 2.2 Organisations must demonstrate the ability to responsibly plan and administer the project taking into account Health and Safety requirements.
- 2.3 With the exception of the Sport NZ fund, funding cannot be used for individuals or for exclusively personal economic gain.
- 2.4 The project must be of economic, environmental, social or cultural good to the community or district, consistent with community priorities established in the current Long Term Plan and Central Prospects.
- 2.5 Council’s objectives of achieving equity and fairness throughout the district must be supported.
- 2.6 Funds must be used only for the purpose for which they were sought and/or approved and in accordance with any terms or conditions imposed by the grant distributors.
- 2.7 Any unused funds to be returned to Council.
- 2.8 Direct funding to a community provider may be for a specified period of time – in these circumstances a Memorandum of Understanding may be required.
- 2.9 Favourable consideration will be given to those projects that show they are seeking other sources of funding and working collaboratively with other community organisations.

With the exception of the Mayoral Discretionary Grant fund all funding requests go to Council meetings via a staff report for consideration. A minimum of eight weeks is required for this process. Some funds have specific funding rounds.

Community, Cultural and Events Grants are primarily funded through the Community Boards **Promotions Grant** funding. Timing for these grants are varied.

Application closing dates and funding outcomes are notified on Council’s website, and in some cases on Council’s Facebook page and/or in local newspapers.

3. Grant Application

- 3.1 All applications for Council-funded grants should be presented on Council's grant application form, which can be found at <http://www.codc.govt.nz/services/funding-grants/community-board-grants/Pages/default.aspx>.
- 3.2 All applications must state:
- a. A description of the project
 - b. Clear benefits to the community or district
 - c. Budgets showing the total cost of the project
 - d. Quotes for specific items – if an item is over \$2,000 two quotes will need to be provided
 - e. Applications to other funding bodies and amounts applied for
 - f. Contribution by your own organisation, other organisations and volunteers
 - g. If the project is ongoing, how future ongoing costs will be managed and a plan for becoming self-funding
 - h. Outcomes of the project.
- 3.3 Applications will not normally be considered in retrospect.

4. Payment of Grant

- 4.1 All applicants will be notified in writing of the outcome of their application for funding.
- 4.2 Grants are payable upon receipt of the necessary documentation from the applicant:
- a. An invoice for the grant. If GST registered a GST invoice is required which is for the grant plus GST
 - b. Proof of expenditure, such as invoices
 - c. Account number and organisation's name
 - d. Documentation to prove that the purpose for which the grant was given has been fulfilled.

5. Accountability

- 5.1 Expenditure returns are required from an organisation receiving funding, either:
- a. As soon as the funds are spent, or
 - b. Within one calendar year of funds being received unless there is an agreement to carry over such funds.
- 5.2 Any discrepancies in funding (e.g. funds being used outside the terms and conditions for which it was granted) may result in the funds being returned and/or an audit of the organisation's accounts.
- 5.3 Grants under \$2,000 will require:
- a. Proof of expenditure, such as invoices

- b. Documentation to prove that the purpose for which the grant was given has been fulfilled.
- 5.4 Organisations receiving over \$2,000 must, in addition to item 5.3, provide financial statements disclosing the grant and the purpose to which the grant was put.
- 5.5 Grants over \$20,000 will require, in addition to items 5.3 and 5.4 above, a formal presentation to Council at the end of the applicant's financial year. The presentation will cover the year's performance, explain how the grant was used, and explain upcoming objectives for the organisation.

6. Grant Funds Available

Council provides funding for the following types of grants:

- 6.1 *Community Grants* that support and resource initiatives that meet identified community needs, which contribute to community empowerment and strengthen community. Community grants are primarily for the benefit of the district's residents.
- 6.2 *Cultural Grants* are available for arts and cultural projects, which benefit the local community and district, or at the discretion of Council, the Otago region.
- 6.3 *Events Grants* to create a positive and encouraging environment for events of all natures in the district including one off special events. The event to enhance the experiences of locals and visitors.
- 6.4 *Creative Communities Grants* to encourage promotion of arts within the district. Funding rounds are held twice a year with the closing dates for application in February and August each year. Further information is available at <http://www.codc.govt.nz/services/funding-grants/creativenz-grants/Pages/default.aspx>
- 6.5 *Sports NZ Grants* helps subsidise rural travel for junior sports teams to allow them to participate in more local sporting competitions. Applications close in October each year. Further information is available at <http://www.codc.govt.nz/services/funding-grants/sportnz-grants/Pages/default.aspx>
- 6.6 *Trail Funding Grants* for trail improvements that reduce maintenance and repair costs on volunteer-led trail projects. Further information is available at <http://www.codc.govt.nz/services/funding-grants/trail-funding/Pages/default.aspx>
- 6.7 *Special Fund Accounts* – funds set up under the Reserves Act 1977 for the purpose of enabling the lessee to build up a capital development fund to be expended on the particular reserve that the Club leases from the Council.
- 6.8 *Rent Reimbursement Grant* – to enable organisations to lease land at nil charge.
- 6.9 *Community Assistance* – to cover the costs of hall hire or other facility costs if Council agrees to waive the hire charges.
- 6.10 *Discretionary Grants* – the Mayor has a discretionary fund which can be used without a specific resolution of Council.