



POLICY ON COMMUNITY FUNDING		ACTIVITY GROUP:	CE DEPARTMENT
Policy Type:	Council		
Approved by:	Council		
Department:	Chief Executive's Department		
Date Approved:	2 September 2021	Next Review Date:	2024 (in conjunction with the LTP)
Relevant Legislation:	Local Government Act 2002 Health and Safety at Work Act 2015		
Clutha District Council Documents referenced:	Living and Working in Clutha Strategy 2021 Clutha District Council Long Term Plan Clutha District Council Annual Plan Our Place Community Plans Significance and Engagement Policy Policy on Biodiversity Funding Policy on Reimbursement of Charges, Hire Fees, and Rents		

PURPOSE

The purpose of the Policy on Community Funding is to provide a clear framework to guide allocation and management of Clutha District Council's (Council's) community funding, with regard to:

- **Community organisations seeking financial support**, who need clear guidance about Council's intentions and priorities for funding, fair and equitable funding processes, and upfront information about their obligations if they receive funding.
- **Elected members**, who are responsible for deciding on the allocation of funding in a way that best meets the needs of the community, addresses the priorities they have collectively set, and delivers good value for ratepayers.
- **Council staff**, who need a clear framework within which to work to provide high quality service and advice, stewardship of funds, evaluation of their impact and benefit, and effectively deliver community funding programmes, and
- **Clutha residents**, who help fund, through their rates the funding support Council provides; and who receive the benefit of the activities, projects and services funded on their behalf.

Community funding empowers local communities to deliver the outcomes they identify as important. It enhances community well-being and helps to achieve Council's vision for Clutha to be a great place to live, work and play.

This policy should be read alongside specific fund policies, criteria, application forms, closing dates and instructions for applying for funds that are available on Council's website.

A diagram of Clutha's Community Funding Framework is included as **Attachment A** of this policy.

SCOPE

This policy relates to funding managed by Council departments including the Community Support and Development Team, Corporate Services, Service Delivery and Regulatory Services.

The type of community funding covered by this policy is described in the community funding categories section of this policy. Other funding sources not covered by this policy are also outlined in the community funding categories section.

DEFINITIONS

Community Funding Is a means of Council financially supporting initiatives or facilities delivered by community organisations.

Community Organisation Not-for-profit, charitable and voluntary organisations operating in the Clutha District for Clutha District residents. Community organisations have a formal legal structure and founding documents (e.g., a constitution) which sets out governance and management consistent with their charitable mission.

Not-for-Profit Any society, association or organisation that is not carried out for the profit or gain of any individual member(s), and whose rules or objects state that any money earned or donated is used in pursuing the organisation's objectives for community good.

POLICY

1. Principles

1.1 To ensure equity across the different types of funding covered by the policy, the following principles will be applied to all community funding requests.

Transparency	Community funding will operate in a transparent manner. Clear information about funding opportunities and Council's expectations of applicants and recipients will be provided in a timely manner. Information about all the grants Council provides, who has received them and for what purpose will be publicly available. Council will also provide information to unsuccessful recipients to help increase their chances of success next time (if applicable).
Equity	Council will seek to provide an equitable division of support across our diverse communities of people, place and interest.
Accountability	Staff and decision-makers will work together to deliver good value for residents by supporting initiatives that are effective, and which can produce clear benefits for the Clutha District's communities. Consistent processes will be applied to assessing grant applications at each level. All grant recipients will be required to account for how they have spent funds and share what they have achieved and learned using results based accountability (RBA), or as specified by the specific fund criteria.
Respect	Council shares many interests with the not-for profit sector but recognises that the sector is made up of many independent organisations with their own mission's and communities that they serve. Council's funding relationship with these organisations will be based on mutual respect and an understanding that delivering positive outcomes for the community is a shared responsibility.
Proportionality	Council's expectation for community funding applicants and recipients should always be proportionate to the scale of what is being proposed or funded. The processes and documentation that organisations are asked to complete should correlate with the size of the funds, the situation of the applicant and the risk presented to Council.

2 Types of Funding

2.1 The Council provides community funding in the following broad categories:

<p>CATEGORY 1 Living and Working in Clutha Funding</p>	<p>This funding links directly to the Living and Working in Clutha priorities, for example projects identified in Our Place Community Plans.</p> <p>This category predominantly includes one-off grants towards the purchase, development, or maintenance of community facilities, and are approved through the long term or annual plan.</p> <p><i>Examples include: Clutha Community Hub Inc, Clutha Parks Trust, Kaitangata Promotions, West Otago Health Trust, Owaka Swimming Baths.</i></p>
<p>CATEGORY 2 Operational Funding Grants</p>	<p>District Funding</p> <p>These include operational funding grants to community organisations for services or events that benefit and are rates funded across the district like Women’s Refuge, Kaka Point Lifesaving, Sport Clutha, Catlins Historical Society.</p> <p><i>Examples include: Malcam Charitable Trust, Women’s Refuge, Kaka Point Lifesaving, Sport Clutha</i></p> <p>Local Community Funding</p> <p>These include operational funding grants to community organisations by communities of interest for community-owned facilities such as halls and swimming pools.</p> <p><i>Examples include: Simpson Park, Milton Coronation Hall, West Otago Community Centre</i></p>
<p>CATEGORY 3 Contestable Funds</p>	<p>Contestable funds for set amounts as per budget confirmed annual via long term and annual plans.</p> <p>These funds are allocated according to the specific fund’s criteria and delegations.</p> <p><i>Examples include: Council Fee Reimbursement Scheme, Clutha District Youth Council Youth Development Fund, Biodiversity Fund, Sport & Recreation NZ Rural Travel Fund</i></p>

3 Eligibility for Funding

- 3.1 The primary beneficiaries of funding will be not-for-profit, charitable organisations operating in the Clutha District for Clutha District residents. These groups are often referred to collectively as ‘community organisations’ because they are established with the primary purpose of providing benefit to the community. Refer to the definitions section for further information.
- 3.2 Groups with no formal legal structure may apply for funding, provided they are able to nominate an ‘umbrella’ community organisation which has agreed to receive and administer the funding on their behalf. The umbrella organisation will be legally accountable to Council for the expenditure of the funding.
- 3.3 Award recipients are the exception to the primary beneficiaries of funding being not-for-profit or charitable organisations.
- 3.4 Council’s vision is that Clutha is a great place to live, work and play. Community outcomes are that Clutha has vibrant rural towns and communities, a healthy sustainable environment, and

is connected and collaborative. Funding should directly contribute to furthering at least one of Council's well-being strategic priorities which are:

- Enough Quality Housing
- Jobs are Filled
- Improved Environmental Footprint
- Adapt to Climate Change
- Invest in Infrastructure
- Healthy Safe Communities
- Support Culture & Heritage.

3.5 Community funding aims to enhance the well-being of Clutha (social, economic, environmental, and cultural), empower local communities and facilitate the delivery of community outcomes.

3.6 Funding should benefit the community by helping people to help themselves and their community.

3.7 Community funding should support vulnerable people and enable equal opportunity for participation.

3.8 Any specific criteria for the fund should be met by the applicant with supporting evidence including the relevant application form in the timeframe specified.

4 Availability and Allocation of Funding

4.1 Council will determine budgets for funding during its Long Term or Annual Plan processes. These may be adjusted for inflation annually through the budget process.

4.2 How specific contestable funds are allocated are subject to the criteria for each fund.

5 Ineligible Applicants and Funding

5.1 Community funding as covered by this policy are not available to:

- Political parties.
- Commercial entities.
- Internal applicants (for example to fund projects, programmes or facilities run by Council or its employees).
- Other local authorities, government agencies or public sector entities.

5.2 The following activities or project attributes will generally not be funded except in special circumstances that have been outlined in the funding application:

- a) Retrospective costs.
- b) Travel expenses in relation to a project, or for training or speaking.
- c) Debt servicing or repayment.
- d) Legal costs.
- e) The purchase of alcohol.
- f) Medical expenses.

- g) Public services that are the responsibility of central government (e.g., core education, primary health care).
- h) Activities that promote religious ministry, political causes, gambling, or anything deemed to be illegal (this includes physical works that have not received the required consents or permits).
- i) If the project is deemed to be part of the core business of another organization or service provider.

5.3 Out of scope of this policy support is provided from time to time via other council functions, including:

- Rates rebates, remissions, and postponements (refer to Policies).
- Schemes administered by Council, but have criteria set and are funded by external organisations/funders e.g., Creative Communities.
- The Mayoral Relief Fund.
- Koha given in specific cultural situations and settings.
- Alternative funding programmes such as events and waste minimisation schemes.

6. Conflicts of Interest

6.1 Organisations affiliated in some way to elected members or employees of Council can still be considered for grant funding. However, organisations in this category should disclose any possible conflict of interest (or perception of a conflict of interest) in their application to ensure any necessary steps can be taken to mitigate this.

6.2 Elected members or Council employees involved in funding decisions are also required to disclose any possible conflict of interest (or perception of a conflict of interest) and will not be involved in any assessment or decision-making related to these applications.

7. Accountability Requirements

7.1 Any form of funding will be described in a funding agreement and/or memorandum of understanding. The agreement will contain the responsibilities of both the Council and the organisation receiving support agreed upon, and the project, activity, or service that the organisation will provide to the community. The agreement will vary depending on the type and amount of support provided.

7.2 Council has specific accountability requirements for all funds that it allocates. These need to be met by applicants as required by the specific criteria for each fund.

7.3 The processes and documentation that organisations are asked to complete will be appropriate to the size of the grant, the situation of the applicant and the level of risk presented to Council. If an applicant has previously applied for funding, but have not submitted an accountability form, they may be ineligible for funding until the next funding round.

7.4 Recipients of funding must:

- Use the funding as intended within 12 months of receiving the funding.
- Return any unspent funds.
- Seek approval for any changes that may affect the use of the funds as they were granted.
- Publicly acknowledge Council's support in marketing material, advertising and/or on social media.

Version History			
Date:	Action:	Name:	Version:
2 September 2021	Policy approved by Council.	Melissa Needham	1

ATTACHMENT A

Clutha's Community Funding Framework

