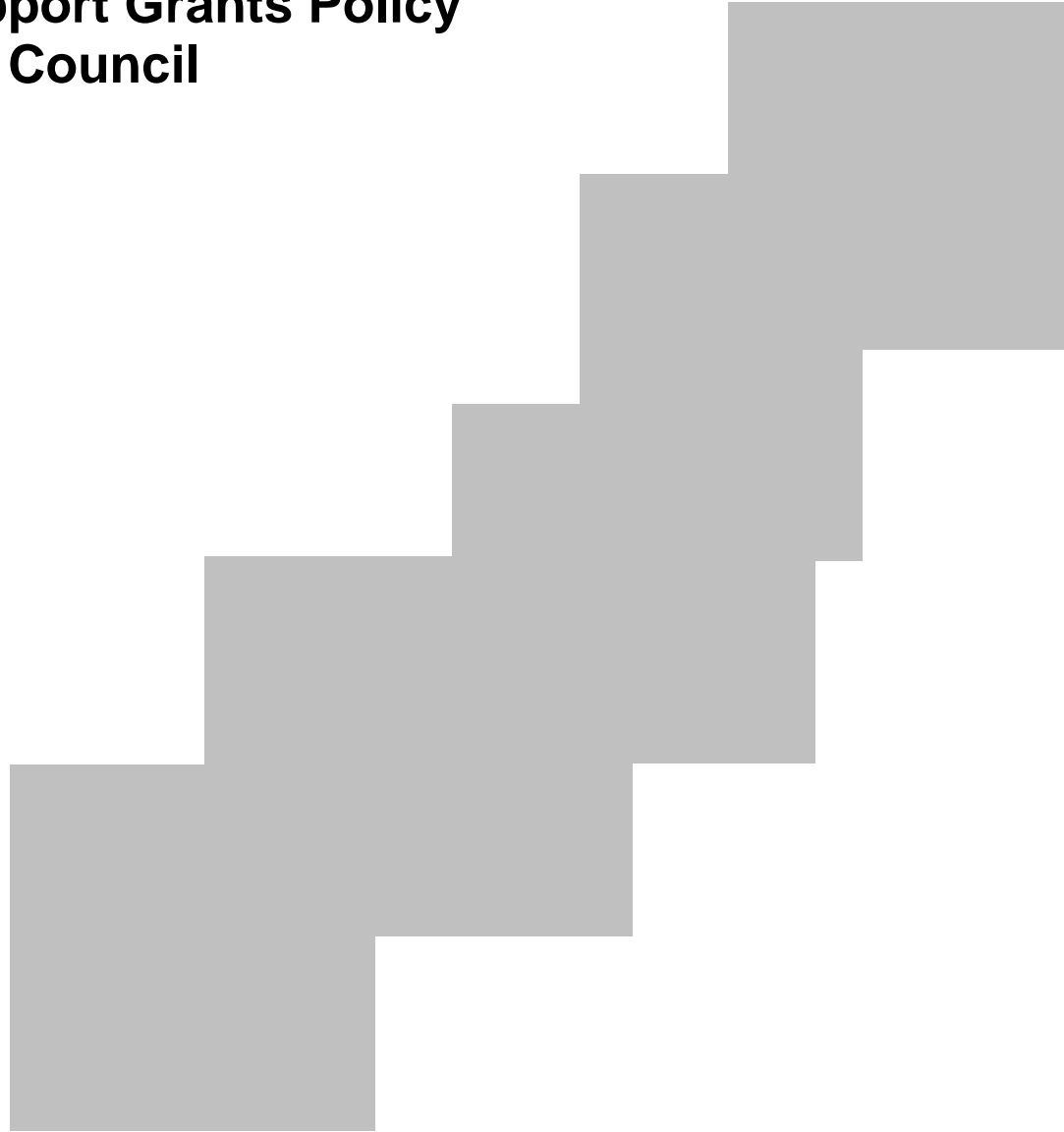


APPENDIX 1

Community Support Grants Policy Rodney District Council



Introduction

Rodney District Council recognises the vital role that community groups and organisations have in promoting healthy lifestyles, community well-being and developing a sense of belonging in local communities. Through innovative programmes and the utilisation of local knowledge, community groups help ensure that Rodney's community issues are addressed, community needs are provided for and future challenges are met.

The Rodney District Council operates a suite of Community Support Grants that support and promote existing and potential social service, recreational and community organisations at the local level.

The Community Support Grants policy outlines the general principles upon which these grants are based and the specific process by which each of the individual grants operate.

Strategic links

Rodney District Council has a long and strong history of supporting the Community and this relationship is reflected in the community outcomes identified by the Council in “Vision Rodney”. This document is underpinned by two key concepts:

- **Sustainability:** *the long term impact and viability of any decisions made by the Council and the community is a key factor in determining what actions we will take.*
- **Collaboration:** *sustainability is best achieved when communities strongly identify with and share the goals of the Council. Outcomes are maximised when we work together; so collaboration needs to permeate whatever we do.*

Vision Rodney Outcomes:			
Outcome:	Statement:	Indicators:¹	
1: Prosperous	“We will have a growing and resilient economy based on a wide variety of businesses that fit our character.”	<ul style="list-style-type: none"> • Local Employment. • Number and range of businesses • School leaver’s achievement levels 	<ul style="list-style-type: none"> • Availability of post secondary education and training • Availability of business land • Economic growth
2: Vibrant	“We will have a range of recreational and cultural facilities and events across the district and we will encourage creativity and diversity.”	<ul style="list-style-type: none"> • Population diversity • Recreational and cultural facilities • Events 	<ul style="list-style-type: none"> • Places and activities for young people • Heritage protection • Arts and Cultural activities
3: Distinctive	“We will maintain and enhance the character of our townships and rural areas through excellent urban and rural planning and the intelligent management of growth”	<ul style="list-style-type: none"> • Pride in the look and feel of areas • Satisfaction with urban and rural planning 	<ul style="list-style-type: none"> • Green Boundaries • Sense of community identity • Heritage protection
4: Connected	“We will have the infrastructure and services needed for our residents, business and visitors.”	<ul style="list-style-type: none"> • Broadband and telecommunications in the district. • Public Transport 	<ul style="list-style-type: none"> • Power generation and supply • Water supply and waste water • The roading network
5: Safe and Healthy	“We will continue to have a sense of community and we will provide for the emotional and physical well-being of our people.”	<ul style="list-style-type: none"> • Perception of safety • Crime statistics • Sense of community and of participation in community networks 	<ul style="list-style-type: none"> • Volunteering • Satisfaction with health care • Network of walk ways and cycle ways • Road Safety
6: Clean and Green	“We will continue to value, protect and enjoy the natural environment.”	<ul style="list-style-type: none"> • Access to the coastline and beaches • Water quality • Sedimentation in our estuaries 	<ul style="list-style-type: none"> • The protection of native flora and fauna • Waste management

¹ Indicators potentially influenced by groups supported through community grants are in bold.

Purpose and objectives

Purpose

The purpose of this policy is to guide the provision of community support grants by Council to community groups. This policy will:

- provide clarity on the types of community assistance Rodney District Council offers, and the purposes of each;
- provide clear processes, priorities and criteria for the allocation of community support grants; and
- provide clear guidelines for the various accountability measures groups receiving assistance must undertake.

Objectives

The objectives of the policy are to:

- ensure a wide range of community activities, projects, programmes and events are supported;
- encourage innovative community programmes and initiatives;
- encourage volunteers to organise and participate in community activities; and
- increase the capacity of local community groups.

Policy scope

This policy covers the suite of general community support grants that Council provides to community groups and organisations.²

A community group is defined as:

a local voluntary group or association with non-restrictive membership³ which has as its objective the preservation or enhancement of its community, the exchange of information, the pursuit of local goals, or other worthy activities and objectives that are intended to facilitate the achievement of its goals.

Any groups meeting this definition is eligible to apply for the relevant community grants defined within this policy. Each Grant scheme will have it's own set of specific criteria, but all grant applications will be required to align with Council strategic outcomes, and the types of services provided and level of community need will be considered when assessing all applications.

The policy excludes:

- Assistance provided to non-community groups (e.g. regional institutions such as Auckland Philharmonic and the Auckland Zoo);
- lease agreements, rates remission and rental subsidy agreements (which are covered by the Community Use of Council Owned Facilities policy); and
- specifically targeted grants and funds including Arts grants, Environmental grants and Heritage and Natural Heritage funds.⁴

² The Large Grants - Recreation Fund specifically makes provision for Schools to apply for financial support for projects attracting Kiwi sport funding

³ Non –restrictive membership does not include groups , services or organisations with targeted service delivery, such as youth clubs or women’s refuge

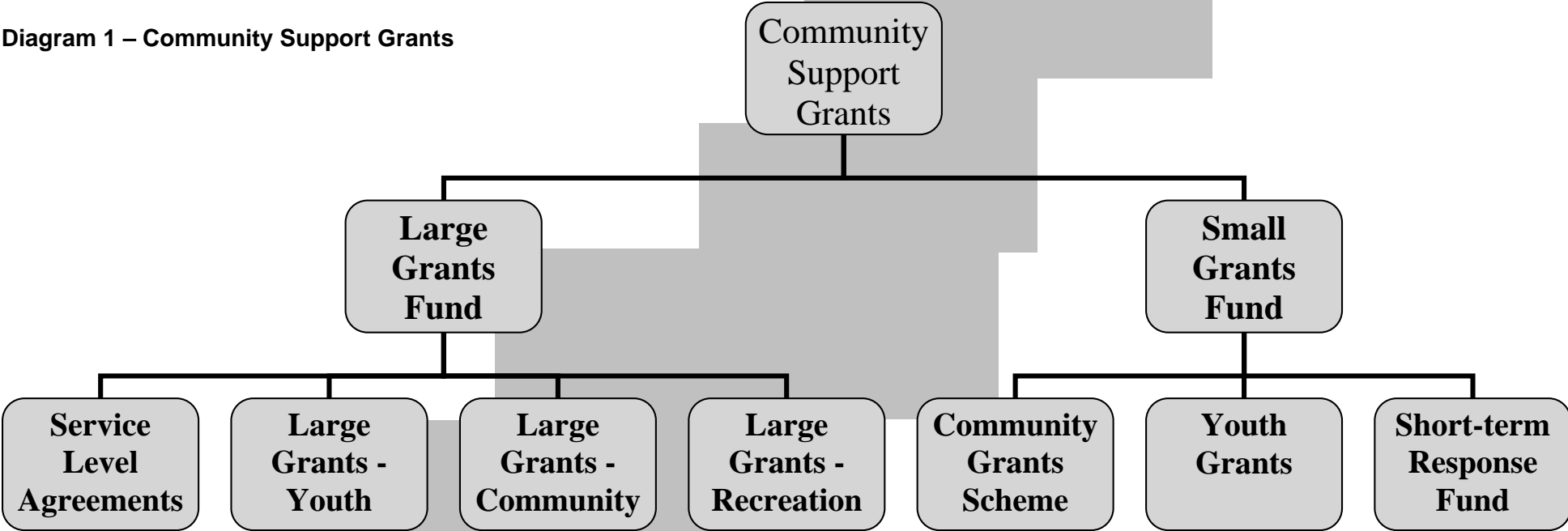
Assistance mechanisms

Rodney District Council provides two broad categories of Community Support Grants.

Large Grants are grants in excess of \$10,000 per annum in value. These are often used to cover operating costs of groups identified as key strategic partners in the community. These require a higher level of accountability and will often be linked to more specific outcome objectives.

Small Grants are grants of less than \$10,000 per annum in value. These are open to a wider range of community groups and organisations and tend to be utilised for capital purchases or project related costs.

Diagram 1 – Community Support Grants



Within each of these broad categories there are two contestable funds operating, one specifically for youth service providers and one open to wider community groups. There are also Service Level Agreements, within the Large Grants Fund, which provides long term funding of up to 3 years for key social service providers; and the Short-term Response Fund, within the Small Grants Fund, which enables the Council to assist the community to respond to unanticipated needs that require immediate action. Each of these funding mechanisms are described in detail below:

⁴ The fact that these grants are not specifically included in this policy does not preclude groups that undertake these types of activities from applying for funding through the community support grants described in this policy

Large Grants Fund.

The total amount of funding available for distribution through the large grants fund will be determined by the Council through the LTCCP process. The level of funding available will be determined on an inflation adjusted per capita allocation, plus any additional lump sum funding that the Council may resolved to include. Once the total value of the fund has been determined, this will be allocated in accordance to the priorities identified below:

1. Meeting the Councils financial commitments to existing Service Level Agreements.
2. Allocation for the contestable Large Grants - Youth. (The value of this was determined by resolution of Council in March 2009 to be \$75,000.00 per annum.)
3. Allocation for the contestable Large Grants - recreation. (The value of this for the 2010 – 2011 financial year was determined to be up to \$80,000.00.)
4. Funding for Service Level Agreement renewals or new Service Level Agreements with key partners identified by Council.
5. All remaining large grants funding to be made available for the contestable Large Grants – Community Fund.

1. Service Level Agreements

Service Level Agreements provide long term funding to a small group of key community partners for the delivery of specifically identified services to the community.

Objectives

The expected benefits of the Council providing service level agreements include:

- Greater stability for organisations;
- More strategic and long term focussed planning;
- Organisations spending less time seeking funding and more on service delivery to the benefit of the community and Council;
- Decreased compliance costs for organisation and for Council in managing funding arrangements; and
- Strengthening of the relationship between Council and its key partners.

Criteria

- Specific service deliverables are identified and quantified through mutual agreement by both parties involved
- Services delivered are clearly linked to the Councils community outcomes.
- Services delivered are accessible by and of direct benefit to the community
- Performance measures will be clearly identified and monitored, and ongoing financial support will be contingent on the achievement of these.

Process

1. Councillors will determine which organisations are appropriate for pursuing Service Level Agreements with based on recommendations from Council officers.
2. Senior managers within the Council and the Partner agency will negotiate the specific conditions of the agreement.
3. The agreements will be presented back to Council for final approval.

Note: During the transition into the Auckland Council, any Service Level Agreements of over \$20,000 per annum will also need to be signed off by the Auckland Transition Agency.

Accountability

1. The Service Level Agreement will clearly identify the service deliverable and provide a schedule of performance measures and targets to monitor these.
2. The Service Level Agreement will also clearly identify who within each of the organisations will be delegated the responsibility of managing and monitoring this Agreement.
3. The partner agency will use its best endeavours to ensure that the performance measures set out in the schedule are met and preferably exceeded.
4. The partner agency will regularly monitor the achievement of the performance measures during the term and will provide a 6 month progress report and a full written end of year report including statistical evidence on each of the performance measures within 30 days of the end of the financial year, (being 30 June).
5. The partner agency will also provide the following to the delegated Council representative:
 - An annual report;
 - Audited accounts;
 - Financial statements for the previous twelve months; and
 - A budget and annual work-plan for the next financial year.

2- Large Grants - Youth

Large Grants - Youth provides contestable grants to youth service providers that provide a comprehensive range of services and operate on a Ward or District wide level. The grants offer more substantial levels of funding and can be used for capital costs, project funding or operational costs. However, as this is a contestable fund; providers are encouraged to not become dependant on this for their ongoing financial viability.

Objectives

The expected benefits of the Council providing large grants to youth service providers include:

- Encouraging and strengthening existing youth service providers;
- Encouraging more strategic and long term focussed planning;
- Encouraging innovative approaches to addressing identified needs;
- Delivering on the priorities identified in the Councils 4Uth strategy; and
- Strengthening of the relationship between Council and the key local youth service providers.

Criteria

- Clear and demonstrable links to strategic youth outcomes;
- Clear and demonstrable links to community needs;
- Services delivered are accessible by and of direct benefit to the community
- Current and past levels of Council Support.⁵

Process

1. The fund will be publicly advertised and Youth Service providers will be encouraged to complete an application to the fund.
2. Council officers from the Community Development and Economic & Social Development teams will determine eligibility based on the outlined criteria.
3. In the event of the value of the applications received exceeding the funding available, then the applications will be ranked and prioritised based on the outlined criteria and the level of funding to each eligible group will be assessed accordingly.
4. Council officers will present recommendations for allocation of this fund to the Strategy and Community Committee for final approval.

Note: During the transition into the Auckland Council, any funding allocation of over \$20,000 per annum will also need to be signed off by the Auckland Transition Agency.

⁵ While this policy does not prevent groups applying for funding from more than one of the Councils grant schemes or alternative funding sources; in situations where a contestable grant is over subscribed, the level of funding that groups have received from other sources within Council and/or in recent years will be factored into the decision making process.

Accountability

1. The funding contract will clearly identify the service deliverable and provide a schedule of performance measures and targets to monitor these.
2. The recipient of the grant will regularly monitor the achievement of the performance measures during the term and will provide a 6 month progress report and a full written end of year report including statistical evidence on each of the performance measures within 30 days of the end of the financial year, (being 30 June).
3. The grant recipients will also provide the following information to the delegated Council representatives before the end of the financial year following the receipt of the Grant:
 - An annual report;
 - A description of what the Council funding has been used for,
 - Audited accounts;
 - Financial statements for the previous twelve months; and
 - A budget and annual work-plan for the next financial year.

3- Large Grants - Community

Large Grants - Community provides contestable grants to community groups that provide a comprehensive range of services and operate on a Ward or District wide level. The grants offer more substantial levels of funding and can be used for capital costs, project funding or operational costs.

As this is a contestable fund; providers are encouraged not to become dependant on this for their ongoing financial viability. However successful applications to the Large Grants - Community fund over consecutive years may lead to a consideration of whether a service level agreement may be more appropriate means of ongoing assistance.

Objectives

The expected benefits of the Council providing large grants include:

- Encouraging and strengthening existing Community groups and organisations;
- Encouraging more strategic and long term focussed planning;
- Encouraging innovative approaches to addressing identified needs;
- Delivering on the priorities identified in Vision Rodney and the Rodney Social Wellbeing Strategy; and
- Strengthening of the relationship between the Council and the local community.

Criteria

- Clear and demonstrable links to community outcomes and priorities;
- Clear and demonstrable links to community needs;
- Services delivered are accessible by and of direct benefit to the community;
- Current and past levels of Council Support.⁶

Process

1. The fund will be publicly advertised and community groups and organisations will be encouraged to complete an application to the fund.
2. Council officers from the Community Development and Economic & Social Development teams will determine eligibility based on the outlined criteria.
3. In the event of the value of the applications received exceeding the funding available, then the applications will be ranked and prioritised based on the outlined criteria and the level of funding to each eligible group will be assessed accordingly.
4. Council officers will present their recommendations for allocation of this fund to the Strategy and Community Committee for final approval.

Note: During the transition into the Auckland Council, any funding allocation of over \$20,000 per annum will also need to be signed off by the Auckland Transition Agency.

⁶ While this policy does not prevent groups applying for funding from more than one of the Councils grant schemes or alternative funding sources; in situations where a contestable grant is over subscribed, the level of funding that groups have received from other sources within Council and/or in recent years will be factored into the decision making process.

Accountability

1. The funding contract will clearly identify the service deliverable and provide a schedule of performance measures and targets to monitor these.
2. The recipient of the grant will regularly monitor the achievement of the performance measures during the term and will provide a 6 month progress report and a full written end of year report including statistical evidence on each of the performance measures within 30 days of the end of the financial year, (being 30 June).
3. The grant recipients will also provide the following information to the delegated Council representatives before the end of the financial year following the receipt of the Grant:
 - An annual report;
 - A description of what the Council funding has been used for,
 - Audited accounts;
 - Financial statements for the previous twelve months; and
 - A budget and annual work-plan for the next financial year.

4- Large Grants - Recreation

Large Grants - Recreation provides contestable grants to sports and recreational groups that provide a comprehensive range of services and operate on a Ward or District wide level. The grants offer more substantial levels of funding and can be used for project funding or operational costs. (It is not intended that this fund would be used to finance capital works projects such as building projects or the development of fields or courts.)

As this is a contestable fund; providers are encouraged not to become dependant on this for their ongoing financial viability. However successful applications to the Large Grants - Recreation fund over consecutive years may lead to a consideration of whether a service level agreement may be more appropriate means of ongoing assistance.

Objectives

The expected benefits of the Council providing large grants include:

- Encouraging community engagement and participation in physical activity and sport;
- Encouraging more strategic and collaborative planning for the promotion of sports and recreational activities;
- Maximise the use of and community benefits from the Councils parks and reserves;
- Supporting a wide and diverse range of activities;
- Developing sports coaching, volunteerism and social investment; and
- Strengthening of the relationship between the Council and the local community.

Criteria

- Clear and demonstrable links to community outcomes and priorities;
- Clear and demonstrable links to community needs;
- Services delivered are accessible by and of direct benefit to the community; and
- While the fund can be used to purchase equipment, it is not to be used for capital works projects.

Process

1. The fund will be publicly advertised and community groups and organisations will be encouraged to complete an application to the fund.
2. Council officers from the Service Delivery and Strategy & Policy directorates will determine eligibility based on the outlined criteria.
3. In the event of the value of the applications received exceeding the funding available, then the applications will be ranked and prioritised based on the outlined criteria and the level of funding to each eligible group will be assessed accordingly.
4. Council officers will present their recommendations for allocation of this fund to the Strategy and Community Committee for final approval.

Note: During the transition into the Auckland Council, any funding allocation of over \$20,000 per annum will also need to be signed off by the Auckland Transition Agency.

Accountability

1. The funding contract will clearly identify the service deliverable and provide a schedule of performance measures and targets to monitor these.
2. The recipient of the grant will regularly monitor the achievement of the performance measures during the term and will provide a 6 month progress report and a full written end of year report including statistical evidence on each of the performance measures within 30 days of the end of the financial year, (being 30 June).
3. The grant recipients will also provide the following information to the delegated Council representatives before the end of the financial year following the receipt of the Grant:
 - An annual report;
 - A description of what the Council funding has been used for,
 - Audited accounts;
 - Financial statements for the previous twelve months; and
 - A budget and annual work-plan for the next financial year.

Small Grants Fund.

The most significant contribution to the small grants fund is the Community Grants Scheme. The level of funding available for this fund will be determined on an inflation adjusted per capita allocation and be divided (based on population) across each of the wards. The total amount of funding available for distribution through the other small grants funds will be determined by the Council through the LTCCP process.

1. Community Grants Scheme

This is a contestable grants scheme that is designed to support and promote existing and potential social service, recreational and community organisations at the local level. Financial assistance is provided to enable the development of these services and programmes in the Rodney District.

So that we can help as many organisations as possible, funding is usually allocated in small amounts to a large number of organisations, with the majority of grants being for less than \$6000.00

Objectives

The expected benefits of the Council providing community grants include:

- Encouraging more community based and led initiatives;
- Improving community spirit and connectivity;
- Supporting a wide and diverse range of activities;
- Promoting volunteering and social investment; and
- Strengthening of the relationship between the Council and the community.

Criteria

With the exception of groups and organisations which have received funding the previous year, all applications should be assessed on an equal basis. This is to ensure that smaller organisations have an equal opportunity to share in the available funding.

Factors that will be considered when determining allocations include:

- Applicant's income from other sources, including grants from other organisations, and other forms of Council support such as peppercorn rentals.
- Percentage of local ward membership in the organisation.
- Availability of applicants/services to the public.
- Level of funding to be provided by the applicant.
- Relative need of the community for the project.

Process

1. A Community Grants Sub-Committee made up of representatives from Council and the Community will be established for the term of the Council.
2. The fund will be publicly advertised and community groups and organisations will be encouraged to complete an application.
3. The Sub-Committee shall meet annually to consider the applications for the fund and make recommendations for its allocation.
4. The recommendations will be presented back to the Council for final approval.
5. Should any grants be considered inappropriate by the Council, those funds will be held over until the next funding round.

Accountability

1. Each successful applicant is required to complete an accountability report when the grant has been fully spent or 12 months after the grant has been approved, whichever comes first.
2. The funding will only be used for the purposes outlined in the application.
3. The Accountability report must include:
 - a. A brief report of the benefits achieved from the project;
 - b. A summary of costs;
 - c. Receipts for all purchases of \$50 or over; and
 - d. A signed statement by an elected officer of the organisation to confirm the expenditure.
4. Organisations may be denied further funding if they fail to complete an accountability report.

2- Youth Grants

The youth grants are designed to support existing youth service providers at the local level by providing support for small capital purchases or projects. So the Council can help as many groups as possible, funding is usually allocated in small amounts to a large number of organisations, with the majority of grants being for less than \$5000.00

Objectives

The expected benefits of the Council providing grants to youth service providers include:

- Encouraging and strengthening existing youth service providers;
- Delivering on the priorities identified in the Council's 4Uth strategy;
- Improving community spirit and connectivity;
- Supporting a wide and diverse range of activities;
- Promoting volunteering and social investment; and
- Strengthening of the relationship between the Council and the community.

Criteria

- Clear and demonstrable links to strategic youth outcomes;
- Clear and demonstrable links to community needs;
- Services delivered are accessible by and of direct benefit to the community
- Current and past levels of Council Support.⁷

Process

1. The fund will be publicly advertised and Youth Service providers will be encouraged to complete an application to the fund.
2. Council officers from the Community Development and Economic & Social Development teams will determine eligibility based on the outlined criteria.
3. In the event of the value of the applications received exceeding the funding available, then the applications will be ranked and prioritised based on the outlined criteria and the level of funding to each eligible group will be assessed accordingly.
4. Council officers will present recommendations for allocation of this fund to the Strategy and Community Committee for final approval.

⁷ While this policy does not prevent groups applying for funding from more than one of the Council's grant schemes or alternative funding sources; in situations where a contestable grant is over subscribed, the level of funding that groups have received from other sources within Council and/or in recent years will be factored into the decision making process

Accountability

1. Each successful applicant is required to complete an accountability report when the grant has been fully spent or 12 months after the grant has been approved, whichever comes first.
2. The funding will only be used for the purposes outlined in the application.
3. The Accountability report must include:
 - a. A brief report of the benefits achieved from the project;
 - b. A summary of costs;
 - c. Receipts for all purchases of \$50 or over; and
 - d. A signed statement by an elected officer of the organisation to confirm the expenditure.
4. Organisations may be denied further funding if they fail to complete an accountability report.

3- Short-term Response Fund.

A small amount of discretionary funding will be set aside each year to enable the Council to respond to unanticipated needs or situations that arise in between grants funding rounds and require an immediate response. This is to be used as an immediate response to an emergent issues and is not intended as an additional funding option for groups that may have missed the deadline or been declined funding from the Community Grants Scheme.

Objectives

The expected benefits of the Council providing short term response funding include:

- Providing a proactive approach to emerging issues;
- Encouraging dynamic and responsive service provision;
- Keeping the Council connected with what is happening in the community;
- Strengthening the relationship between the Council and the community.

Criteria

- An emergent issue or opportunity that could not have been reasonably anticipated or planned for;
- Clear and demonstrable links to community needs;
- Services delivered are accessible by and of direct benefit to the community;
- Effectiveness of intervention quantifiable and measurable.

Process

1. Requests for assistance will be directed to the Manager: Community Development for consideration.
2. Council officers will work with community partners to identify the most efficient and effective immediate response to the situation.
3. Council officers will report any requests by community groups to access this fund to Council for a decision on the allocation of financial support within the criteria.

Accountability

Council officers will work with community partners and will monitor and evaluate the effectiveness of projects supported.