

 KAIPARA DISTRICT <small>THE OCEANS THE HARBOURS</small>	Title of Policy	Community Assistance Policy		
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2	10 August 2019	Jenny Rooney and Darlene Lang	Licence to Occupy & Smokefree recommendation from Community Grants Committee
3	04 March 2020	Jenny Rooney	Draft prepared for adoption by Council
4	29 April 2020	Jenny Rooney	Approved by Council

1 Purpose

The purpose of this Policy is to create clear guidelines and an effective process to enable Council to assist community organisations to achieve their goals.

2 Objectives

The Community Outcomes as adopted by Council for the Long Term Plan 2018/2028 have informed the Objectives of this Policy. The Policy is intended to contribute to:

- A district with welcoming and strong communities;
- A district with plenty of active outdoor opportunities;
- A trusted Council making good decisions for the future.

3 Background

Kaipara District Council is committed to the Vision of 'Thriving Communities Working Together'. Council seeks to achieve this by assisting the community in developing and providing their own facilities and services and building strong and welcoming communities.

Council is committed to recognising and supporting achievement; developing community leadership and self-reliance; assisting and supporting community involvement.

This Policy ensures that Council's contributions to communities are fair, consistent and strategically aligned to Council's Vision, Community Outcomes and the purposes of local government under the Local Government Act 2002.

3.1 Other Funding Options

This Policy is an umbrella framework that allows Council to consider requests for assistance under a number of separate schemes. Council also administers funding under the Mangawhai Endowment Lands Account (MELA) Policy. An application under this Policy may, if it meets the assessment criteria, be encouraged to apply under the MELA Policy. Council also administers a Rates Remission Policy which community groups may apply for. Community organisations can apply for Council's community facilities insurance, which may provide them with a reduced premium (community organisations must meet their own insurance costs).

The Northern Wairoa War Memorial Hall (also known as Dargaville Town Hall) is available at a discounted rate to community groups. Please contact Council's Administration department for further details and bookings.

Council administers a number of other funds, on behalf of other organisations who elect their own decision-makers, that assist specific community purposes, such as the Rural Travel Fund and the Creative Communities Grants.

Council can provide letters of support to community organisations seeking alternative funding sources. This role is delegated to the Mayor to sign off individual requests.

Council's website (www.kaipara.govt.nz) is updated regularly to provide information on other funding sources community organisations may be eligible for. Council officers are available to assist community organisations both under this Policy and other funding options. This may include helping source and apply for funding, as well as general advice and navigation of Council services.

3.2 Fund Distribution

There is a need for a high level of transparency and accountability for the spending of public funds. To enable this standard to be met, accountability arrangements will be documented in a formal Contract between the community organisation receiving support and Council. The agreement will be appropriate to reflect the nature and level of support given.

Funding will be implemented through a Contract which will outline:

- The purpose for which the funding was provided;
- The conditions attached to the funding;
- Accountability requirements, including the methods to report back on the use of the funds;
- The steps Council will take if progress is not as planned.

3.3 *Timing of Applications*

Council will call for applications in April, and release decisions in June. Licences to Occupy and Contracts for Service may be applied for at any time and will be considered by Council officers.



The Awards and Grants Committee, who has delegated authority from Council to make decisions on applications, will make decisions on Community Grant applications. These decisions will be reported back to Council and will be final. All Grants, new Licences to Occupy and Contracts for Service entered into during the year will be reported in the Annual Report for that year.

Application forms will be made available on Council's website and at Council offices when the funding round opens.

4 **General Assessment Criteria**

Council will consider the following when assessing applications received for community assistance. These are general criteria which community organisations applying for support need to demonstrate in their applications.

4.1 *Benefit to the Kaipara, and contribute to Community Outcomes*

Kaipara District Council will provide assistance to community organisations as resources allow, and where this helps achieve the priorities specified in Council's Long Term Plan, the district's specified Community Outcomes and is not inconsistent with any other Council policies or plans.

Community assistance will be for organisations providing services or activities within the Kaipara district. Applications will be considered on merit and benefit to the community and/or the natural environment. Applications should be for services or projects not already provided by another group or agency.

4.2 Not-for-profit

Council will only provide assistance to legally constituted not-for-profit entities, and there should be a volunteer component to the service.

4.3 Financial reporting

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.

4.4 Central government funding

Community organisations that receive the bulk of their funding from central government will not be eligible for grants.

4.5 Health and safety

Applicants must comply with all legislative requirements.

4.6 Acknowledgement

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

4.7 Accountability Requirements

All recipients under this Policy are required to enter into an Agreement or Contract with Council that outlines the terms and conditions of the approved assistance. Funds will not be provided until both parties have signed the Agreement or Contract, which will outline, among other obligations:

- The purpose and conditions of the assistance;
- Accountability requirements, as determined by the level of assistance required.

5 Smokefree requirements

All recipients under this Policy are required to comply with the Smokefree Kaipara Policy.

6 Specific Assessment Criteria for Funding Mechanisms

Funding Mechanism	Specific Assessment Criteria for Funding Mechanisms
Community Grants	<ul style="list-style-type: none"> • Intended to make a contribution to an organisation to support Council's Community Outcomes: • Intended to support events, services or activities that are of benefit to the community, and can demonstrate those benefits; • These grants will be funded via the Community Assistance Grants budget; • Can be for operational costs, this does not include wage costs; • Can be for capital projects • Applications will be called for in April each year.

Building and Resource Consents	<ul style="list-style-type: none"> • Intended to contribute to the costs incurred by community organisations through the resource and building consent processes where Council's Community Outcomes and the general assessment criteria are met; • The maximum grant payable for either a resource or building consent will be \$3,000; • Community organisations will be provided with free process guidance with consenting staff to a maximum of four hours per application, if required; • These grants will be administered as part of Council's operational budget; • Activity Managers will report quarterly to Council on all Expressions of Interest and applications made under this scheme.
Contract for Service	<ul style="list-style-type: none"> • Intended to fund a community group for delivery of a service which councils generally undertake, that provides benefit to the community and is available to members of the public e.g. maintenance of walking tracks, public toilets, provision of community libraries; • A Contract for Service can be applied for at any time; • Contracts for Service will be considered by Council officers, and either approved OR declined by an Activity Manager, depending on the type and level of service being offered, and available budget: <ul style="list-style-type: none"> ○ If approved, they will be administered as part of Council's operational budget; ○ If <u>declined</u>, the organisation will be encouraged to apply (if eligible) for the next round of Community Grants funding through this Policy, or referred to other funding sources; ○ The Activity Manager may be constrained from approving a Contract for Service, if the budget does not currently exist. The Activity Manager would then consider seeking an increase to their budget for the next planning and budgeting cycle. • Activity Managers will report to Council quarterly on all Expressions of Interest and applications.
Licence to Occupy	<ul style="list-style-type: none"> • This is an agreement for a not-for-profit community organisation to locate in or use Council-owned land, or a Council-owned building; • The facilities and activities of the organisation applying for a Licence to Occupy must be available to members of the public; • Applicants must demonstrate the organisation has the resources or ability to establish and operate on the land or in the building they have been granted the licence over;

	<ul style="list-style-type: none"> • A Licence to Occupy can be applied for at any time. Given the time and investment needed to comply with the conditions, an agreement in principle (Development Agreement) may be initially entered into; • When determining whether a peppercorn rental is appropriate or not, all new applications and the renewing of current Licences to Occupy will be assessed on a case by case basis. Factors that will be considered in the recommendation to Council include factors such as the financial position of the Community Group and the benefits to the community. • Council will use a standard formal licence it has developed, which includes an accountabilities requirement clause and default/termination clause; and • Organisations are eligible to apply for other forms of community assistance, provided they comply with the specific criteria for each category. • All Licence to Occupy applications will go to Council for approval.
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7 Exceptions

This Policy is not intended to fund applications for:

- Wages;
- Benefits to individuals;
- Central government funded services;
- Welfare services;
- Religion. This does not preclude religious organisations from applying, if they would otherwise meet the criteria in this Policy;
- Repaying or servicing debts;
- Projects which seek to redistribute funding to others.

