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| Sponsor/Group:          | General Manager Community |

## Community Assistance Policy

### Purpose and scope

1. To set out the Council's funding and allocation process for assistance provided through grants to community organisations.
2. The Policy applies to the Council contestable community grants administered by the Community Group.
3. The Policy does not apply to loans (or loan guarantees), rates remittance, community leases or rentals, or major event sponsorship and capital projects.

### Definitions

| Definition             | Detail  |
|------------------------|---|
| 10-Year Plan           | Council's adopted Long-Term Plan (LTP) as defined by the Local Government Act 2002.   |
| Community Organisation | A not-for-profit organisation that has the primary objective to provide programmes, services or activities that benefit the social, cultural, arts and environmental wellbeing of communities in Hamilton. A community organisation must be a legal entity with a constitution or trust deed, have a minimum of 4 trustees or governance committee members, a bank account and have been in operation for a minimum of 12 months. |

### Policy - General

4. The total financial assistance provided to the community through grants and funding covered by this Policy is set out in the 10 Year Plan budget, currently this is \$1,160,000 per annum, split into the following grant programmes;
  - a. Community Event Fund will be \$50,000 per year
  - b. The Multi-Year Community Grant will be allocated up to a maximum of \$850,000 per year for each of the 3 year term
  - c. The total remaining after allocating the Multi-Year Community Grants will be allocated through the Single-Year Community Grants. The minimum available will be \$260,000 per year.
5. The criteria for applying for the Multi-Year Community Grants, Single-Year Community Grants and the Community Events Fund are set out in Schedules 2-5.
6. An allocation committee is delegated to assess applications for funding from the Single-Year and Multi-Year Community Grants based on the criteria outlined in Schedule 4 and 5.
7. The allocation committees for both the Single-Year and Multi-Year Community Grants will have a membership of seven, consisting of two elected members and five community representatives selected by the General Manager Community.
8. Council staff will assess and recommend allocation of the Community Events Fund Grants. The General Manager Community will approve the final allocation. Consideration will be given to diversity of events and the spread across the City. On completion a report will be presented to Council.

### Monitoring and implementation

9. Implementation of this policy will be monitored by the General Manager Community. This policy will be reviewed, at the request of the Council, in response to any relevant legislative amendment, or every three years (whichever comes first).

## Schedule 1 – Community Assistance Funding Process



## Schedule 2 – Community Assistance general criteria and guidelines

### 1. What are the funding Considerations?

Funding consideration will be given to community organisations which:

- a. Strengthen participation across diverse communities
- b. Build the capability of communities to become sustainable
- c. Work collaboratively across the community sectors.

### 2. How must applications be made?

- a. All applications must be made through the Hamilton City Council online system.  
[www.hamilton.govt.nz/communityfunding](http://www.hamilton.govt.nz/communityfunding)
- b. No paper applications will be accepted.

### 3. What will not be funded?

- a. Projects or operational costs already substantially funded by Hamilton City Council.
- b. Retrospective funding, i.e. Projects that have already started or have been completed.
- c. Political organisations or social clubs.
- d. Repayment of debt, Loan, mortgage repayments or investments of any kind.

### 4. What must accompany the application?

- a. The applicant's annual financial accounts.  
(The annual accounts should comply with current NZ GAAP (Generally Accepted Accounting Practice in New Zealand) as outlined in the Charities Amendment Act 2014)
- b. The applicant's statement of financial position showing year to date income and expenditure, this needs to be no greater than six months old.
- c. Accountability must have been received for previous grants before any new grant application will be processed.
- d. Current proof of bank account in the name of the applicant group for each account held.
- e. A printed bank deposit slip with the name and account details of the applicant group.

### 5. What are the requirements that have to be met?

- a. All successful applications will be required to complete a grant agreement prior to payment of the grant.
- b. Successful applicants must adhere to the funding reporting requirements as prescribed by Council.
- c. All recipients of community grants will provide periodic accountability reports documenting how their activities have contributed to the objectives for which the funding was allocated.
- d. Recipients that fail to submit acquittal reports, or that have not spent the money in accordance with the application/contract shall not be eligible for any further Council grants until:
  - i. Accountability conditions have been met and/or grant monies returned and;
  - ii. the organisation can demonstrate their ability to meet Council's eligibility criteria for a grant;
  - iii. and the organisation is capable of delivering the project outcomes of which they are making an application for.

## Schedule 3 – Community Event Fund criteria and guidelines

### 1. Background

Hamilton City Council's Community Event Fund supports not-for-profit community organisations that host inclusive, free or low cost events with a high profile in our community.

### 2. What Costs will be funded?

Community Event Funds will fund organisations for costs associated with organizing and delivering high profile community events.

### 3. Who will be given priority?

Small community-led events or cultural celebrations open to wide community participation with a target audience of 1000 people or more.

### 4. Application process:

|                           |  |
|---------------------------|--|
| How much is available?    | \$50,000 per annum   |
| How much can I apply for? | Maximum grant \$5,000  |
| When can I apply?         | Fund opens (annually) 1 July<br>Fund Closes (annually) 31 July |
| Grant decision            | Applicants will be advised by 11 September                     |

### 5. Who can apply?

- a. Applicants must be a legally constituted not for profit community group (charitable trust or incorporated society). The applicant group must have a Trust Deed or Constitution with a minimum of four board or committee members. The applicant group must have been operating for a minimum of 12 months.
- b. Events must take place within the Hamilton city boundaries.
- c. Organisations must have the capacity to deliver outcomes.

### 6. What are the requirements that have to be met?

In addition to the general requirements in schedule 1, successful applicants will also;

- a. All recipients of community event fund will provide accountability report documenting how their activities have contributed to the objectives for which the funding was allocated. This report is due in June.

# Schedule 4 – Multi-Year Community Grant criteria and guidelines

## 1. Background

Hamilton City Council’s Multi-Year Community Grant supports the operational management of community infrastructure. The community gathering spaces, to deliver services, programmes and activities that benefit the social, cultural, arts and environmental wellbeing of communities in Hamilton.

## 2. What Costs will be funded?

Multi-Year Community Grants will fund organisations for operating costs delivering:

- a. A multi-purpose space available for the community to utilise.
- b. Opportunities for the wider community to increase social connection.
- c. Programmes and activities delivered in the facility that addresses the needs of the local community.

## 3. Who will be given priority?

Emphasis for Multi-Year Community Grants will be given to groups who provide or manage community spaces/ facilities used by the community and/or other groups. These organisations may also provide a range of services to the community.

## 4. Application process:

|                        |   |
|------------------------|---|
| How much is available? | Maximum funds available \$850,000 per annum   |
| When can I apply?      | Fund opens November 2017<br>Fund Closes December 2017<br>This grant is only open for applications every 3 years |
| Grant decision         | Applicants will be advised in February 2018   |

## 5. Who can apply?

- a. Applicants must be a legally constituted community group or organisation registered with charities services (not for profit, charitable trust, incorporated society), which:
- b. Are located in Hamilton
- c. Are sustainable and have the capacity to deliver agreed outcomes
- d. The word ‘community’ is used in its broadest sense: it signals that our multi-year grants programme will support the social, cultural, arts and environmental wellbeing of Hamilton people and neighbourhoods.

## 6. What are the requirements that have to be met?

In addition to the general requirements in schedule 1, successful applicants will also;

- a. Provide six-month reports, documenting how their activities have contributed to the objectives for which the funding was allocated.
- b. A Hamilton City Council staff member will visit and meet with all multi-year community grant recipients on an annual basis. The purpose of the visit is to build a relationship between Hamilton City Council and the grant recipient as well as inform on progress and development.
- c. All multi-year grant recipients will be invited to an annual network meeting hosted by Hamilton City Council. The purpose of this meeting is to build collaboration and cohesion among multi-year community grant recipients and provide an opportunity for feedback on Council processes and systems.

# Schedule 5 – Single-Year Community Grant criteria and guidelines

## 1. Background

Hamilton City Council's Single-Year Community Grant supports not-for-profit community organisations that deliver services, programmes and activities that benefit the social, cultural, arts and environmental wellbeing of communities in Hamilton.

## 2. What Costs will be funded?

Single-year grants will fund organisations for:

- a. Operating and administrative costs.
- b. Programme development and implementation.
- c. Equipment and resources that support the project or organization.

Please note; this fund is for projects and activities taking place from April to January.

## 3. Who will be given priority?

- a. Consideration will be given to the number of volunteer hours contributed and any in kind donations toward the project.
- b. Preference will be given to organisations that have a total annual income under \$500,000.

## 4. Application process:

|                           |  |
|---------------------------|--|
| How much is available?    | Minimum funds available \$260,000 per annum                        |
| How much can I apply for? | Maximum grant \$8,000  |
| When can I apply?         | Fund opens (annually) 1 February<br>Fund closes (annually) 1 March |
| When will I know?         | Applicants will be advised by 12 April                             |

## 5. Who can apply?

- a. Applicants must be a legally constituted not for profit community group, (charitable trust or incorporated society).
- b. The applicant group must have a Trust Deed or Constitution and operate with a minimum of four trustees or committee members.
- c. The applicant group must have been in operation for a minimum of 12 months.
- d. Projects must take place within the Hamilton city boundaries.
- e. Organisations must have the capacity to deliver outcomes.
- f. The word 'community' is used in its broadest sense: it signals that our single-year community grants programme will support the social, cultural, arts and environmental wellbeing of Hamilton people and neighbourhoods.

## 6. What will not be funded?

- a. Groups who already receive a Hamilton City Council Multi-Year Community Grant.

## 7. What are the requirements that have to be met?

In addition to the general requirements in schedule 1, successful applicants will also;

- a. All recipients of single-year community grant will provide accountability report documenting how their activities have contributed to the objectives for which the funding was allocated. This report is due in January.