

First adopted:	June 2014
Revision dates/version:	8 August 2017
Next review date:	8 August 2020
Engagement required:	Not deemed significant
Document number:	D-1412824
Associated documents:	n/a
Sponsor/Group:	Community Group

External Funding Applications Policy

Purpose and scope

1. This Policy sets out the process and provides guidelines for funding Hamilton City Council projects where external funders are involved.

Definitions

Definition	Detail
Revenue Generation Plan	Means a plan about how the project will be funded.
External funder	Means any individual or organisation, including government, which provides grants, services, sponsorship or in kind support for projects.
Gaming Trust Funds	Funds from a corporate society as defined in the Gambling Act 2003 (including reference to Section 33), which has an operator's licence for a Class 4 venue or the holder of a casino venue licence and a casino operator's licence.
Gaming Machines	As defined in the Gambling Act 2003 but excluding any device operated by the Lotteries Commission.

2. To ensure local, national or international external funding for Council endorsed projects is obtained.
3. The process for applications for external funding is clear and applications are:
 - a. planned, prioritised, coordinated and pursued
 - b. of a high professional standard and avoid duplication.
4. Funding applications align with Council priorities.
5. Elected members have oversight and provide direction about external funding applications.

Policy

6. The process for applications that are for \$10,000 and over is set out in Schedule 1.
7. The General Manager Community has delegated authority to approve external funding applications for less than \$10,000, but must take into account this Policy's objectives when making those decisions.
8. A Revenue Generation Plan must be prepared for every project seeking external funding and must include the following information:
 - a. A project outline, including the total cost of the project and the Council's financial contribution.
 - b. The names of the Hamilton City Council staff members who are the project sponsor and who are responsible for the project delivery.
 - c. How the project aligns with the Council's priorities.
 - d. There are no application duplications from within the Council or with affiliated entities such as Friends groups.

- e. The amount sought from external funders.
 - f. The plan for successfully obtaining external funding.
9. Revenue Generation Plans must be reviewed by the Community Resource Advisor and approved by the General Manager Community before they are submitted to the Community Committee.
 10. Council will exclude Gaming Trust Funds from its list of external funding sources and will not directly apply to Gaming Trust Funds for external funding.

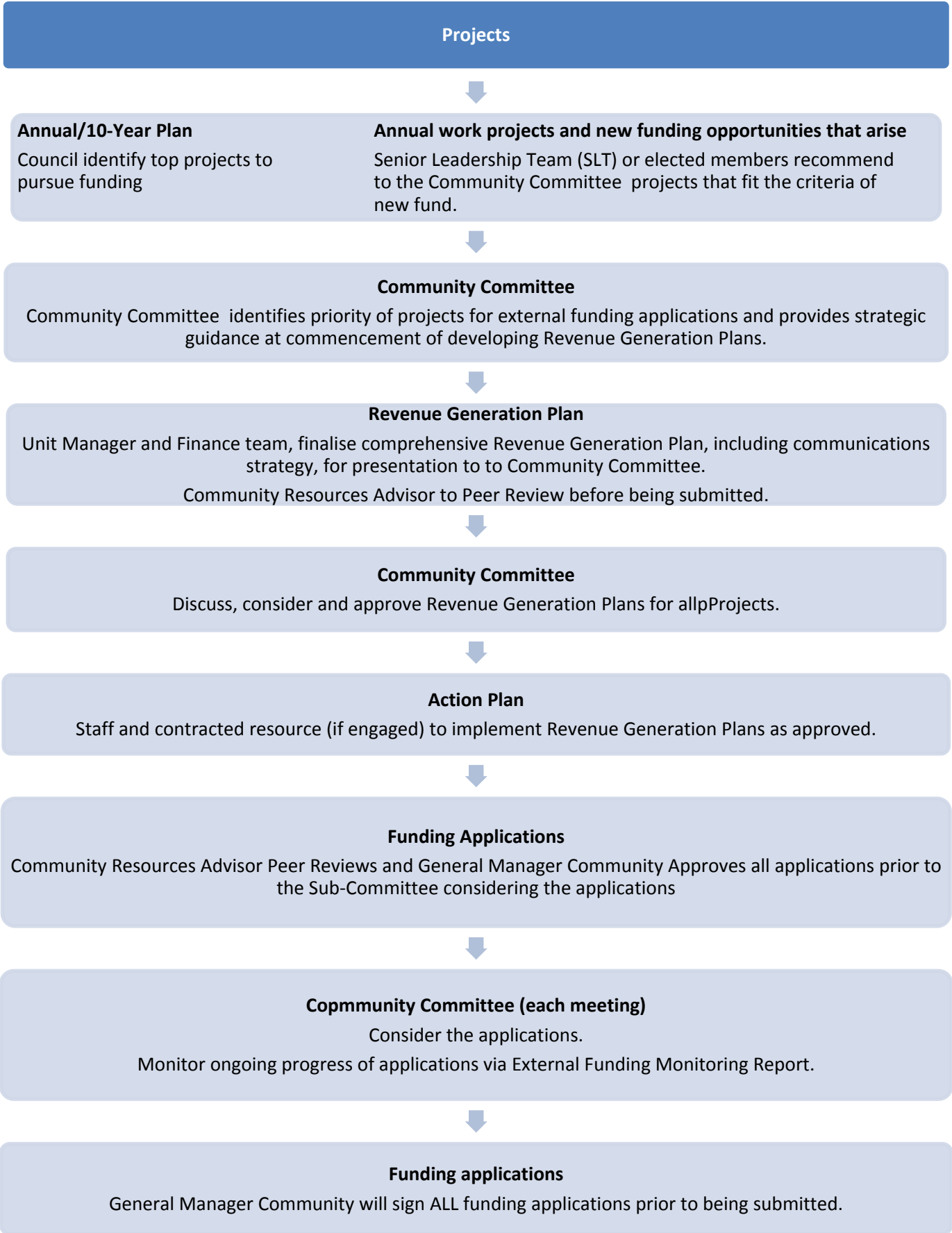
Monitoring and implementation

11. The roles and responsibilities are set out in Schedule 2.
12. The Community Committee is responsible for monitoring and implementing this Policy.
13. This Policy may be reviewed anytime.

References

- 10-Year Plan
- Annual Plan
- Hamilton Plan

Schedule 1 - Process for projects



Schedule 2 - roles and responsibilities

Community Committee role

- Set priorities within the projects seeking external funding.
- Strategic input into external funding.
- Decision-makers regarding Revenue Generation Plans and applications.
- Ensure applications are in line with Council priorities, are of a high quality, there are no duplicated or conflicting applications.
- Monitor implementation of Revenue Generation Plans through External Funding Monitoring Report.
- Support funding applications through relationship building and targeted networking.

Senior Leadership team

- Oversight of Revenue Generation Plans and applications.
- Responsible to educate staff and ensure process is followed.
- Implement Revenue Generation Plans.
- General Manager Community, approve Revenue Generation Plans before they are submitted to the Community Committee.
- General Manager Community, responsible as approver and signature of all applications submitted.

Specific business units' role

- Complete Revenue Generation Plans.
- Fill in External Funding Monitoring Report as applications are made and advised on.
- Generate/develop/fill in funding applications.
- Liaise with Community Resources Advisor to ensure process is followed, templates used and quality applications formulated.
- Ensure applications are in line with Council priorities, are of high quality, and are no duplicated or conflicting applications.
- Ensure requirements are met in relation to any funding received.

Community Resources Advisor role

- Develop Revenue Generation Plan templates.
- Support Unit Manager's in completing Revenue Generation Plans.
- Review all Revenue Generation Plans before they are submitted to the Community Committee.
- Develop and manage External Funding Monitoring Report to track progress of applications.
- Peer review funding applications for quality control.
- Ensure applications are in line with Council priorities, are of high quality, there are no duplicated or conflicting applications.
- Monitoring requirements are met in relation to any funding received.

Additional staff resource role

- Relationship management with key sponsors and funders.
- Engage external funding consultants.
- Oversight of funding applications and implementation of Revenue Generation Plans.
- Investigate new funding opportunities and bring these to the Community Committee attention.
- Manage relationships where there are competing applications that could result in duplication of applications for the same project.
- Maintain a list of potential external funders and their contributions.