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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
External Funding Programme Plan	Means a plan about how the identified priority projects 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 prioritising Council projects for external funding and approving applications is set out in **Attachment 1**.
7. An External Funding Programme Plan must be prepared for identified priority projects 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.
8. The External Funding Programme Plan must be approved by the General Manager Community before they are submitted to the Community Committee.
 9. 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.
 10. The delegated authority to approve external funding applications is set out in the following table:

Value of external funding application	Delegated authority level
Up to \$150,000	- General Manager Community* - Update provided to the Community Committee through General Manager's report.
Between \$150,000 and \$500,000	- General Manager Community with the Chair and Deputy Chair of the Community Committee* - Update provided to the Community Committee through General Manager's report.
Above \$500,000	- Report to the Community Committee or Council seeking approval to submit an external funding application to the identified opportunity*

*the External Funding Applications Policy's objectives must be taken into account when making decisions.

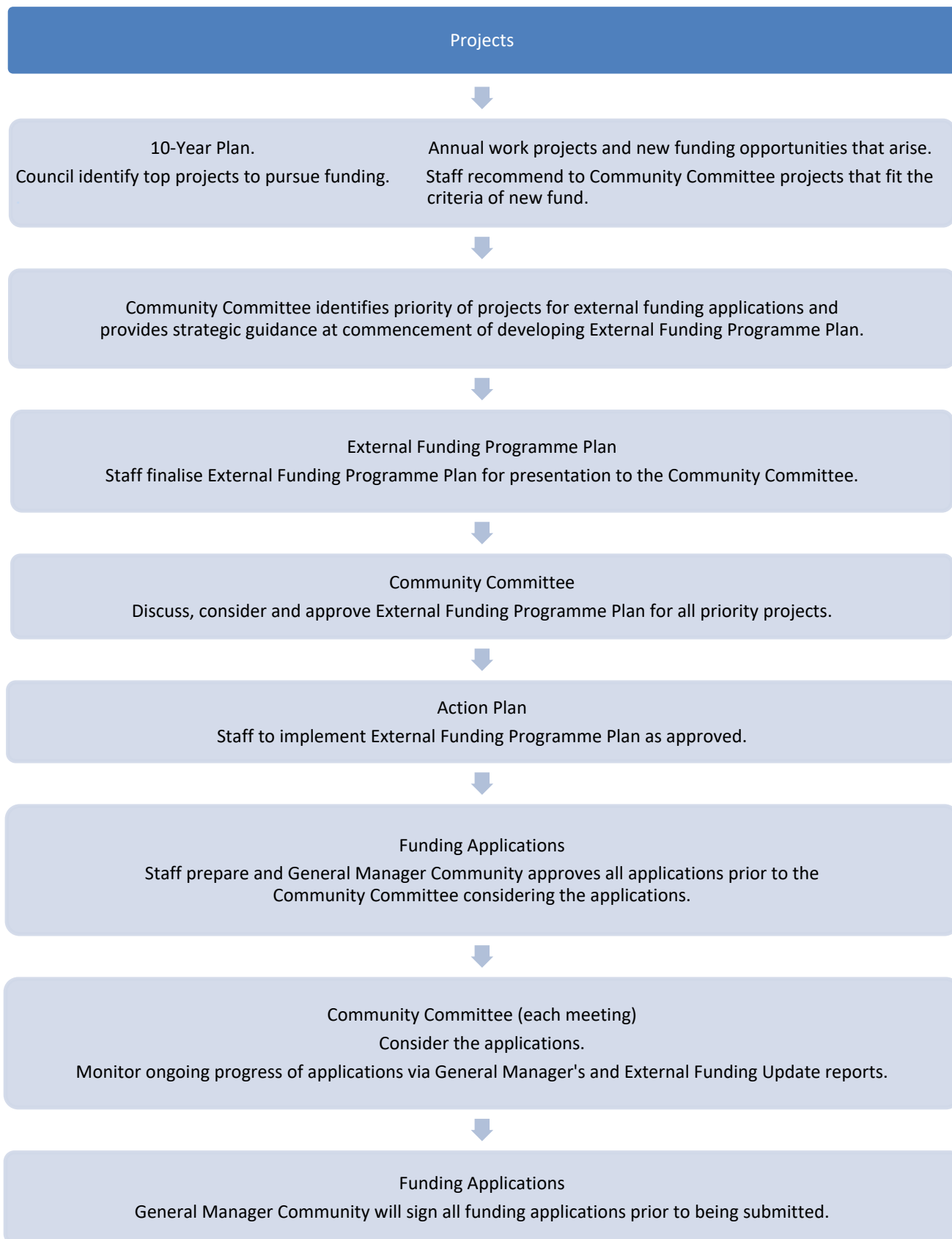
Monitoring and implementation

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

References

- 10-Year Plan

ATTACHMENT 1 - PROCESS FOR PRIORITISING PROJECTS FOR EXTERNAL FUNDING



ATTACHMENT 2 - ROLES AND RESPONSIBILITIES

Community Committee role

- Set the priority projects seeking external funding.
- Strategic input into external funding.
- Decision-makers regarding External Funding Programme Plan 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 External Funding Programme Plan through General Manager's and External Funding Update reports.
- Support funding applications through relationship building and targeted networking.

General Manager Community

- Oversight of External Funding Programme Plan and applications.
- Responsible to educate staff and ensure process is followed.
- Implement External Funding Programme Plan.
- Approve External Funding Programme Plan before it is submitted to the Community Committee.
- Responsible as approver and signature of all applications submitted.
- Update Community Committee on external funding activity through General Manager's report.

Partnership Manager - Major Project's role

- Complete External Funding Programme Plan before it is submitted to the Community Committee.
- Develop and manage Partnerships Dashboard to track progress of applications.
- Prepare regular External Funding Update reports to the Community Committee.
- Support External Funding Manager in completing Revenue Generation Plans for each priority project.
- 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.
- Engage external funding consultants when applicable.
- Relationship Management with key sponsors and funders.
- Maintain a list of potential external funders and their contributions.

External Funding Manager - Major Project's role

- Create Revenue Generation Plans for each priority project.
- Generate/develop/fill in funding applications.
- Ensure process is followed, templates used, and quality applications formulated.
- Ensure applications are in line with Council priorities, are of high quality, and there are no duplicated or conflicting applications.
- Investigate new funding opportunities and bring these to the Community Committee for consideration.
- Manage relationships where there are competing applications that could result in duplication of applications for the same project.
- Fill in External Funding Monitoring Report as applications are made and advised on.
- Ensure requirements are met in relation to any funding received.