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Introduction

It is with pleasure that we present the Manawatu District's first Community Development Funding Policy. If you are planning or seeking assistance for a community based project then the Community Development Funding Policy is a good place to start.

The Manawatu District Council has traditionally assisted community organisations, clubs and groups with a wide range of community development projects, capital development projects, social service and programme delivery. In the past assistance has been granted for projects and events such as; Carols by Candlelight, Supergrans Manawatu and Manchester House Social Services, to name but a few. These projects are examples of only a small percentage of the many requests for assistance that Council receives every year. Unfortunately, the Manawatu District Council has insufficient funds to meet all requests for assistance. For this reason it has become necessary for the Council to prioritise which projects it will contribute to.

In consultation with the community, the Council has developed the Long Term Council Community Plan and the District Leisure Plan. These plans outline the desired way forward for the Manawatu District over the coming years. Because the plans are developed in consultation with the community, these documents provide the Council with valuable guidance when making decisions about which community development projects it will assist.

The aim of this policy is to provide guidelines to those people planning community development projects, how support and assistance can be obtained from the Council and also what form the assistance might take i.e. funding, loans or support in kind. It is also for elected members and council officers, to provide guidance when making decisions about funding applications, to assist with transparency and fairness of decision-making and to define accountability roles in order to demonstrate good stewardship of public funds.

We trust you find this policy helpful and wish you well in your endeavours.



A handwritten signature in black ink, appearing to read "Alison Short".

Alison Short
Community Wellbeing Subcommittee
Chairperson



A handwritten signature in black ink, appearing to read "Ian McKelvie".

Ian McKelvie
Mayor

Why is this necessary?

Due to a number of factors, there is increasing pressure on local authorities for funding of community development projects. In the Manawatu District, many groups rely on the support from Council either through funding, loans or support in kind from within the Council resources. Through this policy, it is envisaged that Council will be able to prioritise and fund those projects that **best** fulfil outcomes identified in the Long Term Council Community Plan and the District Leisure Plan.

What does this policy cover?

The policy provides guidelines and criteria for the allocation of the **Community Development Funds**. Please refer to the inserts at the back of this document for the appropriate application form(s).

Community Development Funds

Partnership
Fund

Community
Promotions

Rates Grants

Representative
Grants

Council's outcomes and objectives

This section covers the outcomes and objectives that Council want to achieve through the provision of Community Development Funding.

1. Projects must support the Council's outcomes as identified in the
 - Long Term Council Community Plan and
 - Manawatu District Leisure Plan
2. The project primarily contributes towards the social and/or cultural well-being of the Manawatu District, and may secondarily contribute toward the economic, and/or environmental well-being of the Manawatu District.
3. Council is recognised and acknowledged as a partner in supporting community development initiatives in the Manawatu District.

Applicants will be required to address the Council's objectives, listed above, in addition to the specific criteria of each individual fund. The information below may be helpful when determining if a project contributes toward Council's objectives.

How can we tell if a community development project is contributing towards the goals Council wishes to achieve?

The Long Term Council Community Plan is one of the Council's key working documents; together with the Leisure Plan and other documents they outline the way forward for the Manawatu District over the coming years. Essentially, these documents are based on the identified needs of the community. On behalf of the community, Council endeavours to fulfil the needs identified in each of the plans. Each plan identified priority areas and most have an associated action plan and time frame, so determining whether the project contributes towards the Council's goals is relatively straightforward. Council's goals are outlined in the applications forms, applicants are required to specify which goal(s) the project or activity aims to contribute towards.

How will we know if a project is contributing, or going to contribute to community well-being?

Community well-being is a holistic term that takes into account the well-being of the social, economic, environmental and cultural aspects of the community. Local Government New Zealand (2002) defines the aspects of community well-being in the following ways:

Social – this might encompass those factors that enable individuals, their families, hapu and communities to set goals and achieve them – these include factors such as education, health, the strength of community networks and associations, financial and personal security, rights and freedoms of equity.

Economic – this might encompass those factors relating to the capacity of the economy to generate the employment wealth necessary to provide many of the prerequisites for social well-being, such as health services.

Environmental – this might encompass factors that relate ultimately to the capacity of the natural environment to support, in a sustainable way the activities that constitute community life.

Cultural – this might encompass the shared belief, values, customs, behaviours and identities reflected through language, stories, experiences, visual and performing arts, ceremonies and heritage.

According to the Local Government Act 2002, local authorities are expected to promote community well-being, and are therefore required to take account of all four aspects of community well-being when making decisions. Applications for community development funding are not required to take into account all four aspects of community well-being, rather they should take into account one or more aspect of community well-being.

The following questions may be helpful when determining whether a project contributes towards community well-being.

Does the project....



- Increase social interaction between members or sectors of the community?
- Reduce barriers that exist between groups in the community e.g. inter-age or inter-ethnic activity?
- Target a particular group for whom isolation is an issue?
- Facilitate access of the community to opportunities or places where social interaction can take place?
- Allow people to feel like a member of the community or provide an opportunity to feel like they are contributing to the community?
- Aim to assist the community to either identify and/or address their own needs?
- Promote sustainable development or enhance the environment?
- Encourage cultural expression?

The Council is recognised as a partner in supporting community development initiatives in the Manawatu District.

The Manawatu District Council has limited resources, and is unable to provide funding for all applications. The Council should therefore be viewed as a cost-sharing partner in a community development project; where the costs of the project are shared amongst the applicant, the Council and other funding sources where applicable. Applicants are required to provide evidence of having sought funding from other sources. The acknowledgement of Council support is desired, where appropriate.

Policy Features

Support for community development projects can take a number of different forms; funding or alternatively a loan or support in kind from within the Council resources. The following options are available to community organisations and individuals:

<i>Type of support required</i> 	<i>Applicant</i> 	Community Organisations and Groups e.g Leisure Clubs, Social Services Agencies	Individuals
Funding or Grants (for programmes or projects)		<ul style="list-style-type: none"> • Partnership Fund • Community Promotions Grant • Representative Grants 	<ul style="list-style-type: none"> • Representative Grants
Loans (for capital development projects)		<ul style="list-style-type: none"> • Community Fund 	
Support in kind		<ul style="list-style-type: none"> • Rates Grants 	

Process for Funding Applications

Provision for the Community Development Funding pool is set triennially through the Manawatu District Council's Long Term Council Community Plan process.

Applications for community development funding will be accepted at any time throughout the year; decisions are generally made within 8 weeks upon receipt of an application (with the exception of Rates Grants¹).

The Manawatu District Council Community Wellbeing Subcommittee will consider all applications for Community Development Funding against the set criteria. Applications including, and up to the value of \$1,000 can be approved by the Subcommittee while those applications that exceed \$1,000 will be forwarded to the full Manawatu District Council for final authorisation. All successful applications will receive a letter outlining the details of the funding agreement and accountability requirements².

Additional Funds

Please note the Manawatu District Council also administers a number of other funds that have stand-alone criteria. Due to the nature of these funds they are **not** guided by the Community Development Funding Policy:

- Creative Communities Grants
- Hook Bequest
- Robert Dickson Education Trust

All applications should be submitted on the appropriate application forms. Criteria, guidelines and application forms are available online at www.mdc.govt.nz or from Sarah Anderton ph 323-0000 or sarah.anderton@mdc.govt.nz

¹ Applications for Rates Grants should be submitted to the Council by 31 March of the year in which the grant is required.

² Funded groups will be required to meet reporting and accountability requirements in addition to Occupational Safety and Health requirements, provisions of the Health and Safety Employment Act 1992 and its amendments, and assume general duty of care, for staff, volunteers and any other people involved with the community development project. Information on these requirements will be provided for successful applicants.

Partnership Fund

The purpose of the Partnership Fund is to provide financial assistance to community organisations and groups in the community who wish to undertake programmes/projects that aim to enhance community well-being, seeking to improve outcomes for the community. The broad criteria and flexibility of the Partnership Fund enables community organisations and groups to apply for funding for a wide range of initiatives **throughout the year**. Eligible organisations are encouraged to apply to the Partnership Fund as community needs arise.

Support from the Partnership Fund is available in the form of a grant or alternatively a loan.

While most projects and programmes are eligible for funding, the loan option is available to those community organisations that wish to undertake capital works development and can demonstrate financial sustainability³. All capital works developments up to and including the value of \$5,000 are eligible to apply to the Partnership Fund for a loan.

Criteria and guidelines for allocating the Partnership Fund

To qualify for a grant and/or loan applicants must meet Council's objectives and the following criteria:

1. Applications must be from not-for-profit organisations based in the Manawatu District area⁴ and (be registered as an Incorporated Society, Charitable Trust or similar legal entity)⁵.
2. The programme/project positively contributes towards the Council's outcomes as identified in the
 - Long Term Council Community Plan and
 - Manawatu District Leisure Plan
3. The programme/project primarily contributes towards the social and/or cultural well-being of the Manawatu District, and may secondarily contribute toward the economic and/or environmental or well-being of the Manawatu District.
4. The applicant can provide tangible evidence of the community need and can clearly identify those in the community set to benefit from the programme/project.

³ Demonstration of financial sustainability can be achieved through the provision of a copy of audited financial records.

⁴ The committee may consider applications from organisations that are not based in the Manawatu or programmes that are not held in the Manawatu District but are of direct benefit to Manawatu District residents. Benefit must be clearly demonstrated.

⁵ Alternatively, a group who is NOT registered may arrange for another group that is registered as an Incorporated Society, Charitable Trust or similar legal entity to act as an umbrella organisation or a funding steward.

5. All programmes/projects must be based on community development principles; which involves increasing the extent to which the community can respond to its own needs.
6. The organisation can demonstrate sustainability⁶ in its funding and resource base.
7. If applying for a grant, the organisation can contribute a significant⁷ portion of the total cost of the programme (voluntary effort can be considered).
8. Grants are available for those organisations that genuinely require financial assistance. Only those applicants that genuinely require financial assistance need apply.
9. Meeting the criteria stipulated does not automatically guarantee funding.

Conditions of Funding:

1. Council is recognised and acknowledged as a partner in supporting community development initiatives in the Manawatu District.
2. The organisation is willing to complete an accountability form and/or a report to Council.
3. That the funding will be made on receipt of invoices and/or receipts which will detail the goods/services obtained as agreed in the funding approval.
4. Where appropriate, the Council will negotiate a contract specifying the period of agreement (up to 3 years), services the Council is purchasing and any monitoring and reporting requirements.
5. Council reserves the right to exercise full discretion in assessing funding applications.
6. Funding will not be provided retrospectively.
7. Funding will not be provided as a 'top-up' to a grant that has been allocated through the Manawatu District Council's Long Term Council Community Plan process.

Ineligibility:

1. Activities or programmes, which the Council considers should be funded by Central Government or other agencies, may not be funded.

⁶ Demonstration of financial sustainability can be achieved through the provision of a copy of audited financial records.

⁷ The committee will determine what proportion of the cost should be met by the applicant.

Community Promotions Grant

The aim of the Community Promotions Grant is to provide funds for those Community Organisations and Groups who wish to organise and run events or activities that **raise the profile of the Manawatu District**.

The purpose of the fund is primarily to grow new events and secondarily provide some assistance to existing events.

Criteria and Guidelines for allocating Community Promotions Grant

To qualify for funding for a Community Promotions Grant, applications must meet Council's objectives and the following criteria.

1. Applications must be from not-for-profit organisations based in the Manawatu District area⁸ (and be registered as an Incorporated Society, Charitable Trust or similar legal entity)⁹.
2. The project positively contributes towards the Council's outcomes as identified in the
 - Long Term Council Community Plan and
 - Manawatu District Leisure Plan
3. The project primarily contributes towards the social and/or cultural wellbeing of the Manawatu District, and may secondarily contribute toward the economic and/or environmental wellbeing of the Manawatu District.
4. Priority will be given to new events.
5. That priority will be given to events located within the Manawatu District Council area.
6. If applying for a grant, the organisation can contribute a significant¹⁰ portion of the total cost of the project (voluntary effort can be considered).
7. That grants are limited to events, which are not entirely focused on commercial activity.
8. That where an event/activity is purely commercial, funding is limited to support attraction of the event.

⁸ The committee may consider applications from organisation that are not based in the Manawatu or projects and programmes that are not held in the Manawatu District but are of direct benefit to Manawatu District residents. Benefit must be clearly demonstrated.

⁹ Alternatively, a group that is NOT registered may arrange for another group that is registered as an Incorporated Society, Charitable Trust or similar entity to act as an umbrella organisation or funding steward.

¹⁰ The committee will determine what proportion of the cost should be met by the applicant. As a general guide applicants will be required to meet at least one-quarter of the eligible project cost.

9. That the event/activity has the potential to attract visitors to the Manawatu District.
10. Events that have the potential to develop into regular/ongoing events or an event of national significance may be supported.
11. Events that are run solely for the purposes of fundraising will be ineligible.
12. Grants are available for those organisations that genuinely require financial assistance. Only those applicants that genuinely require financial assistance need apply.
13. Meeting the criteria stipulated does not automatically guarantee funding.

Conditions of Funding:

1. Council is recognised and acknowledged as a partner in supporting community development initiatives in the Manawatu District.
2. The applicant must present a budget for the event, demonstrating financial support for the event from external sources.
3. The applicant can demonstrate the ability to financially manage the event.
4. The applicant makes available to the Council on request financial accounts to demonstrate allocation of funding according to Council approval.
5. The applicant can demonstrate that security, safety and other contingencies have been considered and planned for.
6. Council reserves the right to exercise full discretion in accessing funding applications.
7. The event must not be deemed to cause offence to any sections of the community.
8. That funding will not be made retrospectively.
9. That the funding will be made on receipt of invoices and/or receipts which will detail the goods/services obtained as agreed in the funding approval.
10. Applicants should note that funding of an event from this budget in a given year does not automatically presuppose funding from the same budget in any following year.

Ineligibility:

1. That the following ineligibility criteria will apply:

Where it is considered applications are subsidising ongoing organisation activities e.g.

- fundraising
- subscriptions
- entry fees
- insurance
- reducing debt servicing
- administration and/or operating costs
- wages/salaries
- prizes/trophies
- maintenance of equipment or facilities

2. Activities or events, which the Council considers should be funded by Central Government or other agencies, may not be funded.

Rates Grants

The purpose of Rates Grants is to provide financial assistance to community, pre-school education centres, sporting and other non-profit organisations¹¹ in the community specifically for the purpose of paying rates. While the Manawatu District Council **does not** remit rates, it does consider, on application from such organisations, whether it is appropriate to approve a rates grant.

The following Rates Grants categories are offered:

A = Up to 100% credit of Total Rates calculated on a pro-rata basis

B = Up to 100% credit of General Rates calculated on a pro-rata basis, organisations to pay Service Charges

C = Up to 75% credit of General Rates calculated on a pro-rata basis, organisations to pay Service Charges

D = Up to 50% credit of General Rates calculated on a pro-rata basis, organisations to pay Service Charges

Note – the Subcommittee can exercise discretion and credit up to 50% of Service Charges

E = Up to 25% credit of General Rates calculated on a pro-rata basis, organisations to pay Service Charges

Please note Council can exercise discretion over the application of service charges.

Criteria and Guidelines for allocating Rates Grants

The level of assistance offered is dependent upon the following factors:

Factor
The extent to which the facilities or activities are available to members of the public.
The extent to which the organisation or activity contributes towards the outcomes in the Council's key documents; Long Term Council Community Plan and Leisure Plan.
The extent to which the facility or activity contributes to the social, economic, cultural and environmental well-being of the local community.

¹¹ Non-profit organisations are neither government (public sector) nor business (private sector). Non profit organisations seek to serve the public good without the motivation of profit.

Category A = Up to 100% credit of Total Rates calculated on a pro-rata basis

Criteria
The primary focus of the organisation is providing a service for the public good. Members pay token fees, if any.
Facilities and activities are offered freely to the members of the community. Membership is not required.
Facility or activity fully supports the directions outlined in the Council's key documents. Activities can be linked directly to these.
Facility or activity contributes directly to the well-being of the community. Wider community benefit can be demonstrated.

Category B = Up to 100% credit of General Rates calculated on a pro-rata basis, organisations to pay Service Charges

Criteria
Facilities and activities are offered freely to the members of the community. Membership is not required.
Facility or activity fully supports the directions outlined in the Council's key documents. Activities can be linked directly to these.
Facility or activity contributes to the well-being of the community; benefit is mainly to immediate members.

Category C = Up to 75% credit of General Rates calculated on a pro-rata basis, organisations to pay Service Charges

Criteria
Facilities and activities are available to members of the public at a minimal cost or donation.
Facility or activity somewhat supports the direction outlined in the Council's key documents. Activities can be generally be linked to these.
Facility or activity contributes to the well-being of the community; benefit is mainly to immediate members.

Category D = Up to 50% credit of General Rates calculated on a pro-rata basis, organisations to pay Service Charges

Note – the Subcommittee can exercise discretion and credit up to 50% of Service Charges

Criteria
Facilities or activities are only available to paid members.
Facility or activity is not related to the directions outlined in the Council's key documents and cannot be linked to these.
Facility or activity contributes to the well-being of the local community; benefit is solely to members.

Category E = Up to 25% credit of General Rates calculated on a pro-rata basis, organisations to pay Service Charges

Criteria
Facilities and activities are offered freely to the members of the community. Membership is not required.
Facility or activity fully supports the directions outlined in the Council's key documents. Activities can be linked directly to these.
Facility or activity contributes directly to the well-being of the community. Wider community benefit can be demonstrated.

Conditions of Funding:

1. Council is recognised and acknowledged as a partner in supporting community development initiatives in the Manawatu District.
2. Applicants are required to outline the purpose of the organisation and the reason why a rates grant is required.
3. Applications must include full sets of audited accounts from the past two financial years.
4. Applications must reach the Manawatu District Council offices by 31 March of the year in which the grant is required.
5. Council reserves the right to exercise full discretion in assessing funding applications.
6. Grants are available for those organisations that genuinely require financial assistance. Only those applicants that genuinely require financial assistance need apply.
7. Meeting the criteria stipulated does not automatically guarantee funding.

Representative Grants

The purpose of the Representative Grant is to provide financial support to those people who have been selected by the national body (or similar) to represent the Manawatu District or New Zealand in a national or international Arts or Sports event.

Criteria and Guidelines for allocating Representative Grants

1. Applicants must be Manawatu District residents representing the District in a national or international event.
2. Event attendance will support the Council's outcomes as identified in the
 - Long Term Council Community Plan and
 - Manawatu District Leisure Plan
3. This fund is for athletes or artists who are not "professional¹²" that have been selected because of qualifying criteria or exceptional achievement or ability to participate in a national or international event.
4. Applicants will only be granted funding once every financial year ending 30 June.
5. Grants are available for those people/organisations that genuinely require financial assistance. Only those applicants that genuinely require financial assistance need apply.
6. Meeting the criteria stipulated does not automatically guarantee funding.

Conditions of Funding:

1. Council is recognised and acknowledged as a partner in supporting community development initiatives in the Manawatu District.
2. That grants may be made up to a maximum of \$500.00.
3. Applicants are encouraged to submit their applications preferably at least one month before the date of the event, funding will not be given retrospectively.
4. That the grant be paid on receipt of confirmation of attendance at the event.
5. That successful applicants be informed of the Council's expectation that they will share with the District the benefits derived from attendance at their specified event.

¹² "Professional" is interpreted in the following manner 'the person earns a living from participating in a sport/arts activity. This is their main source of income and if asked they would say that being an athlete or artist was their profession'.

6. That individuals briefly report back to the Council and also a school or Arts/Sports club of their choice on the benefits of their participation at the specified event.
7. Priority will be given to first time applicants.

Application Forms

Application forms are available at www.mdc.govt.nz

or alternatively contact:

Sarah Anderton
Manawatu District Council
135 Manchester Street
Private Bag 10 001
Feilding 4740
Phone (06) 323 0000
Email sarah.anderton@mdc.govt.nz

Funds guided by the Community Development Policy:

Partnership Fund

Community Promotions Grant

Rates Grants Application

Representative Grants

Additional funds not guided by the Community Development Policy:

Creative Communities Grants

Hook Bequest

Robert Dickson Education Trust

For general funding information please visit the Fundview Website

www.fis.org.nz

(also accessible at the Feilding Public Library)