

Manawatu District Council

Community Development Policy

Supports Community Development Strategy

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1 Objective

Council has adopted a Community Development Strategy that sets out its priorities for Community Development within the Manawātū District.

Community Development is part of the District Development Activity within Council's Long Term Plan, which also includes Economic Development. It supports the social, cultural, economic and environmental wellbeing of our people and places.

Community development is a means of working together to:

- Be a cohesive single community or a collection of smaller communities based on our geographical location or on areas of special interest or identity
- Build stronger, resilient, sustainable local communities
- Ensure the environment in which we live is safe, strong and healthy both now and in the future
- Celebrate our diversity
- Welcome newcomers
- Strengthen the interests and values of our District's residents by encouraging active participation
- Learn and share our knowledge with others
- Generate community led opportunities and outcomes
- Encourage recreational, sport and cultural participation

While there is a lot that Council can do directly to achieve the above, a critical role for Council is to partner with its community and voluntary organisations in supporting grassroots initiatives. One of the ways in which it can do this is through the provision of funding.

The objective of the Community Development Policy is to provide a clear framework for financial support for grassroots initiatives while also ensuring that Council's resources are targeted at meeting its strategic outcomes.

The Community Development Policy will provide guidelines for decision makers that will allow a transparent framework to ensure good stewardship of public funds.

Council should not be seen as being the sole funder for any project, service, event or festival.

The following contestable funds are covered within this policy:

- Community Development Fund
- Event Fund
- Representative Fund
- Private Cemetery/Urupā Fund
- Community Committee Project Fund
- Community Planning Implementation Fund

The Manawātū District Council administers the Creative Communities Scheme on behalf of Creative New Zealand, which is part of the Community Development activity. However, Council is required to follow Creative New Zealand's guidelines for allocating funding. The Creative Communities Scheme is therefore not part of this policy.

Rates Remissions for Charitable Organisations is part of the Community Development activity. However, it is included within the Manawātū District Council's Rates Remission Policy and is therefore not part of this policy.

2 Community Development Fund

2.1 Purpose

The Community Development Fund is designed to encourage community leadership of local solutions. This fund supports community and voluntary organisations whose outcomes directly contribute to the Community Development Strategy's vision of "Our District offers a high quality of life for all residents" as well as supporting the following outcomes:

- We are connected and inclusive – our strength is in the diversity of our people and our heritage
- We are actively engaged – our people are empowered to strengthen and influence their communities
- We prepare for tomorrow today – our natural, physical and social environment is safe, sustainable and resilient
- We are lifelong learners – our people gain and share knowledge and understanding as they progress through life

The Community Development Fund will support grassroots initiatives that align well with the above outcomes and can deliver on more than one of the following Community Development Strategy goals:

- We are a welcoming community
- Everyone has a sense of belonging and are proud of where they live
- We value who we are and where we have come from
- We have creative, cultural and recreational participation in our communities
- We work together to make our whānau and communities better
- Tāngata whenua are visible
- Community success is enabled by quality infrastructure, services and technology
- Our people and communities feel safe
- We are guardians (kaitiakitanga) of the natural environment
- Our people have learning opportunities that enhance their life choices
- We encourage and enable people to shape their future
- Our people share their skills and experience with others

2.2 Criteria

Those applying for this fund will need to be able to demonstrate that they are either:

- A not for profit organisation based in the Manawatu District; or
- A legally incorporated society or charitable trust that is registered with the Charities Commission or
- A partnership of not for profit and or a legally incorporated society or charitable trust for the delivery of services or a project.

and that they have the appropriate organisational structure and demonstrated financial ability to deliver on the service or project.

Priority will be given to:

- Activities that contribute to achieving more than one of the above key outcomes and goals
- Viability of the proposed service or activity including history of organisation's capability and capacity of project delivery with demonstrable community benefit clearly evident
- The management/governance structure of the organisation and its financial requirements are appropriately met relative to the size and complexity of the organisation

- Legal status of organisation
- Initiatives that strengthen participation across diverse communities
- Collaborative approaches operating across more than one organisation which enhances connections with existing and emerging networks and activities eg community, arts, cultures, environmental
- Initiatives that grow community leadership
- Compliance with previous reporting requirements

Multi-year funding up to three years from the Community Development Fund can be approved.

2.3 What can and can't be funded?

The Community Development Fund will fund a wide range of costs integral to service delivery including salaries, training and development, administration and office expenses, insurance and audit, rent and utilities, promotion and materials and small capital items. However, it will not fund:

- Reducing Debt servicing
- Legal expenses
- Medical expenses
- Maintenance of equipment or facilities
- Public services that are the responsibility of central government
- Retrospective funding of services or projects

2.4 Funding Round

There is one funding round every three years for the delivery of priority services from the Community Development Fund closing 30 April.

The Manawātū District Council will be tendering for the delivery of priority services that link to the Community Development Strategy. This will take place during the first year of Council's Long Term Plan with funding to take effect from the commencement of Year 2 for up to three years.

There will be two funding rounds per year for one off services or projects that link to the above criteria which closes 30 June and 30 November.

2.5 Accountability Requirements

The conditions of receiving funding are:

- Manawātū District Council **must** be acknowledged as a partner and funder and be acknowledged as a separate entry within the organisation's accounts or in the organisation's annual report.
- Recipients of Community Development Funding will be required to submit an accountability report to the Manawātū District Council that reports against key result indicators agreed to as part of a Contract of Service. Accountability reports will be required to be submitted at 6-monthly and 12-monthly intervals during the term of the contract.
- Recipients of Community Development Funding for one off services or projects will be required to submit an accountability report at the completion of the service or project.

2.6 Application Process

See Appendix 1.

3 Event Fund

3.1 Purpose

The Event Fund supports events or festivals that are primary of benefit to Manawātū District residents and directly contribute to the Community Development Strategy's vision of "Our District offers a high quality of life for all residents".

The Event Fund will support events or festivals that align well with at least one of the following Community Development Strategy goals:

- We are a welcoming community
- Everyone has a sense of belonging and are proud of where they live
- We value who we are and where we have come from
- We have creative, cultural and recreational participation in our communities
- We work together to make our whānau and communities better
- Tāngata whenua are visible
- Community success is enabled by quality infrastructure, services and technology
- Our people and communities feel safe
- We are guardians (kaitiakitanga) of the natural environment
- Our people have learning opportunities that enhance their life choices
- We encourage and enable people to shape their future
- Our people share their skills and experience with others

3.2 Criteria

It is preferred that organisations are incorporated societies or trusts, but applications from individuals or commercial organisations will be considered.

The applicant should demonstrate that the event or festival:

- Contributes to a connected and inclusive district
- Builds unity and community pride by celebrating the district's character, diversity and individuality through arts and culture
- Provides opportunities for innovation
- Is accessible to Manawatu District residents
- Is not entirely focused on commercial activity
- Supports Manawatu District Council's vision, the Community Development Strategy and the Economic Development Strategy

Priority will be given to:

- Events and Festivals that demonstrate sustainable practices
- Level of compliance with health and safety
- Events and Festivals that contribute to achieving at least one of the above listed goals
- Viability of the proposed event or festival including history of organisation's capability and capacity for delivery
- Strengthen participation across diverse communities
- A collaborative approach which operates across more than one sector which enhances connections with existing and emerging networks and activities eg community, arts, cultures, environmental
- Events that grow community leadership
- Compliance with previous reporting requirements

3.3 What can and can't be funded?

The Event Fund will fund a wide range of costs integral to holding an event or festival, which includes venue hire or hiring of equipment such as seating, marquee, lighting and sound as well as marketing, and promotion, health and safety, insurance and transport management costs, hospitality costs. However, it will not fund:

- Events or festivals where the primary purpose is to fundraise
- Prizes/Trophies
- Alcohol
- Retrospective (funding being applied for following an event or festival)

3.4 Funding Round

There are three funding rounds per annum for the Event Fund closing 30 June, 30 September and 30 March.

3.5 Accountability Requirements

The conditions of receiving funding are:

- Manawatū District Council **must** be acknowledged as a partner and funder and be acknowledged as a separate entry within the organisation's accounts or in the organisation's annual report.
- An accountability report to be submitted to the Manawatū District Council within two months following the event or festival. The report to include:
 - Operational debrief including venue, signage, safety and the sustainable practices used
 - Media coverage
 - Approximate number of attendees
 - Actual expenditure and income for event or festival
 - Resources that were used including volunteer and staff time
 - The objectives put forward to support your funding application have been realised
 - If the event or festival has the potential to grow
 - The impact on the community if this event or festival was no longer run or scaled back

3.6 Application Process

See Appendix 1.

4 Representative Fund

4.1 Purpose

The Representative Fund supports individuals or teams who have been selected or have qualified to represent Manawātū District or New Zealand at a national or international event and directly contributes to the Community Development Strategy's vision of "Our District offers a high quality of life for all residents".

The Representative Fund will support events that align well with at least one of the following Community Development Strategy goals:

- We have creative, cultural and recreational participation in our communities
- Our people have learning opportunities that enhance their life choices
- Our people share their skills and experience with others

4.2 Criteria

Those applying for this fund will need to demonstrate that:

- They are a resident of the Manawātū District (within the boundary administered by the Manawātū District Council);
- They have been selected or have qualified to represent the Manawātū District or New Zealand at a national or international event. Evidence of selection or qualification **must** be attached to the application.

The applicant should demonstrate how their attendance at the event aligns with at least one of the following goals:

- We have creative, cultural and recreational participation in our communities
- Our people have learning opportunities that enhance their life choices
- Our people share their skills and experience with others

Priority will be given to:

- Individuals or teams that contribute to achieving one or more of the above listed goals
- First time applicants
- Representative activities that grow community leadership
- Compliance with previous reporting requirements

4.3 What can and can't be funded?

The Representative Fund may assist with travel and accommodation costs as well as entrance fees to events that individuals or teams are either competing or representing. However, it will not fund uniforms, food, refreshments, personal expenses or retrospective funding.

4.4 Funding Round

Representative Fund applications are open all year round.

4.5 Accountability Requirements

The conditions of receiving funding are:

- An evaluation report to be submitted to the Manawātū District Council within two months following the event. The report to include:
 - Brief description of the highlights of the event attended
 - How the funding assisted in attending the event

- What the applicant has planned for the future
- Individuals or teams that receive funding agree to provide a brief verbal report to Council, as part of its Public Forum, on the benefits of their participation at the specified event.

4.6 Application Process

See Appendix 1.

5 Private Cemetery/Urupā Fund

5.1 Purpose

The purpose of the Private Cemetery/Urupā Fund is to assist with the costs associated with the upkeep of private cemetery/urupā located within the Manawatū District.

The Private Cemetery/Urupā Fund aligns well with the following Community Development Strategy goals:

- We value who we are and where we have come from
- We work together to make our whānau and communities better
- Tāngata whenua are visible
- We are guardians (kaitiakitanga) of the natural environment

5.2 Criteria

The following criteria will apply to both private cemeteries and urupā.

- Only existing urupā or private cemeteries within Manawatū District Council boundaries are eligible for funding assistance

5.3 What can and can't be funded?

The fund can only be used for the maintenance of private cemeteries/urupā. Maintenance is broadly defined and includes such items as:

- Fencing maintenance
- Restoration of headstones
- Installation of beams
- Mowing, weeding or other similar maintenance
- Graveling of tracks or paths
- Recording or registration of urupā/private cemeteries
- Other similar maintenance items

Maintenance does not include the capital development of new or existing urupā, such as the development of roads, levelling of land or other similar items. Any application for funding associated with these items should be forwarded through the Manawatū District Council Long Term Plan or Annual Plan process.

5.4 Funding Round

Applications to the fund close on the last Friday in July of each year. Applications will only be received once annually.

Applications to the Private Cemetery/Urupā Fund must include the following information:

- Details of proposed work
- Indicative costings, including one quote
- Amount being requested
- Contact Details, including a phone number

A sum of \$1,000.00 annually (out of the total annual budget) would be initially tagged for private cemetery funding applications. If no applications are received from private cemeteries or they are not approved for funding, this amount would be applied against urupā applications. In addition, any leftover funding will be carried over to the following year.

5.5 Accountability Requirements

On completion of the work the applicant is required to forward to Council a certificate of completion detailing the work that had been completed with copies of receipts attached as verification.

5.6 Application Process

District urupā applications:

- These will be considered annually at a meeting of Ngā Manu Tāiko Manawatū District Council who have delegated authority to sign off on funding within budget. Where the total amount requested exceeds the budgeted amount, Ngā Manu Tāiko Manawatū District Council will prioritise projects according to need to fit within the budget.

Private cemetery applications:

- The Community Development Adviser will assess the applications against the criteria and will make a recommendation to the General Manager – Community and Strategy who has delegated authority to sign off on funding within budget.

Approved work **must** be completed within the financial year of the date of approval.

6 Community Committee Project Fund

6.1 Purpose

The purpose of the Community Committee Project Fund is to allow Community Committees and the Manawātū Youth Ambassadors to undertake small-scale and discrete projects that enhances their communities of interest.

The Community Committee Project Fund aligns well with the following Community Development Strategy goals:

- We are a welcoming community
- Everyone has a sense of belonging and are proud of where they live
- We value who we are and where we have come from
- We have creative, cultural and recreational participation in our communities
- We work together to make our whānau and communities better
- Tāngata whenua are visible
- We are guardians (kaitiakitanga) of the natural environment
- We encourage and enable people to shape their future
- Our people share their skills and experience with others

6.2 Criteria

The Community Committees and Manawātū Youth Ambassadors will need to demonstrate that the projects that they are seeking funding for:

- Aligns well to their Community Plans, where a Community Plan exists;
- Aligns with one or more of the following goals:
 - We are a welcoming community
 - Everyone has a sense of belonging and are proud of where they live
 - We value who we are and where we have come from
 - We have creative, cultural and recreational participation in our communities
 - We work together to make our whānau and communities better
 - Tāngata whenua are visible
 - We are guardians (kaitiakitanga) of the natural environment
 - We encourage and enable people to shape their future
 - Our people share their skills and experience with others

6.3 What can and can't be funded?

The Community Committee Project Fund will fund any small-scale project that meets the above criteria. However, it will not fund projects that are currently included in Council's contracts or are an increase of levels of service. Any application for funding associated with an increase in levels of service should be forwarded through the Manawātū District Council Long Term Plan or Annual Plan process.

6.4 Funding Round

The Community Committee Project Fund has an annual budget to be distributed evenly amongst each of the Community Committees and the Manawātū Youth Ambassadors that are currently active. This funding is not available to any Committee that is in recess.

6.5 Accountability Requirements

The Community Committees and the Manawatū Youth Ambassadors will be required to report to Council on how the projects for which they have received Community Committee Project Funding have contributed to one or more of the goals referred to above and the impact that these projects have had on the respective communities of interest.

6.6 Application Process

Each active Community Committee and the Manawatū Youth Ambassadors will be asked to submit a draft work programme by the end of March each year for the following financial year. This work programme lists projects in order of priority.

The Community Development Adviser assesses the proposed projects against the criteria and makes a recommendation to the General Manager – Community and Strategy who has delegated authority to sign off on funding within budget.

Payment is upon receipt of invoices for agreed projects. Funds can be accumulated and carried over from one year to the next as long as they have been tagged for a specific project and must be used within the term of a Long Term Plan. Any carry forward of funding beyond a Long Term Plan will be at the discretion of Council.

7 Community Planning Implementation Fund

7.1 Purpose

The Community Planning Programme aligns with council's vision of being: connected, vibrant and thriving Manawatu – the best lifestyle in New Zealand. It directly aligns with council's village vision statement: Attractive and prosperous communities that offer lifestyle choices and business opportunities within a unique environment. It supports communities to develop a shared vision for their village, through collaboration between communities, Council and other agencies.

The goal for the programme is to create attractive and prosperous communities with lifestyle choices and business opportunities within a unique village environment. The residents will benefit from an improved environment and services, the villages are attractive to new residents and become more resilient and sustainable.

The programme's objectives are to:

- Set clear strategic direction for villages, reflecting each community's unique characteristics
- Provide a pathway for village community's vision and priorities to be reflected in council's and other agencies' strategies and work plans
- Grow village community spirit, attract and retain residents
- Enable residents to create the communities they want
- Develop constructive working relationships between councillors, residents, businesses and council staff

The purpose of the Community Planning Implementation Fund is to provide a funding mechanism which assists with collaboration between communities, council and other agencies to implement small-scale capital projects that are identified in Community Plans that:

- Attributes to the village community's vision and priorities
- Grows community spirit
- Attracts and retain residents
- Enables village residents to create the community they want

The Community Planning Implementation Fund aligns well with the following Community Development Strategy goals:

- We are a welcoming community
- Everyone has a sense of belonging and are proud of where they live
- We value who we are and where we have come from
- We have creative, cultural and recreational participation in our communities
- We work together to make our whānau and communities better
- Tāngata whenua are visible
- We are guardians (kaitiakitanga) of the natural environment
- We encourage and enable people to shape their future
- Our people share their skills and experience with others

7.2 Criteria

The Community Committees will need to demonstrate that the small-scale capital projects that they are seeking funding for:

- Aligns well to their Community Plans;
- Aligns with one or more of the following goals:

- We are a welcoming community
- Everyone has a sense of belonging and are proud of where they live
- We value who we are and where we have come from
- We have creative, cultural and recreational participation in our communities
- We work together to make our whānau and communities better
- Tāngata whenua are visible
- We are guardians (kaitiakitanga) of the natural environment
- We encourage and enable people to shape their future
- Our people share their skills and experience with others

7.3 What can and can't be funded?

The Community Planning Implementation Fund will only fund small-scale capital projects that meets the above criteria. Any application for funding associated with large-scale capital projects or an increase in levels of service should be forwarded through the Manawātū District Council Long Term Plan or Annual Plan process.

However, the Community Planning Implementation Fund can provide seed funding that will allow Community Committees to approach third party funders for funding towards large-scale capital projects arising out of Community Plans.

7.4 Funding Round

The Community Planning Implementation Fund has one funding round per year coinciding with the Community Committee Project funding round.

7.5 Accountability Requirements

The Community Committees will be required to report to Council how the projects for which they have received Community Planning Implementation Funding have contributed to one or more of the goals referred to above and the impact that these projects have had on the respective communities of interest.

7.6 Application Process

The process for receiving applications to the Community Planning Implementation Fund will be done in conjunction with the Community Committees Project Fund process. Draft work programmes need to be submitted by the end of March each year for the following financial year. All community planning projects are to be listed in order of priority.

The Community Development Adviser assesses the proposed projects against the criteria and makes a recommendation to the General Manager – Community and Strategy who has delegated authority to sign off on funding within budget.

Payment is upon receipt of invoices for agreed projects. Any request to carry forward funding from the Community Planning Implementation Fund will be at the discretion of Council.

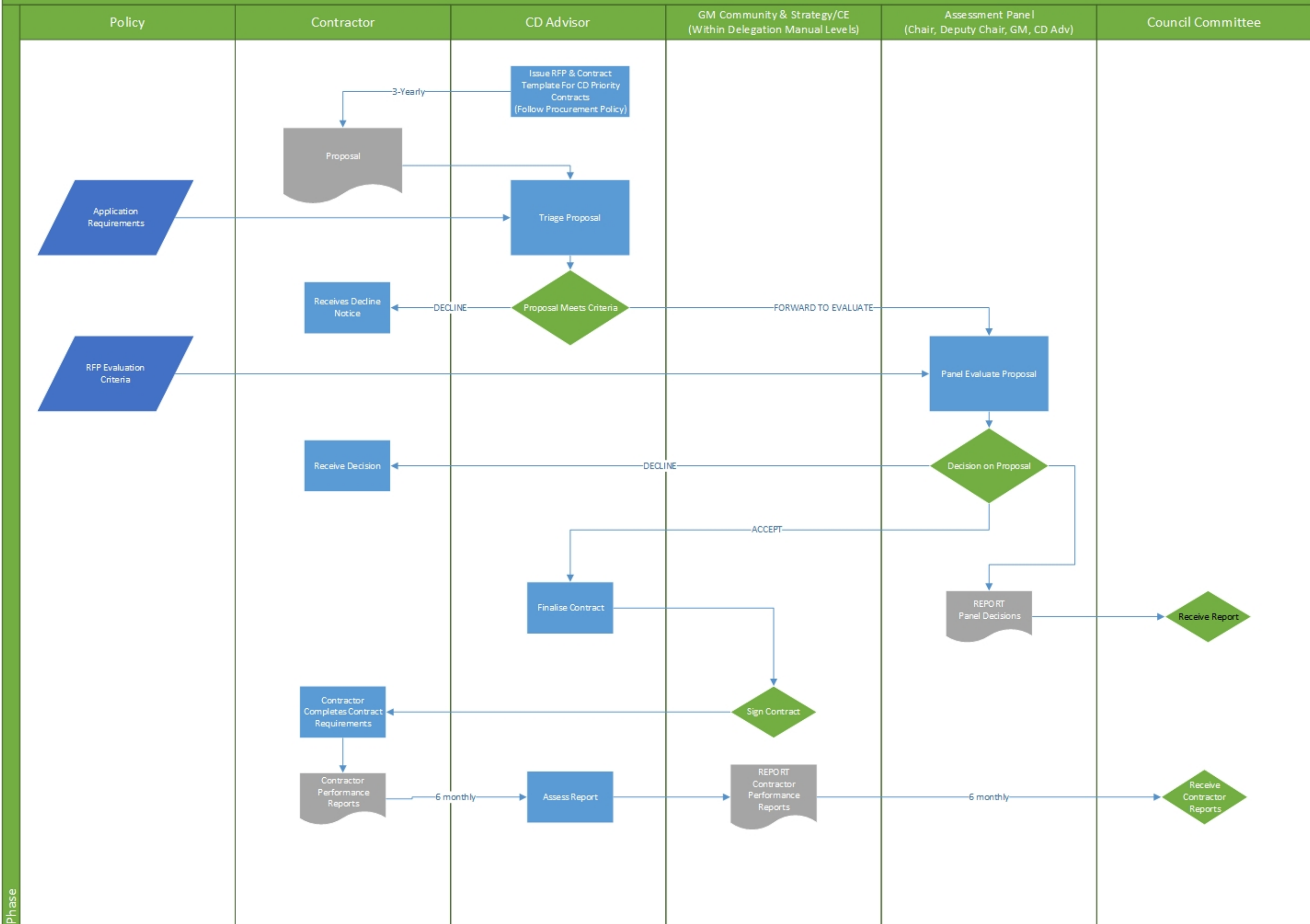
8 Appendix 1

8.1 Application Process

8.1.1 Community Development Priority Contracts Process

8.1.2 Community Development Grant Process: Representative, Event, Community Development Projects/Initiatives

Community Development Priority Contracts Process



Community Development Grant Applications Process – Representative; Event; Community Development Projects/Initiatives

