

# GUIDELINES FOR COMMUNITY GRANTS

Approved:	17 June 2026
Review Frequency:	3 Yearly
Next Review Date:	June 2029
Guidelines Type:	Governance
Reviewer	GM community
Policy Version	P336

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# 1 Purpose

These guidelines support the implementation of the Manawatū District Council Grants Policy and provide operational information relating to Council-administered grant funding programmes.

The purpose of Council grant funding is to support initiatives, activities, services, and events that contribute to strong, connected, resilient, and thriving communities across the Manawatū District.

These guidelines outline:

- available grant funding programmes,
- eligibility requirements,
- assessment considerations,
- application processes,
- accountability expectations, and
- decision-making responsibilities.

Council may review and update these guidelines from time to time to ensure grant funding remains responsive to community needs, Council priorities, and available budgets.

## 2 Priority Services Grants

### 2.1 Purpose

Priority Services Grants provide three-year funding to organisations that deliver services, programmes or activities considered essential to strengthening community resilience, connection, local identity, and participation across the Manawatū District.

These grants support organisations whose work contributes at a district-wide or significant community-impact level and where continuity of service is important. The fund enables Council to partner with key community providers in a stable and planned way, ensuring that core community priorities are supported over time.

### 2.2 Fund Available

There is one funding round every three years for the delivery of priority services which closes 30 October through Council's online portal.

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.

Total funding available is determined through Council's Annual Plan and Long Term Plan processes.

Applications must be submitted through Council's online portal.

### 2.3 Eligibility

Applicants must be:

- A legally incorporated society or charitable trust that is registered with the Charities Commission.

In addition, applicants must demonstrate:

- An appropriate organisational structure
- Sound financial management
- The capability to deliver the proposed service over the full three-year term within the Manawatū District

## **2.4 What Can't be Funded?**

The Priority Services 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
- Projects or activities occurring outside the Manawatū District
- Activities that duplicate an existing Council delivered service
- Groups or organisations that are already receiving Council funding towards their service delivery/projects/activities

## **2.5 Assessment Considerations**

All applications will be considered at the same time to adequately divide the annual fund (as set in Council's Long Term Plan) by the Finance and Performance Committee. They will consider:

- The overall mix of services required across the district
- The balance of district-wide vs community-specific impact
- Avoiding duplication of existing services
- Performance against accountability measures for previous successful applicants
- Alignment with Council's strategy and outcomes

## **2.6 Accountability Requirements**

The conditions of receiving funding are:

- Manawatū District Council must be acknowledged as a partner and funder in all relevant promotional material (including website if available). The MDC logo will be provided to successful applicants.
- Manawatū District Council must be acknowledged as a separate entry within the organisation's performance report or audited financial report. This must be provided to Council annually.
- Recipients of Priority Services Funding will be required to submit an accountability report to the Manawatū 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 (by 15 February) and 12-monthly (1 September) intervals during the term of the contract.
- Recipients of Priority Services Funding will be required to present to Council in person

annually for the term of the contract on their previous years' performance.

## **3 Community Development One-Off Fund**

### **3.1 Purpose**

The Community Development One-Off Fund supports locally led initiatives, activities, services, and projects that strengthen community wellbeing, participation, resilience, identity, and connection across the Manawatū District.

The 'one-off' nature of this fund relates to the funding allocation itself rather than limiting support only to one-off initiatives or projects.

The fund is intended to support community-led responses to identified local needs and may include seed funding, pilot initiatives, volunteer-led programmes, local projects, or community services where there is demonstrated community benefit.

### **3.2 Fund Available**

The Community Development Fund operates twice per year (50% of available funds in each round), with the funding rounds being open in August and March annually. There is an upper limit of \$5k per application for this fund.

Total funding available is determined through Council's Annual Plan and Long Term Plan processes.

Applications must be submitted through Council's online portal.

### **3.3 Eligibility**

It is preferred that the entity applying for this fund is a legally incorporated society or charitable trust that is registered with the Charities Commission, however applications from individuals, groups, volunteer-led organisations and community networks will be considered.

In addition, applicants must demonstrate:

- A sound financial plan for the initiative
- The capability to deliver the proposed initiative within the Manawatū District

### **3.4 What Can't be Funded?**

The Community Development Fund cannot be used for:

- Activities occurring outside the Manawatū District
- Ongoing operational costs where no clear community benefit or project outcome can be demonstrated.
- Projects or events that duplicate an existing Council service
- Commercial or profit-driven ventures
- Large capital works, building maintenance, or large equipment purchases
- Debt servicing or repayment
- Fundraising activities or prizes
- Individual travel, accommodation, or personal costs

- Political or religious activities where the primary purpose is to promote a belief system or political position
- Projects where the primary benefit is to a private individual or business
- Retrospective costs (work already completed)
- Activities already funded through another Council fund or contract

Small capital, consumables, materials, venue hire and basic equipment required specifically for the initiative may be funded.

### 3.5 Assessment Considerations

All applications will be considered at the same time to adequately divide the available fund in the round (as set in Council's Long Term Plan) as per Council's Delegation Manual. They will consider:

- The overall mix of services across the district
- Avoiding duplication of existing services
- Performance against accountability measures for previous successful applicants
- Alignment with Council's strategy and outcomes

### 3.6 Accountability Requirements

Recipients must:

- Provide a brief accountability report within two months of the initiative finishing
- Acknowledge Council support in project materials or communications, the MDC logo will be provided to successful applicants

## 4 Representative Fund

### 4.1 Purpose

The Representative Fund supports young people aged 19 years (both individuals and teams) and under from the Manawatū District who have been selected to represent their community, region, or country at recognised events, competitions, conferences, forums, or activities.

The fund assists with costs associated with regional, national or international representation, helping young people broaden their experience, develop their potential, and positively represent the district.

This fund is intended to recognise achievement, support personal development, and reflect Council's commitment to strengthening youth participation and opportunity across the district.

### 4.2 Fund Available

Applications for the Representative Fund may be submitted throughout the financial year until the available annual funding allocation has been exhausted.

Applications may apply for

- **Up to \$300** for individual representation at events within the Manawatū District, **or**

- **Up to \$500** for individual representation at events within New Zealand, **or**
- **Up to \$750** for individual representation at events held overseas, **or**
- **Up to \$1,500** for team representation at events within the Manawatū District, New Zealand or overseas.

Total funding available is determined through Council’s Annual Plan and Long Term Plan processes.

Applications must be submitted through Council’s online portal.

### **4.3 Eligibility**

To be eligible, applicants must:

- Be up to 19 years of age at the time of application
- Live in the Manawatū District
- Have been formally selected by a recognised organisation, governing body, or event organiser to represent the district, region, or New Zealand
- Be participating in an event, competition, conference, leadership forum, cultural activity, or other recognised representative activity

Applications may be submitted by the young person or by a parent/guardian on their behalf.

### **4.4 What Can’t be Funded?**

The Representative Fund will not fund:

- Retrospective costs (events that have already taken place)
- Training, coaching, trials, qualifying events or practice rounds
- Equipment, uniforms, costumes, or gear not directly linked to the representative event
- Private lessons or tuition fees
- Representation for purely commercial or profit-driven activities
- Costs for accompanying adults (unless required for accessibility or safety reasons)

### **4.5 Assessment Considerations**

Applications will be assessed in the order they are received until the available annual funding allocation has been exhausted. They will consider:

- Priority may be given to first-time applicants where funding availability becomes limited
- Event costs and financial need
- Benefit to the young person (e.g. how participation will support growth, learning, leadership or cultural development)
- Performance against accountability measures for previous successful applicants

To ensure equitable distribution of funding, Council will not normally provide both individual and team funding support for the same representative event or activity. Where a team or group application has been approved, individual members of that team or group will not normally be eligible for separate funding for the same event, and vice versa.

### **4.6 Accountability Requirements**

Recipients must:

- Use the funding only for the approved representative event
- Provide a short accountability summary within two months of the event including:
  - A brief reflection on their representative experience
  - A reflection on how they intend to or have shared their learning with others around them
  - A summary of how the funds were used
- Acknowledge Manawatū District Council's support where appropriate
- Present their summary of their experience at a Council meeting (either by pre-recorded video or in person at Council or Youth Council meeting)

## 5 Event Fund

### 5.1 Purpose

The Event Fund supports events and festivals delivered within the Manawatū District that contribute to strong, connected, vibrant, and resilient communities. The fund supports events that bring people together, celebrate local identity, culture, creativity, and heritage, strengthen community pride and belonging, encourage participation and inclusion, and contribute positively to the social, cultural, and economic wellbeing of the district.

Events supported through this fund should reflect the intent of Council's strategies and community outcomes by fostering welcoming and inclusive communities, encouraging participation, activating local spaces, strengthening community connection, and creating opportunities for people to share experiences, culture, creativity, recreation, and learning.

This fund may support one-off, emerging, or recurring community events, including local festivals, commemorative events, cultural celebrations, recreational events, rural community events, and activities that contribute to the identity, vibrancy, and character of the Manawatū District.

### 5.2 Funding Round

The Event Fund operates three times per year, with the funding rounds being open in June, September and March annually.

Total funding available is determined through Council's Annual Plan and Long Term Plan processes.

Applications must be submitted through Council's online portal.

### 5.3 Eligibility

It is preferred that applicants are legally incorporated societies or charitable trusts registered with the Charities Commission. However, applications from individuals, volunteer-led groups, community organisations, schools, clubs, and community networks will also be considered where there is clear community benefit.

To be eligible, applicants must demonstrate:

- that the event will take place within the Manawatū District,
- a sound financial plan and realistic event budget,

- the capability and capacity to safely and successfully deliver the event,
- appropriate planning, including health and safety considerations where required, and
- that the event provides a clear benefit to the Manawatū District and its residents.

#### **5.4 What Can't be Funded?**

The Events Fund will not normally support:

- events held outside the Manawatū District, unless there is clearly demonstrated impact and benefit to the district and its residents, private functions or invitation-only events,
- activities primarily intended for commercial or private profit,
- events where the primary purpose is fundraising and the event budget indicates a financial surplus is expected to be returned to the organising group or organisation,
- ongoing organisational operational costs unrelated to the event,
- capital works or significant asset purchases,
- debt repayment,
- prize money,
- alcohol purchases,
- retrospective costs,
- political activities or events where the primary purpose is political advocacy,
- events that duplicate an existing Council-supported event without demonstrating additional community benefit, or
- activities inconsistent with Council policies or legislation.

The following costs may be supported where they are directly related to the delivery of the event:

- venue hire,
- materials and consumables,
- equipment hire,
- promotion and marketing,
- accessibility measures,
- safety-related costs, and
- approved traffic management expenses.

#### **5.5 Assessment Considerations**

All applications will be considered at the same time to adequately divide the available funding within each round, as set through Council's Long Term Plan and Annual Plan processes, and in accordance with Council's Delegations Manual.

Applications will be assessed against:

- the overall community benefit of the event,
- contribution to community connection, participation, wellbeing, local identity, or vibrancy,
- alignment with Council strategies and community outcomes,
- accessibility and inclusiveness of the event,
- financial need and the realism of the proposed budget,

- organisational capability and event planning,
- health and safety considerations,
- potential social, cultural, or economic benefits to the district,
- avoidance of unnecessary duplication with existing events,
- performance against accountability requirements for previous Council funding, and
- the overall mix and distribution of funded events across the district.

Priority may be given to events that:

- are free or low-cost to attend,
- support rural communities or smaller settlements,
- encourage broad community participation,
- celebrate local culture, heritage, or identity,
- support diverse communities and audiences,
- demonstrate strong volunteer involvement, or
- contribute positively to community resilience and connection.

## 5.6 Accountability Requirements

Successful applicants must:

- use the funding only for the approved purpose,
- provide a short accountability report within two months of the event taking place,
- provide evidence of expenditure if requested by Council,
- acknowledge Manawatū District Council support in promotional material or event communications where appropriate, and
- provide photographs, attendance numbers, or event outcome information if requested.

Where traffic management funding has been supported, applicants may also be required to provide confirmation that all required approvals were obtained and that the approved Traffic Management Plan was implemented.

The Manawatū District Council logo will be provided to successful applicants where acknowledgement of Council support is required.

## 6 School Pools Fund

### 6.1 Purpose

The School Pools Fund provides small grants to schools that make their swimming pool available for community use. The purpose of the fund is to support safe and accessible community swimming opportunities, particularly in rural areas where school pools often serve as the only local aquatic facility.

This fund contributes to the purchase of pool chemicals.

## 6.2 Fund Available

The School Pools Fund operates once per year with applications being open 1-30 September. There is an upper limit of \$300 per application for this fund.

Total funding available is determined through Council's Annual Plan and Long Term Plan processes.

Applications must be submitted through Council's online portal

## 6.3 Eligibility

To be eligible, applicants must:

- Be a school located within the Manawatū District; and
- Operate a swimming pool that includes a demonstrable community use component.

## 6.4 What Cannot Be Funded

The School Pools Fund does not support:

- Any costs not related to the purchase of pool chemicals
- Retrospective costs
- Pools without a valid community-access component
- Private or restricted-access pools

## 6.5 Assessment Considerations

All applications will be considered at the same time to adequately divide the available fund in the round (as set in Council's Long Term Plan) as per Council's Delegation Manual. They will consider:

- Priority will be given to rural school pools that have a valid community-access component
- Number of applications vs total available fund

## 6.6 Accountability Requirements

Recipients must:

- Use the funding solely for the approved purchase of pool chemicals with receipts submitted as proof of purchase.
- Provide a brief accountability summary at the end of the swimming season, confirming the extent of community access provided

# 7 Urupā and Private Cemetery Fund

## 7.1 Purpose

The Urupā and Private Cemetery Fund provides financial assistance for the maintenance of urupā and private cemeteries within the Manawatū District. The purpose of the fund is to support caretakers and whānau who uphold important cultural, historical and community responsibilities associated with these sites.

The fund helps ensure that burial grounds remain safe, respectful, and well maintained, recognising their significance to mana whenua, local families, and the wider community.

This fund continues the intent of the previous Community Development Policy, which supported maintenance activities that uphold heritage, cultural identity, and community stewardship.

## **7.2 Fund Available**

The Urupā and Private Cemetery Fund operates once per year with applications open 15 May - 30 June.

\$1,000 is initially tagged for private cemeteries, with any unallocated funding transferred to urupā applications.

Total funding available is determined through Council's Annual Plan and Long Term Plan processes.

Applications must be submitted through Council's online portal.

## **7.3 Eligibility**

To be eligible:

- Only existing urupā or private cemeteries located within the Manawatū District are eligible (new or proposed sites are not eligible).
- Applications must be made by:
  - the recognised kaitiaki or managing group of an urupā, or
  - the trustees or authorised caretakers of a private cemetery.

## **7.4 What Cannot Be Funded**

The fund cannot support:

- Capital development of new or existing urupā (e.g., new roads, major levelling, significant redevelopment)
- Any activities that would be more appropriately considered through the Long-Term Plan or Annual Plan process
- Retrospective costs or work already completed

## **7.5 What Can Be Funded**

Funding may be used for maintenance activities, including:

- Fencing repair or replacement
- Restoration of headstones
- Installation or repair of beams
- Mowing, weeding, vegetation control
- Gravelling or maintenance of tracks and paths
- Recording or registration of urupā or private cemetery sites
- Other reasonable maintenance activities of similar nature

## 7.6 Assessment Considerations

All applications will be considered at the same time to adequately divide the available fund in the round (as set in Council's Long Term Plan).

Urupā applications will be assessed annually by Te Kōtui Reo Taumata, who hold delegated authority to allocate funding within budget.

Private cemetery applications will be assessed annually as per Council's Delegation Manual.

They will consider:

- Number of applications vs total available fund
- Alignment with the fund's purpose - the extent to which the work supports caretaking, cultural responsibilities, or preservation of heritage.
- Whether the work is essential to preserving the condition, safety, or accessibility of the site.
- Priority may be given to sites with immediate maintenance needs.
- Performance against accountability measures for previous successful applicants.

## 7.7 Accountability Requirements

Recipients must:

- Use the funding solely for the approved work with receipts submitted as proof of purchase.
- Provide a brief accountability summary at the end of the year, confirming the extent of work undertaken

# 8 Creative Communities Scheme

## 8.1 Purpose

The Creative Communities Scheme provides funding to support and encourage local arts activities within the Manawatū District. The fund aims to increase participation in the arts, support diverse creative expression, and enable locally delivered arts projects and events.

This fund is not funded by Manawatū District Council.

Council's role is solely to administer the scheme on behalf of Creative New Zealand in accordance with national rules and guidelines.

Because the Creative Communities Scheme is a national programme, this fund is not governed by the Manawatū District Council Grants Policy and operates under Creative New Zealand's framework.

## 8.2 Fund Available

Funding rounds are held twice per year, with dates set according to Creative New Zealand timelines.

Round close on 31<sup>st</sup> March and 31<sup>st</sup> of August every year.

Council receives an annual allocation from Creative New Zealand to distribute locally.

Applications must be submitted through Council's online portal.

### 8.3 Eligibility

To be eligible the project must:

- Take place within the Manawatū district.
- Be from an individual or group. Individuals must be New Zealand citizens or permanent residents.
- Have completed an accountability report if the applicant has already received funding for a previous Creative Communities Scheme project.
- Have not already received funding from one of Creative New Zealand's other funding programmes.

Criteria for the Creative Communities Scheme are set nationally by Creative New Zealand and must be applied consistently across all participating Councils.

Applications must meet at least one of Creative New Zealand's core funding criteria, which include:

- **Participation** – Creating opportunities for local communities to engage with and participate in arts activities
- **Diversity** – Supporting the artistic traditions and aspirations of diverse cultural communities
- **Young People** – Enabling young people to engage with, participate in, or lead arts projects

The project must also:

- take place within the city or district where the application is made
- be completed within 12 months of funding being approved
- benefit local communities
- not have started or finished before Creative Communities Scheme funding is approved
- not have already been funded through Creative New Zealand's other arts funding programmes.

Council **cannot alter** or add to these criteria.

### 8.4 What Cannot Be Funded

Eligibility and exclusions are determined entirely by Creative New Zealand's national guidelines. Funding cannot be given for:

- Ongoing administration or personnel costs that are not related to the specific project.
- Costs for projects already started or completed.
- Travel costs to attend performances or exhibitions in other areas.
- Buying equipment, such as computers, cameras, musical instruments, costumes, lights or uniforms.
- Entry fees for competitions, contests and exams.
- Prize money, awards and judges' fees for competitions.
- Royalties.
- Buying artworks for collections.
- Debt or interest on debt.

## 8.5 What Can Be Funded

- Materials for arts activities or programmes.
- Venue or equipment hire.
- Personnel and administrative costs for short-term projects.
- Promotion and publicity of arts activities
- Reasonable requests to provide food for artists, participants, and audiences for community arts activities

## 8.6 Assessment Considerations

Applications will be considered twice a year with the amount given by Creative Communities New Zealand being divided between the two rounds. Applications will be assessed by the Creative Communities Scheme Funding Panel which is made up of two elected members plus Community Representatives.

Assessments will be made in accordance with the decision-making framework set by Creative New Zealand.

## 8.7 Accountability Requirements

All accountability requirements are **set by Creative New Zealand**.

Recipients must:

- Complete the project as described in the application (or request permission in writing from the Creative Communities Scheme Administrator for any significant change to the project)
- complete the project within a year after the funding is approved
- complete and return a Project Completion Report form within two months after the project is completed using the Creative New Zealand Reporting template provided via Council's online application portal.
- return any unspent funds.
- keep receipts and a record of all expenditure for seven years

Council is responsible for collecting and submitting accountability information to Creative New Zealand.

## 9 Waste Not Want Not Fund

### 9.1 Purpose

The fund aims to increase the range, scale and number of waste minimisation activities in the Manawātū district through effective use of the Waste Levy fund. An application process creates an opportunity for Council to promote and support waste minimisation within the community.

Councils have the ability under the Waste Minimisation Act 2008 (Section 47) to provide grants and advances of money to any person, organisation or group for the purposes of promoting or achieving waste management and minimisation, as long as this is authorised by the Waste Management and Minimisation Plan (WMMP). An action included in

Manawatū District Council's WMMP 2022 – 2028 was for Council to create application process for the allocation of Waste Levy funding to the community.

## 9.2 Fund Available

The grant budget available in each financial year will be set by Council, as guided by the WMMP.

Funding rounds are held annually via a contestable process which calls for applications to identify potential recipients of the funding. Applications must be submitted through Council's online portal.

There are three waste levy grant categories to give Council the ability to specify funding criteria that accommodate different types of applications to the fund. The allocation of waste levy grant funding across these categories will be at the discretion of the Waste Levy Grant Assessment Panel.

The categories for allocation of waste levy grants are:

- Community- to support practical waste minimisation projects, initiatives or programmes that encourage community participation and education and/or are of benefit to the community of the Manawatū District
- Innovation- to provide seed funding to encourage innovation and partnership by individuals, community groups and organisations in the creation of opportunities for waste minimisation and economic development.
- Business Waste Reduction- to encourage businesses within the Manawatū district to implement measures that will lead to long term and measurable minimisation of the waste resulting from the businesses' operations. Applications within the Business Waste Reduction category can be made for up to 50% of total project costs.

## 9.3 Eligibility

Applications in the Community category will be assessed against the following key criteria:

- Will lead to long term waste minimisation actions and behaviour change by participants;
- Must be able to demonstrate how success will be measured (quantifiable) in terms of waste reduction and skills learnt;
- The breadth and scale of community involvement in the project; The ability of the applicant to deliver the project;
- A comprehensive budget that:
  - Gives details of the estimated costs and funding sources;
  - Includes all costs, not just the costs the applicant is seeking a waste levy grant for;
  - Is accurate in all budget calculations and projections.
- The likelihood of the project becoming self-sustaining.

Applications in the Innovation category will be assessed against the following key criteria:

- Evidence that access to necessary waste streams is secured;
- Assumptions around waste stream costs, projected revenue, current and projected operating costs and end-use markets;
- Provision for contingencies and structured response to rising waste resource costs and/or end-use market failure;
- Estimates of performance post Council or other subsidy (will the project become self

sustaining);

- Estimates of the scale of performance in terms of waste minimisation, and proposed methodology to measure this; Clear indication of benefit to the local and/or regional economy, to the wider Manawatū District community, and the environment;
- A comprehensive budget that:
  - Gives details of the estimated costs and funding sources; Waste Levy Grants Allocation Policy Page | 3
  - Includes all costs, not just the costs the applicant is seeking a waste levy grant for;
  - Is accurate in all budget calculations and projections.

For pilot programmes and trials an outline of:

- a programme and process for testing;
- a programme for business development of the end product/results of the project/trial.

Applications in the Business Waste Reduction category will be assessed against the following key criteria:

- The project will lead to long term and measurable waste minimisation;
- The project proposal shows how success will be measured in terms of waste reduction. Success must be quantifiable and reported back to the Council;
- The project proposal provides an estimate of cost savings resulting from the project, if any. Priority will be given to projects where expected savings are not sufficient to cover project costs;
- A comprehensive budget that:
  - Gives details of the estimated costs and funding sources;
  - Includes all costs, not just the costs the applicant is seeking a waste levy grant for;
  - Is accurate in all budget calculations and projections.

#### **9.4 What Cannot Be Funded**

Projects that focus on waste disposal, the treatment of waste prior to disposal, or clean-ups (with the exception of marine or waterway waste clean-ups when attached to a community education initiative/programme).

Projects that are inconsistent with Council's WMMP and the Waste Levy Grants Allocation Policy funding criteria.

Projects that do not involve waste generated from within the Manawatū District.

Subsidising the cost of waste to landfill.

Debt servicing.

Retrospective projects where the funding sought is for work already completed.

#### **9.5 What Can Be Funded**

Projects, initiatives or programmes which demonstrate promotion or achievement of waste minimisation by promoting a circular economy for waste, and/or by supporting reuse, recycle and recover principles.

Funding is only available for projects, initiatives or programmes partially or wholly taking place within the boundaries of the Manawatū District.

Applicants can be individuals, businesses or groups. Applications from individuals should be for a maximum of \$15,000 per application.

Applications over \$10,000 may have funding distributed via milestone payments rather than one lump sum, at the sole discretion of the Waste Levy Grant Assessment Panel.

Funding can be for operational or capital expenditure.

In some cases, multi-year funding may be awarded, with milestones and reporting requirements throughout the funded period.

Funded projects, initiatives or programmes include but are not limited to:

- educational or behavioural change approaches that promote waste minimisation activity to the public or a particular target audience;
- Infrastructure that helps divert resources from landfill;
- projects focused on understanding existing waste quantities and composition, behaviour or economic incentives, as a precursor to effectively reducing waste and/or increasing reuse, recycling and recovery of waste materials;
- design of product stewardship schemes or other solutions that promote and achieve waste minimisation;
- other initiatives that contribute to the actions and strategic priorities of the Manawatū District Council WMMP.

## **9.6 Assessment Considerations**

Following the application closing date, the officer responsible for administering waste levy grants will assess applications against the funding criteria and make a recommendation to the Waste Levy Grant Assessment Panel.

Membership of the Waste Levy Grant Assessment Panel will be as follows:

- 1 x Elected Member
- Utilities Manager
- 1 x Council officer
- Waste levy grant administration officer.

The Waste Levy Grant Assessment Panel will meet yearly following the waste levy grant application closing date to make final decisions on allocation of the fund.

Further evidence to support applications may be requested throughout the grant allocation process.

Grant categories, criteria and priority funding areas identified within this policy may be updated from time to time by Council, and the policy will be fully reviewed following each statutory review of the WMMP.

Reviews of or changes to this policy will require approval from Council, or a Council Committee with the appropriate delegated authority.

## **9.7 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.

- Recipients of Waste Levy Grant funding will be required to submit an accountability report to the Manawatū District Council that reports against funding criteria.
- Accountability reports will be required to be submitted at 6- monthly and 12-monthly intervals during the funding term.
- Recipients of Waste Levy Grant funding for one off projects or initiatives will be required to submit an accountability report within two-months of completion.

## **10 Hook Bequest Fund**

### **10.1 Purpose**

The Hook Bequest provides financial assistance to individuals in genuine hardship who are bona fide residents of Feilding and may support charitable purposes within the borough of Feilding, in accordance with the terms of the original bequest.

### **10.2 Fund Available**

The amount available for distribution each financial year is limited to:

- Interest and income generated from the matured capital of the Hook Bequest; and
- Any unallocated funds carried forward from previous years.

The capital of the bequest will be preserved in accordance with trust requirements.

Grants will be paid directly to the organisation for which written quotations or invoices have been provided and will not be paid directly to the applicant.

### **10.3 Eligibility**

To be eligible for funding, applicants must:

- Be bona fide persons in need of financial assistance;
- Be residents of Feilding;
- Have their application endorsed by a social services organisation or other similar organisation that can verify that the applicant is in need of financial assistance.
- Provide quotations for costs applied for.

### **10.4 What Cannot Be Funded**

The Fund will not support:

- Applications that do not meet the stated purpose of the Hook Bequest;
- Retrospective funding;
- Applications not endorsed by a qualifying social service organisation;
- Requests outside Feilding.

### **10.5 Assessment Considerations**

Applications will be considered on a first come, first served basis until the available matured funds and any carried forward balance are exhausted for the financial year.

Applications will be assessed and approved in accordance with Council's Delegations Manual and the specific purpose and eligibility requirements of the Hook Bequest.

Funding decisions are subject to the availability of interest and income generated from the bequest and cannot exceed the amount available for distribution in that financial year.

## **10.6 Accountability Requirements**

Successful applicants may be required to provide evidence that the approved purpose for which the funding was granted has been undertaken.

## **11 Robert Dickson Education Trust Fund**

### **11.1 Purpose**

The purpose of the Robert Dickson Education Trust is to make available financial assistance to single parents who reside within the Manawatū District Council's boundary where the support and guidance of their children's mother and father is no longer available.

Funding awarded is to assist in matters relating to the education, development and advancement in life of their children, consistent with the general objectives of the defunct Feilding Birthright Society.

### **11.2 Fund Available**

The amount available for distribution each financial year is limited to:

- Interest and income generated from the matured capital of the Robert Dickson Education Trust; and
- Any unallocated funds carried forward from previous years.

The capital of the Trust will be preserved in accordance with trust requirements.

Grants will be paid directly to the organisation for which written quotations or invoices have been provided and will not be paid directly to the applicant.

### **11.3 Eligibility**

To be eligible for funding, applicants must:

- Reside within the Manawatū District Council's boundary;
- Be able to demonstrate that their child or children no longer have available the support and guidance of either a mother or a father;
- Have their application endorsed by a social services organisation or other similar organisation.
- Provide quotations for costs applied for.

Applications must be endorsed by a social service organisation or other similar organisation that can verify that the support of a father or mother is currently not available.

### **11.4 What Cannot Be Funded**

The Trust will not support:

- Applications that do not meet the stated purpose of the Trust;
- Retrospective funding
- Applications that are not endorsed by a qualifying social services organisation;
- Applications from persons residing outside the Manawatū District Council boundary.

Funding will not be given retrospectively

### **11.5 Assessment Considerations**

Applications will be considered on a first come, first served basis until the available matured funds and any carried forward balance are exhausted for the financial year.

Applications will be assessed and approved in accordance with Council's Delegations Manual and the specific purpose and eligibility requirements of the Robert Dickson Education Trust.

Funding decisions are subject to the availability of interest and income generated from the Trust and cannot exceed the amount available for distribution in that financial year.

### **11.6 Accountability Requirements**

Successful applicants may be required to provide evidence that the approved purpose for which the funding was granted has been undertaken.