

Community Board Funding Policy

Adopted: 14 November 2024

Background

Council supports the community to develop and provide their own facilities and services through the awarding of grants. Council also develops and maintains strategic relationships with community organisations to enhance the availability of and access to community facilities and services in the District (including Sport Northland, Creative Northland, museums, pools, and theatres).

As part of Council's Annual Plan and Long Term Plan processes, the Council will determine the level of contestable funding for the following financial year, to be made available for the awarding of grants to one-off projects under the conditions of this policy.

There are two contestable grant funds available through the Community Boards: The Community Grant Fund and the Pride of Place Fund (previously Placemaking Fund).

The Community Grant Fund is for projects that have a Ward or community focus, this can include events, wananga and projects that are not about creating fixed assets for community use.

The Pride of Place Fund is provided to support local communities to enhance the look and feel of their communities. This fund provides support to help community projects with material, equipment, and other project expenditure. This can include township beautification, new community fixed assets, entranceways, cycle and walkways, river and streamside landscaping, picnic tables and seats, signs and artworks.

Application

This policy applies to the grants awarded by the Community Boards of the Far North District Council.

Definitions

The following definitions apply to this Policy:

- **Applicant**- Any individual or organization applying for funding under this policy.
- **Contestable Fund**- Where a fixed amount of money is available that applicants can compete for a portion of.
- **Community Board**- A local board established by the Far North District Council to represent and make decisions on behalf of specific wards within the district.
- **Council** – means the Far North District Council.
- **Tangata whenua**- iwi, or hapu, that holds mana whenua over a particular area.
- **Placemaking**- A people-centred approach to the planning, design and management of public spaces.
- **Policy** – means the Council's adopted Community Board Funding Policy.
- **Ward**- A geographical area within the Far North District, represented by a Community Board.

Legislative Context

Under Section 10 of the Local Government Act, the purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. The Community Board Funding Policy aligns closely with this purpose by directing grant funding towards projects that enhance community outcomes and wellbeing.

Strategic alignment

The policy will contribute to achieving the outcomes set out in the following strategic documents:

- Local Government Act 2002.
- The Far North District Council's Long Term Plan.
- The Far North District Council's Community Board Strategic Plans

Objective

The objective of this Policy is to align allocation of grant funding to the Far North District Council's Community Outcomes as outlined in each Long Term Plan.

Section 1- General

Policies

1. The Ward's Community Board will allocate the Community Grant Fund and/or the Pride of Place Fund in a manner consistent with the objective of this policy, the Community Outcomes as stated in the Long Term Plan, the Community Board Strategic Plans and the conditions listed on the application form.
2. Community Boards can determine whether an application should be funded by the Community Grant Fund and/or the Pride of Place Fund.
3. Applications are required for the Community Grant Fund and the Pride of Place Fund and are to be made on the official [Application Form](#) and be accompanied by all information requested on the application form.
4. Priority will be given to community organisations and social enterprises.
5. Applications for projects/events that occur **annually** may request funding for:
 - the current year only; or
 - the remaining years of the triennium.
6. Applicants must demonstrate that they are able to deliver to the level as agreed and are willing to collaborate or partner where appropriate.
7. Applicants wishing to undertake projects on Council-owned/administered properties must comply with Council's Policies, including providing written evidence that Council approves of the project.
8. If a proposal creates new Council assets with on-going operational costs, the grant approval is subject to the Council budget holder agreeing in writing to fund these on-going costs.
9. If a Community Board wishes to allocate funding to a project which will be undertaken by Far North District Council Staff, a report must be provided prior to the approval of funding by the appropriate team within Council confirming budget details, timeline and capacity to undertake the work.

10. Grant funding from any Council source shall not exceed 50% of the total project costs, which may include a calculation based on volunteer time.
11. Applications in excess of \$3,000 will require the applicant to attend the Community Board meeting in which the application is heard to provide information to the Board.
12. All recipients of funding are required to enter into an agreement with Council or the Community Board that outlines the terms and conditions of the approved grant or contract for service. Funds will not be provided until both parties have signed the agreement.
13. At the completion of a project that received community funding, recipients are required to complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years.
14. The project report must identify:
 - a. The organisation to which funding was granted;
 - b. Description of the activity, including highlights and numbers participating, with any photographs attached;
 - c. Council funding received, with receipts or explanatory notes attached;
 - d. The applicant's contribution to the activity;
 - e. Overall outputs/outcomes and main benefits of the activity.
 - f. How the recipient acknowledged the funding received to the wider community.
15. Activities that occur over the period of more than one year must submit a progress report every six months to update Council or the Board on the use of the funds and current status of the project.
16. All successful applications may be subject to an audit. This audit may include finance, level of service, service quality, and inclusiveness of service.
17. Any issue that could jeopardise the completion of the project or the reporting must be reported to Council staff as soon as possible.
18. Council staff will prepare an annual report for the Community Board to review the funding programme.

Section 2- Community Grant Fund

Policies

1. Priority will be given to proposals which:
 - are consistent with or contribute to Council's Community Outcomes;
 - fulfil demonstrated community needs or provide services not already available;
 - have a high degree of local participation and engagement;
 - benefit a significant sector of the community;
 - are likely to succeed;
 - are family-friendly;
 - have applied for funding from sources outside of Council
2. The following are not eligible for funding:
 - conference attendance;
 - political organisations;
 - retroactive funding;
 - wages or salary;
 - activities deemed objectionable;

- commercial activities, unless of direct benefit to the community;
- projects outside of the local area, unless of direct benefit to the local community;
- projects on private property, unless of direct benefit to the community;
- organisations who receive the bulk of their funding from central government (excluding the Community Organisation Grant Scheme);

Please Note: Schools who receive the bulk of their funding from central government are eligible to apply for events/projects that sit outside of the daily curriculum or school hours and are open to the community)

- applicants who have failed to successfully submit a Project Report for a project funded within the last five years.

3. The Community Grant Fund can be allocated in full in any financial year. Any funding that remains unallocated at the end of a financial year cannot be carried over to the next financial year.

Section 3- Pride of Place Fund (Previously Placemaking Fund)

Policies

1. Proposals should meet the following criteria:
 - have long term outcomes;
 - provide a significant public benefit to their community;
 - demonstrate that they have actively involved Tangata whenua and the local community in the planning and development stages of the proposal.
 - demonstrate they have engaged with relevant council staff and if new council asset(s) are being created as part of the proposal, provide evidence of written approval from council asset managers for ongoing management of the asset.
2. Priority will be given to proposals which:
 - are consistent with or contribute to Council's Community Outcomes;
 - contribute significantly to placemaking;
 - provide evidence that they have actively involved Tangata whenua and local community in the proposal.
3. The following are not eligible for funding:
 - political organisations;
 - retroactive funding;
 - wages or salary;
 - activities deemed objectionable;
 - commercial activities, unless of direct benefit to the community;
 - projects outside of the local area, unless of direct benefit to the local community;
 - projects on private property, unless of direct benefit to the community;
 - organisations who receive the bulk of their funding from central government (excluding the Community Organisation Grant Scheme);

Please Note: Schools who receive the bulk of their funding from central government are eligible to apply for events/projects that sit outside of the daily curriculum or school hours and are open to the community)

 - applicants who have failed to successfully submit a Project Report for a project funded within the last five years.
4. The Pride of Place Fund can be allocated in full in any financial year. Any funding that remains unallocated at the end of a financial year cannot be carried over to the next financial year.

Monitoring and Implementation

- Implementation of the policy will be monitored by the Council.

- This policy will be reviewed in response to issues that may arise, every three years, at the request of the Council, or in response to changes to legislative or statutory requirements (whichever occurs first).
- Amendment to this policy following a review may be subject to a public consultative process