


Contestable Social Fund Policy 2010

Hauraki District Council

Contents

- 1. INTRODUCTION 1
- 2. DEFINITIONS 1
- 3. OBJECTIVE 1
 - GUIDING PRINCIPLES..... 1
- 4. CONTESTABLE SOCIAL FUND POLICY 2
 - FUND ALLOCATION 2
 - CRITERIA 2
 - ACCOUNTABILITY AND COMPLIANCE 3
 - WHAT THE CONTESTABLE SOCIAL FUND WILL NOT COVER: 3
- 5. PROCEDURES 4
- ANNEXURE ONE – ELECTED MEMBER CONSIDERATION 6
- ANNEXURE TWO - CONTESTABLE SOCIAL FUND SELECTION CRITERIA 7
- ANNEXURE THREE – ACCOUNTABILITY FORM 8

	Title:		Contestable Social Fund Policy	
	Sponsor:		Approved By:	
	John Mclver		Council 26 th May 2010	
	Adopted:	Review Date:	Version:	File Ref:
	2010	2013	2	533058_v4
2006	2010	1	259448	
Property of Hauraki District Council				

1. INTRODUCTION

- 1.1. As a result of the Hauraki Community Plan 2006-16 consultation processes, nine Community Outcomes were identified, which the community along with Council were to work towards achieving. During this time it was also identified that there are a large number of social service stakeholders in the Hauraki District that may seek to acquire assistance from Council from time to time.
- 1.2. The Contestable Social Fund is a financial support tool provided by Council to enable social service type community groups or organisations to contribute toward achieving one of these identified Community Outcomes. Council has no legislative obligation to develop a Contestable Social Fund Policy.
- 1.3. The Hauraki District Community Outcome this policy supports is “*Integrated provision of quality health and social services throughout our district*”.
- 1.4. The provision of grants is one of the methods by which Council can promote community development and contribute to one of the Hauraki District Community Outcomes. It enables Council to add value by providing an incentive while encouraging the district’s social service providers to draw on their own resources.

2. DEFINITIONS

- 2.1. **Social services** - The Contestable Social Fund Policy defines social services as “activities that enable organisations, individuals, their families, hapu and communities 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 and level of equity” (LGNZ:2003:15).
- 2.2. **Completion of Community Projects** - is to physically deliver a service, event or initiative that provides benefit(s) solely to the Hauraki community and, or the completion of a funding component of a social services project when the applicant has proven to have exhausted all other funding avenues.

3. OBJECTIVE

- 3.1. The objective of this Policy is to provide Council with an effective administrative and decision making system for distributing Contestable Social Funds to social service organisations in the Hauraki District.

Guiding Principles

- 3.2. **Community Recognition** - Council values the important role community organisations, groups and individuals play in contributing to the social well-being of the Hauraki District.

- 3.3. **Adding Value** - Council recognises it sits alongside other providers of support for the Hauraki community and seeks to ensure its own Contestable Social Funds adds value to the Hauraki Community, and does not duplicate or deter external sources of support.
- 3.4. **Recognition of Maori** - Council acknowledges and supports the role of the tangata whenua in the community and the place of Maori social services providers.
- 3.5. **Accountability** - Council accepts its obligation of accountability to its community and in turn looks to the groups benefiting from Contestable Social Funding to be accountable to the Council for the use of resources provided by Council and thereby the community.
- 3.6. **Cultural Diversity** - Council recognises that cultural diversity is related to social well-being and promotes its forms of expression; this helps to create a positive sense of identity for communities and for the District as a whole.
- 3.7. **Equality** - Council seeks to achieve equitable treatment across its support for community group activity. The Council believes the Fund is an equitable and effective way to strengthen the links between social services stakeholders, related Community Outcomes, community well-being and Council's other policy objectives.
- 3.8. **Use of Facilities** - the Contestable Social Fund Policy encourages efficient and effective use of existing community facilities and resources.

4. CONTESTABLE SOCIAL FUND POLICY

Fund Allocation

- 4.1. Council will allocate \$60,000 annually to resource the Contestable Social Fund which will be funded from Council's Community Projects Assistance Fund.
- 4.2. The maximum grant for any one application shall not exceed \$10,000¹.

Criteria

- 4.3. Funding assistance available through this Policy must relate to one of the District's Community Outcomes. This Community Outcome and its sub-outcomes are;
 - 4.3.1. "Integrated provision of quality health and social services throughout our district".
 - 4.3.1.a. Our community seeks the improvement of mechanisms for co-ordination, delivery, communication and education by health and social service providers.
 - 4.3.1.b. We support the development of new initiatives that address well-being of those in need and of our community in general.
- 4.4. Grants will be distributed to social services organisations and groups in line with the Contestable Social Fund Grant Application Guidelines²

¹ For GST registered organisations the maximum grant excludes GST. For organisations that are not GST registered the maximum grant will include GST.

² refer to Application document numbers 533033 and 259450.

- 4.5. Contestable Social Funds are available to resource activities that can demonstrate benefit(s) to the District
- 4.6. Key activities supported by the Contestable Social Fund Policy are social service type projects and/or activities. They may include but are not limited to:
 - 4.6.1. Improvement of mechanisms for co-ordination, delivery, communication and education by health and social service providers
 - 4.6.2. New initiatives that address the well being of those in need.
 - 4.6.3. Community empowerment
 - 4.6.4. Capacity building
 - 4.6.5. Community participation
 - 4.6.6. Employment and training for social service type organisations
 - 4.6.7. Capital items, rent and/or services (excluding service charges referred to in 4.13.12 of this Policy)
- 4.7. Applicants must demonstrate how they will contribute to the “Completion of a Community Project” in their application (definition provided section 2.2).

Accountability and Compliance

- 4.8. Organisations must adhere to the following accountability requirements:
 - 4.8.1. Funds must be used only for the purpose for which they were sought and/or approved, and in accordance with any terms or conditions imposed by the Council.
 - 4.8.2. Funds should be used within 12 months of the recipient being notified of their successful application. Applications must be resubmitted if not uplifted within 12 months (unless otherwise agreed to by members of the assessment panel).
- 4.9. The recipient is required to inform the Council immediately if any difficulties and/or potential difficulties arise which may compromise the service or project funded by this policy.
- 4.10. The recipient must provide an accountability report to the Council outlining the use and benefits to the community of the funds no later than 12 months after the funds have been uplifted.
- 4.11. The recipient must submit to and assist with an audit on the use of the funds should Hauraki District Council wish to undertake such an audit.
- 4.12. The recipient shall recognise the support of Hauraki District Council in publicity material, annual reports and similar publications.

What the Contestable Social Fund will not cover:

- 4.13. The Contestable Social Fund Policy will not provide funding for:
 - 4.13.1. Sports, fitness, leisure or arts activities.

- 4.13.2. Purchase of land or buildings.
- 4.13.3. Debt repayment or refinancing of existing loans.
- 4.13.4. Retrospective costs for activities which have already taken place or been completed (i.e. costs incurred before closure date for applications).
- 4.13.5. Grants to promote commercial, political or religious objectives.
- 4.13.6. Grants to promote employment for business initiatives and commercial enterprises.
- 4.13.7. Organisations or groups which seek to redistribute funds to other recipients or projects at their own discretion.
- 4.13.8. Activities where all funding is available from elsewhere.
- 4.13.9. Financial assistance to achieve resource management objectives, including consents or licences.
- 4.13.10. Initiatives as budgeted for separately through the Hauraki Community Plan and Annual Plan processes.
- 4.13.11. Regional facilities - these are capital projects that are to be considered in accordance with Councils Significance Policy.
- 4.13.12. Service charges, which include rates, sewerage, wastewater, water and refuse collection rates.

5. PROCEDURES

- 5.1. The Contestable Social Fund will call for applications in the first week of October each year in the Hauraki Herald and/or other means as seen appropriate by Council.
- 5.2. An application must be made using the appropriate application form³ and received by Council before the closing date.
- 5.3. An application will not be considered unless the application form has been fully completed.
- 5.4. In the event that an application for funding exceeds \$10,000 the application will not be considered.
- 5.5. HDC's Community Development Officer will prepare a schedule of all applications received by the closing date and distribute a copy of all applications to the Mayor and Social Development Portfolio Holder – the assessment panel. A copy of Annexure Two will be attached to each application.
- 5.6. The Mayor and Social Development Portfolio Holder with assistance from the Community Development Officer will evaluate the funding application(s) in line with the considerations as set out in Annexure One.
- 5.7. The assessment panel will complete the selection criteria as set out in Annexure Two.

³ refer to Application document numbers 533033 and 259450

- 5.8. The recommendations as set in Annexure Two will be presented to Council for final consideration.
- 5.9. Upon completion of a project the Accountability Report Form (Annexure Three) will be returned to Council by all successful applicants in receipt of funding.

ANNEXURE ONE – ELECTED MEMBER CONSIDERATION

Council will assess and make decisions for community assistance. In deciding on whether or not an application is to be approved, the Council will consider:

1. Whether the application complies with the objectives of the Contestable Social Fund Policy.
2. If the project makes a positive contribution to achieving Council's Community Outcome pertaining to Social Services.
3. The level of compliance with the requirements of the applicant on any previous grant from Hauraki District Council.
4. The community support for the application (demonstrated by funds raised, letters of support, membership, volunteer support and other donations).
5. Collaboration or partnerships with other groups and organisations and the minimising of duplicated services.
6. The ability of the applicant to successfully deliver the services (demonstrated by the adequacy of the organisation's structures, its' financial and management practices and previous track record for services or projects).
7. Other possible sources of funding available to the applicant and its fund-raising capabilities.
8. The applicant's compliance with all relevant legislative requirements and standards of good practice.
9. If the project is based in the Hauraki District.
10. Whether the project is primarily for the benefits of the people of Hauraki .
11. That the Applicant is preferably a group or organisation, rather than an individual.
12. The intent of the project, ensuring it is not for pecuniary gain.
13. That the Applicant demonstrates that user input was sought when identifying the need for the project.
14. If the project is funded for the same purpose more than once in any financial year.
(Note: different aspects of the same project may be eligible for more or different grants).
15. What level the projects assist disadvantaged groups in the community.
16. How accessible the project or service is to a wide range of people or the intended user group.
17. If Council has supported this project before, and if so should it continue to do so?

ANNEXURE TWO - CONTESTABLE SOCIAL FUND SELECTION CRITERIA

CONTESTABLE SOCIAL FUND - SELECTION CRITERIA

(circle appropriate answer)

DOCUMENT NUMBER: **APPLICANT:**.....

1. Amount Sought		
2. Does the proposed activity fit the criteria listed in Council's Contestable Social Fund Policy?	YES See next question	NO Recommend HDC do not support
3. Does the proposed activity support the Community Outcome; "Integrated provision of quality health and social services throughout our District" ?	YES See next question	NO Recommend HDC do not support
4. Has Council already budgeted for some or all of the proposed project through other means?	NO See next question	YES Recommend HDC carefully considers supporting the funding for this activity
5. Have attempts been made to attain funding from other avenues?	YES See next question	NO Recommend HDC carefully considers supporting the funding for this activity
6. Is the project deliverable? E.g. is planning permission in place, is the project supported by the Hauraki Community?	YES See next question	NO Recommend HDC carefully considers supporting the funding for this activity
7. Is the project sustainable in the longer term?	YES See next question	NO Recommend HDC carefully considers supporting the funding for this activity
8. If the applicants have received previous funding, were compliance requirements met? (Leave blank if not applicable)	YES See next question	NO Recommend HDC carefully considers supporting the funding for this activity
9. Is the intent of the proposed project for private or commercial gain?	NO See next question	YES Recommend HDC do not support
10. If the criteria of the CSF are not met, should an alternative source of funding be considered by Council and if so where from?	DISTRICT	WARD
11. Evaluation		
12. RECOMMENDATION		

ANNEXURE THREE – ACCOUNTABILITY FORM

CSF - ACCOUNTABILITY REPORT FORM

This form must be completed by all recipients of funds from the Contestable Social Fund within twelve months of receipt of your grant.

If you do not complete and return this form Council reserves the rights with retract funding or request the return of given funds. This will also affect your eligibility for future funding.

1. Name & location of project: _____

2. Date of project: _____

3. Amount received from the *Contestable Social Fund*: \$ _____

4. Please give details of how the money was spent on the whole project.
Your contribution to the project and the funding you received must be accounted for:

	\$ _____
	\$ _____
	\$ _____
	\$ _____

5. Give a brief description of the highlights of your project including numbers participating.

6. Describe the main findings in your evaluation of the project.

7. This report was completed by:

Name: _____

Address: _____

Phone: _____ fax: _____

Email: _____

Date: _____

Please return the completed form to:

**Community Development Officer
Hauraki District Council
Po Box 17
Paeroa**

OFFICE USE ONLY
Refer to Doc No:.....
File No: CDV-30-31-100