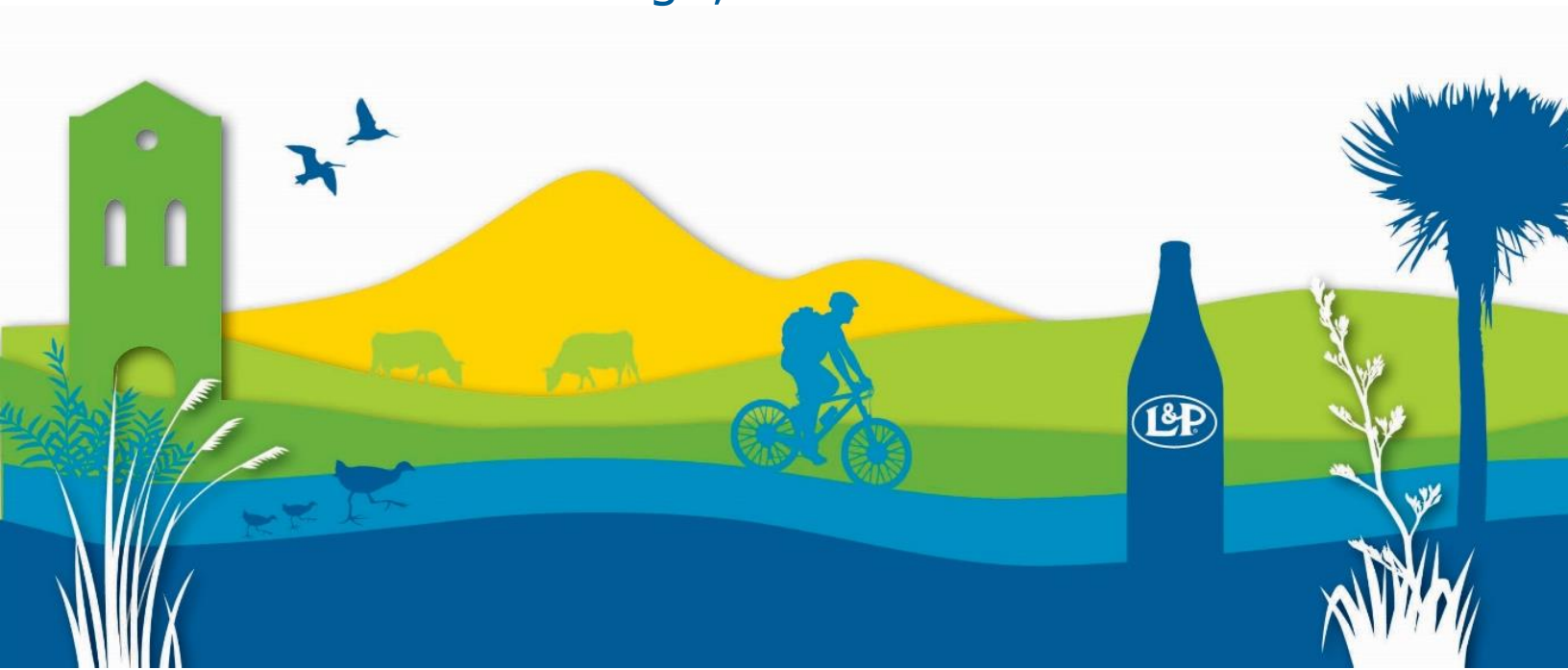




2024

Discretionary Grant Guidelines

our home, our future
tō tātou rohe kāinga, tō tatou ao tūroa



1. Introduction

- 1.1. The objectives for discretionary grant funding is to:
 - encourage and support local community services and activities
 - support not for profit community organisations which have a positive impact on the community.
 - recognise, support and enhance volunteer effort in the community.
 - recognise, support and enhance community diversity and aspirations.
- 1.2. Funding is available for community groups for charitable, cultural, philanthropic, recreational and other purposes beneficial to the Hauraki community.

2. Timeframes

- 2.1. When applying for funding from Council, applicants should be referred to the Council Community Advocacy Officer as other external funding may be available.
- 2.2. Grants are awarded on a by application basis, with applications from the community when the need for funding is identified and all other external funding sources have been exhausted.

3. Assessment Guidelines for Funding

The guidelines that apply to Discretionary grant funding are as follows:

- 3.1. Financial assistance will only be available for locally recognised organisations within the Hauraki district whose principal functions and/or activities are of a community nature.
- 3.2. Preference will be given but not limited to, organisations or community groups that contribute to one or more of Council's Community Outcomes.
- 3.3. Preference will be given but not limited to, organisations that are registered as an Incorporated Society or Charitable Trust.
- 3.4. Applications will be considered on a) merit b) benefit to the community c) contribution to the achievement of Council Community Outcomes, and/or contribution to the achievement of grant priorities d) total cost of the project, event or funding request and proportion of funding requested as a % of total cost.
- 3.5. Applications for seed-funding style apportionments, as part of a larger project will be considered if the project aligns with the above (4.).
- 3.6. Financial assistance will only be available for a specific project or for the maintenance of a facility, which is of benefit to the community. Community Grants are not for the payment of wages/honorariums or usual operational expenditure, unless specified by Council.

- 3.7. Evidence of other fund raising undertaken and commitment of reasonable percentage of own funds to the project or initiative must be provided. This should also include any reasons why other sources of funding are unavailable.
- 3.8. Community grants can be used to cover Council-related expense (for example hall hire).
- 3.9. The responsibility of Central Government towards organisations will be taken into account when considering grants for a project that the organisation may already have received funding from Central Government.
- 3.10. All applications must be accompanied by a statement of financial position for the previous financial year (if available) and a budget projection for the next financial year (if applicable) for the person or organisation making the application.
- 3.11. All applications must be accompanied by a project budget where applicable. The project's cost effectiveness/financial viability of the project will be taken into consideration.
- 3.12. All applications must declare any conflict of interest that may exist with the Council, if relevant (for example, if a Councillor, assessment panel member or staff member is a Trustee of the Incorporated Society or Trust). Applications cannot come from Councillors, these will need to come from the applicant directly.
- 3.13. All successful applicants must acknowledge the support of the Hauraki District Council on any correspondence, advertising or other publicity material.
- 3.14. Applications must be made by way of application form to Hauraki District Council (see attached).
- 3.15. Any Community Grant funds not spent on the project for which the funds were applied for by the close of the Council's financial year must be returned to the Hauraki District Council unless written approval to retain the funds is obtained from Council.
- 3.16. Any recipient of Community Grant funds over \$2,000 must report back to Council on the project by way of a funding accountability report.

4. What we will not Fund

- 4.1. Funding for private gain, business initiatives and commercial enterprises.
- 4.2. Applications for purposes that do not directly relate to the grant.
- 4.3. Subscriptions to memberships.
- 4.4. Projects/programmes and related costs which have already occurred.
- 4.5. Operational costs already substantially funded by Council.
- 4.6. Political Organisations.
- 4.7. Repayment of debt, loan, mortgage payments or investments.
- 4.8. Individual or team uniforms.

5. Reporting on Funding

All grants provided must be used for the purpose for which they were given. Discretionary grants are provided to applicants on the grounds that the recipient where appropriate:

- 5.1. Is willing to acknowledge Council's contribution at the event/programme and/or in any written documentation associated with it using Council's logo
- 5.2. Writes to Council at the conclusion of the event/programme to indicate the outcome, including any relevant photographs and press clippings
- 5.3. Returns any unused funds to Council.

Please feel free to contact your local grants adviser at info@auraki-dc.govt.nz if you have any questions.

6. Review

- 6.1. The guidelines can be reviewed at any point after the first guidelines are adopted.

7. Document Management and Control

Title	Hauraki District Council Discretionary Grant Guidelines
Sponsor	Community Development Advisor (Social) Group Manager Community Development
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