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## Community Assistance Policy

### Purpose and scope

#### ***Purpose statement***

Having a community grants programme is an explicit acknowledgement that a city with constantly improving wellbeing outcomes cannot be created by Hamilton City Council acting alone. There are many independent organisations that share our objectives, and in many cases are better placed to deliver on them. These community organisations are experts in their respective fields, and able to mobilise a range of relationships and resources to achieve their goals.

The Council's role is to enable, facilitate, and provide every opportunity for communities to drive and own their own development. By providing community organisations with direct financial assistance, Council can support those objectives we share, be a catalyst for positive change, deliver value for money to ratepayers, and help to sustain a thriving and independent community sector.

#### ***Purpose of Policy***

1. To set out the Council's funding and allocation process for assistance provided through grants to community organisations in a transparent manner.
2. The Policy applies to the Council contestable community grants administered by the Community and Social Development team, in one of the following categories:
  - a. Community Event Fund
  - b. Multi-year Community Grant
  - c. Single-year Community Grant
  - d. Creative Partnerships Fund.
3. The Policy does not apply to grants administered by other Council units (ie Heritage, Cat Desexing, Waste Minimisation, Gully Restoration Grants, Covid-19 Community Response Fund), loans (or loan guarantees), rates remittance, community leases or rentals, or major event sponsorship and capital projects.
4. We work in partnership with other regional funders, sharing information and potential use of a shared online portal.
5. The Policy will reflect best practice in grant making as outlined in the Auditor General's principles for clear purpose and eligibility of grants, fairness and transparency in assessing and managing funding, open communication, accountability and integrity (see schedules 1-6).

## Aims and scope of Community Grants

6. Hamilton City Council provides grants to support community organisations to deliver community projects that are aligned with Council plans and strategies and contribute to the wellbeing of Hamiltonians.
7. The funds aim to provide financial support to a range of community organisations. Total funding is split across four funding streams.
8. The purpose and scope of each fund is covered in Table 1.
9. Council does not fund:
  - a. projects outside the Hamilton City boundary;
  - b. projects or operational costs already substantially funded by Hamilton City Council;
  - c. retrospective funding, i.e. Specific projects that have already started or have been completed;
  - d. political organisations or social clubs;
  - e. repayment of debt, Loan, mortgage repayments or investments of any kind; or
  - f. project costs that will be directly paid back to Hamilton City Council.

Fund	Aim	What is funded
Community Event Fund	To support organisations to run free or low-cost inclusive events in Hamilton that benefit an audience of approximately 1,000 people.	Operating, entertainment, event costs Venue hire which is not owned by Council Advertising and promotion costs
Multi-Year Community Grant	To support not-for-profit community organisations which provide gathering places or build capacity within our Hamilton communities e.g. Community centres.	Operating, service and programme costs
Single-Year Community Grant	To support small not-for-profit community organisations which provide programmes or services in our Hamilton community.	Operating, service and programme costs including wages, training, volunteer expenses etc. Small capital items e.g equipment Venue hire which is not owned by Council
Creative Partnerships Fund	To support and enable the Hamilton Arts Community to deliver arts activities within the Hamilton City boundaries.	Operating, service and programme costs, art installations, performances

Table 1: Purpose and Scope of funding

## Policy - General

10. The total financial assistance provided to the community through grants and funding covered by this Policy is set out in the 10 Year Plan budget.
11. Current funding allocations can be found on Council's website ([link](#)) .

## Process, Roles and Responsibilities

12. Applications are open to all community organisations that meet criteria set out in the specific grant criteria section of the policy, Schedules 2-6.
13. Applications are made through the *SmartyGrants* online system.
14. The application and decision-making process is outlined in Schedule 1.
15. The specific criteria for applying to each grant is outlined in Schedules 2-6; for the Community Events Fund (Schedule 3), the Multi-Year Community Grants (Schedule 4), Single-Year Community Grants (Schedule 5), and Creative Partnerships Fund (Schedule 6).
16. The roles and responsibilities are set out in Table 2.

Role	Responsibilities
Chief Executive	<ul style="list-style-type: none"> <li>• Sign the grant agreements that are above the delegated authority of the General Manager Community</li> </ul>
General Manager Community	<ul style="list-style-type: none"> <li>• Appoint community representatives on the allocation committees</li> <li>• Approves final allocation of the Community Events Fund</li> <li>• Sign the grant agreements that are above the delegated authority of the Community and Social Development Manager</li> </ul>
Council	<ul style="list-style-type: none"> <li>• Appoints two elected members to serve on the allocation committees</li> <li>• Receives report on allocation of grants</li> <li>• Approves the total financial assistance administered through the Policy and associated grant schemes</li> </ul>
Community and Social Development Manager	<ul style="list-style-type: none"> <li>• Oversees the grant assessment and allocation process</li> <li>• Signs the grant agreements that are within their delegated authority.</li> </ul>
Council staff	<ul style="list-style-type: none"> <li>• Promote grant rounds</li> <li>• Provide grant information and assistance</li> <li>• Processes and pre-assesses grant applications</li> <li>• Works with allocation committee on allocation of grants</li> <li>• Presents report on allocation of grants to Council</li> <li>• Check and processes grant accountability forms</li> </ul>
Allocation Committee	<ul style="list-style-type: none"> <li>• Attend a briefing prior to assessing applications</li> <li>• Works with council staff to assess applications</li> <li>• Makes final decisions on the allocation of grants</li> </ul>

Table 2: Roles and Responsibilities in relation to allocation of Community grants

## Conflict of Interest

17. All members of an allocation committee must sign a conflict of interest form prior to the assessment of applications and allocation of grants. These forms will be kept on record and members will be asked to leave the room when an application they have a conflict with is being discussed.

## Monitoring and implementation

18. Implementation of this policy will be monitored by the General Manager Community.
19. This policy and schedules will be reviewed, at the request of the Council, in response to any relevant legislative amendment, or every three years (whichever comes first) through the relevant Committee identified in the Governance Structure Terms of Reference and Delegations.

## Schedule 1 – Community Assistance Funding Process



## Schedule 2 – Community Grants general criteria and guidelines

### What funding is available?

This Community Assistance Policy covers the following contestable funding rounds:

- a. Community Event Fund – see schedule 3 below
- b. Multi-Year Community Grants – see schedule 4 below
- c. Single-Year Community Grants – see schedule 5 below
- d. Creative Partnerships Fund – see schedule 6 below.

### Who can apply?

Generally Council funds community organisations which:

- a. are legally constituted not-for-profit community organisations (charitable trust or incorporated society). The applicant organisation must have a Trust Deed or Constitution with a minimum of three board or committee members. The applicant organisation must have been operating for a minimum of 12 months;
- b. have good record keeping and operating practices eg; annual accounts, minutes, 2 bank signatories;
- c. provide services, programmes, activities or events within the Hamilton City boundary;
- d. have the capacity to deliver the project as outlined in their application;
- e. contribute to the social, arts, economic, cultural and environmental well-being of Hamiltonians;
- f. agree to provide further information on request;
- g. agree to the terms and conditions of any potential grant as outlined in their grant agreement;
- h. agree to provide accountability for any funds received;
- i. have accounted for any previous grants before any new grant application will be processed.

### How are applications to be made?

- a. All applications must be made through an online grants system:  
[www.hamilton.govt.nz/communityfunding](http://www.hamilton.govt.nz/communityfunding).
- b. No paper applications will be accepted.

### What will not be funded?

- a. Projects or operational costs already substantially funded by Hamilton City Council.
- b. Retrospective funding, i.e. Specific projects that have already started or have been completed.
- c. Political organisations or social clubs.
- d. Repayment of debt, Loan, mortgage repayments or investments of any kind.
- e. Project costs that will be directly paid back to Hamilton City Council.

### What must accompany the application?

- a. The applicant's annual financial accounts.  
(The annual accounts should comply with current NZ GAAP (Generally Accepted Accounting Practice in New Zealand) as outlined in the Charities Amendment Act 2014)
- b. The applicant's statement of financial performance showing year to date income and expenditure, this needs to be no greater than six months old.
- c. A current bank statement showing the bank balances of all the organisations bank accounts.
- d. A budget for the project being applied for.

## Will the application be successful?

Each application submitted will be assessed on its fit to the criteria of the fund, the need for the project in the community and the likelihood of the project taking place and being successful. Not all funding applications submitted will be funded. This is often due to the large number of applications being submitted and the limited pool of funding available to distribute. It is simply not possible to fund every request.

Once the application is assessed, the allocation committee will meet to decide on the outcome. The organisation will be notified of the results via the online grant system. This process will take approximately six weeks from the closing date of each funding round.

## If successful, what requirements will have to be met?

- a. Prior to payment of any grant, all successful organisations will be required to complete an online grant agreement form. The organisation will need to attach:
  - i. a printed bank deposit slip or bank statement in the name of their organisation (as outlined in the application) showing bank account details (name and bank account number);
  - ii. a tax invoice with their organisation name, grant amount, GST number and grant code.
- b. Successful applicants must adhere to the funding reporting requirements as set out in the grant agreement.
- c. Recipients that fail to submit acquittal/ accountability reports, or that have not spent the money in accordance with the application/contract shall not be eligible for any further Council grants until:
  - i. accountability conditions have been met and/or grant monies returned;
  - ii. the organisation can demonstrate their ability to meet Council's eligibility criteria for a grant; and
  - iii. the organisation is capable of delivering the project outcomes of which they are making an application for.

## Schedule 3 – Community Event Fund

### Purpose

Hamilton City Council’s Community Event Fund supports organisations that host inclusive, free or low-cost events with a high profile in our community. The fund aims to activate common, shared gathering places and spaces within our community.

### Application process:

How much can I apply	No limit
When can I apply?	Fund opens (annually) 1 July Fund Closes (annually) 31 July
How can I apply?	All applications must be made through an online grants system: <a href="http://www.hamilton.govt.nz/communityfunding">www.hamilton.govt.nz/communityfunding</a>
Administration and Allocation	Administered by Council staff, allocation recommended by staff (minimum of 3) and approved by General Manager Community.
Grant decision	Applicants will be advised in September

### Who can apply?

- a. Organisations that are legally constituted not-for-profit community organisations (charitable trust or incorporated society) or other legal entities such as limited liability companies, sole traders (proprietorship), or partnerships.
- b. Organisations which meet the criteria as outlined in schedule 2 “Who can apply” (points b-i).

### What will be funded?

Community Events Fund will assist organisations to cover costs associated with organising and delivering high profile community events in Hamilton. The fund will not cover costs that are returned to Council e.g. Council venue hire.

Please note; this fund is for projects and activities taking place from September to June.

### Who will be given priority?

- a. Organisations which meet the criteria as outlined above in “Who can apply”; and
- b. Host community events or cultural celebrations open to wide community participation with a target audience of 1000 people or more. If you are holding a series of events, audience numbers can be totalled across the series; and
- c. Events that activate community places and spaces within Hamilton e.g. parks, facilities, gathering places like the lake, Garden Place etc.

## Schedule 4 – Multi-Year Community Grant

### Purpose

Hamilton City Council’s Multi-Year Community Grant supports the operational management of community organisations which provide gathering places or build capacity that benefit the social, cultural, arts and environmental wellbeing of communities in Hamilton.

### Application process:

How much can I apply for?	No Limit
When can I apply? <b>Note: This grant is only open for applications once every 3 years</b>	Next round: Fund opens October 2020 Fund closes November 2020
How can I apply?	All applications must be made through an online grants system. <a href="http://www.hamilton.govt.nz/communityfunding">www.hamilton.govt.nz/communityfunding</a>
Administration and Allocation	Administered by Council staff, allocated by a community committee (minimum of 5) and two elected Council members for a 1-year term.
Grant decision	Applicants will be advised in December 2020

### What will be funded?

Multi-Year Community Grants will fund organisations for operating costs delivering:

- a. a multi-purpose space available for the community to utilise;
- b. opportunities for the wider community to increase social connection;
- c. programmes and activities delivered in the facility that addresses the needs of the local community;
- d. capacity building organisations of specific communities of place, identity or interest within Hamilton.

### Who will be given priority?

- a. Organisations which meet the criteria as outlined in schedule 2 “Who can apply”; and
- b. are registered with Charities Services; and
- c. provide or manage community spaces/ facilities used by the community and/or other organisations. These organisations may also provide a range of services to the community.

### What are the requirements that have to be met?

In addition to the general requirements in schedule 2, successful applicants will also:

- a. provide six-month reports, documenting how their activities have contributed to the objectives for which the funding was allocated;
- b. a Hamilton City Council staff member will visit and meet with all multi-year community grant recipients on an annual basis. The purpose of the visit is to build a relationship between Hamilton City Council and the grant recipient as well as inform on progress and development;
- c. all multi-year community grant recipients will be invited to an annual network meeting hosted by Hamilton City Council. The purpose of this meeting is to build collaboration and cohesion among multi-year community grant recipients and provide an opportunity for feedback on Council processes and systems.



## Schedule 5 – Single-Year Community Grant

### Purpose

Hamilton City Council’s Single-Year Community Grant supports small not-for-profit community organisations that deliver services, programmes and activities that benefit the social, cultural, arts and environmental wellbeing of communities in Hamilton.

### Application process:

How much can I apply for?	Maximum grant \$10,000
When can I apply?	Fund opens (annually) 1 February Fund closes (annually) 1 March
How can I apply?	All applications must be made through an online grants system: <a href="http://www.hamilton.govt.nz/communityfunding">www.hamilton.govt.nz/communityfunding</a>
Administration and Allocation	Administered by Council staff, allocated by a community committee (minimum of 5) and two elected Council members for a 3-year term.
When will I know?	Applicants will be advised in April

### What will be funded?

Single-year community grants will fund organisations for:

- a. Operating and administrative costs.
- b. Programme development and implementation.
- c. Community events and cultural festivals.
- d. Equipment and resources that support the project or organisation.

Please note; this fund is for projects and activities taking place from April to January.

### Who will be given priority?

- a. Organisations which meet the criteria as outlined in schedule 2 “Who can apply”; and
- b. Consideration will be given to the number of volunteer hours contributed and any in kind donations toward the project;
- c. Preference will be given to organisations that have a total annual income under \$500,000.

### Can I request a multi-year grant?

If your organisation has previously received a single-year community grants from Council and is requesting a grant toward general operating costs, then you could be eligible for a multi-year grant.

Multi-year grants will be considered for organisations who provide programmes or services that:

- a. closely align to the four well-beings of Council – social, economic, cultural or environmental
- b. are considered by the allocation committee to be a close fit to the purpose of this fund
- c. are considered by the allocation committee to be of high benefit to Hamiltonians; and
- d. the request fits within the budget allocation of this fund.

### Who will not be funded?

- a. Organisations who already receive a Hamilton City Council Multi-Year Community Grant.

## Schedule 6 – Creative Partnerships Fund

### Purpose

Hamilton City Council’s Creative Partnerships Fund provides support to enable the Hamilton Arts Community to deliver arts activities, projects and initiatives within the Hamilton City boundaries.

A key feature of this fund is the expectation that organisations applying will have their request matched by other funders.

### Application process:

How much can I apply	No limit
When can I apply?	Fund opens (annually)
How can I apply?	All applications must be made through an online grants system: <a href="http://www.hamilton.govt.nz/communityfunding">www.hamilton.govt.nz/communityfunding</a> .
Administration and Allocation	Administered by Creative Waikato, allocated by a community committee which includes one elected Council member
When will I know?	Applicants will be advised within 6 weeks of the closing date

### Who can apply?

- a. Organisations which meet the criteria as outlined in schedule 2 “Who can apply”; and
- b. Can show they can match the grant request with funds from other sources.

### What will be funded?

- a. Operating, programme or service costs
- b. Arts development and implementation
- c. Installation and/or performance costs

### Who will be given priority?

- a. Organisations which meet the criteria as outlined above “Who can apply”; and
- b. Are a close fit to the purpose of this fund as outlined in this schedule.