



Hastings District Council

Civic Administration Building
Lyndon Road East, Hastings

Phone: (06) 871 5000

Fax: (06) 871 5100

WWW.hastingsdc.govt.nz

OPEN A G E N D A

CIVIC AND ADMINISTRATION SUBCOMMITTEE MEETING

(Community Grants)

Meeting Date: **Wednesday, 27 May 2020**

Time: **9.30am**

Venue: **Virtual Meeting via Remote
Access during the Period of
the Covid-19 Pandemic Alert
Level 2, 3 & 4 Lockdown.**

Committee Members	Councillor Dixon (Chair); Councillors Harvey, Lawson, Nixon (Deputy Chair), O'Keefe, Schollum, Travers and Watkins Ms T Eden - Heretaunga Takoto Noa Māori Standing Committee member Mayor Hazlehurst (ex-officio) <i>Quorum=3</i>
Officer Responsible	Group Manager: Community Wellbeing & Services – Mrs A Banks
Democracy & Governance Advisor	Mrs C Hilton (Extn 5633)

Civic and Administration Subcommittee – Terms of Reference

A Subcommittee of the Operations and Monitoring Committee.

Fields of Activity

The Civic and Administration Subcommittee is responsible for making delegated decisions and advising the Operations and Monitoring Committee by;

- Assisting Council in the allocation of Community Grants by;
 - Reviewing applications for Community Grants.
 - Setting appropriate performance measures to assist in the measurement of delivery of activities funded from Grants.
 - Allocation of grant funding within the budget allocation.
- Assisting Council in its general overview of procurement and tender activity by accepting tenders which exceed the Chief Executive's delegated authority to approve, for projects previously approved by Council or a Standing Committee within the delegated authority.
- Assisting Council by reviewing and considering submissions and deciding applications for temporary closure of roads.
- Recommending to Council the appointment of trustees to Te Mata Park Trust Board.
- Recommending to Council the appointment of directors to Hastings District Holdings Limited.
- Recommending to Council the appointment of List Members to the District Licencing Committee.
- Assisting Council by reviewing, considering nominations and recommending recipients of Civic Awards.

Membership

- 8 Councillors.
- 1 Heretaunga Takoto Noa: Māori Standing Committee Member appointed by Council.
- Group Manager Planning and Regulatory Services to be a member only when the Subcommittee is recommending the appointment of List Members to The Hastings District Licencing Committee.
- The Chief Executive to be a member only when the Committee is making a decision on tendering and procurement matters.
- The Group Manager: Asset Management to be a member only when the Subcommittee is making a decision on tendering and procurement matters.
- The Transportation Manager to be a member only when the Committee is making a decision on applications for temporary closure of roads.
- The Environmental Consents Manager to be a member only when the Committee is making a decision on applications for temporary closure of roads.
- The Chair of the Te Mata Park Trust Board to be a member only when the Committee is making a decision on appointments to the Te Mata Park Trust Board.
- The Chief Financial Officer to be a member only when the Committee is making a decision on appointments to the boards of any Council Controlled Organisations.
- Chair appointed by Council.
- Deputy Chair appointed by Council.

Quorum – a minimum of 3 members

Delegated Powers

- 1) Authority to exercise all Council's powers, functions and authorities (except where prohibited by law or otherwise delegated) in relation to the allocation of grant funding within the budget allocation.
 - 2) Authority to accept tenders for individual projects previously approved by the Council or a Standing Committee of the Council up to a value of \$10,000,000.
 - 3) Responsibility to provide oversight and direction on tendering processes in general and/or specific issues relating to a particular project.
 - 4) All the Council's powers and functions in respect to temporary prohibition of traffic under Section 342(1)(b) and clause 11(e) of Schedule 10 of the Local Government Act 1974.
 - 5) Recommend to Council the appointment of Trustees to Te Mata Park Trust Board in accordance with the policy on Appointment of Trustees for Te Mata Park Trust Board, and the provisions of section 57 of the Local Government Act 2002.
 - 6) Recommend to Council the appointment of director positions for Hastings District Holdings Limited in accordance with the Council's Policy on Appointment and Remuneration of Directors for Council Organisations.
 - 7) Recommend to Council the recipients of Civic Awards.
- Recommend to Council the appointment of List Members to the Hastings District Licensing Committee in accordance with the policy on the appointment of members for the District Licensing Committee, and the provisions of Sections 192 – 194 of the Sale and Supply of Alcohol Act 2012.

HASTINGS DISTRICT COUNCIL
CIVIC AND ADMINISTRATION SUBCOMMITTEE MEETING
WEDNESDAY, 27 MAY 2020

VENUE: Virtual Meeting via Remote
Access during the Period of the
Covid-19 Pandemic Alert Level
2, 3 and 4 Lockdown.

TIME: 9.30am

A G E N D A

1. Apologies

At the close of the agenda no apologies had been received.

At the close of the agenda no requests for leave of absence had been received.

2. Conflict of Interest

Members need to be vigilant to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to scan the agenda and assess their own private interests and identify where they may have a pecuniary or other conflict of interest, or where there may be perceptions of conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the relevant item of business and withdraw from participating in the meeting. If a Member thinks they may have a conflict of interest, they can seek advice from the General Counsel or the Democratic Support Manager (preferably before the meeting).

It is noted that while Members can seek advice and discuss these matters, the final decision as to whether a conflict exists rests with the member.

3. Confirmation of Minutes

Minutes of the Civic and Administration Subcommittee Meeting held Thursday 12 March 2020.
(Previously circulated)

4. 2020 Single Year Community Grants

5.	Additional Business Items	
6.	Extraordinary Business Items	
7.	Recommendation to Exclude the Public from Item 8	35
8.	Community Grant Applications	

REPORT TO: CIVIC AND ADMINISTRATION SUBCOMMITTEE

MEETING DATE: WEDNESDAY 27 MAY 2020

FROM: COMMUNITY GRANTS ADVISOR
KEVIN CARTER
GROUP MANAGER: COMMUNITY WELLBEING & SERVICES
ALISON BANKS

SUBJECT: 2020 SINGLE YEAR COMMUNITY GRANTS

1.0 EXECUTIVE SUMMARY - TE KAUPAPA ME TE WHAKARĀPOPOTOTANGA

- 1.1 The purpose of this report is to obtain a decision from the Subcommittee on the 2020 round of allocations of grants from the Single Year Community Grant Scheme.
- 1.2 This report concludes by recommending that the funds be allocated to those applicants assessed by the Subcommittee as having the highest merit, being of wide appeal, being accessible and deliver to the needs of the community.
- 1.3 Each application has been assessed and scored by council officers prior to the assessment meeting to assist the subcommittee in making allocations.
- 1.4 The annual single year community grants round invites local community groups and organisations to apply to Council for an opportunity to work together to meet the current and future needs of our community.
- 1.5 Applications are invited from organisations delivering projects or services that address the following needs:
 - Uplifting our communities' wellbeing by providing access to help and advice.
 - Fostering a sense of pride within our district and across our diverse communities.
 - Promoting happy, healthy and active communities.
- 1.6 Successful organisations are provided with a contract for service and assigned a Council officer (relationship manager) to work with them to achieve agreed outcomes for the grant awarded.
- 1.7 Grants are for one year only and available from 1 July 2020.
- 1.8 Applications opened on 27th March and originally closed on 1st May. A two week extension was given to allow more time for groups to apply. Applications closed on 17th May.
- 1.9 There are 57 applications to this year's annual contestable funding round. This is a decrease from 2019 where there were 68 applications received. This may be due to the changes in priority areas and the availability of other grants such as the community events grant and waste minimisation grants.

- 1.10 The committee members have been supplied with the applications for review, a summary of applications is below.
- 1.11 The officer and subject matter expert comments are an objective guide for the Community Grants Subcommittee to consider.
- 1.12 In previous years applicants had been given the opportunity to present to the committee. Given the timing of these applications in relation to the Covid-19 pandemic and the requirement for increased social distancing applicants will not present this year.
- 1.13 The value of requests is \$662,008.80 (\$1,153,067 in 2019), and the contestable grants budget for 2020/2021 is \$245,000.00 meaning the budget allocation is oversubscribed by \$417,008.80.
- 1.14 This report contributes to the purpose of local government by primarily promoting Wellbeing and more specifically through the Council's strategic objectives of providing assistance for people in need, fostering the arts and putting people at the centre of planning and service.

2.0 RECOMMENDATIONS - NGĀ TŪTOHUNGA

- A) That the Committee receives the report titled 2020 Single Year Community Grants.**
- B) That the Committee reviews the applications to the 2020 Single Year Community Grants funding round; and**
- C) That the Committee allocates the 2020 budget allocation of \$245,000.00 to those applications whom it considers will best assist Council to achieve its desired Community Outcomes.**

3.0 BACKGROUND – *TE HOROPAKI*

- 3.1 In April 2020 the 'Contestable Grants and Funding Framework' (**Attachment 1**) was adopted by the Civic and Administration Committee.
- 3.2 A key piece of feedback that came out of the committee workshops leading up to the adoption of the Contestable Grants and Funding Framework was the needed to improve on our accountability of grants. A greater focus is required to ensure that groups that are provided with funding are using the funds in the most appropriate ways and in line with the outcomes that they have identified in their application.
- 3.3 To improve accountability process a new fully online grants management system called Smarty Grants has been introduced to ensure all grants are accounted for correctly, this system is widely used across local and central government across both New Zealand and Australia.
- 3.4 The new Smarty Grants System ensures grants are tracked from advertising and application to accountability and review. This system helps staff review each projects accountability and help measure the success of each project.
- 3.5 Embedded in the Smarty Grants system is CLASSIE (Classification of Social Sector Initiatives and Entities). CLASSIE questions have been added to the Application, Accountability and Evaluation forms to assist in capturing the outcomes and groups that were the actual beneficiaries of the project. This information can be used to provide a picture of what was planned versus what actually took place as well as assisting us to measure how we are improving the wellbeing of our communities.
- 3.6 The review also exposed some weakness in previous contracts. New MBIE approved contracts are now being used for all grants (funding agreements) and social service contracts (Contracts for Service).
- 3.7 Having the new online grants management tool has enabled more council departments to move their grants to a more contestable framework. This now makes these grants more accessible to the wider community, ensuring fairness and equity across these grants schemes.

4.0 DISCUSSION - *TE MATAPAKITANGA*

- 4.1 The objective of the Single Year Community Grants are for the development and delivery of community services or projects.
- 4.2 Evidence of planning and budgets are required as part of the application. Organisations are able to apply for up to \$20,000 per year.
- 4.3 To be eligible for funding groups need to show how their project fits with one or more of the priorities below:
 - Uplifting our communities' wellbeing by providing access to help and advice.
 - Fostering a sense of pride within our district and across our diverse communities.

- Promoting happy, healthy and active communities.

4.4 57 applications have been received. The committee members have been supplied with their applications, a summary of the applications is below.

4.5 Applications have been received from:

	App ID	Organisation Name	Project Title	Amount Requested
1	CG20-00001	Lifeline/Samaritans Incorporated	Delivery of programme costs for our free 24/7 0800 community counselling line for the Hastings region	\$7,000.00
2	CG20-00002	Epilepsy Association of New Zealand	Epilepsy field support programme	\$3,000.00
3	CG20-00003	Heretaunga women's Centre	Funding Towards Operating Costs of centre	\$20,000.00
4	CG20-00005	Flaxmere Baptist Church Community Trust	Christmas Cheer Appeal 2020	\$9,000.00
5	CG20-00006	Havelock North Business Association	Annual Village Street Carnival	\$10,000.00
6	CG20-00007	Nourished for Nil Limited	Depot Operations	\$23,000.00
7	CG20-00008	National Youth Drama School	NYDS Operations 2020	\$15,000.00
8	CG20-00009	Interchurch Council for Hospital Chaplaincy (ICHC)	Support for Hospital Chaplaincy	\$15,000.00
9	CG20-00010	THE GPS TRUST	HB Lions Fitness Academy	\$12,648.80
10	CG20-00011	Hastings Women's Refuge	Hastings Safe House	\$20,000.00
11	CG20-00012	Big Brothers Big Sisters of Hawke's Bay	Professionally Supported one-to-one mentoring for youth	\$15,000.00
12	CG20-00013	The Hearing Association Hastings Branch Incorporated	Hear This - Hearing Education Program	\$12,000.00
13	CG20-00014	Royal New Zealand Foundation of the Blind Incorporated	Operational costs of providing support to those who are blind or have low vision	\$5,000.00
14	CG20-00015	Radio Kidnappers Charitable Trust	Radio Programs	\$8,580.00
15	CG20-00017	Peoples Advocacy Society	Contribution towards running costs of Hastings office	\$8,316.00
16	CG20-00018	The Parkinson's New Zealand Charitable Trust	Support for people with Parkinson's in Hastings District Council	\$9,000.00
17	CG20-00019	Enliven - a service of Presbyterian Support East Coast (PSEC)	Enliven Day Programmes	\$10,000.00
18	CG20-00020	Age Concern Havelock North inc	Community Christmas day lunch	\$11,150.00
19	CG20-00022	Youth Development Trust Hawke's Bay	Kiwi Can Programme Delivery	\$10,000.00
20	CG20-00023	Brain Injury Association (Hawke's Bay) Incorporated	Liaison and Education Service	\$12,656.00
21	CG20-00025	Neighbours Day Aotearoa Charitable Trust	Neighbourhood networkers and annual road trip as part of Neighbours Day Aotearoa	\$4,000.00
22	CG20-00026	Waimarama Surf Lifesaving Club	Surf Lifeguard Training, Skills Courses & Community Surf Education	\$9,000.00
23	CG20-00027	Hawkes Bay Trellis Trust	Shine Girls Hawke's Bay	\$15,000.00
24	CG20-00028	11 Squadron District of Hastings Air Training Corps	Air Training Corps 3 year training programme	\$12,560.69
25	CG20-00029	Hawkes Bay Trellis Trust	Strength (Boys) Hawke's Bay	\$9,000.00

26	CG20-00030	Outward Bound Trust of New Zealand	Hastings Students attending Hawkes Bay Schools Course (Kaweka)	\$17,916.00
27	CG20-00031	One Voice Community Services	Community Support	\$20,000.00
28	CG20-00032	Centenary Legacy Trust Board	HB District Health Board Internships	\$8,331.84
29	CG20-00033	CCS Disability Action Tairāwhiti Hawkes Bay Incorporated	Disability Support	\$2,000.00
30	CG20-00034	Hawkes Bay Youth Trust	Ease burden and improve health	\$8,500.00
31	CG20-00035	Environment Centre Hawkes Bay	Sustainable Backyards 2020	\$5,660.00
32	CG20-00036	Inspire in education Limited	Youth Ambassador Programme	\$15,000.00
33	CG20-00037	Hawke's Bay Justices of the Peace Association, Inc	Training and support of Justices of the Peace (Hawke's Bay)	\$2,340.00
34	CG20-00038	Arthritis New Zealand	Service Delivery in Hastings District	\$5,000.00
35	CG20-00039	Hawke's Bay Digital Archives Trust	Digitising the A&P Society records.	\$12,598.24
36	CG20-00040	New Zealand Council of Victim Support Groups - Hastings	Volunteer Support Worker Programme	\$4,000.00
37	CG20-00041	Hawke's Bay Rescue Helicopter Trust	Newsletter	\$4,500.00
38	CG20-00042	Windsor Scout Group	Windsor Roof Repair	\$2,500.00
39	CG20-00044	YMCA Hawkes Bay	"Impact" - Youth Development Programs	\$20,000.00
40	CG20-00045	Hawke's Bay Community Fitness Centre Trust	At-Risk Youth Sports Achievement to Jobs Programme	\$36,000.00
41	CG20-00046	Te TaiTimu Trust	Mauri Mahi, Mauri Ora, Mauri Noho, Mauri Mate	\$20,000.00
42	CG20-00048	Birchleigh Polo School	Flaxmere Polo school program	\$5,000.00
43	CG20-00049	Re-Source	Annual Operational Costs	\$13,271.84
44	CG20-00050	BudgetFirst Incorporated	Support youth during Covid-19 pandemic	\$10,000.00
45	CG20-00051	Wharerangi Marae Trust	Marae Ground Reinstatement	\$21,000.00
46	CG20-00052	Kartsport Hawkes Bay	Operation Kartsport Kids	\$17,850.00
47	CG20-00053	Dementia Hawkes Bay Charitable Trust	assistance with the payment of insurance for our vehicles, facilities and contents	\$23,320.39
48	CG20-00054	Hastings Art and Culture Trust	2020 Edible Fashion Awards	\$14,000.00
49	CG20-00055	Structural Chiropractic	Connect Clinic	\$10,000.00
50	CG20-00056	Leg-Up Trust	Horse therapy programmes	\$10,000.00
51	CG20-00057	Duart House Society	Refurbishing Main Function Room	\$9,749.00
52	CG20-00058	Parenting HQ Charitable Trust	Hawkes Bay Blokes Book Online Project	\$2,810.00
53	CG20-00061	FOTO IWI CHARITABLE TRUST	FOTO IWI ONLINE PROGRAMME	\$1,750.00
54	CG20-00062	Age Concern Hawke's Bay Incorporated	Let's Share	\$20,000.00
55	CG20-00064	Hawke's Bay Farmers' Market	Public art sculpture to commemorate the 20th birthday of the Hawke's Bay Farmers' Market	\$5,000.00
56	CG20-00065	Prima Volta Charitable Trust	Project Prima Volta - expanding our reach with the launch of PPV Jnr	\$20,000.00

57	CG20-00066	Happenings and Activation Society of Hastings Incorporated	Fringe in The Stings 2020	\$8,000.00
			TOTAL	\$662,008.80

Item 4

5.0 OPTIONS - NGĀ KŌWHIRINGA

Option One - Recommended Option - *Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga*

- 5.1 is for the Community Grants Subcommittee to review the applications for the 2020 contestable funding round, consider the officer comments and applicant presentations against the criteria and allocate the whole of the grant funding within the 2020 budget allocation of \$245,000.00:

Option Two – Status Quo - *Te Kōwhiringa Tuarua – Te Āhuatanga o nāiane*

- 5.2 is for the Community Grants Subcommittee to review the applications for the 2020 contestable funding round, consider the officer comments and applicant presentations against the criteria, and not allocate (the whole of the grant funding within the 2020 budget allocation of \$245,000.00).

6.0 NEXT STEPS - TE ANGA WHAKAMUA

- 6.1 Successful organisations are provided with a contract for service and assigned a Council officer (relationship manager) to work with them to achieve agreed outcomes for the grant awarded.
- 6.2 Grants are for one year only and available from 1 July 2020.

Attachments:

- 1 [HDC Contestable Grants and Funding Framework](#) CG-16-14-00049

SUMMARY OF CONSIDERATIONS - HE WHAKARĀPOPOTO WHAIWHAKAARO

Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-rohe*

The Council is required to give effect to the purpose of local government as set

out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

Link to the Council's Community Outcomes - *E noho hāngai pū ai ki te rautaki matua*

This decision contributes to the purpose of local government by primarily promoting social wellbeing and more specifically through the Council's strategic objective of Council working with others to reduce levels of social disadvantage and income gaps in our community.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

No known impacts for Tangata Whenua.

Sustainability - *Te Toitūtanga*

No known impacts for sustainability.

Financial considerations - *Ngā Whaiwhakaaro Ahumoni*

There is an annual allocated budget for Community Grants of \$245,000.

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

This report has been assessed under the Council's Significance and Engagement Policy as being of low significance.

Consultation – internal and/or external - *Whakawhiti Whakaaro-ā-roto, ā-waho*

There has been no external consultation.

The Grant round has been open and transparent inviting all community organisations to apply.

Risks: Legal/ Health and Safety - *Ngā Tūrarū: Ngā Ture / Hauora me te Haumaru*

The recommendation being proposed is the best option to ensure an accountable and transparent governance process. Using the established and approved HDC Community Grants processes ensures security of applicants data, supports a fair review process and established monitoring and reporting process.

Rural Community Board - *Ngā Poari-ā-hapori*

There are no implications for Community Boards.



Item 4

Attachment 1

CONTESTABLE GRANTS AND FUNDING FRAMEWORK 2020 - 2023

February 2020



CONTESTABLE GRANTS AND FUNDING

Item 4

Attachment 1

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CONTESTABLE GRANTS AND FUNDING

Item 4

Attachment 1

INTRODUCTION

Hastings District depends on having a strong community and voluntary sector to support vulnerable communities and activate the district. The Hastings District Council (Council) has supported organisations in many ways in the past. There is a constant desire to make sure the Council is contributing appropriately to the sector, that the funding helps achieve positive outcomes and the systems in place are relevant and easy-to-use.

This Contestable Grants and Funding Framework aims to provide a clear framework for how the Council will fund community and voluntary organisations to contribute to the vision of the District as outlined in the Long Term Plan. The word 'community' is used here in its broadest sense: it signals that our community funding

Framework will support the broader outcomes such as the social, cultural, economic and environmental wellbeing of all our people and places.

Hastings District Council has many different sources of funding to empower organisations to meet their shared goals including, but not limited to:

- Community Grants
- Creative Communities funding
- Waste minimisation fund
- Youth Fund
- Mayor Fund
- Operational contracts for service
- Events Funding

FUNDING CURRENTLY COVERED BY THIS FRAMEWORK

Acknowledging that there are many different avenues for groups to gain council support including funding, this framework is currently only covering the following, but can be used as a framework for new grants in the future.

COMMUNITY

- Single-Year Community Grant (*formally Seed Funding / Community Grants*)
- Multi-year Strategic Community Partnership Fund (*formally Discretionary & Establishment Fund*)

EVENTS AND ACTIVATIONS

- Single-Year Community Event Fund (*newly contestable*)
- City Vibrancy Fund (*new /date tbc*)
- Council Facility Fee Assistance (*formally Service Wavier*)

ARTS

- Creative Communities

ENVIRONMENTAL

- Waste Minimisation Contestable Fund (*newly contestable*)

FACILITY DEVELOPMENT

- Marae Development Fund
- Rural Halls Maintenance Fund

STRATEGIC CONTEXT

The following Hastings District Council Strategies, plans and policies are critical to this Contestable Grants and Funding Framework

- Long Term Plan 2018-2028
- HDC Event Strategy
- Toi-Tu- Regional Arts and Culture Strategy
- Local Community Plans
- Social Wellbeing Framework
- Joint Waste Management and Minimisation Plan

Council's vision of Great Living, Today and Tomorrow will be fulfilled through the following 6 Broad Areas of focus:

- **Our Environment**
- **Moving Around**
- **Our Economy**
- **Where We Live**
- **Things To Do**
- **Our People**

This Contestable Grants and Funding Framework was developed to contribute to achieving focus areas 5 and 6

- **Focus area 1** – our Environment
 - Environmental Enhancement
- **Focus area 5** – Things To Do
 - Relaxing into our reserves
 - City Centre Cultural Precinct
- **Focus area 6** – Our People
 - Uplifting Communities
 - Youth Development

This Contestable Grants and Funding Framework also contributes to Council's community outcomes and specific Council objectives as set out in the Long Term Plan 2018-2028 by:

Local Infrastructure:

- Places and Spaces for Recreation
- Appealing Visitor Destination
- Places and spaces for arts, culture, learning
- A community that wastes less
- Sustainable use of land and water resources

CONTESTABLE GRANTS AND FUNDING

Local Public Services:

- People safe from crime
- Fostering recreational participation
- Assisting youth in education, skill development and jobs
- Building a resilient and job rich local economy
- Appealing visitor destination
- Assistance for people in need
- Fostering the arts and cultural experience
- District heritage is conserved for future generations
- A community which wastes less
- Putting people at the centre of planning and service

FRAMEWORK OBJECTIVES AND GOALS

The objective of the Contestable Grants and Funding Framework is to provide a clear direction for financial support for the development of the areas voluntary and community sector, while also ensuring that the Council's resources are targeted at meeting its strategic outcomes.

This Framework describes the grant types that are created by Council to support the voluntary and community sector. This will make it easier for Council staff to be equitable and transparent in their treatment of organisations, and for organisations to understand how Council provides support to the sector.

GRANTS BUDGET

The funding available for each of the grants programmes is generally determined through the Long Term Plan process and adjusted for inflation annually through the budget process.

Council can elect to earmark amounts to grant for particular purposes during the annual budget process. The overall amount available per grants programme, and any amounts earmarked for particular purposes, will be published in advance of funding rounds opening for each new financial year.

The budget for the Creative Communities Grants comes directly from Creative New Zealand

The budget for the Waste Minimisation Fund comes from Council's Waste Disposal Levy Funds



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COMMUNITY GRANTS PRINCIPALS

To ensure equity across the different types of funding support covered by this framework a number of principles will be applied.

TRANSPARENCY

Grants programmes will operate transparently in all respects and all stages of the process, while protecting confidentiality.

Clear information about the opportunities to apply for funding, and Council's expectations of applicants and recipients, will be provided in a timely manner. Information about all the grants Council provides, who has received them and for what purpose, will be published annually. Council will also provide feedback to unsuccessful grant applicants about why they have been declined, so they will know what they can do to increase their chances of success next time.

EQUITY

All communities will have an equal opportunity to be considered for grants, and Council will ensure applicants are treated fairly, regardless of their size, location (within the Hastings District Council boundary) or circumstances, and provide any support they may reasonably require in applying for grants. The organisational status of an agency (registered charity, unincorporated society, social enterprise and so on) will not be a barrier to funding, so long as the organisation can demonstrate that it is established and operating as a not-for-profit agency.

ACCOUNTABILITY

Staff and decision-makers will work together to deliver good value for residents, by supporting initiatives that are cost effective and which can produce clear benefits for our communities. Assessment will be based on individual proposals, their merits and how well they align with Council's funding priorities.

Council may take into account an applicant's previous track record, their current capability and their future potential when awarding grants.

Council expects all grant applicants to give advance thought to how they will know their project, activity or service has been a success. For larger grants and partnerships, applicants will be asked to propose appropriate outcome measures, and a plan for how these will be monitored and reported back.

All grant recipients will be required to account for how they have spent funds and share what they have achieved and learnt.

RESPECT

Council shares many interests, values and goals with the not-for-profit sector, but also recognises that the sector is made up of self-determining and independent organisations.

Like the Council, each has its own mission, and is accountable to its own community.

Council's relationships with these organisations will be characterised by mutual respect and an acknowledgement that delivering positive outcomes is a shared responsibility.

CONTESTABLE GRANTS AND FUNDING

Item 4

COMMUNITY LEAD

Grants are a means of financially supporting community-led initiatives, and in this respect they are fundamentally different from other procurement arrangements. When Council procures from a third party, it is purchasing a service to meet a specific need or requirement, and that service is delivered to Council's specifications.

In contrast, the initiatives Council supports through grants are conceived and delivered by the community, for the community. This distinction will be reflected in the grants programme, in the language that is used, the process that is designed and the relationships that Council enters into with grant recipients.

PROPORTIONALITY

Council will strive to balance its statutory responsibility to ensure the lawful and prudent expenditure of public funds, with a commitment to work in a way that acknowledges integrity of community organisations, and recognises the impact of its requirements on their limited time and resources. The information Council collects, and its expectations of grant applicants/recipients, should always be proportionate to the scale of what is being proposed or funded. The processes and documentation that organisations are asked to complete should be appropriate to the size of the grant, the situation of the applicant and the level of risk presented to the council.

Attachment 1



Item 4

Attachment 1

CONTESTABLE GRANTS AND FUNDING

Item 4

RULES FOR CONTESTABLE GRANTS

FUNDING AGREEMENT & CONTRACTS FOR SERVICE

Any form of funding will be described in a Funding Agreement or a Contract for Service and may include key performance indicators and agreed upon deliverables.

The agreement will contain the responsibilities that both the Council and the organisation receiving support agree upon, and the project, activity or service that the organisation will provide to the community. The contract will vary depending on the amount of support provided and the type of support.

ELIGIBLE APPLICANTS

The primary beneficiaries of community grants will be not-for-profit, charitable and voluntary organisations operating in the Hastings District for Hastings District residents. These groups are often referred to collectively as 'community organisations' because they are established with the primary purpose of providing a benefit to the wider community. There are three main groups that can apply for Community Grants:

- Community organisations; Most community organisations have a formal legal structure and founding documents (e.g. a constitution) which set out governance and management arrangements consistent with their charitable mission. Having a recognised structure enables Council to enter into a formal legal agreement with the organisation, and ensures appropriate accountability for how grant funds will be managed.
- Groups with no formal legal structure; Groups with no formal legal structure may apply for funding, provided they are able to nominate an 'umbrella' organisation which has agreed to receive and administer the grant on their behalf – the umbrella organisation will be legally accountable to Council for the expenditure of the funding.
- Social innovation and social enterprise; Council welcomes funding applications from social enterprises delivering outcomes for our communities. Social enterprises exist in a hybrid space, where social, environmental or cultural goals and commercial objectives come together. To be classed as a social enterprise for the purposes of grant applications an organisation needs to demonstrate the majority of its profits/surplus is reinvested in the fulfilment of its mission.

INELIGIBLE APPLICANTS

Community grants as covered by this framework are not available to:

- Political parties
- Schools*
- Commercial entities**
- Internal applicants (for example to fund projects, programmes or facilities run by Council or its employees)
- Hastings District Council CCOs (Council Controlled Organisations)
- Other local authorities, government agencies or public sector entities

* Schools may apply to for a grant for non-curriculum projects

**Commercial Entities may apply for a waste minimisation fund

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ELIGIBLE EXPENSES FOR GRANT FUNDING

Applicants will be asked to provide an overall budget for the project, activity or service that will deliver those outcomes. In most cases Council will be one of several sources of funding for the project, activity or service rather than the sole funder, and this should be reflected in the budget.

The budget for the project, activity or service is likely to include a range of costs. Examples include:

- Project wages*, professional fees (e.g. artists' fees) and volunteer expenses
- Administration and office expenses
- Accommodation expenses including rent, leases, maintenance, insurances and utilities
- Costs integral to service delivery (e.g. vehicle expenses for a mobile social service)
- Marketing, advertising, website and printing costs
- Programme expenses such as materials, equipment hire, venue hire and tutor's fees.

Applicants will need to indicate how they plan to spend their council grant including details of the project, activity or services and how it will be used to fund specific components of the budget, or to help offset the overall cost. Appropriate outcomes for the level of funding Council provides will be negotiated with recipients, and any special conditions for how the grant can be spent will be reflected in the funding agreement.

**Wages need to be connected to an outcome and be project based.*

INELIGIBLE EXPENSES FOR GRANT FUNDING

The Contestable Grants and Funding Framework provides decision-makers with considerable flexibility to determine how best to support their communities to deliver positive outcomes, as outlined above. However, there are some purposes that will not be funded.

The following activities will not be funded:

- Debt servicing or repayment
- Legal expenses
- Activities that promote religious ministry or political purposes and causes
- Medical expenses
- Public services that are the responsibility of central government (e.g. core education, primary health care)
- Large physical works – e.g. improvement to community buildings – that require consents or permits, prior to the necessary consents or permits being obtained (grants may be awarded in principle but funds will not be released until all conditions are satisfied)
- Purchase of alcohol
- Retrospective costs (where the activity has already taken place), unless this is necessary as a condition of the grant or Council is satisfied there are other mitigating circumstances
- Groups who's services are delivered outside the district

CONTESTABLE GRANTS AND FUNDING

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LOWER PRIORITIES

In a competitive funding environment, the following may be a lower priority for funding:

- Ongoing Salaries and administration costs
- Travel and accommodation outside the area, unless Council is convinced there will be a tangible benefit for local communities
- Fundraising events or activities, especially where the beneficiary is a third party (e.g. charity events, sponsored walks), unless we determine the event has a wider community benefit beyond its primary purpose as a fundraiser
- National organisations
- Health based organisations that could be funded by the DHB
- Education based organisations that could be funded by the MOE
- Groups whose services are not located in the district
- Council may specify additional exclusions for funding to those set out above. Refer to the relevant grants programme for more information about specific exclusions

CONFLICTS OF INTEREST

Organisations affiliated in some way to elected members or employees of Council can still be considered for grant funding. However, organisations in this category should note any possible conflict of interest (or perception of a conflict of interest) in their application to ensure any necessary steps can be taken to mitigate this.

Elected members or council employees involved in funding decisions are also required to note any possible conflict of interest (or perception of a conflict of interest), and will not be involved in any assessment or decision-making related to these applications.



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CONTESTABLE GRANTS AND FUNDING

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ASSESSMENT AND PRIORITISATION

This section explains the factors Council will consider when assessing proposals, to determine their relative merit, and assist decision-makers to prioritise between proposals of similar merit.

PROPOSAL ASSESSMENT

Each funding proposal should be assessed by at least three different people, discussed and then allocated according to the groups' recommendation. When assessing the strength of an individual proposal, and which proposals should be considered a priority for funding, decision makers will consider whether the applicant has:

- Made a compelling case for how their proposal aligns to the funding priorities established
 - Clearly defined the purpose and expected community outcomes of their project, activity, or service, for example the need they are meeting and why this is important
 - Clearly described their project, activity or service, what will be delivered and have satisfied Council that it is viable
 - The capability, capacity and experience to deliver their project, activity or service to an appropriate standard, evidenced by a relevant track record of successful delivery
 - Presented a realistic, evidenced-based budget for their project, activity or service, and identified exactly how the grant would be spent
 - Given thought to how they will show the grant has positively impacted the community (or for larger grants and partnerships, identifying how they will evaluate the success of their project, activity or service)
 - Understands who their project, activity or service will benefit and where in the Hastings District Council area these people are likely to come from
 - The necessary experience, networks or profile to give them credible access to the people who will benefit
 - Provided evidence of community support for, and/or involvement in the project, activity or service and/or evidence of support from their recognised regional or national body (where relevant)
 - Shown that their project, activity or service will support multiple funding priorities (this is not required, but may lend additional weight to the application)
 - Outlined all Council funding (financial or otherwise) it has currently received at the time of applying
- Council will apply the 'proportionality principle' in evaluating the applications. Applicants seeking larger grants will be expected to answer in more detail and provide additional evidence compared with applicants seeking smaller grants.

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FINANCIAL CONSIDERATIONS

Council grant programmes are consistently oversubscribed, and it is not possible for Council to meet all requests for funding. In making decisions Council will take applicants' overall financial situation into consideration.

Council will ask all grant applicants what they (or others) will contribute to the cost of their proposed project, activity, or service. An applicant's own contribution may include volunteer labour, donated materials, donated professional services and/or their own cash reserves.

When assessing and prioritising applications, Council may take into account any or all of the following:

- The applicant's overall financial position, including their ability to support the project, activity or service from their own resources and/or to access grants from other sources.
- Whether the applicant has accessed, or made reasonable attempts to access, other sources of financial support for their project, activity or service, including grants from other funders, or fundraising within their community.
- Whether the applicant has received, or is receiving, any other grants, contracts, subsidised accommodation or other financial assistance from Council.

FUNDING PRIORITIES

The aim of funding priorities is to provide a clear guidance to potential applicants on what the Council would particularly like to fund to achieve community outcomes that contribute to its strategic direction. As part of setting the funding priorities, Council may specify additional exclusions for funding to those set out in this Framework – such as setting a minimum or maximum grant size, or excluding certain types of expenditure (for example international travel). It may also highlight factors they consider would significantly impact on their decision making. These additional exclusions will be communicated to applicants prior to applying.

FUNDING ALLOCATION PANELS

Funding allocation panels will be appointed for various funding programmes to ensure the right mix of relevant expertise and knowledge are involved in assessing grant applications. Allocation panels will be appointed before the commencement of each funding round for a duration of three years to align with councillor appointments. This is to ensure that there is a broad mix of expertise on the panels on an on-going basis and to ensure other people have the opportunity to experience being a panel member.

Some smaller funds will be assessed by council staff, for these funds an internal funding assessment group will be established based on the skill set needed. Funding Assessment groups should be made up of at least three people to ensure fairness and transparency across all applications and funding rounds



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CONTESTABLE GRANTS AND FUNDING

TYPES OF COMMUNITY GRANT PROGRAMMES AND PRIORITIES

SINGLE YEAR COMMUNITY GRANT

This fund provides funding up to 20k for new ideas that meet a key priority area

Priority areas for the Single Year Community Grant are:

1. Uplifting our communities' wellbeing by providing access to help and advice.
2. Fostering a sense of pride within our district and across our diverse communities
3. Promoting happy, healthy and active communities.

MULTI-YEAR STRATEGIC COMMUNITY PARTNERSHIP FUND

These funds are for community initiatives that are already up and running, meet our vision and are clearly making a big difference in our communities, these are three year partnership agreements

Priority areas for the Strategic Community Partnership Fund are:

1. Assisting youth in education, skill development and jobs
2. Assistance for people in need
3. Fostering the arts and cultural experience
4. People are safe from crime
5. A community which wastes less
6. District heritage is conserved for future generations

COUNCIL FACILITY FEE ASSISTANCE

This fund helps charitable or not-for-profit organisation in Hastings with the cost of Council Parks, Reserves and Venues for Community Events

Priority areas for the Council Facility Fee Assistance Fund are:

1. Diversity, The event for which the grant is sought must benefit significant numbers of Hastings residents
2. Accessibility, The event must be accessible to the wider community

SINGLE-YEAR COMMUNITY EVENT GRANT

Hastings District Council Single-year Event Grant supports not-for-profit community organisations that support small community led events that are aligned with Council plans and strategies and contribute to the social or economic wellbeing of the district.

The Community Events Fund is available to not-for-profit community organisations planning community events in the Hastings District that are in line with Council's Event Strategy

CITY VIBRANCY FUND

Hastings District Council City Vibrancy Fund supports community organisations to run activations, events and projects that add to the vibrancy of the Hastings CBD. These small community led events that are aligned with Council plans and strategies and contribute to the City Vibrancy and Hastings Alive Plans.

CONTESTABLE GRANTS AND FUNDING

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CREATIVE COMMUNITIES SCHEME

These grants are available for arts projects. The funds are supplied by Creative New Zealand, applicants to this fund must show how their project fits with criteria set by the Creative Communities Scheme and Hastings District Council.

Creative New Zealand has three funding criteria for this scheme. They are:

1. Broad community involvement, The project will create opportunities for local communities to engage with and participate in arts activities
2. Diversity, The project will support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity
3. Young people, The project will enable and encourage young people (under 18 years) to engage with and actively participate in the arts

WASTE MINIMISATION CONTESTABLE FUND

The Waste Minimisation Contestable Fund aims to support waste minimisation projects that result in a new waste minimisation activity, either by implementing new initiatives or expanding on existing activities. To contribute to building a community that values our resources, re-uses, re-purposes and recycles what it can.

Achieved through education, engagement and the development of new technology and ways of working.

Priority areas for the grant for Waste Minimisation Fund are

1. Minimisation / avoidance / reduction of waste creation
2. Reuse of waste materials
3. Recycling of waste materials
4. Recovery of waste resource (the selective extraction of disposed materials for a specific next use, such as recycling, composting or generating energy).

MARAE DEVELOPMENT FUND

The Marae Development Fund assists with marae preservation and development, with projects assessed against eligibility criteria set out in Hastings District Council's Marae Development Fund Policy.

RURAL HALLS MAINTENANCE FUND

Councils rural halls maintenance funding scheme is designed to assist with the building maintenance of halls in the rural and plains areas of Hastings. It does not cover ongoing operational costs or capital development.

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HASTINGS
HEART OF HAWKE'S BAY

FURTHER INFORMATION

Further Information around Hastings District Council's grants schemes can be found at

www.hastingsdc.govt.nz/grants

Or by contacting

Community Grants Advisor

communitygrants@hdc.govt.nz



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DISTRICT COUNCIL

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HASTINGS DISTRICT COUNCIL
CIVIC AND ADMINISTRATION SUBCOMMITTEE MEETING
WEDNESDAY, 27 MAY 2020

RECOMMENDATION TO EXCLUDE THE PUBLIC

SECTION 48, LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

THAT the public now be excluded from the following part of the meeting, namely:

8 Community Grant Applications

The general subject of the matter to be considered while the public is excluded, the reason for passing this Resolution in relation to the matter and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this Resolution is as follows:

<i>GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</i>	<i>REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER, AND PARTICULAR INTERESTS PROTECTED</i>	<i>GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF EACH RESOLUTION</i>
8 Community Grant Applications	Section 7 (2) (b) (ii) The withholding of the information is necessary to protect information where the making available of the information would be likely to unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information. To protect the interests of the applicants.	Section 48(1)(a)(i) Where the Local Authority is named or specified in the First Schedule to this Act under Section 6 or 7 (except Section 7(2)(f)(i)) of this Act.