

# Community Grants

Effective from 30 January 2018

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## Purpose

The purpose of this Policy is to establish guidelines for the allocation and management of contestable community grants. Alongside the Community Grants Framework, it has been developed to assist both Council and applicants in determining the outcome of funding applications.

## Background

A community grants policy and framework acknowledges Council's willingness to work with the community to achieve its vision "to enhance our City and preserve its character while embracing innovation and change." It further demonstrates the Council's awareness that Council itself is not always best placed to deliver projects within the community, and that through financial assistance Council can assist the wider community to be a catalyst for positive change.

## Scope

This Policy and associated Framework applies to the approximately \$250,000 allocated in discretionary grants every year. It does not include funding allocated for the Events Fund or Service Contracts.

## Governance Guidance For Allocation Of Grants

The following expectations will be incorporated in the design of the Invercargill City Council's Community Grants Framework.

- Grants will be allocated lawfully, transparently and prudently, in keeping with Council's responsibilities as a public entity dispensing public funds, and the legislated purpose of local government.
- Council will be clear about the decisions it has made and what it expects to achieve with the allocated resource. To this end, adequate records will be kept of both successful and unsuccessful applications.
- Expectations of grant recipients are clearly communicated, reasonable and proportionate to the funding they receive. Recipients must be willing to report publicly on how much support they received from the Council and what they achieved with that support.
- Conflicts of interest will be identified and appropriately managed.

- All applicants will be treated fairly and with respect, the relationship will acknowledge the accountability and complementary roles and responsibilities of both Council and the applicant.

**Revision History:**

**Effective Date:**

**Review Period:**

This policy will be reviewed every three (3) years unless earlier review is required due to legislative change, or is warranted by another reason requested by Council.

**New Review Date:**

**Associated Documents / References:**

Community Funding Framework

**Supersedes:**

**Reference Number:**

**Policy Owner:**

Manager, Strategy and Policy

# Grants Framework

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The Invercargill City Council allocates Community Grants with the expectation that they fit into the vision that Council has agreed for our City *“To enhance our City and preserve its character while embracing innovation and change.”*

## Type of Community Grant

Council offers two varieties of Community Grant, contestable and discretionary.

**Contestable** – A budget is set through the Long-term Plan process and applications are received during a funding round. The opening and closing of the funding round will be publicly advertised. All applications are received using Council’s Community Grants application form for ease of comparison. Council then determines the allocation of community funding and makes decisions in a meeting open to the public.

**Discretionary** – Discretionary grants are for those applications received outside of the funding round. In order to be successful for a discretionary grant the applicant must prove that:

- The need is immediate and has arisen since the last funding round closed;
- They cannot wait until the next round;
- The circumstances could not have been reasonably foreseen.

The vast majority of grants will be awarded through the contestable process as this is the most fair, efficient and effective way of enabling decision-makers to compare applications and allocate from a limited pool.

## Factors when assessing priority of applications

The following factors are used by Council when determining the success of an application.

- Alignment with Council’s vision and priorities.
- Addressing community need or strong community support.
- Clearly defined purpose of the application.
- Demonstration of innovation.
- Clearly defined project – what will be delivered and how.
- Capability, capacity and experience to deliver the project.

- Realistic, evidence-based budget demonstrating good value for public funds.
- Other contributions sought by the applicant and the contribution by the applicant.
- Not solely reliant on Council funding.
- Council will not support ongoing projects unless applicants can demonstrate sound evaluation and development.

## Legislative requirements

To ensure that the funding fits within the Local Government Act requirements, applications must fit the following criteria:

- Take place in Invercargill City District.
- Be for a specific project or service and the application must clearly identify a benefit to the community.
- Projects seeking funding must not be the sole responsibility of Central Government or other agencies.
- Applications must be from organisations. Applications from individuals will not be considered.

## What we will consider funding

Council will support organisations, projects and activities in the Arts and Culture, Community Development, Environment, Heritage and Sport and Recreation sectors.

The grant allocated by Council can be spent on salaries and administration costs, marketing, equipment hire, project development costs, service delivery costs and other like expenses. Applicants will need to indicate how they plan to spend their grant if successful.

Arts, culture and sports and recreation applications will first be considered for eligibility by the Creative Communities Invercargill and Invercargill Active Communities Funds.

## What we will not fund

Council will not fund the following:

- Debt servicing or repayment;
- Legal expenses;
- Activities for religious or political purposes;
- Public Services that are the sole responsibility of Central Government.

## Priorities

Every year Council receives more applications for Community Grants. It is not possible to meet all applications for funding. Council aims to deliver the outcomes that are significant to the Community and align with its Vision.

Past funding does not represent a commitment to future funding.

## Accountability

A letter detailing the decision on your application will be sent in the month following the close of the funding round. If your application is successful an agreement for your organisation to sign will be sent. The agreement will contain details of your accountability requirements.

The processes and documentation that organisations are asked to complete will be appropriate to the size of the grant, the situation of the applicant and the level of risk presented to Council. If you have previously applied for funding, but have not submitted your accountability form, you may be ineligible for funding until the next funding round.