

C213 – Community Grants Policy

Category	Community Awards / Funding	Type	Policy
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PURPOSE

To provide the framework to guide the distribution of community funding to eligible groups and individuals to support the achievement of positive community outcomes which align with the Council's vision and strategic priorities for the District, and which cannot be achieved by Council alone.

ORGANISATIONAL SCOPE

This policy applies to all the contestable and non-contestable community funding allocated by the Selwyn District Council except the funds that Council administers on behalf of external entities (because the relevant entities direct how those funds are used). This currently includes the *Creative Communities Scheme* funded by Creative New Zealand and the *Rural Travel Fund* funded by Sport New Zealand | Ihi Aotearoa.

Council sponsorship for community initiatives, while part of the overall community funding programme, is outside the scope of this policy. Council expects to include community sponsorship in a separate policy yet to be developed.

DEFINITIONS	
Assessment Panel	a Committee of Council consisting of people appointed by Council to allocate contestable community grants. The full name of the panel is the Community Grants Assessment Panel.
community / communities	a group of people who share one or more attributes and identify or interact as a community within the District. Communities could be based around geographic location (e.g. a street, town, ward), culture, ethnicity, recreation/personal interests, age group, ability/disability, profession, support needs, etc. Communities contribute to a sense of belonging, social connection, and overall wellbeing.
Community Funding Programme	includes all Council's support for communities including contestable and non-contestable grants. Council sponsorship for community initiatives is part of the community funding programme but is outside the scope of this policy.
Community Grants Assessment Panel	refer to the definition for the Assessment Panel.
community organisation	a community group or not-for-profit organisation that serves a public benefit; and that relies on volunteers for at least its governance; and has values, purpose and objectives independent of government or commercial institutions. It could have a legal status as an incorporated society or charitable trust and may also be registered under the Charities Act 2005. Unless there are clearly justified reasons, membership or participation in its activities should be available to everyone who wishes to join.
community outcomes	the community outcomes as specified in the Council's Long-Term Plan, District Plan, strategies, or policies.
contestable grant	a grant that is awarded through a publicly notified process where

DEFINITIONS	
	multiple applicants compete for funding. Allocations of grants involve an evaluation against specified criteria including alignment with Council's strategic goals. The purpose of the contestable process is the fair distribution of community grants funding, and to foster transparency and accountability.
discretionary grant	refer to the definition for non-contestable grant.
District	the area within the territorial authority boundaries for Selwyn District Council. The district may also be referred to as Selwyn or Waikirikiri Selwyn.
fund schedule	A document that contains fund-specific information such as criteria/exclusions/terms and conditions that only applicable to that fund, and the frequency and timing of funding rounds. Amendments to these elements of a fund schedule must be approved by the Assessment Panel.
grant	a payment made to a group or individual towards the cost of delivering an initiative that has been approved through the grants process.
individual	a person or persons applying for an eligible grant that benefits both a person/s and the District, for example: a person competing in national/international sports competition, a property owner undertaking (on their own land) environmental work that benefits the District's indigenous biodiversity, a property owner with a registered heritage building/item or protected tree undertaking maintenance work, etc.
initiative/s	in this policy the word 'initiative' means any words an applicant uses to describe their proposed initiative, including but not limited to: activity, project, service, programme, hui, event, festival, celebration, performance, class, workshop, forum, planting day, representing the District (e.g. in a sport), competition, etc.
non-contestable grant	a grant that is awarded without a competitive process but is based on predetermined eligibility criteria (for example, the <i>Heritage Consents Fund</i> or the <i>Meet Your Street Fund</i>) and/or circumstances (for example, the <i>Mayor and Councillor Discretionary Funds</i>). Non-contestable grants are sometimes referred to as a discretionary grant.
project	a specific and typically time-limited activity, distinct from an on-going service provided by a community organisation.
recognised Residents Group	a group that is recognised by Council as the Residents Group for a community. There are minimum criteria and expectations for being 'recognised'.
special needs	in the context of the <i>Individuals and Team Fund</i> , special needs refers to extraordinary barriers faced by an individual which hinders their ability to participate in community life, for example, socio economic circumstances, disability, neurodiversity, health/mental health barriers, etc.
umbrella	a community organisation with a formal legal structure that has

DEFINITIONS	
organisation	formally agreed to receive and administer a community grant on behalf of a community group that does not have a formal legal structure.

THE POLICY

1. GENERAL POLICY

- 1.1 Council recognises the important role community organisations and individuals play in helping to promote the social, economic, cultural and environmental wellbeing of Waikirikiri Selwyn residents and provides funding to support wellbeing outcomes.
- 1.2 The Council's community funding programme is intended to help:
 - 1.2.1 achieve the Council's strategic vision and priorities.
 - 1.2.2 build upon and support community-led initiatives which create positive change in the community, enhance the community's ability to meet its own needs, enhance wellbeing, and/or develop community leadership.
 - 1.2.3 support the work of property owners and community groups in delivering environmental, indigenous biodiversity, and heritage outcomes for Waikirikiri Selwyn.
 - 1.2.4 support individual and team representation at local, regional, national and international sport/cultural/community competitions and events, support the development of individuals actively engaged in community service, and/or support individuals with special needs to participate in community life.
- 1.3 Council upholds its statutory responsibility to ensure the lawful, transparent, and prudent expenditure of public funds. Council will be financially prudent and undertake transactions with good business practice. This applies to the distribution of community funding under this policy.
- 1.4 Community funding is for initiatives delivered within the District for the benefit of the District. The exception to this is funding for individuals who are residents of the District but participating in an initiative held outside of the district (e.g. a sports event or leadership training programme).
- 1.5 Consideration will be given to initiatives from existing groups as well as new and emerging groups that respond to the District's growth and changing needs.
- 1.6 Council commits to these core principles for its community funds:
 - 1.6.1 **Fairness:** Council acknowledges the many diverse communities in Waikirikiri Selwyn. Applicants will be treated without favouritism or discrimination and decisions will be just, impartial, equitable, and based on objective criteria; not personal preference or bias.
 - 1.6.2 **Transparency:** Council will publicly communicate what community grants are available and when funding rounds are open. Council will publicly communicate the decisions it makes and what it expects the

funding to achieve. Grant recipients will be required to acknowledge Council funding and report on its impact and use.

- 1.6.3 **Accountability:** Grant recipients are accountable to the Council for the community funding they receive. Council is accountable to the residents of Waikirikiri Selwyn for the wise use of money that funds community grants.
- 1.6.4 **Effectiveness:** Council is committed to ensuring the funds are used to deliver good outcomes for community. Council will efficiently manage the community funding programme for the benefit of community.
- 1.7 Initiatives cannot receive funding from multiple contestable funds for the same initiative, even if the different funds contribute towards a different part of that single initiative (for example, a community planting day where the *Community Fund* pays for advertising and volunteer costs and the *Natural Environmental Fund* pays for plants).
- 1.8 Council is not a primary funder of community organisations/groups or their initiatives, or of biodiversity, environmental, or heritage protection activities. Community grants are allocated from a limited pool of money. All community funding decisions will recognise Council's role as a complementary funder by prioritising applications that have other funding and/or have actively sought other funding before approaching Council.
- 1.9 All requests for community funding received as a submission to the Long-Term Plan or Annual Plan will be referred to the relevant community fund. Where there is no relevant community fund, Council may consider the submission with reference to the requirements and guidance contained in this policy.
- 1.10 The financial allocation of all community funding (contestable and non-contestable) is publicly disclosed on the Selwyn District Council website. Information will be updated at least annually and include recipient name, amount granted, and the purpose of the grant.
- 1.11 All funding decisions are final and incontestable.
- 1.12 Any changes to the *Purpose* or *Outcomes* of community funds - as specified in section 2 of this Policy - must be approved by the Assessment Panel before they are presented to Council for approval.
- 1.13 The total amount available for community funding is agreed every three years through the Long-Term Plan process.
- 1.14 Unallocated Council funds do not roll over at the end of the financial year; each financial year starts afresh. The exception to this is the:
 - *Ellesmere Reserves Board Fund* which is a special fund with revenue from leases and interest
 - *Strategic Partnerships Fund* where funds have been kept aside for decisions in future years
 - any external funds the Council administers on behalf of other entities
 - any other fund should Council determine by resolution to roll over funds at the end of a financial year for a particular purpose or period.

For clarity, funds that have been allocated to an initiative but not yet uplifted or

spent, are not considered 'unallocated' funds¹.

- 1.15 Council will conduct a formal evaluation of the community funding programme at least every 5 years to assess its effectiveness and ensure it continues to reflect and meet community needs. At a minimum, the evaluation will include feedback from grant recipients, communities who benefited from initiatives, and the Assessment Panel.

2. PURPOSE AND OUTCOMES FOR COMMUNITY FUNDS

- 2.1 The overarching objectives for the community funding programme are detailed in clauses 1.1 and 1.2 of this Policy.
- 2.2 The Purpose and Outcomes for each community fund are as follows:

2.2.1. COMMUNITY FUND²

Purpose of this fund: to support initiatives that make Waikirikiri Selwyn a great place to live, work, and play by contributing to community wellbeing, bringing communities together, celebrating the District's taonga, and attracting visitors to the District.

Outcomes – what we will see through the initiatives funded by this fund:

Increased participation, engagement, and enjoyment for people - in initiatives including but not limited to - arts, culture, sport and recreation, community history/heritage, youth, older persons, and multi-cultural communities.

The District's unique taonga, history, stories, and places are promoted, protected, and celebrated.

Community capability, sustainability and knowledge, is developed and groups are assisted to meet the needs of the community and collaborate to achieve common objectives.

Initiatives that build community spirit, a sense of neighbourliness, belonging and connectedness are encouraged.

Overall wellbeing of the residents is enhanced by supporting disadvantaged communities, removing barriers to participation, and empowering communities.

Volunteering is encouraged and an active and effective volunteering sector is supported.

The District's diverse offerings and attractions are highlighted and visitors from outside the District are encouraged to visit.

¹ Unallocated funds would include the allocation of the non-contestable *Strategic Events Fund* where the Assessment Panel has agreed to contribute funding to a strategic event but work on this has not yet started.

² Note: The *Community Fund* includes an amount of funding tagged for community history initiatives because in 2024, the Community History Fund was amalgamated with the *Community Fund* to improve access to the fund. The tagged amount is set every three years during the Long-Term Plan process (refer clause 1.13).

2.2.2. NATURAL ENVIRONMENT FUND

Purpose of this fund: to encourage and assist landowners, individuals, community groups, and mana whenua to protect, restore, and enhance the natural environment.

Outcomes – what we will see through the initiatives funded by this fund:

Ecologically significant sites are protected and restored, particularly threatened sites and locations.

Increased coverage of native vegetation and improved habitat for indigenous wildlife.

Improved water quality, for relevant sites.

Relationships and trust built with community and landowners to maximise initiatives that benefit the natural environment.

Selwyn Biodiversity Strategy and Predator Free 2050 goals are contributed to.

2.2.3. PREDATOR FREE 2050 FUND

Purpose of this fund: to support the restoration and protection of Waikirikirī Selwyn's indigenous biodiversity (plants and wildlife) through the elimination of introduced predator animals.

Outcomes – what we will see through the initiatives funded by this fund:

Reduced numbers of predator animals across the District, including mustelids, rats, possums, hedgehogs and feral cats.

Improved protection resulting in increased abundance of indigenous wildlife and plants.

Increased number and coverage of trapping networks across Waikirikirī Selwyn.

Relationships and trust built with community and landowners to maximise predator control efforts.

Selwyn Biodiversity Strategy and Predator Free 2050 goals are contributed to.

2.2.4. HERITAGE PROTECTION FUND

Purpose of this fund: to encourage and assist owners and mana whenua with work required to maintain and enhance heritage items (e.g. buildings, war memorials, other structures), sites of significance to Māori, and protected trees that are listed in the District Plan.

Outcomes – what we will see through the initiatives funded by this fund:

Heritage items (e.g. buildings, war memorials, other structures) are maintained and enhanced.

Sites of significance to Māori are maintained and enhanced

Protected trees are maintained.

2.2.5. HERITAGE CONSENTS FUND

Purpose of this fund: to assist owners and mana whenua with fees associated with building or resource consents required to complete heritage protection projects.

Outcomes – what we will see through the initiatives funded by this fund:

Heritage items (e.g. buildings, war memorials, other structures) are maintained and enhanced.

Sites of significance to Māori are maintained and enhanced

Protected trees are maintained.

2.2.6. SCHOOL STUDENTS' TERTIARY SCHOLARSHIPS FUND

Purpose of this fund: to encourage the district's secondary school students to achieve outstanding success in academic, sports, cultural, arts, social responsibility, or other areas in their community. Students who have overcome barriers or hardships to achieve are particularly encouraged to apply.

Outcomes – what we will see through the initiatives funded by this fund:

Twelve students benefit in their tertiary education through the scholarships (two each from Rolleston College, Ellesmere College, Lincoln High School, and Darfield High School, and four District-wide scholarships).

Student success in a range of areas is acknowledged and celebrated.

2.2.7. INDIVIDUALS AND TEAMS FUND³

Purpose of this fund: to support individuals and teams' representation at events, to reduce barriers to participation for individuals, and/or support the development of those who actively contribute to the wellbeing of their community.

Outcomes – what we will see through the initiatives funded by this fund:

Individuals or teams selected to represent their school, club or community at a local, regional, national, or international event or competition (including sporting, cultural, or community events) are supported to participate.

Individuals actively engaged in community service and contributing to the overall wellbeing of their community are supported to participate in growth and development opportunities.

Individuals with barriers to participating in community life are supported to participate.

2.2.8. STRATEGIC EVENTS FUND

Purpose of this fund: to support and attract major events that enhance

³ Note: This fund replaces the *Ward Discretionary Funds* which supported individuals, teams and community groups, and was disestablished 1 July 2024 with the fund split between this fund and the Community Fund.

economic, cultural, and social benefits for the District.

Outcomes – what we will see through the initiatives funded by this fund:

The District has a diverse range of events across the year.

Enhanced sense of shared identity for the community.

The local economy is boosted.

Enhanced District profile as a tourism and event destination.

Visitors are attracted to the District.

2.2.9. STRATEGIC PARTNERSHIPS FUND⁴

Purpose of this fund: to support areas of strategic priority that enable Council to achieve the community outcomes in the Long-Term Plan through a funding commitment for up to three years.

Outcomes – what we will see through the initiatives funded by this fund:

Initiatives are delivered that enhance the Council's community outcomes and strategic priorities.

The District benefits from the expertise and contributions of community organisations and groups who are strategic partners.

Relationships and trust are built with community that enable the achievement of community outcomes.

The Council benefits from the partnerships through shared communication and insights gained from the organisations working directly with community.

2.2.10. RESIDENTS GROUP GRANT

Purpose of this fund: to support recognised Residents Groups with operational costs and to contribute to initiatives in their community.

Outcomes – what we will see through the initiatives funded by this fund:

Residents and the community benefit from working together to care for their communities, solve problems, advocate, and socially connect.

Communities and Council benefit from two-way information sharing and engagement between Council and Residents Groups.

2.2.11. ELLESMERE RESERVES BOARD RESERVE FUND⁵

Purpose of this fund: to support initiatives that benefit the Ellesmere community, with a focus on the Ellesmere Reserves, and sport and recreation.

Outcomes – what we will see through the initiatives funded by this fund:

⁴ *Strategic Partnerships Fund* allocations are carried out through the Long-Term Plan (or Annual Plan) process. The process is specified in the Fund Schedule for this fund. Strategic partnerships will change over time to reflect changes in Council's strategic priorities or focus areas.

⁵ Note: This is a special fund utilising lease income for the stated purpose.

Ellesmere Reserves are maintained for the benefit of the people and groups using these facilities.

Recreational and sporting initiatives are supported for the enjoyment and benefit of all Ellesmere residents.

2.2.12. MAYOR AND COUNCILLORS DISCRETIONARY FUNDS

Purpose of this fund: to enable the Mayor and Councillors to actively support community groups and individuals with initiatives of benefit to the District. This fund is used without specific resolution of Council.

Outcomes – what we will see through the initiatives funded by this fund:

Enhanced wellbeing of Waikirikiri Selwyn residents and/or communities.

2.2.13. YOUTH PROJECTS FUND

Purpose of this fund: to enable the Youth Council to actively support rakatahi youth-focused projects in the District.

Outcomes – what we will see through the initiatives funded by this fund:

Strengthened inclusion of rakatahi youth through growing community connections and sense of identity.

Enhanced wellbeing (including social, cultural, physical, economic, and educational).

Reduced barriers to participation.

The development of leadership capability.

Piki Amokura | Youth Strategy outcomes are contributed to.

2.2.14. MEET YOUR STREET FUND

Purpose of this fund: to encourage residents to connect with the people who reside on the same street/adjoining street to build relationships, enhance social connection, create a sense of belonging in the community, and improve the overall wellbeing and safety of the community.

Outcomes – what we will see through the initiatives funded by this fund:

Increased opportunity for positive community interactions.

Enhanced social connections and relationships built between residents (new and long-term).

Residents develop a sense of belonging to the community.

Improved community and resident wellbeing and safety (because neighbours know each other).

2.2.15. COMMUNITY POOLS FUND

Purpose of this fund: to contribute towards the maintenance and operational

costs for identified school swimming pools, that are available for community use outside of school hours.

Outcomes – what we will see through the initiatives funded by this fund:

Access to local pools for residents of smaller communities is maintained (outside of school hours).

Physical activity is enabled.

Improved water safety.

Opportunities for enhanced community wellbeing and connection.

2.2.16. EVENT WASTE MINIMISATION FUND

Purpose of this fund: to support community events to reduce the amount of event waste that goes to landfill.

Outcomes – what we will see through the initiatives funded by this fund:

Reduced waste to landfill.

Increased community awareness about waste management and minimisation.

2.2.17. SPORT NZ RURAL TRAVEL FUND (external fund administered by Council)

Purpose of this fund: to subsidise travel for rural junior sports teams (5–18-year-olds) so school and club teams can participate in local sporting competitions taking place outside school time.

Outcomes – what we will see through the initiatives funded by this fund:

Rural junior sports teams compete in local sporting competitions outside school hours.

2.2.18. CREATIVE COMMUNITIES SCHEME FUND (external fund administered by Council)

Purpose of this fund: to increase participation in the arts at a community level, and to increase the range and diversity of arts available to the community.

Outcomes – what we will see through the initiatives funded by this fund:

Creative Communities require that initiatives should meet one of the following outcomes:

- encourage participation – they create opportunities for local communities to engage with and participate in local arts activities.
- support diversity – they support the diverse artistic cultural traditions of local communities.
- enable young people – they enable young people (under 18 years) to engage with and participate in the arts.

3. CONTESTABLE COMMUNITY FUNDING

- 3.1. Applicants can only apply for and receive one type of Council contestable grant for an initiative (refer clause 1.7).
- 3.2. Applications for contestable grants are invited through scheduled funding round/s which are publicly advertised with an opening and closing date.
- 3.3. Applications must be submitted on the Council application form for the relevant fund and include all the requested information.
- 3.4. Applications that are incomplete or received after the closing date will not be accepted.
- 3.5. Applications submitted online are preferred, however hard-copy applications will be received if an applicant cannot submit online.
- 3.6. Decisions will be made within two months of the funding round closing date unless otherwise stated when funding rounds are opened (refer clause 7.14).
- 3.7. The Assessment Panel assesses contestable funding applications (as per the funds listed in clause 8.9) and allocates the funds using an assessment process that is applied to all applications in a transparent manner.
- 3.8. Applicants will receive written notification of the outcome of their funding application.
- 3.9. Successful applicants will be provided with a funding agreement (refer clauses 10.3 and 10.4).

4. NON-CONTESTABLE COMMUNITY FUNDING

- 4.1 Non-contestable community funds can be allocated by:
 - 4.1.1. Council staff for specified purposes, for example, for Meet Your Street gatherings, supporting school pool costs if the pool can be used by the community outside of school hours, resource consent or building consent costs for work on listed heritage items where a consent is required, and so forth.
 - 4.1.2. The Mayor and Councillors each have a small budget which they can allocate at their discretion to community initiatives. Groups and individuals must disclose whether they have applied for or received funds, for the requested initiative, from one of the Council's other community funds.

5. ELIGIBILITY FOR COMMUNITY FUNDING

Applications are encouraged from new and existing groups (as described in clauses 5.1.1 to 5.1.5). If a group is new or has existed for less than two years, then their application must include at least two letters of support from upstanding members of the community who can verify that the group's purpose is charitable, and their activities are open to anyone from the Waikirikiri Selwyn district.

5.1. Who is eligible to apply for grants?

5.1.1. Not-for-profit community organisations with a formal legal structure (e.g. incorporated society, trust) and a bank account in the organisation's name. The organisation may also be a registered charity under the Charities Act 2005.

5.1.2. Community groups with no formal legal structure can apply for up to \$5,000 if the grant is paid to the bank account of the group.

If the group does not have a bank account in the group's name, or the application is for more than \$5,000, the group will need an umbrella organisation to either:

- apply on their behalf, or
- provide a letter confirming their organisation agrees to receive and administer the grant on the group's behalf and to be accountable to Council for the value of the grant should any issues with its use arise.

5.1.3. Not-for-profit iwi and/or hapū organisations and kāupapa Māori organisations delivering kāupapa Māori outcomes within the District.

5.1.4. Regional or national not-for-profit organisations with a formal legal structure can apply for initiatives that they will deliver in the District for the benefit of the District, but they must be able to show and report on the specific Waikirikiri Selwyn costs and benefits.

5.1.5. Schools, not-for-profit early childhood education, and not-for-profit tertiary education, but only for initiatives that are not part of the core education mandate funded by central government.

5.1.6. Individuals applying for grants from the

- *Individuals and Teams Fund*
- *Meet Your Street Fund*
- *School Students' Scholarship Fund*
- *Youth Projects Fund*.

5.1.7. Property owners or individuals applying for grants from the

- *Heritage Protection Fund*
- *Heritage Consents Fund*
- *Natural Environmental Fund*
- *Predator Free 2050 Fund*

5.1.8. Commercial entities may apply to the *Strategic Events Fund* if they have been invited by Council staff to do so. An invitation to apply for funding does not, in any way, oblige the Assessment Panel to approve the application.

5.2. Who is not eligible to apply for grants

5.2.1. Political parties.

5.2.2. Commercial entities, unless there are special circumstances such as that stated in clause 5.1.8.

5.2.3. Elected representatives (Mayor, Councillors, Malvern Community Board members).

5.2.4. Council staff.

- 5.2.5. Council Controlled Organisations (CCOs).
- 5.2.6. Other local authorities, government agencies, or public sector entities.
- 5.3. Applicants and applications that may be connected to elected members of Council or the Malvern Community Board, or Council staff, need to declare any possible conflict of interest or any possible perception of conflict of interest.

6. GENERAL FUNDING CRITERIA

Applications must meet the following general criteria plus any additional criteria specific to a fund (as detailed in the relevant Fund Schedule and included with the fund information on the Council's website).

- 6.1. Only initiatives delivered in the District for the benefit of the District will be considered for funding.
- 6.2. Applications must describe how the proposed initiative contributes to achieving the Council's community outcomes, strategic vision, or priorities for the District. Preference will be given to applications that demonstrate alignment with these.
- 6.3. Applicants must disclose all other forms of funding and in-kind support/assistance they currently, and in the last financial year, have been promised or received from Council.
- 6.4. Applications will not be considered from applicants who have not met accountability requirements for a previous Council grant/s, or who have breached previous agreements with Council, unless there is a mutually agreed commitment made to rectify this within a specified timeframe.
- 6.5. Applicants must comply with all Council requirements for any relevant consents and permits, bylaws, and health and safety.
- 6.6. Successful applicants may be asked to contribute to Council story telling about their grant so that the benefits of community funding can be publicised.

Funding exclusions

- 6.7. General exclusions from community funding are listed in the following clauses plus any additional exclusions specific to a fund (as detailed in the relevant Fund Schedule and included with the fund information on the Council's website).
- 6.8. No funding, whether cash or in-kind, will be provided for the following:
 - 6.8.1. ongoing wages or salaries that are not specific to delivering the initiative for which funds are being requested; for clarity, this means that funding for wages to coordinate a specific activity (e.g. an event/programme) could be considered but wages for the ongoing coordination of an organisation's activities would not be considered (except for the *Strategic Partnerships Fund* which can contribute to coordination of the organisation's activities specified in the funding agreement, unless specifically excluded in the agreement).
 - 6.8.2. initiatives that are, or promote, political purposes/advocacy/causes or

religion or religious ministry.

- 6.8.3. initiatives that (whether real, or, could reasonably be perceived to be real) foster or promote disharmony, disinformation or misinformation, and/or discrimination (as per the Human Rights Act).
- 6.8.4. medical or legal expenses.
- 6.8.5. purchase of alcohol (or zero alcohol wines, beers, RTDs, etc), tobacco, vape supplies or other psychoactive substances.
- 6.8.6. prize money.
- 6.8.7. fundraising costs except for a volunteer-run local community group fundraising initiative, in which case a standard allocation of \$300 will be made to successful applicants. This amount can only be used for direct fundraising costs except for wages/fees to a person or company (for example, the grant can be used to buy sausages but not to pay a person to sell the sausages).
- 6.8.8. commercial enterprises.
- 6.8.9. public services that are the responsibility of central government (for example, core education, healthcare, social work, whanau ora services).
- 6.8.10. debt servicing or applicants who have outstanding debt with Council.
- 6.8.11. retrospective costs (where the initiative has already taken place) before the funding round closes unless this is necessary as a condition of the grant or Council is satisfied there are other significant and unforeseeable mitigating circumstances.

7. COMMUNITY FUNDS ASSESSMENT PANEL (“ASSESSMENT PANEL”)

- 7.1. The Assessment Panel is a Committee of Council with delegated responsibility for allocating the contestable grants specified in the table in clause 8.9.
- 7.2. The responsibilities of the Assessment Panel are described in the *Community Funds Assessment Panel Terms of Reference*. This document is available in the community funding section on the Council’s website.
- 7.3. The Assessment Panel has a minimum of four, and maximum of nine, members. Membership must at all times include four Councillors (one from each Ward).
- 7.4. The Assessment Panel is appointed by the Council and consists of:
 - 7.4.1. four Councillor members (one from each Ward) who are appointed at the first Council meeting following the triennial elections. The appointment is for the full term of each triennium unless otherwise determined by Council.

In addition to 7.4.1, the Council may appoint any of the following:
 - 7.4.2. one - two mana whenua or iwi Māori representatives, should they want to take up the position/s (nominated by mana whenua or by iwi Māori).

If mana whenua does not wish or is not able to take up a position on the Assessment Panel, they can nominate or support the nomination of iwi

Māori representative/s who are resident of, or connected with, the District. The intent being to include a voice for Māori on the Assessment Panel.

If mana whenua does not wish or is not able to nominate a representative of mana whenua or iwi Māori, Council may seek an iwi Māori nomination through a process determined by Council.

- 7.4.3. one Youth Council representative, should they wish to take up the position (nominated by the Youth Council).
- 7.4.4. one - two independent members⁶, if it is determined that independent member/s would be useful to the Assessment Panel. The Assessment Panel would decide the process for recruitment and make nominations to Council for consideration.
- 7.5. The decision to appoint or not to appoint nominated representatives (specified in clauses 7.4.2 – 7.4.4) and the length of term of each appointment is at the discretion of the Council.
- 7.6. The Assessment Panel appoint the chair and deputy chair from among their members. The chair must be a Councillor member.
- 7.7. The quorum for a meeting is achieved if:
 - 7.7.1. the members are present in person or online so they can communicate in real time with the other members of the meeting, and
 - 7.7.2. at least two of those present are Councillors, and
 - 7.7.3. at least half of the total members are present if the number is even or a majority of total members if the number is odd. For clarity:

Total number of members	Quorum: at least 2 of this number must be Councillors
4	2
5	3
6	3
7	4
8	4
9	5

- 7.8. If a Councillor member is unable to attend an Assessment Panel meeting, they can delegate another Councillor to attend in their place. The delegated Councillor counts towards the quorum.
- 7.9. If an Assessment Panel member has not attended three or more meetings in a six-month period, the Assessment Panel can ask Council to:
 - 7.9.1. appoint another member from that Ward so that the Ward can be assured it is fairly represented
 - 7.9.2. revoke the membership of any non-Councillor member if the member has been absent without an apology being recorded or is unable to

⁶ Independent members could include people with particular expertise or enable more diverse voices to contribute to the allocation process.

commit to regular attendance⁷.

- 7.10. The Assessment Panel will aim to make decisions by consensus. Where this is not possible all members have an equal vote. In the unlikely event of a tie, the casting vote shall be made by the relevant Ward Councillor for the area the applicant resides (for *individual* applications) or the area where the initiative will take place (for *group* applications). If the initiative is across multiple Wards, the chair shall have the casting vote. The casting vote is final.
- 7.11. When the Assessment Panel considers applications to the *Ellesmere Reserves Board Reserve Fund*, any Ellesmere Ward Councillor who is not a member of the Assessment Panel can join the meeting for that particular agenda item. They do not count for the meeting quorum, but they can vote, and their vote is counted as if they were a member. The Councillor cannot participate in any other discussion on the agenda.
- 7.12. The Assessment Panel will meet at least monthly between February and December unless there are no funding rounds scheduled or applications to consider that month. The Assessment Panel may also meet at other times as agreed.
- 7.13. In the period between trienniums, when the Assessment Panel has been discharged⁸ and a new Assessment Panel has not yet been appointed, the Executive Director of Community Services and Facilities is delegated authority to allocate funds from the *Individuals and Teams Fund* if an application requires a decision before the new Assessment Panel can meet. Any allocations made under this delegation will be reported to the new Assessment Panel at their first meeting.
- 7.14. The Assessment Panel must approve any amendments to Fund Schedules if the amendments relate to fund-specific criteria, or exclusions or terms and conditions, or the frequency or timing of funding rounds.
- 7.15. The Assessment Panel must approve any proposed changes to this Policy, including the purposes and outcomes of funds (detailed in section 2), before the changes are presented to Council for consideration and approval.
- 7.16. One member of the Assessment Panel will also sit on the assessment panels for the *Creative Communities Scheme* and the *Sport New Zealand Rural Travel Fund*. The member may be different for each fund. The term of membership will be the same as the term for the Assessment Panel.
- 7.17. The Assessment Panel will review the *Community Funds Assessment Panel Terms of Reference* within six months of the start of each election triennium. Any amendments to the terms of reference must be approved by Council.

8. ASSESSMENT AND DECISION-MAKING

- 8.1. All funding decisions are final and incontestable.
- 8.2. Council will acknowledge receipt of grant applications in writing within five

⁷ It is preferred that a non-Councillor member resign if they cannot commit to regular meeting attendance. If a resignation is not forthcoming, the chair of the Assessment Panel (or their delegate) will engage in a process to enable the member to reassess their availability and commitment. Requesting the Council to revoke the membership is considered a last resort.

⁸ Schedule 7, clause 30 of Local Government Act 2002

working days of the application being received.

- 8.3. Incomplete applications will not be considered for funding. It is the responsibility of applicants to ensure they submit all the required information and supporting documents within the funding deadline. Where information or documentation is missing or incomplete, Council staff may, if time and resource allow, contact the applicant to request the information.
- 8.4. The extent of the due diligence undertaken by Council staff and the amount of information requested from applicants will be relative to the amount or value of community funding being requested.
- 8.5. The financial situation of the organisation requesting funding will be taken into consideration when assessing applications. This includes other external funding sources including central government, and the value of accumulated funds and other assets.
- 8.6. Preference will be given to organisations and groups who work inclusively and include participation from diverse communities and/or that demonstrate genuine engagement with local communities or tangata whenua.
- 8.7. Decisions on contestable funding applications will take into consideration any other funding within the Council's Community Funding Programme that the applicant has received in the current and previous financial year. Where the funds available for allocating are limited and a decision must be made between applications of a similar quality, preference will be given to applicants that:
 - 8.7.1. have other funding or have actively sought other funding before applying to Council (refer clause 1.8)
 - 8.7.2. do not already receive some other form of support from Council. This does not apply to situations where the applicant is applying on behalf of another group as an umbrella organisation.
 - 8.7.3. have fully met the accountability requirements for previous grants.
- 8.8. Applications to the *Strategic Partnership Fund* are considered by the Assessment Panel who present a recommendation to Council for consideration in the Long-Term Plan process. Recommendations may also be presented to Council for consideration in an Annual Plan process (refer clause 1.14).
- 8.9. Applications will be assessed by the fund decision maker as detailed in the table below:

Fund Name	Decision Maker for this Fund	Fund Type
Community Fund (includes funds tagged for community history)	Assessment Panel	Contestable
Natural Environment Fund	Assessment Panel	Contestable
Predator Free 2050 Fund	Assessment Panel	Contestable
Heritage Protection Fund	Assessment Panel	Contestable
School Students' Scholarship Fund	Assessment Panel	Contestable

Fund Name	Decision Maker for this Fund	Fund Type
Individuals and Teams Fund	Assessment Panel	Contestable
Ellesmere Reserves Board Reserve	Assessment Panel	Contestable
Strategic Events Fund	Assessment Panel	Mix of contestable and non-contestable
Sport NZ Rural Travel Fund	Rural Travel Fund Assessment Panel	Contestable
Creative Communities Scheme	Creative Communities Assessment Panel	Contestable
Strategic Partnerships Fund	Council with recommendation from Assessment Panel	Contestable
Mayor's Discretionary Fund	Mayor	Non-contestable
Councillors Discretionary Fund	Councillors	Non-contestable
Youth Council Projects Fund	Selwyn Youth Council	Non-contestable
Meet Your Street Fund	SDC Community Services and Facilities	Non-contestable
Community Pools Fund	SDC Community Services and Facilities	Non-contestable
Residents Group Fund	SDC Community Services and Facilities	Non-contestable
Heritage Consents Fund	SDC Development and Growth	Non-contestable
Waste Minimisation Fund	SDC Property and Infrastructure	Non-contestable

9. PAYMENT OF GRANTS

- 9.1. Grants are payable to successful applicants upon receipt of bank verification detailing the account number and applicants name.
- 9.2. Payment of grants will be made on the 20th of the month following the grant decision date or as soon after that date as is practical should the grant decision date be five or less days before the 20th of the month.
- 9.3. Payment of grants may be made before the initiative takes place or in some cases they may be made after proof of expenditure is provided.
- 9.4. On occasion, the Council may choose to pay the applicant's supplier/s directly (for example, pay a nursery for plants for a community planting day).
- 9.5. The Goods and Services Tax (GST) treatment of a grant is as per Inland Revenue requirements and provisions for conditional and unconditional grants.

10. TRANSPARENCY AND ACCOUNTABILITY

For the Council

- 10.1. Council will ensure that all administrative and decision-making processes about community funding are presented in easy-to-understand language and format.
- 10.2. The extent of the due diligence undertaken by Council staff and the amount of information requested from recipients will be proportional with amount of community funding received.
- 10.3. Any type of community funding will be described in a funding agreement proportional with the level of funding provided. The agreement will contain:
 - 10.3.1. The initiative that the recipient will deliver (or participate in, in the case of an individual funded through the *Individuals and Teams Fund* or the *School Students' Scholarships Fund*) and the amount of the grant.
 - 10.3.2. The roles and responsibilities of the Council and the recipient in relation to the grant.
- 10.4. The format of the funding agreement may vary depending on the grant amount and grant type.
- 10.5. The Council will provide recipients with support (such as additional information, capability training) that helps them to comply with accountability requirements, where this is required or requested.
- 10.6. Council will keep appropriate records at each stage of the funding cycle to support internal and external audit requirements.

For the Recipient

- 10.7. Grant recipients are required to:
 - 10.7.1. ensure that the initiative funded by the grant remains compliant with all relevant legislation (including health and safety legislation), regulations, bylaws, and any terms and conditions specified in the funding agreement.
 - 10.7.2. publicly acknowledge the grant from Council, at a scale proportional with the level of funding received and the methods recorded in the funding agreement.
 - 10.7.3. acknowledge the grant from Council in their annual report (where a recipient organisation prepares one).
 - 10.7.4. keep adequate records of the funded initiative including the expenditure of the grant, to enable accountability requirements to be met.
 - 10.7.5. complete an accountability report as soon as the funds are spent, or within one calendar year of receipt of the grant, whether allocated funds were spent or not. The accountability report will be at a scale proportionate with the amount of funding provided.
 - 10.7.6. provide any other funding expenditure or evaluation documentation, if requested by Council. Any discrepancies in funding (for example, funds

spent on activities other than those specified in the funding agreement), may result in Council auditing the grant and the potential return of the funding received.

10.7.7. return any unspent funds to Council within one calendar year of receipt unless there is prior written agreement with Council to carry over such funds for a further specified period. The requirement to return unspent funds does not apply if the amount of unspent funds is less than \$100.

10.8. A failure to meet all relevant terms and conditions associated with Council community funding may result in any or all of the following:

10.8.1. termination of funding

10.8.2. repayment of all, or part, of the allocated funding

10.8.3. decline of future funding requests.

DELEGATIONS

The implementation of this policy is delegated to the Executive Director, Community Services and Facilities.

RELATED POLICIES, PROCEDURES AND FORMS

- Community Funding Assessment Panel Terms of Reference
- C214 Art in Public Places Policy
- P204 Play Policy
- R305 Memorial Seats in Reserves and Public Spaces Policy
- Administrative documents are available in the community funding area of the Selwyn District Council website (these include application and accountability forms, dates of funding rounds, and any fund specific information).

CONTACT FOR FURTHER INFORMATION ABOUT THIS POLICY

If you have queries about the content of this policy, contact the Senior Advisor, Community Funding and Events, Community Services and Facilities Group.

POLICY REVIEW TABLE

Date of last review	Status / Summary of changes made
11 September 2024	This version is a major rewrite of policy C213. The changes enable the new approach to community funding, including but not limited to, the establishment of the Assessment Panel, changes to community funds including the establishment and disestablishment of funds, purpose and outcomes of funds, funding criteria, and funding process.