

**AGENDA FOR MEETING OF COMMUNITY FUNDING ASSESSMENT PANEL
TO BE HELD AT COUNCIL CHAMBERS
ON WEDNESDAY 23 OCTOBER 2024 COMMENCING AT 2.00PM**

ATTENDEES

Cr. Shane Epiha; Cr. Debra Hasson; Cr. Sophie McInnes; Cr. Bob Mugford

- 1. WELCOME & OPENING KARAKIA**
- 2. APOLOGIES**
- 3. URGENT GENERAL BUSINESS**
- 4. APPOINTMENT OF ROLES**
 - a. CHAIRPERSON
 - b. DEPUTY CHAIRPERSON
 - c. CREATIVE COMMUNITIES COMMITTEE
 - d. SPORT NZ RURAL TRAVEL FUND COMMITTEE
- 5. CONFIRMATION OF DATES FOR ASSESSMENT PANEL MEETINGS**
- 6. ENDORSEMENT OF FUNDING SCHEDULES - x16**
- 7. REVIEW OF APPLICATIONS FOR INDIVIDUALS AND TEAMS FUND**
 - a. CONFLICTS OF INTERESTS
 - b. CONFIRMATION OF FINANCIAL STATEMENT
 - c. CORRESPONDENCE
 - d. CONSIDERATIONS OF APPLICATIONS RECEIVED – x15
- 8. REVIEW OF APPLICATIONS FOR NATURAL ENVIRONMENT FUND**
 - a. CONFLICTS OF INTERESTS
 - b. CONFIRMATION OF FINANCIAL STATEMENT
 - c. CORRESPONDENCE
 - d. CONSIDERATIONS OF APPLICATIONS RECEIVED – x1
- 9. GENERAL BUSINESS**
- 10. CLOSING KARAKIA**

Appendix

- Community Funding Assessment Panel Terms of Reference
- Community Grants Policy

OPENING KARAKIA

Whakataka te hau ki te uru

Cease the winds from the west

Whakataka te hau ki te tonga

Cease the winds from the south

Kia mākinakina ki uta

Let the breeze blow over the land

Kia mātaratara ki tai

Let the breeze blow over the sea

E hī ake ana te atākura

Let the red-tipped dawn come with a sharpened air

He tio, he huka, he hauhū

A touch of frost, a promise of a glorious day

Tihei mauri ora!

Proposed Weeks for Assessment Panel Meetings: 2024-2025

2024				
Assessment Panel	23-Oct	11-15 Nov		9-13 Dec
	Individuals & Teams	Individuals & Teams		Individuals & Teams
				Community Fund
				Ellesmere Reserves
			2-6 Dec	
			Rural Travel Fund	

	2025								
Assessment Panel	10-14 Feb	10-14 Mar		7-11 Apr		12-16 May	9-13 June	7-11 July	
	Individuals & Teams	Individuals & Teams		Individuals & Teams		Individuals & Teams	Individuals & Teams		
		Community Fund		Strategic Events		Natural Environment	Community Fund	Predator Free	
			31-4 Apr		14-18 Apr				14-18 July
			Creative Communities		Rural Travel Fund				Creative Communities

	2025 continued						
Assessment Panel	11-15 Aug	8-12 Sep		6-10 Oct	Election Period: 11/10/2025 to early December		8-12 Dec
	Individuals & Teams	Individuals & Teams		Individuals & Teams			Individuals & Teams
	Heritage Protection	Community Fund		Ellesmere Reserves			Community Fund
				Tertiary Scholarships (TBC)			Natural Environment
				15-19 Sep			
			Rural Travel Fund			Creative Communities	

Funding Schedule: Community Fund

1. 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.

2. 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 and an active and effective volunteering sector are encouraged and supported.
- The District's diverse offerings and attractions are highlighted and visitors from outside the District are encouraged to visit.

3. Fund Activities

Annual fund amount	\$263,992 (includes \$50,000 allocated for Community History projects)
Fund decision makers	Assessment Panel
Fund type	Contestable
Fund frequency	Quarterly
Fund opening and closing dates	Closing dates: <ul style="list-style-type: none">• 31 January• 30 April• 31 July• 31 October
Decisions date	By <ul style="list-style-type: none">• 31 March• 30 June• 30 September• 10 December
Accountability requirements	<i>As stated in Section 10.7 of the C213 Community Funding Policy.</i>
Who can apply	<i>As stated in Section 5 of the C213 Community Funding Policy.</i>

Who can't apply	<i>As stated in Section 5.2 of the C213 Community Funding Policy.</i>
What costs can be funded	<ul style="list-style-type: none"> • Venue hire. • Equipment; including equipment hire, sporting equipment, and uniforms (with preference for shared use amongst individuals and groups). • Marketing and promotion costs. • Materials and supplies for events, workshops, arts, cultural, heritage and recreational activities. • Salary or wages for a one-off project, such as facilitator costs for a workshop or referee costs for a one-off tournament. • Volunteer support costs. • Council-related expenses, such as road closures or resource consents related to the project. • Operational costs related to delivering the project, including rent, phone, power, stationery, and internet. • Food, beverage, or catering costs to support community hospitality/manaakitanga, up to a value of \$100. • Volunteer-run local community group fundraising initiatives, with a standard allocation of \$300 for direct fundraising costs (excluding wages/fees to a person or company, e.g., the grant can be used to buy sausages but not to pay someone to sell them).
What costs can't be funded	<p><i>In addition to Section 6.7 and 6.8 of the C213 Community Funding Policy:</i></p> <ul style="list-style-type: none"> • Capital Expenditure: Purchasing or upgrading assets such as buildings, vehicles, or major equipment. • Routine repair and maintenance costs (e.g., maintaining existing community facilities). • Travel or associated costs for meetings, events, or conference attendance. • Research, feasibility studies or evaluation projects.
Criteria / terms and conditions	<p><i>In addition to the Criteria as in Section 3 and Section 6 of the C213 Community Funding policy:</i></p> <ul style="list-style-type: none"> • Applications will be assessed on how they contribute to achieving the outcomes of the fund. • The Council encourages organisations to work collaboratively to achieve common goals. Joint applications will be considered by Assessment Panel without prejudicing other applications from the individual organisations.

	<ul style="list-style-type: none"> • Applicants must provide a detailed budget for the project they are applying for, showing all income and expenses for the project. • Applicants may be required to provide quote/s for high value expenses, if requested by Council.
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Funding Schedule: Community Pools Fund

1. 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.

2. 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.
- Enhanced community and resident wellbeing and connection.

3. Fund Activities

Annual fund amount	\$14,000
Fund decision makers	SDC Community Services and Facilities Staff
Fund type	Non-contestable <i>As stated in Section 4 of the C213 Community Funding Policy.</i>
Fund frequency	Once per year
Fund opening and closing dates	Opening 31 July Closing 31 August
Decision date	Decision made upon receipt of application.
Accountability requirements	No reporting required unless requested. ¹
Who can receive funding	The following schools ² can apply because they make their swimming pool available to the community outside of school hours: <ol style="list-style-type: none">1. Broadfield School2. Glentunnel School3. Greendale School4. Hororata Primary School5. Kirwee Model School6. Ladbrooks School7. Leeston Consolidated School8. Lincoln Primary School (2 pools)9. Springfield School10. Springston School11. Tai Tapu School12. Weedons School13. West Melton School14. Windwhistle School15. Dunsandel School

¹ Information included on Application Form: By completing this application the applicant acknowledges that, if requested, the applicant will provide Council with information about the use of the grant.

² Note: Lincoln High School Pool is not currently available to community outside of school hours and so cannot apply.

Who can't receive funding	Schools that do not have swimming pools accessible for community use are not eligible to apply for this funding.
Criteria / terms and conditions	<ul style="list-style-type: none"> • Up to \$1,000 (GST inclusive) is available per identified school, per year. • The pool must be available for community use, outside of school hours. • The grant recognises the costs that the school incurs in providing an important community facility. • The school is fully responsible for the maintenance and operation of the school pool. • The grant is final and made at the discretion of the SDC Aquatics Operations Manager.

Funding Schedule: Ellesmere Reserves Board Reserve

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

1. Purpose of this fund

To support initiatives that benefit the Ellesmere community, with a focus on recreation and/or sport and/or the Ellesmere Reserves.

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

- 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.

3. Fund Activities

Annual fund amount	\$50,000 (2024/25 year)
Fund decision makers	Assessment Panel
Fund type	Contestable
Fund frequency	As determined by Council from time to time: Once in the 2024/25 year
Fund opening and closing dates	Opening 1 October Closing 31 October
Decision date	Within two months of closing date
Accountability requirements	<i>As stated in Section 10.7 of the C213 Community Funding Policy.</i>
Who can apply	<i>As stated in Section 5 of the C213 Community Funding Policy.</i>
Who can't apply	<i>In addition to Section 5.2 of the C213 Community Funding Policy:</i> <ul style="list-style-type: none">• Individuals
What costs can be funded	<ul style="list-style-type: none">• Grounds maintenance (e.g., Line markings, grass cricket wicket maintenance)• Routine repair and maintenance costs (e.g., maintaining existing community facilities).• Equipment; including equipment hire, sporting equipment, and uniforms (with preference for shared use amongst individuals and groups).• Materials and supplies for recreational and sporting activities.• Marketing and promotion costs.• Salary or wages for a one-off project, such as facilitator costs for a workshop or referee costs for a one-off tournament.• Sport or recreation event/tournament.• Volunteer support costs.

	<ul style="list-style-type: none"> • Council-related expenses, such as road closures or resource consents related to the project.
What costs can't be funded	<p><i>In addition to Section 6.7 and 6.8 of the C213 Community Funding Policy:</i></p> <ul style="list-style-type: none"> • Private projects/initiatives/events or those only benefiting individuals, will not be considered. • Capital Expenditure: Purchasing or upgrading assets such as buildings, vehicles, or major equipment. • Travel or associated costs for meetings, events or conference attendance. • Research, feasibility studies or evaluation projects.
Criteria / terms and conditions	<p><i>In addition to the Criteria as in Section 3 and Section 6 of the C213 Community Funding policy:</i></p> <ul style="list-style-type: none"> • The project must be delivered in the Ellesmere ward. • Projects must be accessible to all community members • Applications will be assessed on how they contribute to achieving the outcomes of this fund.

4. Background of the Ellesmere Reserves Board Reserve

In 1921, Mr Thomas Gamble bequeathed 105 acres near the Rakaia Huts to the Ellesmere Domain Board (also known as the Ellesmere Reserve Board).

The Board first met in 1878 and successfully applied to the Selwyn County Council to have Reserve 1630, containing 213 acres (now the Ellesmere Domain and leased farmland), transferred to the Board and to receive a grant of money for its upkeep. Over the years, additional land, including Osborne Park at Doyleston, Southbridge Domain, Gamble Estate (now leased farmland), and Dunsandel Domain, were added to the Board's jurisdiction. In 1997, Leeston Park transferred to the Selwyn District Council and became part of the Board's responsibilities.

The Ellesmere Reserve Board was a separate legal entity until it became part of the Selwyn District Council in 1989 and functioned as a Council committee until 2022.

Now, the Ellesmere Reserves Board Reserve is managed as a community fund by the Selwyn District Council. The main source of income is lease revenue from the land, and the proceeds are used to support reserves, sporting, and recreational activities in Ellesmere.

Funding Schedule: Event Waste Minimisation Fund

1. Purpose of this fund

To support community events to reduce the amount of event waste that goes to landfill.

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

- Reduced waste to landfill.
- Increased community awareness about waste management and minimisation.

3. Fund Activities

Annual fund amount	\$10,000
Fund decision makers	SDC Resource Recovery & Waste Team (RR&W)
Fund type	Non-contestable <i>As stated in Section 4 of the C213 Community Funding Policy.</i>
Fund frequency	Ongoing
Fund opening and closing dates	Ongoing
Decisions date	Decision made upon receipt of application.
Accountability requirements	<p>The event waste minimisation funding application must be submitted and approved by the RR&W team prior to the event.</p> <p>Funding will be paid after the event.</p> <p>A report must be submitted post-event detailing the following:</p> <ul style="list-style-type: none">• Diversion (i.e. recycling and organics) and landfill weights (by weight).• Disposal and/or processing locations.• Copies of disposal/processing weight dockets. <p>This information will be used to verify the diversion percentage in the report.</p>
Who can apply	<p>This fund is available for event organisers, for events with the minimum requirements:</p> <ul style="list-style-type: none">• The event must have more than 1,000 attendees.• The event must have at least 10 food or drink vendors. <p>Events not meeting these criteria are advised to use pool event bins and event hoods or arrange their own bins.</p>
Who can't apply	<p><i>In addition to Section 5.2 of the C213 Community Funding Policy:</i></p> <ul style="list-style-type: none">• Waste and recycling companies. Applications will only be accepted from Event Organisers.
What can be funded	<ul style="list-style-type: none">• A percentage of overall waste handling, collection and processing costs equating to the percentage

	<p>diverted (by weight) from landfill, up to a maximum capped value.</p> <ul style="list-style-type: none"> • Onsite bin ambassadors and waste sorting staff costs. • Funding may be (conditional on approval) used to contribute towards the cost of the event providing reusable or refillable systems such as crockery and reusable cups. Vendors would need to provide the total number of sales for items like coffee, hot chocolate, or plates of food in order for a conversion factor of the number of disposable container weight to be calculated - providing a weight of landfill waste that was avoided.
What can't be funded	<i>As stated in Section 6.7 and 6.8 of the C213 Community Funding Policy.</i>
Criteria / terms and conditions	<ul style="list-style-type: none"> • The event waste minimisation funding application must be submitted to solid.waste@selwyn.govt.nz and approved by the RR&W team prior to the event. • Funding will be paid after the event, on the condition that the event has been pre-approved by the RR&W team, and meets the following conditions: <ul style="list-style-type: none"> ▪ Event application is approved. ▪ Event goes ahead as planned. ▪ Post-event reports and dockets are provided. • Funding is based on the percentage of waste diverted from landfill. • The higher the percentage of waste diverted from landfill, the higher the funding able to be obtained (up to the cap). As this percentage will not be known until after the event, the applicant bears all risk regarding the amount of funding that can be obtained, within the funding cap. This risk is solely on the funding applicant, not the applicant's waste contractor or any other party. • The event <u>must use</u> onsite bin ambassadors <u>and</u> waste sorting staff to be eligible for funding. This is to ensure contamination levels remain low so that the receiving facility accepts the material for processing. • Funding is allocated on a fiscal year basis (1 July to 30 June). Once all the funds have been allocated for a fiscal year, no further funds will be available until the next fiscal year.

Funding Schedule: Heritage Consents Fund

1. Purpose of this fund

To assist owners and mana whenua with fees associated with building or resource consents required to complete heritage protection projects.

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

- a) Heritage items (e.g. buildings, war memorials, other structures) and sites of significance to Māori are maintained and enhanced.
- b) Protected trees are maintained.

3. Fund Activities

Annual fund amount	\$20,000
Amount per application	The maximum grant for each application is \$2,000
Fund decision makers	SDC Development and Growth Group Staff
Fund type	Non-contestable <i>As stated in Section 4 of the C213 Community Funding Policy.</i>
Fund frequency	Ongoing
Fund opening and closing dates	Ongoing
Decisions date	Decision made upon receipt of application.
Accountability requirements	No reporting required unless requested. ¹
Who can apply	<ul style="list-style-type: none">Applicants must be residents and/or ratepayers of the Selwyn District. The funding is open to iwi, community groups, schools, landowners and individuals.
What can be funded	<ul style="list-style-type: none">Consenting costs only, including resource and building.
What can't be funded	<ul style="list-style-type: none">The fund is exclusively for supporting consent costs; expenses outside of this scope are not eligible.
Criteria / terms and conditions	<ul style="list-style-type: none">If applying for both a resource consent and building consent for the same project, reimbursement for only one consenting fee can be applied for.The application must be applied for and approved by the Building and/or Resource Consents team in advance of the physical works being undertaken.Where both building and resource consent are required, both must be approved prior to reimbursement.

¹ Information included on Application Form: By completing this application the applicant acknowledges that, if requested, the applicant will provide Council with information about the use of the grant.

	<ul style="list-style-type: none"> • The item or site must be in the Selwyn District Plan listed items or sites including: <ul style="list-style-type: none"> - A building, structure or item listed in HH-SCHED2 of the District Plan. - Notable trees listed in TREE-SCHED2 of the District Plan. - A site or area of significance to Māori listed in SASM-SCHED1 as Wāhi Taonga or Wāhi Tapu or is within SASM-SCHED2 Nga Turanga Tūpuna. • The proposed work for which the building or resource consent is required will maintain or enhance the character/values for which the original item or site existed. Funding will not be available for work that does not maintain or enhance the overall character/values of the item or site (for example the proposed demolition of an item). • In determining whether the work will maintain or enhance the character/values of the item or site, Council may seek expert advice for any resource consent or building consent. • In the case of sites of significance to Māori, the building or resource consent should be supported by the local rūnanga and relate to preserving/conserving the site. • The grant will only be provided if the building or resource consents have been approved.
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Funding Schedule: Heritage Protection Fund

1. 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.

2. 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.

3. Fund Activities

Annual fund amount	\$150,000
Fund decision makers	Assessment Panel
Fund type	Contestable
Fund frequency	One funding round per year
Fund opening and closing dates	Opens 1 April and closes 20 June
Decisions date	Within two months of the closing date
Accountability requirements	<ul style="list-style-type: none">• Recipients are required to present receipts for the work done and a statement confirming that the work has been carried out according to the information provided in the application. This must be done prior to the payment of the grant.• Unless a prior arrangement for an extension is made, which should be put in writing, this documentation should be submitted within one year of the grant's acceptance.• Photos of the completed work may also be requested by the Council.• Council reserves the right to visit a site to verify the completion of the works if necessary.
Who can apply	<ul style="list-style-type: none">• Applicants must be residents and/or ratepayers of the Selwyn District. The funding is open to iwi, community groups, schools, landowners and individuals.
Who can't apply	<i>As stated in Section 5.2 of the C213 Community Funding Policy.</i>
What can be funded	<ul style="list-style-type: none">• Conservation of heritage items.• Repair, maintenance or restoration of heritage items.• Stabilisation works, including seismic strengthening.

	<ul style="list-style-type: none"> • Professional services, such as conservation plans, risk management plans and condition reports. • Conservation and preservation of sites of significance to Māori. • Maintenance of notable trees.
What can't be funded	<p><i>In addition to Section 6.7 and 6.8 of the C213 Community Funding Policy:</i></p> <ul style="list-style-type: none"> • Works that do not maintain or enhance heritage values. • Improvements that are of personal or commercial benefit, such as new kitchens or bathrooms. • Applications for work that has already been completed (retrospective funding). • Council administrative costs associated with processing resource or building consent applications. Discussions about discretionary funding should instead be directed to the Heritage Consents Fund. • Funding for community history projects. These should be directed to the Selwyn Community Fund.
Criteria / terms and conditions	<p><i>In addition to the Criteria as in Section 3 and Section 6 of the C213 Community Funding policy:</i></p> <ul style="list-style-type: none"> • Priority will be given to sites, items and trees listed for protection in the Selwyn District Plan. If an item is not currently listed, proposals that include protective measures, such as the establishment of a heritage covenant, will also be considered. Items that would likely meet the criteria for future listing in the District Plan will also be considered. • Projects should focus on maintaining or enhancing the heritage character of the item. Modern upgrades, such as new kitchens or bathrooms, are not eligible. • Assistance can be sought for arborist work on trees listed as protected in the District Plan. • For work relating to sites of significance to Māori, it is expected that there is support from the local rūnanga. • The fund typically covers a portion of the project costs, with the applicant responsible for the remaining expenses. • Applicants are encouraged to attach supporting documents, such as plans, diagrams, maps, and

	<p>photos, to their application, limited to 15 pages. Applications without supporting documents will still be considered, but additional information may be requested.</p> <ul style="list-style-type: none"> • Applications should include at least two quotes in their application for the works proposed. • Staff may request a site visit to assess the work needed. • Successful applicants are responsible for ensuring that all required consents are applied for and secured, including resource consent and building consent, if necessary. • Payment is made upon completion and receipts from the work (as set out in Accountability Requirements above). • Council reserves the right to publicise the awarding of grant funding through promotional channels. <p>Assessment Criteria</p> <p>Applications will be evaluated based on the following:</p> <ul style="list-style-type: none"> • Is the item or site listed for protection in the Selwyn District Plan? 'Listed items or sites' include: <ul style="list-style-type: none"> - A building, structure or item listed in HH-SCHED2 of the District Plan.¹ - Notable trees listed in TREE-SCHED2 of the District Plan. - A site or area of significance to Māori listed in SASM-SCHED1 as Wāhi Taonga or Wāhi Tapu or is within SASM-SCHED2 Ngā Tūranga Tūpuna. • Preference will be given to applications for projects related to items already protected by the District Plan. Where the item or site is not protected by the District Plan, is some protective mechanism proposed, such as registering a heritage covenant or, is it likely that the item would meet the criteria for future listing in the District Plan? • Is the item or site registered by Heritage New Zealand Pouhere Taonga (HNZPT)? Generally, items registered by HNZPT are considered to have regional or national heritage significance.
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¹ Currently the 'Partially Operative District Plan' but will be the 'District Plan' once appeals are resolved.

	<ul style="list-style-type: none"> • What is the significance of the item to the local community? Is there any public or community access provided? Will the project assist in educating the community about heritage or cultural issues? • How necessary is the proposed work to ensuring the maintenance or preservation of the item? How urgent is the work? • Does the proposed work reflect good heritage practice? For example, is it in accord with the principles of ICOMOS New Zealand? ICOMOS is an international charter for the conservation of places of heritage value – a copy of the charter is available from the Council. Does the project support continued or compatible new use of the site or building? • What consultation has been carried out and / or what professional expertise has been sought for the project? For example, consultation with HNZPT or advice from a heritage expert. • Does proposed work relating to sites of significance to Māori have support from the local rūnanga and does it relate to preserving/conserving such sites? • What funding is the applicant bringing to the project? Have other sources of financial assistance been sought?
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Funding Schedule: Individuals and Teams Fund¹

1. 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.

2. 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 barriers² to participating in community life are supported to participate.

3. Fund Activities

Annual fund amount	\$53,000
Fund decision makers	Assessment Panel
Fund type	Contestable
Fund frequency	Monthly
Fund opening and closing dates	Ongoing
Decisions by Assessment Panel	Monthly
Accountability requirements	Applicants must submit a report following the event, competition, or personal growth programme. The report should outline key outcomes, including achievements, benefits gained, or, in the case of a personal development programme, a significant learning or growth experience
Who can apply	<ul style="list-style-type: none">• Individuals• Teams³ and clubs
What can be funded	Costs towards: <ul style="list-style-type: none">• events that individuals or teams are either competing in or being the representative at• costs towards growth and development opportunities, Including: <ul style="list-style-type: none">• Entry/registration fees• Travel

¹ This fund replaces the Ward Discretionary Funds which supported individuals, teams and community groups. It was disestablished on 1 July 2024 with the fund amount split between this fund and the Community Fund.

² 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.

³ A team application could come from the team or the club/school/community that the team belongs to. Schools, not-for-profit early childhood education, and not-for-profit tertiary education can be funded, but only for initiatives that are not part of the core education mandate funded by central government.

	<ul style="list-style-type: none"> • Accommodation
What can't be funded	<p><i>In addition to Section 6.7 and 6.8 of the C213 Community Funding Policy:</i></p> <ul style="list-style-type: none"> • Uniforms • Food or refreshments • Personal expenses
Criteria / terms and conditions	<p><i>In addition to the Criteria as in Section 3 and Section 6 of the C213 Community Funding policy:</i></p> <ul style="list-style-type: none"> • Applicants must be a resident of Waikirikiri Selwyn. • If representing a school, team or community at a local, regional, national or international event or competition, evidence of selection or qualification must be attached to the application. • If representing a school, team or community, evidence must be provided of endorsement from your local affiliated club/school. • Individuals and teams can only submit one application per year. • Applications must be received at least 14 days prior to the meeting.⁴ Late applications will be held over until the next meeting.

⁴ Meeting dates will be displayed on the Selwyn District Council website.

Funding Schedule: Mayors and Councillors Discretionary Fund

1. 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.

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

Enhanced wellbeing of Waikirikiri Selwyn residents and/or communities.

3. Fund Activities

Annual fund amount – total	\$30,000
Annual fund amount per Mayor / Councillor	Mayor: \$5,000 Councillors: \$2,500 each (x10 Councillors)
Fund decision makers	Each elected member is the decision maker for their annual discretionary fund
Fund type	Non-contestable <i>As stated in Section 4 of the C213 Community Funding Policy.</i>
Decisions dates	Decision made upon receipt of application.
Accountability requirements	No reporting required unless requested.
Who can't receive funding	<i>As stated in Section 5.2 of the C213 Community Funding Policy.</i>
Criteria / terms and conditions	<ul style="list-style-type: none">• All decisions are made at the discretion of the individual Mayor / Councillor.• Any conflict of interests should be declared on the application form.• Money must be spent in Waikirikiri Selwyn (i.e. can't spend on a group outside of Waikirikiri Selwyn).• This fund can support individuals or groups.

Funding Schedule: Meet Your Street

1. 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.

2. 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 longtime).
- Residents develop a sense of belonging to the community.
- Improved community and resident wellbeing and safety (because neighbours know each other).

3. Fund Activities

Annual fund amount	\$10,000 - allocated throughout the fiscal year until the fund is fully allocated.
Amount per application	This fund provides a subsidy of up to \$100 (GST inc) towards the costs of a Meet Your Street gathering.
Fund decision makers	SDC Community Services and Facilities Staff
Fund type	Non-contestable <i>As stated in Section 4 of the C213 Community Funding Policy.</i>
Fund opening and closing dates	Open all year – no opening and closing dates.
Decisions date	Decision made upon receipt of application.
Accountability requirements	Claims for reimbursement must be submitted no later than 30 days after the gathering, accompanied by the completed claim form with attached or scanned receipts.
Who can apply	Individual residents living in Selwyn.
Who can't apply	<i>In addition to Section 5.2 of the C213 Community Funding Policy:</i> <ul style="list-style-type: none">• Council staff and people living in the same household as a Council staff member. While staff are ineligible to apply, they can encourage their neighbours to apply for the subsidy and they can still participate in the activity as a resident.
What costs can be funded	Reimbursement of actual expenses for: <ul style="list-style-type: none">• Kai/food and soft drinks• Entertainment• Equipment hire
What costs can't be funded	<i>In addition to Section 6.7 and 6.8 of the C213 Community Funding Policy:</i> <ul style="list-style-type: none">• Alcohol (and zero alcohol wines/beers/RTDs)• Fireworks

Criteria / terms and conditions	<ul style="list-style-type: none"> • The gathering must take place in the street that the applicant lives. • Only one Meet Your Street gathering can be subsidised per street per calendar year. • Any resident of the street where a gathering is being held can participate (i.e. it cannot be an exclusive or private gathering). • An application form must be submitted and approved by the Council Staff administering this subsidy prior to the gathering. • Payment is made after the event, and once receipts and a completed claim form have been received. • Claims for reimbursement must be submitted no later than 30 days after the gathering, accompanied by the completed claim form with attached or scanned receipts. Payments will be processed on the 20th of each month. • The subsidy cannot be in conjunction with any other Council funding. • A Council staff member may attend the gathering to collect stories and photographs for promotional purposes. Applicants would be notified of this prior to the gathering.
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Funding Schedule: Natural Environment Fund

1. Purpose of this fund

To encourage and assist landowners, individuals, community groups, and mana whenua to protect, restore, and enhance the natural environment.

2. 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.

3. Fund Activities

Annual fund amount	\$225,000
Fund decision makers	Assessment Panel
Fund type	Contestable
Fund frequency	Annually, with a second round if required
Fund opening and closing dates	<ul style="list-style-type: none">• Round 1: Fund opens 1 August and closes 20 September• Round 2: Fund opens 1 February and closes 20 March (if funds allow)
Decisions dates	Within two months of the closing date
Accountability requirements	<ul style="list-style-type: none">• Funding agreement signed by both parties.• A project summary and expenditure report.• Invoices for materials purchased, and/or labour.• Photos of work completed.• Unless prior arrangement is made, this documentation should be submitted within one year of the grant's acceptance.
Who can apply	<ul style="list-style-type: none">• Applicants must be residents and/or ratepayers of the Selwyn District. The funding is open to iwi, community groups, schools, landowners and individuals.
Who can't apply	<ul style="list-style-type: none">• Selwyn District Council and other Public Agencies, such as ECAN, DOC or LINZ, are excluded from applying to the fund.
What can be funded	On private land: <ul style="list-style-type: none">• Eco-sourced native plants.• Materials for restoration planting.• Maintenance costs.• Fencing to protect areas of existing native vegetation (primarily only for areas identified as

	<p>SNAs, and where fencing is not a legal obligation).</p> <ul style="list-style-type: none"> • Weed control (Priority 1 and 2 sites only). <p>On public land:</p> <ul style="list-style-type: none"> • Weed control (Priority 1 and 2 sites only). <p>Consideration may be given to the following:</p> <ul style="list-style-type: none"> • Education and research projects that benefit biodiversity protection and restoration. • Costs associated with hosting working bees as part of funded restoration projects. • Salary or wages for a specified project, such as facilitator costs for environmental workshops or coordinator costs associated with delivering the activity or programme for which the funds are requested.
What can't be funded	<p><i>In addition to Section 6.7 and 6.8 of the C213 Community Funding Policy:</i></p> <ul style="list-style-type: none"> • Personal gardens or beautification projects. • Purchase of exotic plants or natives that are not natural to the area (this may include native cultivars, non-eco-sourced natives or North Island plant species). • Funding will not be provided for work that is legally required or mandated by law. • Resource consent fees as a result of any activity associated with this application.
Criteria / terms and conditions	<p><i>In addition to the Criteria as in Section 3 and Section 6 of the C213 Community Funding policy:</i></p> <ul style="list-style-type: none"> • All work must be within the Selwyn District. • Funding is primarily for work on private land. However, funding may be considered for weed control on public land. Any work on public land requires approval from the relevant landowner. • For long-term projects, applicants may apply for up to three years of funding. These applications will require a project plan and provide a higher level of detail in their funding application. • Council staff may request to meet with the applicant to discuss project details and if necessary, provide advice. • Financial assistance will usually be no more than 70% of a project's total costs. • The applicants share of the costs can be by way of in-kind contributions (e.g. labour), other funding or cash. <p>Assessment Criteria: Applications will be evaluated against the following criteria, as relevant to each project:</p>

	<ul style="list-style-type: none"> • The degree to which the work protects, benefits, or restores indigenous biodiversity and ecosystems. • The existing biodiversity values of the project area. • The long-term benefits of the work funded. • The degree of current threat to the project site e.g. from stock or invasive weeds and pests. • Evidence of the applicant's commitment to the project, including their in-kind contributions and/or co-funding. • The degree of on-going protection and maintenance for the work funded. <p>Priority Ranking</p> <p>The maximum grant allocation will depend on the priority ranking:</p> <ol style="list-style-type: none"> 1. To protect and restore sites that contain significant indigenous biodiversity and/or habitat, as defined by Significant Natural Area (SNA) criteria in the Selwyn District Plan 2. To help restore and protect sites with remnant native biodiversity. 3. To create new sites of native restoration planting on private land – where there is a waterway, wetland, or other important ecological feature. 4. To create new sites of native restoration planting on private land – other sites.
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Funding Schedule: Predator Free 2050 Fund

1. Purpose of this fund

To support the restoration and protection of Waikirikiri Selwyn's indigenous biodiversity (plants and wildlife) through the elimination of introduced predator animals.

2. 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 Waikirikiri 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.

3. Fund Activities

Annual fund amount	\$50,000
Fund decision makers	Assessment Panel
Fund type	Contestable
Fund frequency	Annually
Fund opening and closing dates	Fund opens 1 April and closes 15 May
Decision date	Within two months of the closing date
Accountability requirements	<ul style="list-style-type: none">• Funding agreement signed by both parties.• A project summary and expenditure report within 12 months of funding.• Invoices for materials purchased.• If salary/wages for a one-off project has been funded, proof of payment may be requested, if required.• Reporting of catches (this can be either through Trap NZ¹ or direct to Council biodiversity staff on a quarterly basis).
Who can apply	<ul style="list-style-type: none">• Applicants must be residents and/or ratepayers of the Selwyn District. The funding is open to iwi, community groups, schools, landowners and individuals.
Who can't apply	<ul style="list-style-type: none">• Selwyn District Council and other Public Agencies, such as ECAN, DOC or LINZ, are excluded from applying to the fund.
What can be funded	<ul style="list-style-type: none">• Purchase of traps and bait for community trapping groups, trap libraries, and individuals operating multi-unit trapping networks.• Materials for building trap boxes.• Support for running trapping related events, including promotion to the target audience.• Salary or wages for a specified project, such as facilitator costs for trapping workshops or

¹ The Biodiversity team will have access to the Trap NZ project so will be able to see the catches that have been reported.

	coordinator costs associated with delivering the activity or programme for which the funds are requested.
What can't be funded	<p><i>In addition to Section 6.7 and 6.8 of the C213 Community Funding Policy:</i></p> <ul style="list-style-type: none"> • The entire cost of a project - Predator Free Selwyn 2050 grants must complement the applicant's contributions, including in-kind voluntary hours.
Criteria / terms and conditions	<p><i>In addition to the Criteria as in Section 3 and Section 6 of the C213 Community Funding policy:</i></p> <ul style="list-style-type: none"> • Predator control work must take place in the Selwyn District. • Any traps used must have passed the National Animal Welfare Advisory Committee (NAWAC) testing guidelines. See https://www.doc.govt.nz/nature/pests-and-threats/predator-free-2050/community-trapping/trapping-and-toxins/animal-welfare-and-trapping/ • Funding can be allocated for work on both private and public land. However, work on public land requires approval from the relevant landowner. • Applicants must record their catches on Trap NZ or send their trap data to the SDC biodiversity team – via the biodiversity@selwyn.govt.nz email address. • If salary/wages for a one-off project has been requested, Council staff may contact the applicant for a copy of the role description. • Council staff may request to meet with the applicant to discuss project details and if necessary, provide advice. A trapping layout and monitoring plan² may be required with the application. • If the fund recipient is no longer using their trap, they are required to return it to Council or their local trapping group to be redistributed.

² Using DOC's Practical Guide to Trapping as a guideline. This booklet is available online or can be provided by SDC biodiversity staff on request.

Funding Schedule: Residents Group Grant

1. Purpose of this fund

To support recognised Residents Groups¹ with operational costs and to contribute to initiatives in their community.

2. 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.

3. Fund Activities

Annual fund amount	\$24,000
Fund decision makers	SDC Community Services and Facilities Staff
Fund type	Non-contestable <i>As stated in Section 4 of the C213 Community Funding Policy.</i>
Fund frequency	Once per year
Fund opening and closing dates	<ul style="list-style-type: none"> • 2024: <ul style="list-style-type: none"> • No set date, as applications are received • 2025: <ul style="list-style-type: none"> • Open for Applications 1 June • Close for Applications 10 July
Decisions date	Within two months of closing date.
Accountability requirements	Reporting on this grant is only required if requested by the Council (as part of a grants audit process). The Council expects groups to maintain finance records that would allow it to report if requested.
Who can apply	Recognised Residents Groups of Waikirikiri Selwyn
Who can't apply	Council will not fund more than one recognised Residents Group in an area.
What costs can be funded	The grant is a contribution to any operating costs and community initiatives undertaken by the group.
What costs can't be funded	Permanent assets or structures on Council property require Council approval, prior to funding being granted.
Criteria / terms and conditions	<ul style="list-style-type: none"> • Up to \$1,000 is available once per year to each Resident Group. • The total \$24k/annum budget is evenly divided among the eligible groups, to a maximum of \$1,000 per group. <ul style="list-style-type: none"> ○ For example, if 10 recognised groups apply then each group is allocated \$1,000 (i.e. only

¹ a group that is recognised by Council as the Residents Group for a community. There are minimum criteria and expectations for being 'recognised'.

	<p>\$10,000 of the fund is allocated that year) but if 30 recognised groups apply the allocation is \$800 and so forth. An application form must be submitted and approved by Council before funds can be released.</p> <p>Requirements of being a Recognised Residents Group:</p> <p>The group must:</p> <ul style="list-style-type: none"> • Hold public elections for governance roles at least every three years, at a time and place of their choosing. • Be open to any resident living within the group's defined geographic boundaries, allowing them to become members and attend meetings. • Clarify their geographic boundary and ensure that their geographic boundaries do not overlap with those of any other recognised resident group.² <p>When submitting their application form, the group agrees to:</p> <ul style="list-style-type: none"> • provide key contact details annually; • keep their Council Relationship Manager updated if any contact details change during the year; • allow the Council to use these details to communicate and share information about matters of interest with the Resident Group as opportunities arise; • collaborate with others in the community. <p>New Resident Groups:</p> <ul style="list-style-type: none"> • If a new resident group applies for funding within the geographic boundaries of an existing recognised group, the Council will: <ul style="list-style-type: none"> ○ Encourage collaboration between the two groups. ○ Request that both groups provide clear geographic definitions of their respective boundaries. • Funding is not guaranteed for new residents groups.³
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² Council will not fund more than one recognised Residents Group in an area. If a resident group is identified as proposing a similar / overlapping geographic boundary, they will be encouraged to find a way to work together.

³ New funding for newly formed resident groups may only be available through the three-yearly Long-Term Plan (LTP) process. Immediate funding may not be available to groups formed within the three-year period.

Funding Schedule: School Students' Tertiary Scholarships Fund

The School Students' Tertiary Scholarships Fund supports Waikirikiri Selwyn secondary school students with a contribution towards the costs of tertiary education.

1. 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.

2. 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.

3. Fund Activities

Annual fund amount	\$36,000
Amount per application	Each scholarship is worth \$3,000 <i>(one scholarship per student)</i>
Fund decision makers	Assessment Panel
Fund type	Contestable
Fund frequency	One funding round per year
Fund opening and closing dates	<ul style="list-style-type: none">• Opens 31 July• Closes mid-September (before school holidays start)
Decisions date	By 31 October <i>(or earlier depending on school graduation / prize-giving dates)</i>
Accountability requirements	Applicants agree to provide the Council with a brief report about benefits gained through their tertiary education experience at the end of their first year of study. The report could be written or electronic (e.g. video).
Who can apply	<ul style="list-style-type: none">• There are 12 scholarships available:<ul style="list-style-type: none">○ 8 scholarships for students attending secondary school in Waikirikiri Selwyn (two each from Rolleston College, Ellesmere College, Lincoln High School, and Darfield High School).○ 4 scholarships for students regardless of which school they attend (these scholarships are available to students attending school within or outside¹ of Waikirikiri Selwyn, including home schoolers).• Applicants are students who demonstrate outstanding success in at least one area of school or community life

¹ This recognises that some Waikirikiri Selwyn young people need to attend school outside the district, for example, the student may have special access needs or require specific learning support needs, or they attended the district's Christian primary school and there is not a local Christian high-school, and so on.

	<p>such as academic², sports, culture, music, arts, community service, or other areas.</p> <ul style="list-style-type: none"> • Applicants who have overcome significant barriers or hardships to achieve are encouraged to apply. • Applicants must <ul style="list-style-type: none"> ○ be enrolled as a year 12 or 13 student at the time of application, or, hold a Ministry of Education home education exemption. ○ plan to undertake full-time tertiary education through a New Zealand university, wānanga, polytechnic/training institute, government training provider, or private training establishment that is registered with the <u>New Zealand Qualifications Authority</u>. ○ permanently reside in the Waikirikiriri Selwyn district on a weekly basis (i.e. they do not board out of the district during the week). ○ be a New Zealand citizen or permanent resident.
What can be funded	<p>The scholarship is intended to be used by recipients as a contribution to the costs of tertiary education including:</p> <ul style="list-style-type: none"> • Course fees • Study materials, textbooks, and equipment specifically related to the area of study (e.g., art supplies for an arts course, tools for a building apprenticeship) • Student accommodation costs • Travel costs to the study location.
What can't be funded	Living costs not included above.
Criteria / terms and conditions	<ul style="list-style-type: none"> • Applicants must include a reference³ with their application, by a person who is not a member of their family. This might be a coach, tutor, school principal/dean/teacher, someone involved in the community service the applicant is delivering, and so forth. • Applicants must include a Record of Achievement⁴ with their application. • The applicants' chosen field of study does not have to align with their area of achievement mentioned in the application. For example, a student excelling in sports may choose to study arts.

² If the application includes 'academic achievement' as an area for consideration, the applicant must provide a reference from their school. This reference should be from either the principal, a dean, or a teacher. If the applicant is homeschooled, they should provide a reference from a person outside of their family who can provide a reference about the applicants academic achievement.

³ References should be provided by a person who is not a member of the applicants family. This might be a coach, tutor, school principal / dean / teacher, someone involved in the community service the applicant is delivering, and so forth. The referee needs to state their connection with the applicant, the duration of the connection, the applicant's specific skills and talents, their achievements and successes, and the commitment demonstrated by the applicant.

⁴ Record of Achievement should be for the past 2 years. If a homeschool student, attach evidence of academic achievement in a format relevant to the learning programme you have been engaged in. It would be helpful if the information is provided by an external source (please provide their contact details and website address).

	<ul style="list-style-type: none"> • The scholarship is for a full-time programme of study or work-based training programme (apprenticeship). • The programme of study must commence in the calendar year following the awarding of the scholarship. • Payment of the scholarship is made on receipt of acceptance of enrolment from the tertiary provider. • Only one application can be submitted per applicant per year. • The number of scholarships granted in any one year is determined by Selwyn District Council.
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Funding Schedule: Strategic Events Fund

1. Purpose of this fund

To support, and attract, major events that enhance the economic, cultural, and social benefits for the District.

2. 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.

3. Fund Activities

Annual fund amount as allocated in the 2024-34 Long Term Plan	\$58,815 (2024-25) \$180,319 (2025-26 and 2026-27) \$180,547 (2027-28) \$250,000 (2028-2033)
Fund decision makers	Assessment Panel
Fund type	Contestable and non-contestable
Fund frequency	Once per year
Fund opening and closing dates	Closing 1 February 2025
Decisions dates	Within two months of closing date.
Accountability requirements	Each applicant must provide a post event report by organiser to include: <ul style="list-style-type: none">• Post event survey¹.• Information showing national advertising and promotion².• Activity with local tourism operators and/or partnerships with local businesses³.
Who can apply	<i>As stated in Section 5 of the C213 Community Funding Policy.</i>
Who can't apply	<i>As stated in Section 5.2 of the C213 Community Funding Policy.</i>
What can be funded	<ul style="list-style-type: none">• Venue hire.• Equipment; including equipment hire.• Marketing and promotion costs.• Materials and supplies for events, workshops, arts, cultural, heritage and recreational activities.• Volunteer support costs.

¹ Post event survey – how did people hear about the event, where did they travel from, how long did they stay in the district, on average how much did they spend.

² Provide a report showing national advertising and promotion, where possible show distribution figures, reach and engagement.

³ Provide a report which reports on activity with local tourism operators and/or partnerships with local businesses, e.g., how many people stayed as a result of the event, duration of stay and average spend, number of business partnerships and associated impact.

	<ul style="list-style-type: none"> • Council-related expenses, such as road closures or resource consents related to the project.
What can't be funded	<i>As stated in Section 6.7 and 6.8 of the C213 Community Funding Policy.</i>
Criteria / terms and conditions	<p><i>In addition to Section 6 of the C213 Community Funding Policy:</i></p> <ul style="list-style-type: none"> • The Fund will not support events that clash with or duplicate existing events unless they are compatible. • Events must demonstrate potential for long-term self-sustainability. • Events must show how they will be marketed to attract visitors to the district. • Organisers must provide a post-event report detailing the event's impact on the local economy. <p>Assessment Criteria: Applications will be evaluated based on how effectively they achieve the following objectives:</p> <ul style="list-style-type: none"> • Attract visitors from outside Waikirikiri Selwyn. • Maximise visitor spend within and across the district. • Promote Waikirikiri Selwyn as a destination, aligning with its destination brand. • Showcase the district's strengths to generate positive media coverage. • Incorporate environmentally sustainable practices. • Encourage visitation during the low season (April to September). • Foster community connection and strengthen a shared sense of identity among residents. • Deliver lasting benefits beyond the event, such as business or social opportunities (leverage) and long-term impacts like improved infrastructure, skills, or knowledge (legacy). • Alignment with the Kai Aku Rika Economic Development Strategy and/or Ōtautahi Christchurch Waitaha Canterbury Destination Management Plan and/or Selwyn Strategic Events Plan.

Funding Schedule: Strategic Partnerships¹ Fund

1. 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.

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

- Initiatives are delivered that enhance the Council's environmental, social, cultural and economic 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 at the coal face of community.

3. Fund Activities

Annual fund amount	\$230,000
Fund decision makers	Council
Fund type	Contestable
Fund frequency	Strategic Partnerships Fund allocations are carried out through the Long-Term Plan (or Annual Plan) process.
Decisions by Assessment Panel	<ul style="list-style-type: none"> • Applications to the <i>Strategic Partnership Fund</i> 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.
Accountability requirements	<p>A Project Report must be submitted annually (or when requested) and shall detail how the Recipient has used the funding including:</p> <ul style="list-style-type: none"> • a summary of the activities to which the Recipient applied the Funding; and • a financial report detailing the Fund expenditure; and • details of any Funding that the Recipient has not expended. • Council may request other supporting information such as invoices and receipts.
Who can apply	<i>As stated in Section 5 of the C213 Community Funding Policy.</i>
Who can't apply	<i>As stated in Section 5.2 of the C213 Community Funding Policy.</i>
What can't be funded	<i>As stated in Section 6.7 and 6.8 of the C213 Community Funding Policy.</i>

¹ The Strategic Partnerships included in this fund are for partnerships with community organisations delivering community initiatives in partnership with Council. It does not include the Council's ongoing strategic partnerships with Te Taumutu Rūnanga and Te Ngāi Tūāhuriri Rūnanga.

Criteria / terms and conditions	<p><i>In addition to Section 6 of C213 Community Funding Policy:</i></p> <ul style="list-style-type: none"> • The Strategic Partnerships fund invites applications that strongly align with the specific criteria outlined for each funding round. These criteria are not static because they reflect the Council's changing priorities and focus areas. • Strategic partners should not rely on ongoing strategic partnerships funding from Council beyond the term specified in the funding agreement. • Strategic partnerships are typically agreed every three years through the Long-Term Plan process, with funding released in tranches across the three-year period. Each tranche is released subject to the recipient meeting the requirements specified in their funding agreement. • Strategic partnerships may also be agreed through the Annual Plan process, if budget has been set aside in the Long-Term Plan for this purpose.
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Funding Schedule: Youth Projects Fund

1. Purpose of this fund

To enable the Youth Council to actively support rakatahi youth-focused projects in the District.

2. 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 goals are contributed to.

3. Fund Activities

Annual fund amount	\$10,000
Fund decision makers	Selwyn Youth Council ("Youth Council")
Fund type	Non-contestable
Fund frequency	Ongoing
Fund opening and closing dates	Ongoing
Decisions dates	Decisions made as required.
Accountability requirements	<ul style="list-style-type: none"> • Grant recipients are required to report to the Youth Council as per the process detailed in the grant letter/email. • Reporting could be in-person or online, and could be oral, written, electronic, photograph, video, etc. • Accountability requirements are to be completed within 12 months of receiving the funding.
Who can receive funding	<i>In addition to Section 5 of the C213 Community Funding Policy:</i> <ul style="list-style-type: none"> • Individuals or groups providing youth (rakatahi) projects in and for the Waikirikiri Selwyn district. • Individuals participating in youth (rakatahi) wellbeing or leadership projects.
Who can't receive funding	<i>As stated in Section 5.2 of the C213 Community Funding Policy.</i>
What can be funded	<ul style="list-style-type: none"> • Projects that are rakatahi youth-focused and deliver the fund outcomes. Projects can be delivered by: <ul style="list-style-type: none"> - An individual in collaboration with the Youth Council. - A group in collaboration with the Youth Council or Selwyn District Council. • Kai (food) can be funded. • An individual can be funded to participate in a leadership development programme. The Youth Council takes into consideration programme fees and travel costs when determining the amount to allocate. The recipient is expected to share some

	learnings from the programme with the Youth Council.
What can't be funded	<p><i>In addition to Section 6.7 and 6.8 of the C213 Community Funding Policy:</i></p> <ul style="list-style-type: none"> • Leadership development for Youth Council members is considered an operational expense and will not be funded by the Youth Project Fund. However, if a youth development opportunity is publicly advertised and involves a contestable application process, Youth Council members may apply via the contestable process, but cannot participate in the decision-making regarding fund allocation.
Criteria / terms and conditions	<p><i>In addition to the Criteria as in Section 6 of the C213 Community Funding policy:</i></p> <ul style="list-style-type: none"> • The fund is allocated as required throughout the fiscal year until the total budget is fully utilised. • Projects must primarily benefit rakatahi youth which is defined as 12-24-years. It is acknowledged that some projects will have a wider community impact, but the primary focus of the project must be rakatahi youth (e.g. an event at a skate park might also be attended by people who are younger or older than 12-24 but the event is targeted to rakatahi youth). • If funding is allocated to a project led by a person under 18 years old, parental/guardian consent for receipt of funding is required.

Individuals and Teams-Financial Summary 2024-2025

Total Budget for 2024/25		Allocated	Balance
Individuals & Teams	\$53,000		\$ 41,350.00
	July	\$ 9,400.00	
	August	\$ 2,250.00	

Individual and Teams Funds-September 2024-Summary of the applications								
Date Received	Applicant	Purpose of the fund	Ward	Individual/ Team	Number of People Benefiting	Requested	Recommendation	Approved
13/09/2024	Ellesmere Rockers	Our Year 7/8 Jump Jam has qualified for Jump Jam Nationals in Christchurch so we are seeking some funding to cover their entry fee and costumes for the event.	Ellesmere	Team	20	\$ 1,056.00	\$ 750.00	
27/09/2024	Hamish Henderson	To participate in 2025 Freeride Junior Tour World Championships in Austria.	Malvern	Individual	1	\$ 750.00	\$ 500.00	
12/09/2024	Hugo Wrathall	Swimming & surf lifesaving trips to Germany and Poland	Springs	Individual	1	\$ 15,750.00	\$ 500.00	
27/09/2024	Joe Cookson	To participate in 2025 Freeride Junior Tour World Championships in Austria.	Malvern	Individual	1	\$ 750.00	\$ 500.00	
4/10/2024	Lara Pritchard	To participate in the Institute of Directors Company Directors' Course.	Ellesmere	Individual	1	\$ 10,385.00	\$ 500.00	
13/09/2024	Lincoln High School-Boys First XI Hockey	To aid with accommodation, travel costs and entry fees to Nelson for Johnson Cup.	Springs	Team	16	\$ 1,600.00	\$ 1,500.00	
27/09/2024	Lincoln High School-Tournament of Minds	To attend Tournament of Minds International Competition in Sydney, Australia, held at the University of New South Wales on 31 October - 3 November	Springs	Team	14	\$ 10,400.00	\$ 2,000.00	
30/09/2024	Lincoln Primary School-Tournament of Minds	To participate in Tournaments of Minds STEM Team-Smart lads in Sydney	Springs	Team	9	\$ 4,320.00	\$ 2,000.00	
6/09/2024	Marilyn Ollett of CentreStage Rolleston	To attend the Theatre New Zealand Summer Theatre Intensive, a six day course held in Timaru 5 - 11 January 2025	Rolleston	Individual	1	\$ 1,227.00	\$ 500.00	
30/09/2024	Mohammed Khizar Abbas	To attend the Honeywell Leadership Challenge Academy (HCLA) from Oct 27-Nov 1, 2024, at Space Camp in Huntsville, Alabama.	Malvern	Individual	1	\$ 2,783.12	\$ 500.00	
27/05/2024 [Application deferred to new funding panel]	Nevaeh Wendt	We are applying for funds to go towards a trip to Australia for a dance competition. Nevaeh is a part of a troupe that is competing. The dance music is not doing fundraising so we have to do individual fundraising. I am single mum. It has also been difficult to secure fundraising events as most only do groups rather than individuals.	Rolleston	Individual	1	\$1,000.00	\$ 500.00	
2/09/2024	Roma Tuimaunei	To represent New Zealand in the basketball U15 Oceania Cup Final this November in Australia	Springs	Individual	1	\$ 1,000.00	\$ 500.00	
24/09/2024	Sophia Amyes	To attend NZ under 16 nationals in Auckland December 2024	Ellesmere	Individual	1	\$ 500.00	\$ 250.00	
22/09/2024	Susanna Tully (Combined Christchurch School Canoe polo team)	To participate in NZ Secondary Schools National Junior Canoe Polo Championship in Hastings, North Island.	Malvern	Individual	1	\$ 963.00	\$ 250.00	
4/10/2024	Te Rōhutu Whio	To participate in Jump Jam Nationals Competition, Year 7/8 Xtreme Division to be held at Cashmere High School, Christchurch.	Rolleston	Team	25	\$ 1,500.00	\$ 750.00	
					TOTAL	\$ 53,984.12	\$ 11,500.00	

Natural Environment Fund-Financial Summary 2024-2025

Total Budget for 2024/25		Allocated	Balance
Natural Environment Fund	\$ 225,000.00	\$ 167,000.00	\$ 58,000.00

Selwyn Natural Environment Fund Application

Name of the applicant	Requested Funding	Recommended Funding
The QEII Trust	\$20,000	\$20,000

Summary of the project:

The site is a 6.65 hectare block of remnant native bush at the top of Gerkins Road, Tai Tapu, that has persisted since logging in 1857 and now contains a wide range of mature native trees. The bush is ecologically significant, provides important habitat for native wildlife and provides a seed source for nearby areas of regeneration. It is recognised by DOC as a Recommended Area for Protection and has been protected by a QEII Trust covenant since 2013.

However, despite this legal protection, intensive grazing by fallow deer is causing the rapid decline of the forest. The forest canopy is now at critical risk of collapse, with some trees already falling and no regeneration to replace them.

QEII have committed partial funding for a deer exclusion fence to protect the bush, however additional funding is needed to get the project across the line. The QEII funding expires at the end of March 2025.



**Community Funding Assessment Panel
Terms of Reference**

For the remainder of the 2022-2025 Triennium

Adopted by Selwyn District Council on 11 September 2024

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INTRODUCTION

1. General Principles of Delegation

This document sets out the terms of reference and delegations for Selwyn District Council, and its committees and subcommittees. It also sets out the responsibilities of and delegations associated with certain roles, including the Mayor, Deputy Mayor, Chief Executive, Committee and Subcommittee Chairs and Deputy Chairs.

The Council's functions are wide-ranging, and it has obligations and powers under many statutes and regulations.

These terms of reference are intended to allow the Council to ensure that its powers and functions are exercised at a level commensurate with efficiency and effectiveness and the significance of the power or function.

2. Establishment of Committees

Procedures, responsibilities, and accountabilities

Subject to the following limitations, the committees of the whole shall have power to act in all matters concerning the functions listed in their respective delegations, provided they do not conflict with stated policy of Council. In respect of matters requiring financial input the committee's power is limited to the extent that provision has been made in the annual budgets and in the Long-Term Plan.

All Committees of the Whole:

- a) Shall be responsible for planning, reviewing and implementation of functions, duties, and powers in respect of their delegations
- b) Shall be responsible for monitoring performance (including budget and performance targets) for their areas of responsibility
- c) Have delegated power to appoint subcommittees and to delegate their powers to that subcommittee.
- d) May delegate their powers to an officer of the Council
- e) Can delegate any of its powers to any joint committee established for any relevant purpose under clause 32, Schedule 7 of the Local Government Act 2002 (LGA)
- f) Any committee of the whole has the power to adopt the Special Consultative Procedure provided for in Section 83 to 88 of the LGA in respect of matters under its jurisdiction. (This allows for setting of fees and bylaw making processes up to but not including adoption)
- g) All committees of the whole shall undertake such other functions as may be delegated by Council from time to time and are able to provide recommendations to council where appropriate

- h) When an Act or Regulation empowers 'the Council' to carry out a decision-making function, that decision must be made by way of resolution of the full council unless the Act or Regulation permits delegation to a committee, subcommittee or officer
- i) Council cannot delegate any of the following matters to committees, subcommittees or any other subordinate decision-making body (Clause 32(1)(a)- (h) of Schedule 7 of the Act):
 - a) the power to make a rate
 - b) the power to make a bylaw
 - c) the power to borrow money, or purchase or dispose of assets, other than in
 - d) accordance with the long-term plan
 - e) the power to adopt a long-term plan, annual plan or annual report
 - f) the power to appoint a chief executive
 - g) the power to adopt policies required to be adopted and consulted on under the Local Government 2002 in association with the long-term plan or developed for the purpose of the local governance statement
 - h) the power to adopt a remuneration and employment policy.
- j) The power to make or alter any council policy is limited to those instances where that power has been specifically delegated to the committee
- k) Any committee of the whole can approve submissions on legislation
- l) All Council committees will follow Tikanga and will open and close with a karakia

3. Committees

Committee includes, in relation to the Council:

- a) A committee comprising all the members of the Council;
- b) A standing committee or special committee appointed by the Council;
- c) A standing committee or special committee appointed by the Mayor;
- d) A joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002;
- e) Any subcommittee of a committee described in items (a) (b), (c) or (d) of this definition;
or
- f) A subordinate decision-making body, including Subcommittees and Forums

The terms of reference and delegations to Committees and Subcommittees are set out in full in this document. In respect of committees and subcommittees:

- a) The committees have no decision-making powers other than those set out in these terms of reference
- b) Any committee may request expert advice through the Chief Executive where necessary

- c) The committees may make recommendations to their governing committee or Council, or Chief Executive as appropriate

4. Working groups

Working groups may be recommended by committees and subcommittees for Council approval. Working groups are set up to investigate a specific issue within their area of focus and report back within a specific timeframe. Working groups are made up of members of the committee or subcommittee. Working groups do not have decision making power. Working groups enable Councillors to work constructively and collegially together to consider an issue and collectively work on solutions.

5. Quorum

Unless otherwise specified, a quorum is defined as a half, if the total number of members is even or a majority, if the total number of members is odd. The quorum for committees and subcommittees are stated in the relevant terms of reference. The Mayor is included in calculating the quorum and is counted towards the quorum when present. Appointed members are included in calculating the quorum and are counted towards the quorum when present.

6. Ambiguity and Conflict

In the event of ambiguity or conflict between any of the provisions contained in these terms of reference, the Chief Executive can provide advice. If the ambiguity or conflict results in uncertainty or dispute as to which chairperson, committee or subcommittee has the delegation to act in respect of a particular matter, then the Mayor will decide in consultation with the Deputy Mayor and having received advice from the Chief Executive. The decision of the Mayor will be final and binding.

In resolving ambiguity or conflict in the allocation of matters to committees, the guiding principle is that the primary outcome of the decision required should determine which committee deals with the matter.

COMMUNITY FUNDING ASSESSMENT PANEL – TERMS OF REFERENCE

The Community Funding Assessment Panel (the “Assessment Panel”) shall be a Committee of Council, established by Council for specific periods determined by the governing body, or until the 2025 local elections. The existence of the Assessment Panel does not remove from Council any of its legal obligations or responsibilities.

Chair: To be determined

Deputy Chair: To be determined

Members:

- Councillor Bob Mugford (Malvern Ward)
- Councillor Debra Hassan (Springs Ward)
- Councillor Shane Epiha (Ellesmere Ward)
- Councillor Sophie McInnes (Rolleston Ward)
- 1-2 iwi Māori members
- 1 Youth Council member
- 1-2 independent members

Quorum: The quorum for a meeting is achieved if:

- the members are present in person or online so they can communicate in real time with the other members of the meeting, and
- at least two of those present are Councillors, and
- at least half the number of elected and appointed members on the committee at the time are present, as per S.O 11.1(b). If it is an odd number, then the quorum is half plus 1.

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

Meeting Cycle: Monthly between February and December (inclusive)

Delegations Powers: The Committee has the powers necessary to perform its responsibilities within the approved Long-Term Plan and Annual Plan Budgets and *C213 Community Funding Policy*.

Reporting Officer: Senior Advisor Community Funding and Events (part of the Community Services and Facilities Group)

1. Purpose and Principles

- 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 Assessment Panel's purpose is to allocate contestable 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 acting alone.
- 1.3 The Assessment Panel is responsible for delivering the intentions of the Council's community funding programme which are to help:
 - 1.3.1 achieve the Council's strategic vision and priorities (including the community outcomes stated in the Long-Term Plan).
 - 1.3.2 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.
 - 1.3.3 support the work of property owners and community groups in delivering environmental, indigenous biodiversity, and heritage outcomes for Waikirikiri Selwyn.
 - 1.3.4 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.
- 1.4 The Assessment Panel commits to these four core principles when allocating community funds:
 - **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.
 - **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.
 - **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.
 - **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.

2. Responsibilities

The Assessment Panel's key responsibilities are to:

- 2.1 Consider and allocate the Council's contestable community funds within two months of the fund's closing date, and within a clearly defined assessment process that is applied to all applications in a transparent manner. Contestable funds to be allocated include:
- *Community Fund*
 - *Natural Environment Fund*
 - *Predator Free 2050 Fund*
 - *Heritage Protection Fund*
 - *School Students' Scholarship Fund*
 - *Individuals and Teams Fund*
 - *Strategic Events Fund*
 - *Ellesmere Reserves Board Reserve Fund*
- 2.2 Agree strategic priorities for the *Strategic Partnerships Fund* before it is opened for a funding round. Consider applications received and present recommendations to Council for the allocation of the funding. Council will consider these recommendations in the Long-Term Plan or Annual Plan deliberation process.
- 2.3 Appoint one Councillor member as chair and one member as deputy chair for the Assessment Panel. These appointments can be for the triennium or for any other period of six months or more, to distribute the responsibilities.
- 2.4 Appoint one member to be on the assessment panels for the two external funds administered by Council; these are the *Creative Communities Scheme* and the *Sport NZ Rural Travel Fund*. The member appointed can either be the same person on both panels or can be a different person for each panel.
- 2.5 Receive quarterly reports on allocations from the *Mayor and Councillors Discretionary Funds* and any other non-contestable funds where allocations have been made to community groups. Reporting will also provide information about the spread of allocations across the District. The intention of the reporting is to enable the Assessment Panel to make strategic decisions and provide transparency.
- 2.6 Approve any amendments to Fund Schedules that relate to any fund-specific criteria, exclusions, or terms and conditions.
- 2.7 Approve any amendments to the frequency or timing of funding rounds.
- 2.8 Approve proposals to change the *Purpose* or *Outcomes* for a fund before those changes are presented to the Council for consideration and approval¹.
- 2.9 Participate in the formal evaluation of the community funding programme (clause 1.15 of the funding policy).
- 2.10 Provide governance input to any review of the *C213 Community Funding Policy* and governance oversight to the community funding programme so that the Council and

¹ The *Purpose* and *Outcomes* of each fund are in the C213 Community Funding Policy. As this policy is approved by Council any changes to the policy must also be approved by Council.

community can have confidence that the intended community outcomes and strategic priorities are achieved.

3. Term of Office and Frequency of Meetings

- 3.1 The Council appoints the four Ward Councillor members of the Assessment Panel at the first Council meeting following the elections. The appointment is for the full term of each election triennium unless otherwise determined by Council.
- 3.2 The Council appoints other members of the Assessment Panel when nominations are presented to Council for consideration.
- 3.3 Meetings are held monthly from February to December. There is no meeting in January except for the year after triennium election when a meeting may be scheduled if required.
- 3.4 Members are required to attend meetings in person, either physically or online, so they can communicate in real time with the other members of the meeting.
- 3.5 Members will receive and agree a schedule of meeting dates at the start of each year.
- 3.6 Meetings may be cancelled if there are no applications or other urgent business to consider.
- 3.7 Meetings can be held more frequently if the Assessment Panel considers it necessary.

4. Panel and Member Conduct

- 4.1 Members are responsible for actively preparing for and participating in deliberations and decisions.
- 4.2 The Assessment Panel will aim to make decisions by consensus. Where this is not possible all members have an equal vote.
- 4.3 In the 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.
- 4.4 If a Councillor member of the Assessment Panel cannot attend a meeting, they can delegate the responsibility to another Councillor from their Ward in the first instance, or the Mayor in the second instance or the Deputy Mayor in the third instance.
- 4.5 If an Assessment Panel member has not attended three or more meetings in a six-month period, the Assessment Panel can ask Council to:
 - appoint another Councillor member from that Ward so that the Ward can be assured it is fairly represented
 - revoke the membership of any non-Councillor member if the member has been absent without an apology being recorded or is unable to commit to regular

attendance².

- 4.6 When the Assessment Panel considers applications to the Ellesmere Reserves Board Reserve Fund, any Ellesmere Ward Councillors who are 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.

Conflict of Interest

- 4.7 All provisions stipulated in the Elected Members Code of Conduct are applicable to the Assessment Panel (Point 10 of the Code of Conduct specifically addresses matters concerning conflicts of interest).
- 4.8 If a member believes they have a conflict of interest with a funding applicant or application, then that member must declare their interest and not partake in any discussion or decision regarding that specific application. The declaration will be recorded in the minutes of the Meeting.

5. Role of Council Staff

- 5.1 Staff will ensure that the application is complete, do an initial assessment against agreed criteria including those stated in the C213 Community Funding Policy and Fund Schedule, and make a recommendation for the Assessment Panel to consider.
- 5.2 Council staff or others with expertise relevant to the fund's purpose and outcomes (e.g. expertise in environment/biodiversity, large-scale event attraction, heritage protection etc) will attend the relevant meeting to answer questions from the Assessment Panel and provide advice, if requested.
- 5.3 Council staff will provide induction materials to new panel members and deliver other induction as requested by the Chair (or their delegate). The purpose of the induction is to enable the new member/s to understand the community funding programme, their roles and responsibilities on the Assessment Panel, and key reference documents including the C213 Community Funding Policy and Terms of Reference.

6. Key documents for the Assessment Panel to reference

- C213 Community Funding Policy
- Long Term Plan (community outcomes and budgets in particular)
- Waikirikiri Ki Tua Future Selwyn (vision and outcomes)
- Funding Schedules for each fund

7. Delegations

- 7.1 The Committee has the powers necessary to perform its responsibilities within the approved Long-Term Plan and Annual Plan Budgets and *C213 Community Funding Policy*.

² 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.

7.2 The Council retains the authority to adopt policies³, strategies, and bylaws.

8. Reporting

The Assessment Panel will report to the Council.

9. Chairperson may refer urgent matters to the Council

As may be necessary from time to time, the Assessment Panel Chairperson is authorised to refer urgent matters to the Council for a decision, where this Assessment Panel would ordinarily have considered the matter.

10. Urgent matters referred from the Council

As may be necessary from time to time, the Mayor is authorised to refer urgent matters to this Assessment Panel for a decision, where the Council would ordinarily have considered the matter.

11. Terms of Reference Review Process

The Terms of Reference will be reviewed at the first meeting of the committee and then again before the end of the triennium for advice to the next elected Council. Any amendments must be approved by Council.

TERMS OF REFERENCE REVIEW TABLE

Date of review	Status / summary of changes made
September 2024	TOR established
11 September 2024	Adopted by Council
Date to be confirmed	Adopted by Assessment Panel

³ The Assessment Panel will recommend changes to the Council, particularly in regard to C213 Community Funding Policy.

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C213 – Community Grants Policy

Category	Community Awards / Funding	Type	Policy
Policy Owner	Executive Director, Community Services and Facilities	Approved by	Council
Last Approved Revision	November 2020 11 September 2024	Review Date	Next review September 2027

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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.

CLOSING KARAKIA

Unuhia, unuhia

Remove, uplift

Te pou, te pou

The posts

Kia wātea, kia wātea

In order to be free

Āe, kua wātea

Yes, it has been cleared