



Carterton District Community Grants Policy

The Grants Policy provides the framework for allocating grants to groups and organisations that are contributing to the outcomes and vision that benefit the people of Carterton District. Outcomes that contribute to Carterton being a ‘A welcoming and vibrant community where we all enjoy living’.

Carterton District Council facilitate two community grant funds. This Policy is applicable to the following discretionary grants programmes:

1. Local Community Grants Fund
2. Wairarapa Wide Regional Grants Fund



How the grant is established

The Council’s Long-Term Plan sets the funding available for community support through grants, this is reviewed and renewed at each Annual Plan.

We also administer funds from other sources, including funding administered on behalf of other agencies. These funds may have their own additional eligibility criteria.

Our funding Outcomes

Council has responsibilities under the Local Government Act to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. Council has grouped Community Outcomes to its relevant area of community wellbeing.

Allocation of funding

Applications will align with the responsibilities Local Government has under the Local Government Act to promote social, economic, environmental, and cultural wellbeing of communities in the present and for the future. Applications will support:

Community outcomes:

Social Well-being

- A caring community that is safe, healthy and connected.
- An empowered community that participates in Council and community-based decision making.
- Awesome public facilities, spaces and parks.

Environmental Wellbeing

- An environmentally responsible community committed to reducing our carbon footprint and adapting to the impacts of climate change.
- A resilient community capable of responding and recovering from environmental shocks.

Economic Wellbeing

- A community that is productively engaged in employment, education, and community service.

Cultural Wellbeing

- Te Ao Maori/Maori aspirations and partnerships are valued and supported.
- A community that embraces and encourages our cultural diversity and heritage.
- A community that fosters and promotes our quirkiness and creativity.

COMMUNITY OUTCOMES

What do these mean?

SOCIAL WELLBEING

- A strong and effective council providing trusted leadership
- A caring community that is safe, healthy, and connected
- An empowered community that participates in Council and community-based decision making
- Awesome public facilities, spaces, and parks



ENVIRONMENTAL WELLBEING

- Safe and resilient water supply, wastewater, and stormwater systems.
- Healthy, sustainable waterways.
- An environmentally responsible community committed to reducing our carbon footprint and adapting to the impacts of climate change.
- A resilient community capable of responding and recovering from environmental shocks.



ECONOMIC WELLBEING

- Quality fit for purpose infrastructure and services that are cost-effective and meet future needs.
- A vibrant and prosperous business and primary sector investing in, and supported by, the community.
- A community that is productively engaged in employment, education, and community service.



CULTURAL WELLBEING

- Te Āo Māori/Māori aspirations and partnerships are valued and supported.
- A community that embraces and encourages our cultural diversity and heritage.
- A community that fosters and promotes our quirkiness and creativity.



Who can apply?

Any community organisation or formally constituted group:

- A group with Incorporated Society or Charitable Trust status, ie: not for profit entities
- Other not for profit entities that can demonstrate their legal status
- A club or other legally constituted body that can demonstrate a formal constitution or rules.

Local Grants

Local grants are to support local Carterton entities where activities will benefit the Carterton Community.

Grant Criteria

The following criteria will guide decisions on the allocation of the Local Grants Fund.

- There is evidence of (or, if a new group, systems for): the applicant's sound financial management, good employment practice (where applicable), clear and detailed planning, clear performance measures, and demonstrated ability to report back on past funding as appropriate.
- The application must be for an activity or project that supports, enhances or advances the Council's community outcomes as defined in the Long-Term and Annual Plans, or benefits Carterton in other ways.
- The project should be accessible to a range of people or to the intended users.
- There is evidence of community support, collaboration, and building partnerships with other organisations (such as letters of support from other organisations/leaders).
- The project or activity expands the capacity, range, or level of similar types of services in the community and that it has involved users in identifying the need for the project.
- The intent of the project or activity is not for private or commercial financial gain, though such gains may occur as a side effect of the project.
- The applicant can demonstrate an awareness of the Treaty of Waitangi, if it involves *mana whenua* and *taura here*.
- The applicant does not have excess reserve funds; unless the group can demonstrate that funds are being held for another specified project or purpose.
- Priority or preference will be given to:
 - ❖ projects completed within 12 months.
 - ❖ new or expanded activities
 - ❖ assisting the development of economically or socially disadvantaged groups.
 - ❖ supporting those projects that will give the greatest benefit to the people of Carterton.

Wairarapa Wide Regional Grants

Regional Grants are to support entities which may not be based in Carterton but undertake an activity or project that has regional benefits, including in the Carterton District.

Normally the activity or project offered by these organisations would not be available to the Wairarapa as a region without the Wairarapa Councils' support.

The organisation requesting the grant must evidence other grant funding opportunities that they are applying to.

Grant Criteria

The following criteria will guide decisions on the allocation of the Wairarapa Wide Regional Grants Fund:

- The application must be for an activity or project that supports, enhances or advances the Council's community outcomes as defined in the Long-Term and Annual Plans, or benefits Carterton in other ways.
- The project benefits the people of Carterton District either directly or indirectly, with sound evidence to demonstrate those benefits.
- There is evidence of (or, if a new group, systems for): the applicant's sound financial management, good employment practice (where applicable), clear and detailed planning, clear performance measures, and demonstrated ability to report back on past funding as appropriate.
- There is evidence of community support, collaboration, and building partnerships with other organisations (such as letters of support from other organisations/leaders).
- The project or activity expands the capacity, range or level of similar types of services in the community and that it has involved users in identifying the need for the project.
- The intent of the project or activity is not for private or commercial financial gain, though such gains may occur as a side effect of the project.
- The applicant can demonstrate an awareness of the Treaty of Waitangi, if it involves mana whenua and taura here.
- The applicant does not have excess reserve funds; unless the group can demonstrate that funds are being held for another specified project or purpose.
- The application is for an activity already provided by another organisation.

Applications will support:

Applications will align with the responsibilities Local Government has under the Local Government Act to promote social, economic, environmental, and cultural wellbeing of communities in the present and for the future. Specifically, these will align with the Community Outcomes as set by Carterton District Council in the Long-Term Plan.



These are outlined below:

<p>Social Well-being</p> <ul style="list-style-type: none"> ➤ A caring community that is safe, healthy and connected ➤ An empowered community that participates in Council and community-based decision making ➤ Awesome public facilities, spaces and parks. 	<p>Environmental Wellbeing</p> <ul style="list-style-type: none"> ➤ An environmentally responsible community committed to reducing our carbon footprint and adapting to the impacts of climate change ➤ A resilient community capable of responding and recovering from environmental shocks.
<p>Economic Wellbeing</p> <ul style="list-style-type: none"> ➤ A community that is productively engaged in employment, education, and community service. 	<p>Cultural Wellbeing</p> <ul style="list-style-type: none"> ➤ Te Ao Maori/Maori aspirations and partnerships are valued and supported. ➤ A community that embraces and encourages our cultural diversity and heritage. ➤ A community that fosters and promotes our quirkiness and creativity.

Priority will be given to applications that:

1. Social

- Improve health, social and cultural outcomes for Carterton residents.
- Promote communication and collaboration between agencies in the health and social services sector.
- Effectively meet a demonstrated need in the health and social services sector.
- Support and empower vulnerable people in our community.
- Strengthen the ability of organisations to operate well in the health and social services sector.

2. Environmental

- Protect, preserve, and restore Carterton's environment.
- Enable and encourage people to appreciate the environment.
- Promote awareness of environmental issues and concepts of sustainability.

3. Sport and recreation

- Encourage participation in sport and active recreation.
- Encourage community engagement in sport and recreation.
- Provide appropriate and sustainable facilities and infrastructure.
- Support Carterton residents to achieve their sporting potential.
- Reduce barriers to ensure reasonable access for all in the community.

Grant Process

Purpose

This outlines the process that is taken to apply for a grant and how the assessments are carried out.

When does the funding round open and close?

A funding round calendar is created for each financial year and available on the Council website. Applications are usually open for a six-week period opening in June. Applications received after the closing date or outside of a funding round will not be considered.

How do I apply for a grant?

All grant applications are submitted through our online grants' platform. Please refer to Instructions for applicants for detail.

Who assesses applications?

The Community Grants Committee assesses all applications. This committee is made up of Elected members. The Council establishes a Community Grants Committee at the beginning of each Triennium, with Terms of Reference that include the following:

- Delegations to meet to decide on the distribution of the Community Grants
- Elect a chairperson and a deputy chairperson
- Decisions by the Committee to be made by consensus; a vote only being taken if required confirming the consensus view. If votes are tied the chairperson will have a casting vote
- A requirement that all conflicts of interest must be declared by elected members, who then cannot take part in deliberations related to the conflict

The Committee will meet once a year to make allocation decisions, generally in August. It may meet more than once if funds are available

Administration and guidance are provided by Council officers.

How is your application assessed?

The Community Grants Committee reviews all applications and meet to assess and allocate funds. The application is assessed against the set criteria and priorities.

- The Committee may invite applicants to speak to their application.
- Where the Committee decides to make a grant, it may include conditions.
- Where the Committee decides to decline an application, or to grant less funding than applied, it will specify its reasons.
- Decisions of the Committee will be reported to applicants as soon as possible following the Committee's decisions.

Terms and Conditions

- All applicants will have a bank account that is linked to the organisation applying for the funds. In the case where there is not an organisational bank account holder, applicants will need to have an umbrella organisation to act as the fund holder. Funds cannot be paid to a personal bank account.
- Groups or organisations seeking support to carry out projects or activities that an extension of the Council's own business will not be funded through the Local Community Grants Fund. In these cases, funding arrangements will be made through the Council's operations budgets.
- Projects/initiatives must be delivered within the financial year that they are received. If there is chance that the project/initiative will not be able to be delivered within the financial year that they are received in, application is to be made to the grants committee by 1 May to carry funding over. In certain circumstances this will be considered.
- Accountability for previous grant funding received must be submitted by 1 May before additional applications will be considered.
- Failure to spend the funds will result in a request for refund of granted funds.