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Sponsor/Group:	General Manager Policy and Strategy

GRANTS AND PARTNERSHIP POLICY 2021

Purpose

1. The Grants and Partnerships Policy 2021 (the policy) affirms the Taupo District Council's (the Council's) commitment to the provision of grant funding as a local public service.
2. The policy:
 - a) ensures that the allocation and distribution of funding occurs in a transparent, fair, equitable, efficient and consistent manner
 - b) supports the contribution of community groups, partners and individuals to achieving the Council's strategic directions outlined in the Long-term Plan (LTP)
 - c) provides the ability for Council and community partners to target areas of highest need and support services, activities and projects that benefit and enhance the Taupō District communities
 - d) provides financial assistance that complements funding from other sources and improves groups' chances of getting this support
 - e) provides for a focus on positive outcomes for the Taupo District community

Revocations

3. The Taupō District Council Community Grants Policy 2015 is revoked when this policy comes into force on 1 July 2021.

Definitions

Accountability report	<p>An accountability report is a form that details all products and services the grant funding has been spent on. Every group that receives a grant will need to complete an accountability report. There are three types of accountability reports available on the Council website:</p> <ul style="list-style-type: none"> • Community Grants Accountability Report (CGAR): from community grant recipients to grants distributors. • Partnership Agreement Accountability Report (PAAR): for three yearly agreements between select community groups and Council
Application form	<p>A form for applying for funding through any of Council's grants giving schemes. There are two types of application forms:</p> <ul style="list-style-type: none"> • Community Grants Application Form (CGAF): for community grants disbursed through the grants distributors. • Partnership Agreement Application Form (PAAF): for three yearly agreements with select community groups <p>The forms are available on the Council's website. Only electronic copies of completed forms describing the stated needs for the grant and how it fulfils Council's objectives for the program will be considered.</p>
Community grant	Rate-funded form of donation to a community group or individual.
Community groups	Community groups are not-for-profit, charitable and voluntary organizations that are established with the primary purpose of providing a benefit to the wider community. Schools are also included in this category

Grants distributors	Standing Council committees, community boards or community groups who have been delegated authority to allocate grants to their wards on behalf of Council.
Partnership agreements	Three yearly agreements with community groups who have a longstanding relationship with the Council and/or are well founded in the community.

Funding

4. The total amount of annual funding to be allocated for community grants and for partnership agreements will be decided through Council's Long-term Plan (LTP).
5. Council will specify the proportion of funding to be allocated to the grants distributors and the proportion to be included in a contestable fund for partnership agreements.
6. Funding will be GST inclusive if the recipient is GST registered.
7. Council will consider the overall budget and needs of the community when determining the amount to be set aside for community grants and partnership agreements.
8. Council will prepare an annual report, no later by 30 September of the following financial year, accounting for the distribution and utilization of funds distributed through the community grants and partnership agreements funding

Community Grants Process

9. The Mangakino-Pouakani Representative Group, Turangi-Tongariro Community Board, Taupō town-Taupō East Rural Committee [to be established] and community groups will act as grants distributors.
10. These grants distributors will only distribute funds to individuals or organizations that demonstrate a direct benefit to the district.
11. Community groups wishing to act as grants distributors will be invited to apply for consideration and appointed by Council after the adoption of its LTP.
12. Should any grants distributor cease to exist, grants decision making will revert back to Council who may choose to either establish another Council committee or delegate responsibility to another community group or to officers.
13. Council will establish and adopt its grants assessment criteria and eligibility following the adoption of its LTP. The assessment criteria will support the purposes of this policy and may be amended via resolution.
14. Grants distributors will operate in a purely voluntary capacity with no remuneration or koha donation given to the person(s).
15. Council will decline any requests for funding made through the LTP and/or Annual Plan, and submitters will be referred to a grants distributor or advised to apply for a partnership agreement.
16. Should the amount of funds allocated by grants distributors be less than the total amount allocated for any financial year, the unused funds will be returned to Council.

Community Grants Accountability

17. Community grant recipients must use their grant within 12 months of receipt, unless prior written approval is given.
18. Council will require all successful community grant recipients to complete the accountability report online within one month of utilizing the grant.
19. Council will audit the community grants process as necessary.
20. Council reserves the right to replace any grants distributor if they are unable to meet the requirements set out in this policy.

Partnership Agreements

21. Partnership agreement recipients will be community groups who have a longstanding relationship with the Council and/or are well established in the community.
22. Council will call for applications in July following the adoption of the LTP. Applicants will be required to demonstrate their suitability for a partnership agreement. Council will consider the applications and make a decision taking into consideration the purpose of this policy.
23. Prior to calling for applications, Council will adopt a grants criteria and eligibility document that takes into account the purpose of this policy.
24. The amount of funding each recipient receives from the contestable fund will be determined by resolution.
25. To ensure that the funds are used appropriately, the agreement will be jointly developed by the recipient organizations and Council; taking into consideration the specific outcomes sought by both parties and the purpose of this policy.
26. The agreements shall be in place until the adoption of the next LTP.

Partnership Agreements Accountability

27. Recipients will provide a comprehensive report to Council annually, showing how they are meeting the terms of the partnership agreement. The report will also include financial statements setting out how the funding has been utilized for that year. This report must be submitted in July of each year.
28. Council reserves the right to discontinue a partnership agreement if the recipient is unable to meet the requirements of the agreement.