

Community Funding Policy

Date Created	Next Review	Officer Responsible
8 May 2024	8 May 2027	Principal Advisor, Thriving Communities Team

Kaupapa - Purpose:

Rotorua Lakes Council (RLC) recognises the important contribution made by the community sector to the overall wellbeing of our district. Council makes funds available to support the community sectors' contribution towards RLC's Community Outcomes, community led action, capacity building and volunteerism.

The policy's purpose is to guide RLC in the allocation and management of community funding to communities, groups and organisations within the Rotorua district. RLC's community funding investment focuses on the needs of communities and neighbourhoods to be safe, thriving and resilient. This policy sets out RLC's funding eligibility criteria and allocation, approval process and expectations for grants provided to community groups, organisations and the local social sector.

Te Whānuitanga - Scope:

This Policy applies to RLC's elected members, staff, and applicants who are seeking community funding allocations from Council.

Ko ngā Tikanga Whakahaere Kaupapahere – Principles:

The following principals will guide decision-making, and inform the design and implementation of the RLC Community Funding Funding Policy:

- Council's community funding allocations are in alignment with its strategic direction and plans
- Endorsement of Reo Rua/Bilingual Rotorua
- Working together for impact
- Focus on outcomes
- Community involvement and leadership
- Fairness and equity of opportunity
- Transparency
- Innovation and collaboration with other funders



DEFINITIONS

TERM	DEFINITION
Community Sector	Not for profit, charitable and voluntary organisations established with the primary purpose of providing a benefit to the wider community; do not seek to generate profit or financial surpluses for commercial interests. This includes sport and recreation, social, kaupapa Māori, arts and culture groups and organisations.
Grant	A financial contribution to a group, organisation or sector of the community.
Social Capital	The value of social networks. The concept of social capital is used to group together the benefits of community connections, the threads that weave society together. Social connections are fostered through a range of organisations and activities, such as participation within iwi, social services, service groups, organised sport and recreational groups, arts and cultural organisations. These connections or social relations have productive benefits.
Neighbourhood	The immediate environment or surroundings; the people of a particular area.
Communities	May have a geographic base, or be based on a common interest e.g. racial or ethnic group, people with disabilities, migrants.
Fiscal Sponsor	Groups that are not legal entities may appoint a fiscal sponsor/umbrella organisation. This sponsor/umbrella must be an established not-for-profit entity, which agrees in writing to receive and manage the grant on behalf of the group.
Rotorua District	Within the territorial authority area boundaries
Statutory functions	A function conferred or imposed by a statutory instrument and delivered in part through government funding which is provided to the organisation for the purpose of delivering the service.
Accountability Report	All grant recipients are required to complete an accountability report, provided by RLC. The Accountability Report outlines how a grant is spent and provides detail on the outcomes and achievements of the funding.
Long Term Plan (LTP)	The LTP establishes Council's vision, community outcomes, and priorities. It sets the budget and workplan for the next 10 years and is reviewed every three years.
Wellbeing	As outlined in the Local Government Act 2002, the purpose of Local Government is to promote the social, economic, environmental, and cultural wellbeing of communities in the present and for the future.



ROTORUA LAKES COUNCIL'S COMMUNITY OUTCOMES

OUR VISION FOR ROTORUA

A Better Rotorua for All

We have a vision for a better Rotorua for all. What we deliver as a Council in the next 10 years to help us achieve that will focus on 9 key outcomes:

KUA TŪHONOTIA, KUA PAKARI HOKI / CONNECTED AND RESILIENT

Kua tūhonohono te hāpori, ā, kua rite ki ngā putanga nui o te huringa āhuarangi me ngā aituā māori, mā te pakari o ngā mahi tūānuku ka eke ka ora.

Our communities are cohesive and prepared for the effects of climate change, natural hazards and we invest in safe and reliable infrastructure.

NGĀ TAKE MAHI ME TE TAIŌHANGA / EMPLOYMENT & ECONOMY

Ka whakakahangia ngā pakihi kia tupu tūturu ai. Mā te nui a ngā whaiwāhitanga haumi ka eke ka roto ora. Ka kite i te putaputa mai o ngā whiwhinga mahi e wātea ana ki te tangata.

We enable businesses to grow with confidence through increasing investment opportunities. There are employment options across a range of sectors.

NGĀ MAHI TŪRUHI / TOURISM

He wāhi pakari tēnei e hiahiatia ana e te ao te tae atu, he pokapū whakarawerawe, kua rongongā nui tōna ingoa.

We are a world class destination, with a vibrant inner city and a positive reputation.

NGĀ TAKE WHARE / HOUSING

E wātea ana ki te kainoho o te tāone he whare tuawhiti e taea ai e rātau te noho haumarū, te noho marutau e pai ai tana oranga.

All residents have access to a range of housing options that ensures they can live in quality homes that are safe and healthy.

NGĀ MAHI A TE RĒHIA / ACTIVE

Kua tūhera katoa ngā rotomoana, ngā ngahere, me ngā papa wātea, ā, ko te kōunga o ngā whare rēhia, ka toro atu ngā ringa ki te tangata, māna tōna oranga e whakahī, e whakahā ia te rā.

The accessibility of our lakes, forests, open space networks and the quality of our facilities create opportunities for everyone to be active throughout their lives.

TE TAI AO / ENVIRONMENT – MAURI TAI AO

He arotahinga ki te whakapaipai, ki te tiaki hoki i ngā roto moana, i ngā arawai, me ngā ngāherehere.



We are committed to protecting and improving our lakes, waterways and forest environments.

HAUMARUTANGA / SAFETY

Kua korowaihia ā tātau hapori, ngā pakihi, me ngā manuhiri ki te korowai o marutau huri āwhio i te takiwā.

Our communities, businesses and visitors feel safe across our district.

NGĀ WAWATA O TE TANGATA WHENUA / MANA WHENUA ASPIRATIONS

E kitea ana, e taunakitia ana e mātau ko wā te tangata whenua e manakotia ana. Ka noho mātau hai hoa haere ki te whakatupu rau ōhanga, ki te whakapuare kūaha pāpori hoki rā hei painga mō te katoa.

We recognise and support the aspirations of Tangata Whenua/Mana Whenua and partner to grow economic and social opportunities and benefits for everyone.

NGĀ MAHI TOI, AHUREA HOKI / ARTS AND CULTURE

Ko te ahurea tuakiri o Rotorua, he motuhake, koia hoki te papa whakapoapoa i te tangata kia tae atu ki ngā manomano pātanga. Ka oreore te takiwā, ka kōkiritia ngā kaupapa ōhanga me ngā hua ki te hapori i roto tonu i ngā taupuni me te rohe whānui

Our district's unique cultural identity is the foundation for attracting and delivering a diverse range of events, increasing vibrancy and activity and driving economic and community benefits within our facilities and for our district.

NGĀ WHĀINGA - OBJECTIVES

- Supporting community organisations' activities and services, which contribute towards the achievement of RLC Priorities.
- Improved equitable outcomes for our community
- Strengthening the ability of local community groups to respond effectively to local needs
- Building social capital
- Increasing community safety
- Building and strengthening the capability and capacity of the community sector
- Building participation and a sense of belonging
- Increasing community access to opportunities and resources

ELIGIBILITY- WHO CAN APPLY FOR GRANTS

Rotorua Lakes Council (RLC) recognises the important contribution made by the community sector to the overall wellbeing of our district. The following general requirements must be met in order to be eligible for funding; more specific requirements for a particular fund may also apply.

- Only groups and organisations which make up the community sector will be eligible
- Only groups and organisations active in the Rotorua district, and activities specific to the benefit of Rotorua district communities will be eligible
- Applications must outline the groups and organisation's contribution toward RLC priorities.
- Have accounted for any previous grants



- In regards to the Community Matching Fund recipients, which are not legal entities may appoint a fiscal sponsor.
- Social enterprises may be considered on a case-by-case basis.

More specific requirements for a particular fund may apply.

Please note any groups or organisations benefiting from a Council lease subsidy, Rates Relief or any other form of support must identify this when applying for Council community funding.

EXCLUSIONS

- Applications from organisations applying for funds for which there is another specific funding pathway (e.g. Bay of Plenty Regional Council has an Environmental Enhancement Fund targeted at environmental wellbeing)
- Rotorua District Ratepayers Associations and political groups
- Activities for which the main purpose is to promote the religious, ethical, commercial or political views of the organisation
- Retrospective funding
- Previous grant applicants who failed to fulfil the obligations and terms of a previous grant agreement will be considered on a case-by-case basis
- Statutory functions, activities and services (e.g. education, policing, health care)
- Commercial or private organisations whose purpose is profit generation.
- Building consents, resource consents or development contributions
- Purchase of vehicles
- Travel and accommodation outside of the Rotorua district
- Purchase of Alcohol
- Any costs associated with fundraising

GENERAL REQUIREMENTS

- All funds must be spent on the purpose for which the application was made and within the timeframe stated in the funding agreement unless changes are agreed with RLC before incurring costs
- Those receiving funding will be required to meet agreed accountability requirements which detail their use of the money received, activity timelines and outcomes achieved
- All organisations in receipt of funding must acknowledge Council support in their promotional materials and other communications.

TYPES OF COMMUNITY FUNDING

Council provides community funding as outlined in the table below:

Type	Description	Distribution
Partnership Agreements	<ul style="list-style-type: none"> • Agreements are developed with established community organisations which are recognised as significantly contributing to Council's 9 Key Outcomes , community wellbeing and community led action with a focus on improving equitable outcomes 	<ul style="list-style-type: none"> • Allocated once every three years • Paid annually following accountability achievement



	<ul style="list-style-type: none"> • Grant funding is awarded through a contestable process • Provides for flexibility of use, 3 years' certainty and practical accountability • Partnership Agreements range between \$5k-\$40k. Agreements may include financial grants as well as other forms of support 	
Community Matching Fund	<ul style="list-style-type: none"> • Support for not-for-profit groups. Provides assistance to build and strengthen community driven activities • Project or event focused • Grants match the value of voluntary contributions • Informal or grass-roots groups can access using a fiscal sponsor 	<ul style="list-style-type: none"> • Small grants (under \$5,000) – open year round to applications • Large grants (\$5,001-\$20,000) - open once a year to applications

LEVEL OF COMMUNITY FUNDING

- The amount of the funding pool for Partnership Agreements and the Community Matching Fund is determined as part of the Long-term Plan once every three years.
- Organisations need to meet their agreed requirements annually, for funding to continue into the next year. Should the allocation of funds be less than the budget in any financial year, the funds will be carried forward to the following year. The dollar value of each grant or agreement will be determined on a case-by-case basis during each funding round, subject to the content of the applications, the total funds available and the alignment or contribution to RLC priorities.

Funding Allocation Panel

For Partnership Agreements, a funding allocation panel will be appointed by Her Worship the Mayor and consist of:

- 2 x RLC Councillors
- 1 x Te Tatau O Te Arawa/Te Arawa Representative
- 1 x Rural/Lakes Community Board Representative

Community Matching Fund

Smaller funds, under \$5000 will be assessed by three RLC staff including 2nd and 3rd Tier Management to ensure transparency.

Large Community Matching Fund

Large Community Matching Fund will be assessed by appointed funding panel and consist of:

- 1 x RLC Councillor
- 1 Te Tatau O Te Arawa/Te Arawa Representative
- 2 x Community Sector representatives



Conflicts of Interest

Elected members, RLC employees and community funding panel representatives involved in funding decisions are required to note any possible conflicts of interest (or perception of a conflict of interest) and will not be involved in any assessment or decision making related to the application.

Intellectual Property

Elected members, RLC employees and community funding panel representatives involved in receiving and reviewing funding applications will not share or use any material provided by the applicant for any reason unless permission has been granted by the applicant.

SCHEDULE ONE: COMMUNITY MATCHING FUND**Purpose:**

The purpose of the Community Matching Fund (CMF) is to bring people together to build stronger communities and neighbourhoods by providing resources for self-help projects, which link to RLC's 9 Key Outcomes. This funding is project specific (a clear beginning and end), where the community identify a need for funding to achieve the following priorities (in no particular order):

- Bringing people together to collaborate on community projects
- Empowering people to enhance and strengthen their own neighbourhood/community
- Contributing to families/whanau working, playing and talking together
- Renewing and revitalizing of places and spaces within neighbourhoods
- Improving equity / quality of life/community safety in a specific community or neighbourhood.

Management:

- There are two parts to the CMF funding pool - small and large grants
- Guidelines for applicants will be made available to the public
- The CMF will be promoted and advertised through a range of methods
- Applications for small NMF grants are open between February and November, with grants between \$50 and \$5,000
- Small CMF grant applications will be considered by three RLC staff including a senior manager
- The Large CMF pool has one funding round per year, with grants between \$5,001 and \$20,000
- Applicants for funding from the Large CMF will be required to attend an interview with a CMF Grants Assessment Committee comprising a Councillor, Te Arawa representative and two community sector representatives
- If the large pool is not allocated at each round, it shall be re-allocated to the small pool for distribution within the financial year
- Before submitting an application for either small or large projects, applicants must contact the RLC Community Funding Administrator to discuss the project and the development of their application
- Should the allocation of funds be less than the budget in any financial year, the remaining funds will be absorbed into the full Council result.

Accountability:

Applicants must submit a report including:

- Outcomes/ results of the project, ideally including photos



- Accountability for how the grant was used including all receipts.

SCHEDULE TWO: PARTNERSHIP AGREEMENTS

Purpose:

The focus of the partnership agreements is to support operational costs for community organisations whose services closely align to the RLC Community Outcomes. Partnership agreement recipients will be organisations which are well established in the community and demonstrate sound governance. Organisations will be making a contribution to improving equitable outcomes in the community. The value and makeup of support will be determined on a case by case basis and developed as a written partnership agreement.

Management:

- Applications for partnership agreements and associated support will be notified to the public and applications sought once every three years. All applications will be reviewed by staff, assessed by an appointed funding review panel who will provide a recommendation report to Council Committee for approval.
- Partnership agreements may receive Council support including measures such as funding grants and/or subsidised lease. Assessment of support measures will take into account a range of factors including but not limited to degree of alignment with RLC's 9 Key Outcomes; contribution to improving equity; contribution to community safety, other funding sources; and overall financial position
- As partnership agreements are allocated based on close alignment with RLC's 9 Key Outcomes, the agreements will support core community organisation functions and key outcomes. This will be reflected in annual accountability reporting requirements being met, standard organisation documents of strategic plan, annual plan, annual report and the organisation's annual financial statement as per their Constitution e.g. annual accounts
- Successful applicants will sign a written partnership agreement with RLC that seeks to achieve the specific outcomes of the partnership, with RLC's 9 Key Outcomes being priority
- Successful applicants will work together with RLC in a transparent, honest and open partnership to achieve the outcomes agreed in the partnership agreement.

Accountability:

At the end of each year submit:

- An annual report which includes achievement of the outcomes agreed to in the partnership agreement along with the organisation's annual financial statement as per their Constitution e.g. audited annual accounts
- An annual plan, and meet the RLC Relationship Manager by May of the current year to discuss and confirm the organisation's main objectives and functions for the next year will continue to be closely aligned with the achievement of RLC's 9 Key Outcomes.

