WHAKATĀNE DISTRICT COUNCIL

COMMUNITY FUNDING POLICY

Adopted: 7 November 2012
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1. INTRODUCTION

The Whakatāne District Council recognises that the local community, through their diverse range of activities, make a major contribution to the social, environmental, cultural and economic well-being of the Whakatāne District.

To better enable community groups, voluntary organisations and landowners (in the case of the Preservation Incentive Fund) to contribute to the well-being of the Whakatāne District the Whakatāne District Council provides a number of support mechanisms as outlined under this policy.

This policy provides the Whakatāne District Council with a formalised process for the allocation of community funding. It also provides clarity, transparency and consistency in the Council’s community funding approach.

2. OBJECTIVES

The objectives the Council has agreed for its community funding are:

- Outcomes focus: The community funding policy will guide funding decision-making to achieve the relevant Community Outcomes (Appendix 1).
- Good process: Processes will support a transparent, equitable and outcomes focused community funding system.
- Value for money for ratepayers: The Council will have a clear idea about what it is funding and what value is being added to the community.
- Strong community organisations: The Council will contribute to building strong, effective community organisations in Whakatāne District.
- Community-led projects: The Council will contribute to the facilitation of quality projects undertaken by community organisations.
- Acknowledge and support: The Council acknowledges and supports community organisations and their contributions to the well-being of the Whakatāne District.

3. PRINCIPLES

The principles underpinning Council’s community funding are:

- Capacity building for community organisations: Encouraging greater funding self-sufficiency for community organisations in the district.
- No in-kind support to be provided for reasons of transparency: Council services to be charged at full cost but applications may be made for cash grants to subsidise these costs.
- Applications and assessment must demonstrate a strong link to some of the community outcomes listed in the Long Term Plan (LTP).
- Explicit consideration of community value from applicants’ proposed activities and outcomes.
- Funding will be awarded according to the merits of the applications received and the Council is under no obligation to distribute the entire budget for each respective funding mechanism.
- The Council seeks to work in partnership with community groups and volunteer organisations and encourages applications for funding Community-led projects.
4. RESPONSIBILITY

The Whakatāne District Council is responsible for the application of this Community Funding Policy.

This Community Funding Policy will be reviewed every five years from the date of the previous review.

5. COMMUNITY FUNDING MECHANISMS

The following section of this policy outlines the funding and support mechanisms that are provided or administered by the Whakatāne District Council under this policy.
5.1. Community Grants

Description
Community Grants provide funding to community groups and voluntary organisations for a variety of purposes. Community Grants may be provided annually as a one-off, or for a period of up to three years to provide medium-term funding security to groups and organisations.

The Council will consider applications for Community Grants for the following purposes:

- **General community grants:** provides grants for the Council to better assist community groups and voluntary organisations to contribute to the well-being of the Whakatāne District.
- **Water safety grants:** provides grants to community groups and voluntary organisations for projects and services that support and encourage safe use of our District’s beaches and harbour.
- **Lease grants:** provides reduced lease costs to community groups and voluntary organisations using Council land or buildings from which to deliver their projects and services to the community.
- **Waste disposal grant:** provides grants to community groups and voluntary organisations that regularly use the District’s transfer stations to cover the cost of the Waste Disposal fees. The Council also provides one-off grants* for waste disposal for specific projects undertaken during the year.
- **Dog control grants:** a small amount of funding is available annually for dog control related projects and services.
- **Guarantee against loss for events:** provides guarantee against loss for an event with high levels of community benefit or participation that fits with the Council’s funding objectives and principles. The loss guarantee will not be paid out if no loss occurs and will only be paid to the amount of loss or the level guarantee granted, whichever is the lesser.

* **One-off waste disposal grants** are available for one-off rather than regular use of the transfer station. Applications for One-off grants can be made at any time of the year.

Applications must be made to the Council in advance of disposing waste. Applications should be made using the Waste Disposal Grants Application Form or in writing providing a brief description of their organisation, the reason why a waste dispensation is required, the type of refuse and estimated quantity to be disposed of.

Applications for one-off waste dispensations will be required to meet the criteria for eligibility as set out below. Applications will be accepted at the discretion of the General Manager Infrastructure.

Budget
The amount available for Community Grants will be set by the Council every three years through the Long Term Plan budget setting process and may be adjusted through the Annual Plan budget setting process between Long Term Plans.

The amount available for Community Grants will be advertised by the Council when applications are invited each year.

Eligibility
Only community groups and voluntary organisations domiciled in the Whakatāne District area and providing a service to the general public of the Whakatāne District are eligible for consideration for Community Grants.

Sporting and cultural organisations are encouraged to apply for funding from other sources.

No retrospective or late funding applications will be considered. This includes for waste dispensations where the grant must be applied for before the cost has been incurred.
Application Procedure

Applications for Community Grants generally open on 1 July and close on 31 July of each year (this is subject to change).

Applications are invited by public notice in the local media each year.

Applications must be made on the Community Grants Application Form or Waste Disposal Grants Application Form (as applicable). These are available from the Council’s offices and public libraries as well as on the Council website (www.whakatane.govt.nz).

Assessment of Applications

A Grants Committee will meet within two weeks of the application closing date to consider applications received by the closing date and all funding allocations will be decided at that meeting.

Eligible applications for funding will be assessed by the Grants Committee.

The Grants Committee will assess all applications against a scoring system (as outlined under section 7 of this policy).

Applications will be funded at the discretion of the Grants Committee consistent with the objectives, principles and scope of the Council’s Community Funding Policy.

Grant Monitoring and Evaluation

All successful applicants must submit the monitoring and evaluation form prior to the next application for that organisation and/or activity.

Return of the monitoring and evaluation form will be an eligibility criterion for the organisation to receive further community funding.
5.2. Community-led Project Funding

Description

Community-led project funding provides an avenue for community groups and volunteer organisations to apply for funding for capital works or other significant initiatives as part of the LTP and Annual Plan budget cycles.

Applications will be considered in the year prior to the LTP or Annual Plan on a case by case basis. There will be no obligation to fund the project and the Council will have the discretion to determine the amount of funding.

(*“Community-led” refers to a project or initiative which is initiated and driven by the community or volunteer organisation)

Budget

The amount budgeted through the LTP or Annual Plan will vary according to successful funding applications.

Eligibility

Projects will be considered on a case by case basis according to their merits and what the community/Council can afford.

Applications for funding contributions to facilities on school grounds will not be considered.

Application Procedure

Community-led initiatives must initially be presented to the community board in the area to which they relate and that community board must provide comment to the Council on the project’s benefits to the community. The community board will assess the need, scope, cost and any other relevant matters in determining whether the project is viable.

Applications must be made on the funding application form. These are available from the Council’s offices and public libraries as well as on the Council website (www.whakatane.govt.nz).

Additional information (such as a detailed project plan and/or audited financial statements) and meetings with the applicant may be requested.

Two types of applications for Community-led project funding can be made. They are:

1. Applications for Community-led project $50,000 and over
   Applications for Community-led projects requiring a Council contribution of $50,000 or more must be received by the Council prior to the end of the calendar year before the adoption of the relevant LTP.

2. Applications for Community-led project under $50,000
   While applications will typically only be received through the LTP, the Council has the discretion to consider applications for funding Community-led projects through the Annual Plan. These projects or initiatives must be under $50,000 (Council contribution). Applications must be received by the Council prior to the end of the calendar year before the adoption of the relevant LTP or Annual Plan.

Applicants are encouraged to make early contact with the Council before an application is made but funding will only be committed to successful applicants through the adopted LTP or Annual Plan.
Assessment of Applications

Applications will be considered by Council and budgets set through the LTP and Annual Plan accordingly. The Council has the discretion to determine the amount of funds it allocates to each successful application.

Applications will be assessed by Council with the use of a scoring system (the scoring system is outlined under section 7 of this policy).

Projects relating to rural playgrounds and skateboard parks have additional criteria which they must comply with. These are set out in Appendix 2.

Grant Monitoring and Evaluation

For recipients of Community-led project funding, the monitoring and evaluation form will be required at the completion of the project or initiative.
5.3. Community Board Discretionary Funds

Description
The Community Board Discretionary Funds provide financial assistance for local initiatives that benefit local communities within each ward. These funds are provided by each of the five Community Boards within the Whakatāne District including:

- Rangitāiki
- Murupara
- Ōhope
- Tāneatua
- Whakatāne.

Budget
The amount available is set annually by the Council upon recommendation by the Community Boards. Community Boards have the ability, under Council Standing Orders, to request up to a maximum of $50,000 each per annum drawn from ward targeted rates.

Eligibility
Each Community Board has its own eligibility criteria/conditions. Please see Appendix 3 – Community Board Discretionary Fund Criteria/Conditions.

No retrospective funding applications will be considered.

Application Procedure
Applications are accepted throughout the year subject to funding availability – there is no set application period.

Applications must be made on the discretionary fund application form. These are available from the Council’s offices and public libraries as well as on the Council website (www.whakatane.govt.nz).

Assessment of Applications
Applications are considered by the Community Board at their meetings, as they come to hand. Applicants are encouraged to attend the relevant meeting/s. Community Board meetings are held every seven weeks. Applicants are notified of the decision within a week of that meeting.

Decisions are made at the discretion of each Community Board against criteria set by each Community Board. The criteria for each Community Board can be found in Appendix 3.

Grant Monitoring and Evaluation
Recipients of the Community Board Discretionary Fund are required to complete and submit the monitoring and evaluation form. Return of the monitoring and evaluation form will be an eligibility criterion for the organisation to receive further funding.
5.4. Iwi Liaison Committee Discretionary Funds

Description
The Iwi Liaison Committee Discretionary Fund provides financial assistance to support, promote, encourage, and celebrate Māori culture and language in the Whakatāne District. The amount available in the fund is determined annually.

Budget
The amount available is set annually at the discretion of the Council upon recommendation by the Iwi Liaison Committee.

Eligibility
Any community group or voluntary organisation domiciled in the Whakatāne District area can apply for a grant from the fund. No retrospective funding applications will be considered.

Application Procedure
Applications are accepted throughout the year subject to funding availability – there is no set application period. Applications must be made on the discretionary fund application form. These are available from the Council’s offices and public libraries as well as on the Council website (www.whakatane.govt.nz).

Assessment of Applications
Applications are considered by the Iwi Liaison Committee at their next meeting, as they come to hand. Iwi Liaison Committee meetings are held every seven weeks. Applicants are notified of the decision within a week of that meeting.

Funding will be allocated at the discretion of the Iwi Liaison Committee and will be used for the purposes of:

- Support for Māori cultural events/initiatives
- Promotion of Māori cultural awareness in the Whakatāne District
- Encouragement and support for Te Reo Māori
- Celebrate, promote and protect Māori culture and representation in sport

The Committee will assess applications against the following criteria:

- The amount allocated be no more than $2,000 per application
- No retrospective applications would be considered
- Applications will be considered from individuals/organisations within the Whakatāne District Council area
- Applications must be on the prescribed application form with detailed project details and budget proposals
- Decisions are made at ordinary Iwi Liaison Committee meetings as they were received
- Only one application per year be considered from any individual/organisation
- The Iwi Liaison Committee be acknowledged on any publication, marketing and advertising produced by the applicant/organisation
- Where the event includes a pohiri/official ceremony, that tangata whenua/mana whenua must manage the cultural aspect of the pohiri/official ceremony.

Grant Monitoring and Evaluation
Recipients of the Iwi Liaison Committee Discretionary Fund are required to complete and submit the monitoring and evaluation form. Return of the monitoring and evaluation form will be an eligibility criterion for the organisation to receive further funding.
5.5. Preservation Incentive Fund

Description

The purpose of the Preservation Incentive Fund is to assist landowners interested in the voluntary protection and/or management of natural and cultural features in the Whakatāne District, e.g. wetlands, bush, archaeological or historic sites. The Fund is one way the Council is implementing its District Plan objectives and policies for natural and cultural heritage protection.

The amount available in the funds is determined annually with no obligation to provide funding in all years.

Budget

The amount is set annually at the discretion of the Council.

Eligibility

The Preservation Incentive Fund is available to:

- Private landowners
- Landowners with WDC covenants
- Care groups carrying out voluntary protection on private land.

If you are planning to protect land with a QEII covenant or under an Environmental Management Plan with Environment Bay of Plenty you are eligible to apply for funding to assist with costs associated with that project. You will need to specify what contributions these agencies have made or will make.

Applications will not be funded where:

- the project is part of the core functions of a statutory agency;
- the work is required as a condition of a resource consent application;
- the work is for individual commercial gain, including enhancing the potential subdivision or sale of a property.

Legal Protection

Legal protection of the site will be required in association with the granting of funds, if the site is not already legally protected, and the amount of funds applied for is $10,000 or more. Where this applies you will need to provide information on the type of legal protection that will be applied for, and the costs of legal protection.

Application Procedure

Applications open on 1 July and close on 31 July of each year for the Preservation Incentive Fund. Applications are invited by public notice in the local media in June/July each year.

Applications must be made on the funding application form. These are available from the Council’s offices and public libraries as well as on the Council website (www.whakatane.govt.nz).
Assessment of Applications

A subcommittee of two Councillors and one staff member will review all funding applications received. Applicants will be advised of the outcome of their application within six weeks of the closing date.

The following criteria will be taken into consideration when assessing applications:

- The ecological district (natural heritage sites only).
- Significance of the site (the historic/natural values as applicable).
- Existing level of protection.
- Existing threats and the degree of those threats.
- Level of landowner interest and commitment to caring for and protecting the site.
- Potential wider public benefits, i.e. what is the contribution to the District, any education or recreational opportunities, cultural benefits.
- Level of contribution from other agencies, if applicable.
- Amount of money in the Fund.
- How the project achieves the objectives and policies of the District Plan.

Grant Monitoring and Evaluation

Funding recipients are expected to provide monitoring of their project(s), both in terms of informing Council on progress with their project and whether they have achieved their expected outcomes. For example, they may demonstrate that work has been done by taking some before and after photos of the site or keeping records of catch rates of pests.

Council staff members will undertake at least one monitoring visit during the course of the project to see how the funding recipient is going and offer advice and assistance. The committee may also visit the site during the process.

Applicants will need to allow for the cost of monitoring in their project costs.
5.6. Loan Guarantees

Description
The Council may act as a loan guarantor for community groups and organisations where it will provide social benefits to the community of the Whakatāne District and where it will help to facilitate financial independence by that group or organisation.

Budget
N/A no budget allocation is required.

The financial limitations of Council’s capacity to provide guarantees to community organisations, groups or bodies is outlined in Council’s Liability Management Policy under the Contingent Liabilities section and the debt limits in the Financial Strategy contained in the LTP.

Any costs associated with the provision of audited financial statements or with provision of a guarantee against the fixed assets of the applying organisation, will fall to the applying organisation.

Eligibility
The organisation, group or body applying for the guarantee must be domiciled in the Whakatāne District area and be providing a social benefit to the community.

Loan guarantees will only be provided:

- For funding of capital projects (e.g. building improvements) where a clear project budget is provided, and not for the provision of working capital cash or day to day operations.
- For table loans (specified loan amount, term and repayment amount with principal reducing), and not for debt of a variable amount such as overdrafts or revolving credit facilities, nor for finance or operating leases.
- Where the Council is satisfied that the organisation is financially sound, can demonstrate that it is able to meet all of its commitments and that the organisation provide an acceptable plan for the reduction of the debt.
- When the Council has received confirmation of an approved bank loan* application and the details of that loan.
- Where the Council is satisfied that a suitable level of collateral or security has been secured through a guarantee against the fixed assets of the applying organisation (any associated costs will fall to the applying organisation).

It is expected that the applying organisation will have assessed other options available to meet costs before lodging its application with the Council.

(*Approved bank loans must be from a trading bank)

Application Procedure
Applications must be made in writing and are accepted throughout the year – there is no set application period.

The application letter must:

- Outline the purpose of the loan.
- Outline the benefits of the project to the community.

The application letter must be accompanied by:

- A copy of the latest audited annual financial statements and the year-to-date financial figures.
- A financial forecast statement and cashflow statement to demonstrate ability to meet future commitments.**

**Additional information and meetings with the applicant may be requested.
Assessment of Applications

Applications will be considered by the Council against the eligibility criteria, following financial risk assessment by Council’s finance staff and review by the senior leadership team.

Grant Monitoring and Evaluation

As a condition of the guarantee, the applicant’s annual audited financial statements are to be given to Council within four months after the balance date.

Should the guarantee be called upon, the Council will take immediate steps to recover costs from the applicant including possible acquisition of assets.

If a default should occur, the Council will consider how the costs will be funded on a case by case basis.
# 5.7. Creative Communities Whakatāne Scheme

## Description
The Creative Communities Whakatāne Scheme is aimed at increasing participation in the arts at a local level, and at increasing the range and diversity of arts available to communities in the Whakatāne District.

## Budget
The amount available in this fund is set annually by Creative New Zealand.

## Eligibility
All New Zealanders are eligible to apply to the Creative Communities Whakatāne Scheme, either as individuals or groups. In principle, the Scheme offers support for projects rather than support for applicants and all applications are assessed according to the merit of the project, based on the Creative Communities Whakatāne Scheme criteria. All applications, whether from groups or individuals, need to identify the benefits of the proposed project to the local community.

## Application Procedure
The bi-annual application rounds open in May and November each year. Applications must be made on the Creative Communities Scheme application form. These are available from the Council’s offices and public libraries as well as on the Council website (www.whakatane.govt.nz).

## Assessment of Applications
Applications are considered by the Creative New Zealand Local Communities Funding Assessment Special Committee within two weeks of the application closing dates and applicants are notified of the decision within a week of the meeting.

To be successful, applications for support under the Creative Communities Scheme must show that the proposed project meets one or more of these three funding criteria

- Broad community involvement – The project will create opportunities to engage with and participate in arts activities.
- Diversity – The project will support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity.
- Young People – The project will enable and encourage young people (under 18 years) to engage with and actively participate in the arts.

## Grant Monitoring and Evaluation
Recipients of the Creative Communities Funding are required to complete and submit the monitoring and evaluation form. Return of the monitoring and evaluation form will be an eligibility criterion for the organisation to receive further funding.
5.8. Sport New Zealand (formerly SPARC) Rural Travel Fund

Description
The Rural Travel Fund helps sports and school teams with young people aged between 5 and 19 with transport costs to participate in their regular sports competitions.

Budget
The amount available in this fund is set annually by Sport New Zealand (Sport NZ).

Eligibility
Any sports club or school team domiciled within the Whakatāne District area with members between the ages of 5 and 19 that travel to their sporting competition can apply for a grant from the fund.

School club teams and sports club teams are defined as:

- A school club team participating in regular local sport competition in weekends, which excludes inter-school and intra-school competitions played during school time.
- A sports club team participating in organised, regular sport competition through club membership outside of school time.

Funding will not be provided for the purpose of travel to regional or national events.

Application Procedure
Applications open on 1 March and close 31 March of each year. Applications must be made on the Rural Travel Fund application form. These are available from the Council’s offices and public libraries as well as on the Council website (www.whakatane.govt.nz).

Assessment of Applications
Applications are considered in April by the Community Sports Fund Assessment Committee. Applicants are notified of the decision within a week of the meeting.

Grant Monitoring and Evaluation
Recipients of the Sport NZ Rural Travel Fund are required to complete and submit the monitoring and evaluation form. Return of the monitoring and evaluation form will be an eligibility criterion for the organisation to receive further funding.
6. PHASING OUT LEASE SUBSIDIES

In the past, the Council provided subsidised leases to community organisations on Council land and properties. Subsidies were made in the form of un-costed discounts with lessees paying a lease cost set at the discretion of the Council. The estimated market rental and the level of effective subsidy were not transparently considered in the decision. The previous 2009 Community Funding Policy implemented a ‘phasing out’ of lease subsidies. This meant that by 2012/13 community groups and volunteer organisations on Council land and properties would be charged full market rental, but that community organisation could apply for multiple year funding. This would have the effect of increasing the transparency of the transaction. Alongside the phasing out of lease subsidies, the capacity of community grants was increased.

The majority of the subsidised lessees have now been phased out and the Council is charging market rental. The Council is currently looking into options surrounding the few remaining lessees.

Community groups and volunteer organisations previously receiving lease subsidies are encouraged to continue to apply for funds through the Council’s funding mechanisms.

7. SCORING SYSTEM

7.1. Application of the scoring system

The scoring system provides a framework to consider the objectives and principles of this policy when awarding funding.

The scoring system will be applied to:

- All Community Grants funding applications.
- All Community-Led Project Funding applications.

For other funding mechanisms, decisions will be made at the discretion of the assessment panel responsible for allocating the fund in accordance with the criteria, objectives and principles relating to that fund.

7.2. Description of the scoring system

The scoring system prioritises applications against five criteria. These criteria are as follows:

1. Targets a real and well-defined community need and is well aligned with community outcomes.
2. Level of impact on community need.
3. Breadth and depth of community exposure achieved by the project or activity
4. Level of planning, resourcing and risk management for the project or activity
5. Evidence of organisational capability building to secure alternative funding sources

A sample scoring card is attached in Appendix 4. The assessment process is as follows:

- Applications are scored individually by each member of the panel responsible for allocating the fund.
- Applications are ranked in order of score.
- The ranking is reconsidered and applicants are scaled if necessary.
- A funding cut-off is defined based on the scaled and re-ranked applications and the available funds.
APPENDICES ATTACHED TO THIS DOCUMENT

1. Long Term Plan 2012-22 Community Outcomes.
2. Additional Criteria for Certain Projects
3. Community Board Discretionary Fund Criteria/Conditions
4. Sample score card
## APPENDIX 1: Long Term Plan 2012-22 Community Outcomes

<table>
<thead>
<tr>
<th>Whakatāne District Community Outcomes:</th>
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</table>
| **EFFECTIVE LEADERSHIP**<br>Striving for our future wellbeing | Goals:  
- To be visible, strong, have a clear vision and listen to all sectors of the community.  
- To work in partnership with iwi and the community.  
- To ensure accountability to the community through transparent, open and inclusive decision making.  
- To respond and advocate on community issues. |
| **SUSTAINABLE ECONOMIC DEVELOPMENT**<br>Working in partnership | Goals:  
- To facilitate an economy that is prosperous in both urban and rural areas.  
- To encourage business growth that builds on the region's assets.  
- To support Māori economic development.  
- To promote connected businesses through effective networks. |
| **COMMUNITY WELL-BEING**<br>A caring community | Goals:  
- To create vibrant, connected and safe communities.  
- To support healthy, active communities.  
- To build inclusive communities.  
- To value, celebrate, promote and protect Māori culture. |
| **QUALITY SERVICES**<br>Excellent value for money | Goals:  
- To provide services that meet the aspirations of the community.  
- To ensure all customers are dealt with in a timely, helpful and friendly way. |
| **VALUING OUR ENVIRONMENT**<br>Sustaining for future generations | Goals:  
- To sustainably manage the natural and physical resources.  
- To recognise and protect places of natural and cultural heritage.  
- To proactively plan for growth and ensure the effects and costs are managed. |
| **RELIABLE AND AFFORDABLE INFRASTRUCTURE**<br>Meeting current and future needs | Goals:  
- To provide infrastructure that facilitates growth and development.  
- To ensure people, infrastructure and the environment are protected from natural disasters.  
- To sustainably manage community assets. |
APPENDIX 2: Additional Criteria for Certain Community-led Projects

If the Council receives an application under 5.2 – Community-Led Project Funding which is for one of the following types of projects:

1. Rural Playground; or
2. Skateboard Park

The application must comply with the following relevant criteria:

1. Rural Playgrounds

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>The application for funding is for the development or upgrade of playgrounds in communities where the Council does not have available reserve land.</td>
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<tr>
<th>Budget</th>
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<tr>
<td>Assistance is in the form of playground equipment to the value of $10,000 per playground.</td>
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<table>
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<tr>
<th>Eligibility</th>
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<tr>
<td>Communities where there are no Council reserves available for the development of playgrounds.</td>
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<table>
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<tr>
<th>Assessment of Applications</th>
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<tr>
<td>Applications will be considered by the Council and assessed against the following criteria:</td>
</tr>
<tr>
<td>• That the site of the playground be within the bounds of the Whakatāne District.</td>
</tr>
<tr>
<td>• That the land and the playground design be mutually acceptable to the Council and the community.</td>
</tr>
<tr>
<td>• That the grant be in the form of equipment to be installed to meet the New Zealand Playground Safety Standards.</td>
</tr>
<tr>
<td>• That the playground be available to the general public.</td>
</tr>
<tr>
<td>• That the maintenance of the playground be the responsibility of the community.</td>
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</table>

Applications for funding the development of rural playgrounds will be evaluated against the:

• Adequacy of existing playgrounds in the community applying for the grant.
• Ability to purchase land for public reserves in the community applying for the grant.

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<tr>
<th>Grant Monitoring and Evaluation</th>
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<tr>
<td>The Council will be involved in the process of equipment purchase, playground development and playground safety inspection.</td>
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<tr>
<td>It is expected that Council representatives will be invited to attend the playground opening ceremony if one is held.</td>
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</table>
2. Skateboard Parks

**Description**
The application for funding is for the development of skateboard park facilities in the District.

**Budget**
The amount budgeted through the LTP and Annual Plans will vary according to successful funding applications. The Council will fund up to 50% of the total cost of the project (less any receipt of any outside funding deducted on an equal basis from the shares of Council and the community.)

**Eligibility**
Projects will be considered on a case by case basis according to their merits and what the community/Council can afford.

**Assessment of Applications**
Applications will be considered by the Council and assessed against the following criteria:

- That the site of the skateboard park be within the bounds of the Whakatāne District.
- That the location and the skateboard park design be mutually acceptable to the Council and the community.
- That the skateboard park be available to the general public.
- That the maintenance of the skateboard park be the responsibility of the community.
- The community group can contribute the remaining funds required (such contributions being in the form of one or more of the following – cash, i.e. from fundraising, donations, sponsorship, materials, labour or plant).
APPENDIX 3: Community Board Discretionary Fund Criteria/Conditions

The Community Boards each have different criteria or conditions which they assess against applications. They are as follows:

1. Rangitāiki Community Board

The Rangitāiki Community Board discretionary fund is to be used to for:
- Facility development and upgrades including property owned by community organisations
- Pride and beautification projects within the community
- Board generated community project(s) or event(s)
- A guarantee against loss may be offered to support an event that may require either seeding or back up finance
- Provision to lend assistance to organisations helping themselves - recognition of the voluntary component of an application
- Recognition of the social wellbeing of the community

The Board will assess applications against the following criteria:
- The Board generally leans towards funding an annual or biannual event only once but reserves the right to consider each one on a case by case basis
- The project must be domiciled within the community board area
- The applicant will promote the Rangitāiki Community Board by use of the logo on programmes and inclusion of support noted in media articles where possible
- A scoring system will be used to provide a framework of the Board’s objectives when considering an application (Appendix 4).

2. Murupara Community Board

The Murupara Community Board discretionary fund is to be used for:
- Provide seed funding for community projects
- Purchase of additional support services and expert opinion
- Provide seed funding for community events
- Support community projects
- Promote and advertise

Funds not uplifted within 3 months of allocation will lapse

3. Tāneatua Community Board

The Tāneatua Community Board discretionary fund is to be used for:
- Projects associated with youth and the elderly
- Projects associated with children
- Community projects
- Christmas in the Park

Suggestions from the public will be sought for the use of the discretionary fund by way of a local newsletter to all residents within the community board area.
4. Ōhope Community Board

The Ōhope Beach Community Board discretionary fund is to be used for:
- Purchase of work(s) of art for public reserves
- Provide seed funding for community projects
- Provide seed funding for community events
- Purchase of additional support services and expert opinion
- Support community projects
- Promote and advertise
- Any other project or initiative that has a wider community benefit

The Board will assess applications against the following criteria:
- Applications must be in writing with supporting documentation
- Applications will be considered when they are received
- Each application will be considered by the Board on a case by case basis
- No retrospective funding will be considered
- A declaration of expenditure is required once the project has been completed

5. Whakatāne Community Board

The Whakatāne Community Board discretionary fund is to be used for:
- Facility development and upgrades including property owned by community organisations
- Pride and beautification projects within the community
- Board generated community project(s) or event(s)
- A guarantee against loss may be offered to support an event that may require either seeding or back up finance
- Provision to lend assistance to organisations helping themselves - recognition of the voluntary component of an application
- Recognition of the social wellbeing of the community

The Board will assess applications against the following criteria:
- The Board generally leans towards funding an annual or biannual event only once but reserves the right to consider each one on a case by case basis
- The project must be domiciled within the community board area
- The applicant will promote the Whakatāne Community Board by use of the logo on programmes and inclusion of support noted in media articles where possible
- A scoring system will be used to provide a framework of the Board’s objectives when considering an application (Appendix 4).
# APPENDIX 4: Funding Assessment Scorecard

| Name of applicant / organisation: |  |
| Title of project or service: |  |
| **Amount applied for:** | **Yr 1:** $ | **Yr 2:** $ | **Yr 3:** $ |
| Write NA in years where no funding is requested. |  |
| **Brief description of project or service:** |  |

<table>
<thead>
<tr>
<th>1 point</th>
<th>2 points</th>
<th>3 points</th>
<th>4 points</th>
<th>5 points</th>
<th>Score 1-5</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Proposal targets real and well-defined community need &amp; is well aligned with community outcomes</strong></td>
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<td></td>
</tr>
<tr>
<td>Very poor</td>
<td>Poor</td>
<td>Adequate</td>
<td>Good</td>
<td>Very Good</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. Proposal has a clear &amp; significant impact on community need</strong></td>
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<td></td>
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<tr>
<td>Very poor</td>
<td>Poor</td>
<td>Adequate</td>
<td>Good</td>
<td>Very Good</td>
<td></td>
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<tr>
<td><strong>3. Breadth and depth of community exposure and participation achieved</strong></td>
<td></td>
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<tr>
<td>Very poor</td>
<td>Poor</td>
<td>Adequate</td>
<td>Good</td>
<td>Very Good</td>
<td></td>
<td></td>
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<tr>
<td><strong>4. Appropriate planning, resourcing &amp; risk management for project</strong></td>
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<td></td>
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<tr>
<td>Very poor</td>
<td>Poor</td>
<td>Adequate</td>
<td>Good</td>
<td>Very Good</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5. Appropriate planning for building security of funding</strong> (multiple-year funding applications only)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Very poor</td>
<td>Poor</td>
<td>Adequate</td>
<td>Good</td>
<td>Very Good</td>
<td></td>
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</tr>
</tbody>
</table>

**TOTAL SCORE / 25**

**FUNDING DECISION**

To be completed following evaluation and ranking of all applications. Write NIL in years where no funding is granted.

<table>
<thead>
<tr>
<th>Yr 1: $</th>
<th>Yr 2: $</th>
<th>Yr 3: $</th>
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<tbody>
<tr>
<td></td>
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</table>