

Notice is hereby given that an ordinary meeting of the Horowhenua District Community Funding and Recognition Committee will be held on:

Date: Wednesday 3 July 2024
Time: 10:00 am
Meeting Room: Council Chambers
Venue: 126-148 Oxford St
Levin

Community Funding and Recognition Committee OPEN AGENDA

MEMBERSHIP

Chairperson

Councillor Piri-Hira Tukapua
His Worship The Mayor Bernie Wanden
Councillor David Allan
Councillor Rogan Boyle
Councillor Nina Hori Te Pa
Councillor Alan Young

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www.horowhenua.govt.nz

Full Agendas are also available to be collected from:
Horowhenua District Council Service Centre, 126 Oxford Street, Levin

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KARAKIA TIMATANGA

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 ocean
E hī ake ana te atakura	Let the red-tipped dawn come with a sharpened air.
He tio, he huka, he hau hū	A touch of frost, a promise of a glorious day.
Tīhei mauri ora!	

PROCEDURAL

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KARAKIA WHAKAMUTUNGA

Kia whakairia te tapu	Restrictions are moved aside
Kia wātea ai te ara	so the pathway is clear
Kia turuki whakataha ai, kia turuki whakataha ai	To return to everyday activities
Haumi e, hui e, taiki e!	Draw together, affirm!

1 Apologies

2 Public Participation

Notification of a request to speak is required by 12 noon on the day before the meeting by phoning 06 366 0999 or emailing public.participation@horowhenua.govt.nz.

3 Late Items

To consider, and if thought fit, to pass a resolution to permit the Council to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) The reason why the item was not on the Agenda, and
- (ii) The reason why the discussion of this item cannot be delayed until a subsequent meeting.

4 Declarations of Interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

5 Confirmation of Minutes

5.1 Meeting minutes Community Funding and Recognition Committee, 10 April 2024

5.2 Meeting minutes Public Excluded Meeting of the Community Funding and Recognition Committee, 10 April 2024

Recommendations

That the meeting minutes of Community Funding and Recognition Committee, 10 April 2024 and the In-Committee Meeting of the Community Funding and Recognition Committee, 10 April 2024 Council, 26 October 2022 be accepted as a true and correct record.

File No.: 24/238

6.1 Proposed Amendments to Grants and Funding

1. Purpose

- 1.1 The purpose of this report is for the Community Funding and Recognition Committee to review and approve some proposed changes to the grants and funding programme for the 2024-2025 financial year. Noting some minor changes to existing funds and the addition of an Urupā Fund, Youth Scholarships and Development Fund as approved via the 2024-44 LTP.

2. Recommendation

- 2.1 That Report 24/238 Proposed Amendments to Grants and Funding be received.
- 2.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
- 2.3 That the Committee recommends the following direction:
- That the Urupā Fund is established, with \$30,000 to allocate in Round 2 2024-25 opening 1 February 2025, following engagement with iwi and hapū partners about the implementation.
 - That the Youth Development Fund is established, with \$17,000 to allocate over two periods from 1 July to 31 October and 1 February to 31 June to allow for an accessible application process for young people. As well as \$8,000 for the Annual Youth Scholarships at Civic Awards as per the existing criteria.
 - That the Community Events and Programmes Fund is established, replacing the Vibrant Communities and Community Development funds, with \$80,000 to allocate over two rounds.
 - That the Operations and Small Assets Fund is established, replacing the Community and Social Services and Special Projects funds, with \$50,000.00 to allocate in round one.

3. Background / Previous Council Decisions

- 3.1 At the last Community Funding and Recognition hui on 10 April, Officers presented a report to the Committee: *Grants and Funding – Direction from the Committee*. The purpose of this report was to discuss the proposed changes to grants and funding for the 2024-2025 financial year. The committee provided direction to council officers to further develop category options, specifically on the following topics.

Urupā Fund

- 3.2 As discussed during that previous meeting, this is a new fund that would require criteria developed by Officers with guidance from the Committee and iwi/hapu partners. Council officers wanted to understand the Committee's view on the funding being available for urupā maintenance only or for establishing new urupā as well. Officers are also interested in any other specific criteria that should be considered. During the meeting, Council Officers

circulated similar fund criteria from other local government authorities that may assist in setting direction and developing the fund criteria.

- 3.3 While the Committee were not yet in a position to provide immediate feedback, the Committee requested the following information to come back to the Committee:
- How many urupā are in Horowhenua?
 - What is the designation of the land the urupā are on and how many urupā fit into the different land categories?
 - What rates are being charged on Māori land?
 - Are urupā considered in our Rates Remission Policy?
 - What is Officers' proposed criteria for the fund?

Rural Halls Fund

- 3.4 As the Committee will be aware, currently the fund criteria is a tiered system which prioritises rural halls within this fund. However, it should be noted that this fund can also be accessed by marae and other community buildings. As discussed at the previous meeting, In conjunction with the Urupā Fund, Council Officers are of the view that there is an opportunity to improve outcomes for marae and hapū by reconsidering the tiered system. This may result in the Committee renaming the fund to become inclusive of any changes.
- 3.5 During the meeting, the Committee agreed that no changes will be made to the Rural Halls Fund and therefore, Officers have not made any changes to the criteria or application process.

Youth Scholarships and Development Fund

- 3.6 The Youth Scholarships funding has increased from approximately \$3,000.00 to \$25,000.00 through the Long Term Plan process in a bid to better recognise and acknowledge young people within the community.
- 3.7 Council Officers are of the view that with the increase in funding an amended and improved approach and structure to this fund is required. During the meeting, officers discussed the concept of a funding scheme that is wider-reaching, and would fund initiatives that are leading, or facilitating youth-led community projects or supporting rangatahi seeking funding for their own personal development goals. This would be in addition to funding scholarships through the existing process, albeit, we would be proposing to increase the scholarship amount. There was a general sense of agreement from the Committee on this approach and officers have been investigating further options.
- 3.8 The Committee agreed to increase the funding for Youth Scholarships from \$250 to \$500 per recipient. The Committee proposes to increase the number of eligible Youth Scholarship recipients from 12 to up to 16 recipients.

General grant criteria – changes to existing funds

- 3.9 The Committee agreed that the current fund names and criteria are confusing and contribute to people applying to the wrong fund which results in them being ineligible. The Committee agreed it is a good idea to merge existing funds and rename them so that it is clearer for applicants.
- 3.10 It was proposed that the Community Development Fund joins with the Vibrant Communities fund to become the Community Events and Programmes Fund.
- 3.11 It was proposed that the Community and Social Services Fund join with the Special Projects fund to become the Operations and Small Assets Fund.
- 3.12 These changes were accepted by the Committee, with further details to be provided in this report.

4. Discussion

- 4.1 Council Officers wish to respond and provide further guidance on the background and discussion at the previous meeting and provide the information requested by the Committee.

Urupā Fund

- 4.2 *How many urupā are there in the Horowhenua?*

According to the information that the Council holds, there are 27 urupā identified by Council and cross-referenced with Land Information New Zealand.

- 4.3 *What is the designation of the land the urupā are on and how many urupā fit into the different land categories?*

All 27 of the urupā identified in Horowhenua are on Māori freehold land.

- 4.4 *What rates are being charged on Māori land?*

Urupā are non-rateable as per schedule 1, part 1, section 10 of the Local Government Rating Act, as are all cemeteries, crematorium and burial grounds.

- 4.5 *Are urupā considered in our Rates Remission Policy?*

As they are not rated, urupā are not considered in our Rates Remission Policy.

- 4.6 Officers suggest we engage with marae in our area in order to gauge from them the process around applying and what barriers might exist, who can apply on behalf of the urupā when there are multiple (sometimes numerous) owners, what information can be easily accessed and produced by urupā kaitiaki, and how we can work with the community in order to allocate the full funding amount.

- 4.7 Officers recommend delaying the opening of the fund until the second round, opening on 1 February 2025 in order to work closer with marae to ensure the criteria is reflective of their needs and develop the criteria for this fund.

- 4.8 Council Officers are proposing that they provide draft fund criteria at their Committee Meeting 18 September 2024.

Youth Development Fund

- 4.9 The total amount for the Youth Scholarships and Development budget is \$25,000.00. A maximum of \$8,000.00 is being proposed to be allocated to youth scholarships annually. This takes into consideration the proposed increase as discussed in 3.8 of this report.

- 4.10 This leaves \$17,000.00 for the establishment of a new fund, the name of that fund is yet to be determined, however for the purposes of this report we have referred to it as a Youth Development Fund. The name of the fund will be consulted on with Youth Voice. As an example, a similar fund managed by Kāpiti Coast District Council is called 'Think BIG'.

- 4.11 The fund has two purposes:

- Grants funding of up to \$2,000.00 to young people aged between 13 and 24 who are leading or facilitating a youth-led community project; or group applications for development opportunities
- Grants funding of up to \$500.00 to individuals seeking funding for their own personal development opportunity or goal (representing Horowhenua nationally/internationally for a sport or activity; attending a conference etc)

- 4.12 Officers' proposed criteria for the fund is attached as Attachment A.

4.13 There are some considerations for the Committee to take into account:

- To make the fund more accessible for young people and to allow more opportunities for the fund to be distributed, Council Officers propose keeping it open from 1 July to 31 October then reopening 1 February to 31 June.
- Due to the proposed open nature of the fund, and the small amounts to be allocated, the Committee could choose to allocate funding online through the Smarty Grants portal as applications are made to the fund. This would alleviate the need for multiple allocation meetings throughout the year while being accessible for rangatahi to apply for year-round.
- The Committee could request representation from Youth Voice to sit at the Committee table to be part of the consultation process. This approach supports the Council's intent to enhance our active engagement with young people in decision-making and could lead to future regular consultation with Youth Voice.
- If the Committee opted for the open round option, reports on the funding would be circulated to the Committee in approximately November and July to advise of funding allocations and community projects.
- Council Officers require further guidance from the Committee on how the funding allocation would be split between the two different purposes of the fund.

Criteria – changes to existing funds

Community Events and Programmes Fund

4.14 The Community Events and Programmes Fund combines the current Vibrant Communities Fund with the Community Development Fund.

4.15 The purpose of the fund is to provide support funding to community not-for-profit or voluntary organisations for costs associated with either:

- Community and social development programmes that support innovative solutions to address community-driven needs.
- One-off celebratory, educational, competitive, commemorative or exhibitiv projects and events that help specific community groups celebrate their identity and share them with the wider community.

4.16 Officers' proposed criteria for the fund is attached as Attachment B.

4.17 The total funds allocated for the new fund will be \$80,000.00 per annum. The current funding split is:

- Vibrant Communities: \$20,000.00 per annum across two funding rounds
- Community Development: \$60,000.00 per annum across two funding rounds

4.18 There are a handful of considerations for the Committee to consider:

- Individuals who are planning events are currently eligible to apply for funding from the existing Vibrant Communities fund. The Committee need to decide if individuals will also be eligible to apply for programme funding too. Officers would recommend that individuals can apply for projects and programme funding in order to make it easier for Committee members to assess applications.
- Is it the intent of the Committee that schools will be eligible to apply for funding? Noting that in the past we have funded school centenary and jubilee celebrations but have not traditionally funded school trips or programmes.

Operations and Small Assets Fund

- 4.19 The Operations and Small Assets Fund combines the current Community and Social Services Fund with the Special Projects Fund.
- 4.20 The purpose of the fund is to provide support funding to community not-for-profit or voluntary organisations for costs associated with either:
- Enhancing the community through the services or programmes they provide.
 - Administrative and operational costs of running the organisation and their services.
 - Maintaining or acquiring small assets.
- 4.21 Officers' proposed criteria for the fund is attached as Attachment C of this report.
- 4.22 The total funds allocated for the new fund will be \$50,000.00 per annum. The current funding split is:
- Community and Social Services Fund: \$30,000.00 per annum across one funding round
 - Special Projects Fund: \$20,000.00 per annum across one funding round

5. Schedule

- 5.1 Below is a table of the proposed schedule of grant rounds for 2024-25:

Fund	Round 1 1 August – 31 August 2024	Round 2 1 February – 3 March
Rural Halls	\$30,000.00	-
Admin, Operations and Small Assets	\$50,000.00	-
Community Events and Programmes	\$40,000.00	\$40,000.00
Youth Development	\$8,500.00*	\$8,500.00*
Urupā	-	\$30,000.00
Horowhenua Major Events	<i>Opportunities will be considered throughout the year</i>	
Other funds		
Creative Communities	\$17,500.00**	\$17,500.00**
Shannon Community Development	\$10,000.00	
Waste Minimisation	\$10,000.00	
*Assuming that this fund is applied over two rounds, noting other possible options considered in this report.		
**External funding from Creative NZ, based on population data and subject to change.		

- 5.2 With the above proposal, in the first round there are four funds to be allocated by the Committee in addition to youth scholarships and civic honours which take place via a separate hui. In the second round, there are three funds to be considered. It's important to note that with the merging of the current funds, there will be a smaller number of funds available, however, the amount of total funding to be allocated remains the same. Therefore, the expected time taken to discuss the allocations will not be reduced.

6. Iwi Considerations



- 6.1 As discussed in 4.7 of this report, council officers recommend to the Committee that further engagement with our iwi and hapū partners would be beneficial. This would allow Officers to fully understand a range of barriers or considerations that have been initially identified.

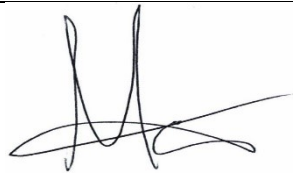


7. Next Steps

- 7.1 There are several considerations for the Committee to discuss and provide direction to council officers in order for the changes to be made as per the recommendations within this report.
- 7.2 Once the Committee have made decisions on their approach, Officers will start to put the changes into effect and provide updates to the Committee on their progress.

8. Attachments

No.	Title	Page
A	Youth Development Fund Criteria 2024-2025	13
B	Community Events and Programmes Fund Criteria 2024-25	16
C	Operations and Small Assets Fund Criteria 2024-25	19

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Approved by	Mark Hammond Community Facilities and Services Manager	
	Brent Harvey Group Manager - Community Experience & Services	
	Monique Davidson Chief Executive Officer	



Youth Development Fund Criteria 2024-2025

Purpose

The purpose of the Youth Development Fund is to empower young people to enact positive change within their local youth communities, wider Horowhenua Community, New Zealand or even on a global scale by assisting them in bringing their ambitious ideas to fruition. Additionally, there are also grants to support young individuals in pursuing personal development opportunities and goals.

Background

Established in 2024, the fund grants up to \$2,000 to young people aged between 13 and 24 who are leading or facilitating a youth-led community project; or group applications for development opportunities (a climate action group wanting to promote their activities & events etc). Individuals seeking funding for their own personal development goals can receive up to \$500. Successful projects may be partnered with Horowhenua District Council staff, who will act as mentors in specialist areas.

Applications will be assessed by the Community Funding and Recognition Committee, with 2-3 youth advisers appointed to assist the Committee.

Funding

The Youth Development Fund will make available an amount of \$17,000 in the 2024-2025 financial year as follows:

- Round 1 opens 1 July 2024 and closes 11.59pm on 31 October 2024.
- Round 2 opens 1 February 2025 and closes 11.59pm on 31 June 2024.

Note the extended period the fund is open is to allow for continuous applications throughout the year in an effort to increase accessibility of the fund to young people.

Grants of up to \$2,000 are available for:

- Projects intended to benefit the community.
- Group applications for development opportunities.

Grants of up to \$500 are available for:

- Individuals seeking funding for their own personal development opportunity or goal.

Grant Criteria

General Criteria:

The following criteria applies to all funds (both community projects and personal development funds):

- Young people leading the project must be aged between 13-24, and live or attend school in the Horowhenua District (including Levin, Foxton, Shannon, Himatangi Beach, Tokomaru, Manakau).
- The application must include a timeline of when the money will be spent and any relevant key dates.
- There must be a pre-determined fund-holder who is able to take the grant on your behalf (for example, a school or organisation).
- Projects must be completed or up and running by the end of 2025.

Community Project Criteria:

- Projects need to have a positive impact or aim to enact a positive change within their local youth communities, wider Horowhenua Community, New Zealand or even the world.

- Projects that show or demonstrate that they are sustainable (i.e. can carry on in the future without funding) will be given higher priority.
- The application must include any assistance they might require from the Horowhenua District Council (i.e. if wanting to start a community garden, then applicants may wish to utilise the knowledge from the Horowhenua District Council Parks and Property team).
- Young people leading the project must live or attend school in the Horowhenua District (Levin, Foxton, Shannon, Himatangi Beach, Tokomaru, Manakau).
- Applicants, along with completing the application form must provide a short video that brings their project to life.
- Any profits from the running of the project are not able to be kept.
- Projects must not be religious in their purpose or content.
- Consideration will be given to projects which have a political purpose or content, depending on the cause. Please call and check your idea with the Horowhenua Community Development team first before submitting an application. Community@horowhenua.govt.nz or 06 366 0999.
- Applicants should be willing to report back to the Funding and Recognition Committee about how the project went.

Examples of Community Projects:

- Holding a youth cultural event which celebrates the diverse cultures in Horowhenua.
- A campaign to collect items for the community or a good cause and gives them a second life. i.e. Boots for all – old football and rugby boots and collected, cleaned and then donated to other young people who want to play sports.
- Holding an inclusive event for rainbow youth and allies.
- Hold a swap event allowing students to exchange clothes or study books.
- 100% youth owned and operated music festival.

Personal Development Criteria:

- The funds must go towards a specific thing that will help the young person's/people's development (they will learn something, develop their skills, use their talents).
- Members of a group cannot apply individually for something of which there is already a group application.
- Funds can go towards National or International personal development opportunities.
- Applicants must provide a short video that highlights what they are hoping to learn, new skills they hope to learn or develop and how they will use or apply what they have learn following the personal development opportunity.
- The funding cannot be used for tertiary study or class-related activities.

Examples of Personal Development Opportunities/Goals:

- Attend the Future Leaders Academy advanced leadership course
- Representing Horowhenua in the Taekwon-do World Champs.
- Representing your culture at a regional or national event.
- Attending an entrepreneurial skills course to further develop your lawn mowing side-hustle.
- Participating in a national or international school exchange programme.

Want to apply? Here's what you need to know!

1. Applications must be submitted through SmartyGrants.
2. **Complete Your Application:** Make sure you answer all the questions, upload your video and include copies of any necessary documents. If something's missing, explain why. If your application isn't complete, it might get rejected. Remember you can save the form and submit it later when you have all the information. And if you have any questions, feel free to reach out by contacting us at community@horowhenua.govt.nz.
3. **After You Get the Grant:**

- You need to finish your project and fill out a report within 9 months. We can help you with this if you need it.
 - Keep your receipts for anything costing \$250 or more and attach them to your report.
 - Reporting is important cause it's part of the trust required when we grant people money. As this is money paid by the Community in the form of rates, we need to be able to tell them what we have spent it on.
4. **Project Changes:** If you need to make big changes to your project, tell us right away. Due to budget, we might offer you less money than you asked for. You should tell us if it's no longer possible to deliver the project.
 5. **Shout outs:** If you get the grant, mention that Horowhenua District Council helped out in any promotion of your project. That helps inform the Community of the work we support.
 6. **What you need to include in your application:**
 - A short video
 - A recent bank document showing your account (could be your school bank account)

For more information or to talk to someone about your idea or project, email community@horowhenua.govt.nz

Responsibilities of Grant Recipients

1. **Use the Grant Promptly:** Spend the grant within nine (9) months of approval or as specified by HDC. You won't receive more money until you've met all reporting requirements.
2. **Spending Limits:** Use the grant only for the purposes approved by HDC. If you don't spend it all on those purposes, you must return the unused portion, including any GST paid.
3. **Record Keeping:** Keep records of how you spend the grant for at least five (5) years after the agreement ends.
4. **Transparency:** Make your project files available for inspection by HDC within 10 working days if asked.
5. **Financial Reporting:** Acknowledge the grant in your financial records as required by HDC.
6. **Inform About Changes:** Let HDC know about any changes that might affect your ability to carry out the project.
7. **Notify About Issues:** Inform HDC if any grant money is stolen or misused.
8. **Public Disclosure:** Agree that HDC can announce the grant publicly.
9. **Request Changes Early:** If you need to change your project's purpose, term, or conditions, ask HDC before you spend any money.
10. **Exclusions:** Don't spend the grant on anything HDC has excluded.
11. **Consequences of Non-Compliance:** If you don't follow these rules or provide false information, HDC might:
 12. Ask you to repay some or all of the grant.
 13. Hold back payments for this or future grants until issues are fixed.
 14. Add more rules before approving future funding.
 15. Recommend against giving you grants in the future.
16. **Information Sharing:** HDC may share or request information with other government agencies or organizations for funding purposes.
17. **Unallocated Funds:** HDC can move any unused grant money to future funding rounds.
18. **Official Information Act:** HDC might have to release information under the Official Information Act 1982, unless there's a good reason not to.



Community Events and Programmes Fund Criteria 2024-2025

Purpose

The Community Events and Programmes Fund provides support funding to community not-for-profit or voluntary organisations for costs associated with either:

- Community and social development programmes that support innovative solutions to community driven needs.
- One off celebratory, educational, competitive, commemorative or exhibitive projects and events that help specific community groups to celebrate their identity and culture to be shared with the wider community.

Criteria

Who is eligible?

- Community not-for profit organisations
- Voluntary organisations
- Community and social development programmes
- Individuals

Who is NOT eligible?

- Central Government and other organisations that have significant means of regular income
- Organisations needing considerable capital funding
- Schools
- Major events – for major events, see our Horowhenua Major Events fund

What can be applied for?

- Materials or supplies needed to run an event or programme.
- Venue or equipment hire.
- Personnel and administrative costs for delivering the event or programme.
- Promotion and publicity to attract attendees or participants to your event or programme.
- Volunteer support and recognition.

What are the priorities?

Applications must meet the following grant priorities, including:

- The event, project or programme must align with the purpose of this grant.
- The event, project or programme must demonstrate collaboration across community organisations.
- The event, project or programme should be locally significant and of benefit to the Horowhenua community and enhance community wellbeing.
- All events, projects or programmes must be clearly defined with a beginning and end.
- Applications should also clearly demonstrate a link to the Horowhenua District Council's He Hapori Pakari Strong Communities – Community Wellbeing Strategy 2024-2027 principles for enhancing community connection:
 - **Collective Action** – Community-led development is how we make Horowhenua safe, vibrant, inclusive, and connected. Council supports this by enabling collaboration among people and organisations. Our communities drive projects for neighbourhood wellbeing.
 - **Sense of Community** – We foster inclusion, reduce discrimination, and break down barriers to opportunity, especially for disadvantaged groups. This promotes fairness and equity, enhancing overall wellbeing in Horowhenua. We offer free or low-cost community events and activities and fund local groups and programs. Our communities feel connected and support each other.

- **Social Cohesion** – Social cohesion means building shared values and communities where everyone feels connected and can tackle challenges together. Council supports these efforts, and our communities are ready to collaborate.

Funding

The Community Events and Programmes Fund will make available an annual amount of \$80,000.00 across two funding rounds in 2024-2025 as follows:

- **Round 1** – \$40,000.00 to allocate
Opens 1 August 2024 and closes at 11.59pm on 31 August 2024. Events, projects or programmes cannot begin before 1 November 2024.
- **Round 2** – \$40,000.00 to allocate
Opens 1 February 2025 and closes at 11.59pm on 28 February 2025. Events, projects or programmes cannot begin before 1 May 2025.

The average grant issued will be between \$500.00 and \$3,000.00.

Applicant Instructions

1. Applicants must complete all questions on their application, supplying copies of all supporting documentation. Where there is missing information or documentation the applicant should explain why. Incomplete applications may result in a request for funding being declined. While the grant remains open for applications, Council Officers may attempt to give applicants an opportunity to rectify missing elements, but no guarantee is given in this regard and no request for extra information infers eligibility for a grant.
2. All successful applicants are accountable for Council funding according to the below terms and conditions. No less than nine (9) months after funding is awarded, successful applicants must have completed the project and the requisite accountability form, attaching copies of all receipts (a receipt is required for any budget line item amounting to \$250 or more).
3. Failure to provide adequate and timely reporting on funding may preclude further applications to grants administered by the Horowhenua District Council (HDC).
4. Any significant changes to the proposed project must be advised to the fund administrator immediately. Where partial funding is granted, unless otherwise expressed in writing, the applicant agrees (when uplifting the grant) that reduced funding will not affect the project as described in the application, despite shortfall.
5. If the application is successful, recognition of Horowhenua District Council's grant must be made in any advertising or promotion of the applicant's project. Applicants should attach all supporting documentation that could assist the Subcommittee in their selection process.
6. In all cases applicants must include:
 - Written quotes for each expense item in your project budget that have a cost of over \$250. Local suppliers should be used where possible. Where a preferred quote is not the least expensive quote provided, this should be indicated by the applicant.
 - A copy of your organisations latest financial statements (accounts) that includes disclosure of financial assistance received from other sources. Funds tagged for specific purposes must be clearly identified. HDC reserves the right to request that an applicant's financial accounts are reviewed or audited as a condition of any grant awarded.
 - An up-to-date bank document that clearly an account in the name of the applicant organisation (or parent body).

Terms and Conditions

1. A grant recipient must:
 - Spend the grant within nine (9) months of a grant request being approved, within the approved time frame specified in the Accountability Reporting and Payments schedule or upon request by HDC (whichever comes first). Payment of any subsequent grants may not be made until all milestone accountability reporting requirements are met in full.
 - Spend the grant only for the purpose(s) approved by, and subject to any conditions imposed by, the Horowhenua District Council Community Recognition and Funding Committee.
 - Return to the HDC any portion of the grant that is not spent on the approved purpose(s). If the grant payment includes GST, the grant recipient must also return the GST component of the grant.
 - Make any files or records relating to the activity or project available for inspection within 10 working days if requested by HDC.
 - Keep financial records that demonstrate how the grant was spent for five (5) years after the end of the agreement term.
 - Acknowledge the receipt of HDC grant as a separate entry in its financial statements, or in a note to its financial statements.
 - Inform HDC of any changes that affect the organisation's ability to deliver the activity(ies) or project(s) (e.g. changes to financial situation; an intention to wind-up or cease operations; or any other significant event, or failure to meet child protection standards), before the grant has been fully used.
 - Agree to notify HDC if any of the grant money is stolen or misappropriated and to consider if Police charges need to be laid.
 - Agree that HDC have authority to publish that the grant has been made to the grant recipient for the approved purpose.
2. During the term of this agreement a grant recipient may request a variation to the purpose, term, or conditions of this agreement. This needs to be requested before any expenditure, failure to do so will be treated as non-compliance with grant terms and conditions.
3. A grant must not be spent on any item that falls within the exclusions outlined by HDC.
4. Failure to comply with any of the terms and conditions within this agreement, or the provision of false information in the request may result, without limitation, in Horowhenua District Council terminating this agreement and:
 - Requiring repayment of all or part of the grant.
 - Withholding payment of this and other HDC administered grants until issues are resolved.
 - Imposing additional terms and conditions before any HDC funding is approved.
 - Recommending to the Community Recognition & Funding committee, to decline future funding.
5. For the purpose of gaining or providing information relevant to the funding of the organisation, the HDC may disclose to, or obtain information from, any other government department or agency, private person or organisation.
6. HDC has the right to transfer any unallocated funds to future funding rounds.
7. The HDC is subject to the Official Information Act 1982 and may be required to release information unless there is good reason under the Act to withhold the information.



Operations and Small Assets Fund Criteria 2024-2025

Purpose

The Operations and Small Assets Fund provides support funding to community not-for-profit and voluntary organisations for costs associated with either:

- Enhancing the community through the services or programmes they provide.
- Administrative and operational costs of running the organisation and their services.
- Maintaining or acquiring small assets.

Criteria

Who is eligible?

- Community not-for profit organisations
- Voluntary organisations
- Community and social development programmes

Who is NOT eligible?

- Individuals
- Central Government and other organisations that have significant means of regular income
- Organisations needing considerable capital funding
- Schools

Lower priority for funding

- Organisations already receiving money from HDC in the form of:
 - Contracted service contracts
 - Rental agreements that are below market rate
 - Rates remissions
 - Council contributions to insurance packages
- *These organisations will receive less prioritisation for funding over those organisations that do not receive any financial support*

What can be applied for?

<p><i>Operational:</i></p> <ul style="list-style-type: none"> • Facility rental/hireage • Insurance • Utility expenses • Software and I.T infrastructure • Safety and compliance equipment • Administrative and operational costs • Volunteer Expenses • Salaries and Wages 	<p><i>Minor Assets:</i></p> <ul style="list-style-type: none"> • Office supplies • Small tools, appliances and equipment • Low-cost electronic devices • Kitchen and/or tearoom equipment or supplies • Minor pieces of furniture
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A "small asset" is defined as an asset that has a relatively low value compared to other assets owned by an individual or organisation. These assets typically have the following characteristics:

- **Low Monetary Value:** The cost or market value of the asset is minor compared to other assets.
- **Short Lifespan:** They are often used up or depreciate quickly.
- **Easily Replaceable:** They can be easily replaced without significant financial strain.
- **Limited Impact:** Their acquisition, use, or loss has minimal impact on the overall financial health of the individual or organisation.

What are the priorities?

Applications must meet the following grant priorities, including:

- The organisation's service or programme must align with the purpose of this grant.
- The organisation's service or programme must demonstrate collaboration across community organisations and voluntary groups.
- The organisation's service or programme should be locally significant and of benefit to the Horowhenua community and enhance community wellbeing.
- The applicant must be a recognised and active community, not for profit organisation formally constituted as an Incorporated Society or Charity, (or whose parent body is formally constituted).
- The operational expenses must be incurred within the nine-month period following allocation of funding.
- Applications should also clearly demonstrate a link to the Horowhenua District Council's He Hapori Pakari Strong Communities – Community Wellbeing Strategy 2024-2027 principles for enhancing community connection:
 - **Collective Action** – Community-led development is how we make Horowhenua safe, vibrant, inclusive, and connected. Council supports this by enabling collaboration among people and organisations. Our communities drive projects for neighbourhood wellbeing.
 - **Sense of Community** – We foster inclusion, reduce discrimination, and break down barriers to opportunity, especially for disadvantaged groups. This promotes fairness and equity, enhancing overall wellbeing in Horowhenua. We offer free or low-cost community events and activities and fund local groups and programs. Our communities feel connected and support each other.
 - **Social Cohesion** – Social cohesion means building shared values and communities where everyone feels connected and can tackle challenges together. Council supports these efforts, and our communities are ready to collaborate.

Funding

The Operations and Small Assets Fund will make available an annual amount of \$50,000 across one funding round in 2024-2025 as follows:

- **Round 1** – Opens 1 August 2024 and closes at 11.59pm on 31 August 2024. Projects, programmes or events cannot begin before 1 November 2024.

Council has the right to transfer any unallocated funds over into other Council facilitated funds.

The average grant issued will be between \$500.00 and \$4,000.00.

Applicant Instructions

1. Applicants must complete all questions on their application, supplying copies of all supporting documentation. Where there is missing information or documentation the applicant should explain why. Incomplete applications may result in a request for financial assistance being declined. While the grant remains open for applications, Council Officers may attempt to give applicants an opportunity to rectify missing elements, but no guarantee is given in this regard and no request for extra information infers eligibility for a grant.
2. All successful applicants are accountable for Council funding according to the below terms and conditions. No less than nine (9) months after funding is awarded, successful applicants must have completed the project and the requisite accountability form, attaching copies of all receipts (A receipt is required for any budget line item amounting to \$250 or more).
3. Failure to provide adequate and timely reporting on funding may preclude further applications to grants administered by the Horowhenua District Council (HDC).
4. Any significant changes to the proposed project must be advised to the fund administrator immediately. Where partial funding is granted, unless otherwise expressed in writing, the applicant

agrees (when uplifting the grant) that reduced funding will not affect the project as described in the application, despite shortfall.

5. If the application is successful, recognition of Horowhenua District Council's grant must be made in any advertising or promotion of the applicant's project. Applicants should attach all supporting documentation that could assist the Subcommittee in their selection process.
6. In all cases applicants must include:
 - Written quotes for each expense item in your project budget that have a cost of over \$250. Local suppliers should be used where possible. Where a preferred quote is not the least expensive quote provided, this should be indicated by the applicant.
 - A copy of your organisations latest financial statements (accounts) that includes disclosure of financial assistance received from other sources. Funds tagged for specific purposes must be clearly identified. HDC reserves the right to request that an applicant's financial accounts are reviewed or audited as a condition of any grant awarded.
 - An up-to-date bank document that clearly an account in the name of the applicant organisation (or parent body).

Terms and Conditions

1. A grant recipient must:
 - Spend the grant within nine (9) months of a grant request being approved, within the approved time frame specified in the Accountability Reporting and Payments schedule or upon request by HDC (whichever comes first). Payment of any subsequent grants may not be made until all milestone accountability reporting requirements are met in full.
 - Spend the grant only for the purpose(s) approved by, and subject to any conditions imposed by, the Horowhenua District Council Community Recognition and Funding Committee.
 - Return to the HDC any portion of the grant that is not spent on the approved purpose(s). If the grant payment includes GST, the grant recipient must also return the GST component of the grant.
 - Make any files or records relating to the activity or project available for inspection within 10 working days if requested by HDC.
 - Keep financial records that demonstrate how the grant was spent for five (5) years after the end of the agreement term.
 - Acknowledge the receipt of HDC grant as a separate entry in its financial statements, or in a note to its financial statements.
 - Inform HDC of any changes that affect the organisation's ability to deliver the activity(ies) or project(s) (e.g. changes to financial situation; an intention to wind-up or cease operations; or any other significant event, or failure to meet child protection standards), before the grant has been fully used.
 - Agree to notify HDC if any of the grant money is stolen or misappropriated and to consider if Police charges need to be laid.
 - Agree that HDC have authority to publish that the grant has been made to the grant recipient for the approved purpose.
2. During the term of this agreement a grant recipient may request a variation to the purpose, term, or conditions of this agreement. This needs to be requested before any expenditure, failure to do so will be treated as non-compliance with grant terms and conditions.
3. A grant must not be spent on any item that falls within the exclusions outlined by HDC.
4. Failure to comply with any of the terms and conditions within this agreement, or the provision of false information in the request may result, without limitation, in Horowhenua District Council terminating this agreement and:
 - Requiring repayment of all or part of the grant.
 - Withholding payment of this and other HDC administered grants until issues are resolved.
 - Imposing additional terms and conditions before any HDC funding is approved.
 - Recommending to the Community Recognition & Funding committee, to decline future funding.
5. For the purpose of gaining or providing information relevant to the funding of the organisation, the HDC may disclose to, or obtain information from, any other government department or agency, private person or organisation.

6. The HDC is subject to the Official Information Act 1982 and may be required to release information unless there is good reason under the Act to withhold the information.