

Community Grants Policy

May 2020



Mackenzie
DISTRICT COUNCIL

Community Grants Policy

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COMMUNITY GRANTS POLICY



Purpose	The purpose of this policy is to guide the allocation of grants to groups and organisations delivering projects, activities and services that benefit the Mackenzie District.
Key Points	<p>From time-to-time Council and community boards provide grants budgets from which financial support for general purposes can be funded, e.g. for a donation to a worthy cause such as flood relief.</p> <p>When Council is requested to provide financial support by remitting rates, fees or charges, transparency can be preserved if the request is approved, by making a grant funded from the affected cost centre. For example, if a request by the Fairlie Ice Skating Club for remission of excess water charges is approved, a grant funded from the Fairlie Water Supply Account will ensure that the cost of the remission actually falls where it should lie.</p> <p>This policy also clarifies the criteria for consideration for approving grant from specific funds such as the Heritage Protection Fund and the Land Subdivision Reserve.</p>
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RELATED DOCUMENTS / WEBSITES



Related Council policies and documents include:

- Community Grant Application Form
- MDC public website:
<https://www.mackenzie.govt.nz/community/grants-and-scholarships>
- Sport NZ Rural Travel Fund Grant Application Form
- Genesis Energy - Agreement in relation to water rights
- Creative Communities Scheme Agreement
- MDC Grants Register

Relevant legislation and other resources includes (but is not limited to):

- Local Government Act 2002 and the Local Government Act Amendment Act 2014

<https://sportnz.org.nz/resources/rural-travel-fund/>

1. Definitions

Community of place: Members of our District that can be identified by the geography of where they live.

Community of people: Members of our District that can be identified by common characteristics including ethnic, physical, or otherwise.

Community of interest: Members of our District that can be identified by their common interests or pursuits.

Concessions: Where payments to Council would be due, but Council has chosen not to charge, which have not been arranged through a contract tender process.

Conservation: Means the processes of caring for a place so as to safeguard its heritage value.

Contracts for services: Agreements to make payments to a contractor, based on them meeting agreed deliverables. These agreements have been arranged following Council's procurement process.

Contestable Grants: Where a fixed amount of money is available that applicants can compete for a portion of. The outcome varies based on criteria in the application process.

Grants: Payments that have not been arranged through a contract tender process.

Maintenance: Means the protective care of a place.

Non-contestable Grants: Where a fixed number of organisations are granted a fixed amount of money on a predetermined outcome. Applicants do not compete for a limited amount of money.

Not for profit: Any society, association or organisation that is not carried on for the profit or gain of any member, and whose rules state that any money earned or donated is used in pursuing the organisation's objectives.

Preservation: means maintaining a place with as little change as possible.

Reconstruction: means to build again in the original form using old or new material.

Repair: means making good decayed or damaged materials.

Restoration: means returning a place as nearly as possible to a known earlier state by reassembly, reinstatement and/or removal of extraneous additions.

Stabilisation: means the arrest of the processes of decay.

2. Principles

The Mackenzie District Council recognises the need for a balanced mix of social amenities and services that meet the needs of the diverse communities that make up the District. This mix is to be delivered district-wide, embracing our diverse communities of place, people and interest.

To help meet those different needs Council can provide funding to external parties in the form of grant payments, concessions, and community loans. An open and transparent process ensures Council puts these limited funds to good use in serving the Mackenzie District.

When Council is requested to provide financial support by remitting rates, fees or charges, the principle is to preserve transparency, should the request be approved, by making a grant funded from the affected cost centre. For example, if a request by the Fairlie Ice Skating Club for remission of excess water charges is approved, a grant funded from the Fairlie Water Supply Account will ensure that the cost of the remission actually falls where it should lie.

This policy also clarifies the criteria for consideration for approving grant from specific funds such as the Heritage Protection Fund and the Land Subdivision Reserve.

The following principles apply to Council's community funding and support:

- accessibility
- consistency
- diversity
- effectiveness
- efficiency
- equity
- flexibility
- inclusion
- transparency

3. Policy

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Council generally will consider financially supporting applicants:

- That are a not-for-profit, legal entity (or are working under a suitable umbrella organisation that meets the criteria)
- That demonstrate appropriate financial management, planning and governance
- That have a positive track record of use of funding from Council (if previously funded)
- That are up to date with any required reporting to Council (if previously funded)
- That are not applying for funding for an activity that Council is already providing the organisation financial support for.

Council generally will consider financially supporting projects and activities:

- That align with Council's vision, strategic direction and role
- That contribute to Council's Long Term Plan (LTP) Community Outcomes
- That contribute to one or more of the Funding Priorities
- That benefit the wider community or a sector of the community
- That respond to a current or future community need
- That demonstrate good financial management, planning and governance.

Council generally will not support:

- Activities or projects:
 - where the primary purpose is to promote religious, political, or commercial activity
 - it considers are the core business of another organisation or service provider
 - it considers the responsibility of a central government agency
 - that start before funding decisions are made
- Debt servicing, social functions, gambling or prize money, travel costs, conference fees, costs related to fines or disputes
- Retrospective expenses incurred before the closing date of a fund
- Applicants it has significant concerns with, financial or otherwise

- Applicants that have sufficient revenue or resources to fund the initiative themselves.

Council may from time to time choose to consider applications for funding outside of these criteria.

3.1 General Grant assessment criteria

A general grant application submitted via the Community Grant Application Form available on the Council's public website will be considered for approval on the basis of alignment with the following criteria. Criteria for evaluating grant applications from specific funds are clarified in following sections:

- Does the application assist the Council to achieve its strategic direction (applicant must make specific reference to the Strategic Plan and support that reference with reasoned arguments).
- Will the grant directly benefit ratepayers/residents in the Mackenzie District? If so, how many?
- Are there any other bodies which are specifically designed to cater for these requests e.g. Creative New Zealand, Mid-South Canterbury Trust, and Lottery Grants Commission?
- Has the organisation received, or have they applied for funds from other organisations for the same project? If so, how much?
- How much of their own funds does the organisation have to put toward this request/project?
- Is the organisation/individual a non-profit body and able to accurately account for any funds granted?
- Has the organisation supplied all information on the application form including a set of accounts?
- What is the effect on the individual/organisation if the Council does not support the application?

3.2 General Grant recipient accountability

Each grant recipient must return a completed Project Completion Form showing proof of purchases and including receipts within 12 months of the receipt of the grant, or each year, if it is a multi-year grant.

Any funds not spent must be returned to Council.

4. Land Subdivision Reserve Grants

The Land Subdivision Reserve fund can be used as a source of funding the grants subject to evaluation against the following criteria:

4.1 Land Subdivision Reserve Grant assessment criteria

The Land Subdivision Reserve fund can be used as a source of funding the grants subject to evaluation against the following specific criteria:

- Funds from the land subdivision reserve will only be used for projects that have a strong recreational or open space link.
- Funds from the land subdivision reserve can only be used for projects located within the Mackenzie district.
- Council will retain sole control of the release of such funds and may impose any conditions it considers appropriate on any grant from the land subdivision reserve.
- Proposed expenditure from the land subdivision reserve in excess of \$50,000 per project will be shown in the Long Term Plan and/or the Annual Plan.
- A maximum of \$500,000 may be granted from this fund in any one year.
- The primary use of the land subdivision reserve should be for capital works or improvements, which includes land purchase.
- Maintenance of recreational facilities will be given a much lower priority, as this should generally be funded from township rates rather than the land subdivision reserve.
- All grants from the land subdivision reserve must be matched by local rates, fundraising, external grants, or a combination of these. Council retains discretion to depart from this in exceptional circumstances.
- Recreational facilities or reserve areas need not necessarily be in full Council ownership to access funds from the land subdivision reserve. However any recreational facilities or reserve areas must be available for full public use and be accessible to the community.
- All applications for funds from the land subdivision reserve will be accompanied by a management report to Council which includes the following information:
 - the amount sought;
 - the total amount in the fund at that time;
 - an estimate of likely income to the fund in the next year;

- an assessment of whether the application or proposal complies with this policy and where it is inconsistent;
- an assessment of other needs or projects within the district and other possible priorities for the reserve fund;
- any other relevant information.

4.2 Land Subdivision Reserve Grant recipient accountability

Each grant recipient must return a completed Project Completion Form showing proof of purchases and including receipts within 12 months of the receipt of the grant, or each year, if it is a multi-year grant.

Any funds not spent must be returned to Council.

5. Heritage Protection Fund

This fund is available to assist and actively encourage property owners and members of the Mackenzie community to manage, maintain, preserve and enhance the heritage values of items or areas. It provides a partial contribution towards the costs of a specific project related to a building, item or place.

Applications for funding may be made in relation to any of the following within the Mackenzie District:

- Buildings, items or places currently listed in the Heritage Items Schedule as Category X, Y or Z heritage items.
- Buildings, items or places which have been approved by Council to be included in the Heritage Items Schedule as Category X, Y or Z heritage items.
- Trees or groups of trees listed in the Protected Trees Schedule.
- Archaeological sites and Waahi Tapu sites or areas as identified by the New Zealand Historic Places Trust.

5.1 Heritage Protection Fund eligibility

Preservation/Conservation Projects

Projects which will assist in caring for a feature so as to safeguard its heritage value and maintaining a feature with as little change as possible. This may include installation of mechanisms to protect against damage or decay, the covenanting of heritage features or the drafting of heritage management plans.

Enhancement/Management Projects

Projects which enhance the heritage value of a feature. This may include maintenance works on the item or its immediate surroundings, repairs, reconstruction work, restorations or stabilisation work, costs of obtaining building or resource consents and/or other professional advice.

Research & Education Projects

Projects which will provide public information on the values of heritage features and will assist in providing a greater interest, protection and management of the feature. This may include historical research, information gathering, production of educational materials, signage, education/promotion campaigns or the running of presentations, seminars or workshops.

The following will generally not be eligible for funding:

- Demolition or removal of buildings or items.
- Additions or extensions to buildings or items.
- Any other work to buildings, items or places which is not for the purpose of enhancing heritage values.

Note: the Council reserves the right to consider these types of projects for funding if appropriate circumstances exist.

5.2 Heritage Protection Fund assessment criteria

The following criteria will be used to assess Heritage Protection Fund applications:

- The significance of the feature from a heritage point of view (determined by its group listing or activity status in the District Plan).
- The primary focus of the proposed work being on the retention and/or enhancement the feature and its heritage values.
- The contribution of the work to the long term viability of the heritage feature.

- Whether the project will provide new information about the heritage feature and will assist in public interpretation and understanding of the feature.
- Public accessibility to the building, item or place.
- The amount of money available in the fund and the need for equitable distribution.

5.3 Heritage Protection Fund allocation

The Council will allocate \$5,000.00 to this fund each financial year. An application may be made at any time, however, funds will be allocated biannually at the formal Planning and Regulatory Committee meetings for a maximum of \$2,500 per meeting.

Any funding not allocated at the 6-monthly meeting will be transferred to the next 6-monthly meeting for allocation.

Each individual application will be eligible for a maximum grant of \$2,500.00 or the following percentage of the sum required, whichever is the lesser:

- Category X items – 75%
- Category Y items – 60%
- Category Z items – 45%
- Protected Trees – 50%
- Archaeological or Waahi Tapu Sites – 50%

The Planning and Regulatory Committee may choose to allocate a lesser amount than the maximum specified to a project which does not meet all relevant criteria specified above, or may decline funding all together.

5.4 Heritage Protection Fund application process

Applications may be made by property owners or organisations and must include the following information:

- Name and address of applicant.
- Address, location and legal description of the building, item or place.
- Information on the heritage significance and importance of the building, item or place.
- Current use of the building, item or place.
- Description of the project proposed for which funding is sought.
- Reasons why or how this work will meet the relevant criteria.

- Reasons why financial assistance is requested and whether any other funding application have been made or considered.
- Detailed quotes and breakdown of costs of the parts of work the funding would apply to.
- The amount requested from the fund.
- Whether the applicant is prepared to legally protect the building, item or place.

An application form is available from the Mackenzie District Council.

5.5 Heritage Protection Fund recipient accountability

All applications received will be considered by the Council at the next available meeting after the application is received and applicants will be notified in writing of the decision.

Approved funding is paid as a reimbursement once the work has been inspected and confirmed to be of a professional standard by a suitably qualified person and the applicant has returned a completed Project Completion Form showing proof of purchases and including receipts.

Any funds not spent must be returned to Council.

6. Genesis Tekapo Township Grant

Genesis Energy Ltd has an agreement with Mackenzie District Council in relation to water rights (Agreement in relation to water rights) and provides funding to Council annually under this agreement for the promotion of Tekapo Township.

Funding of up to \$10,000 per year is contestable via a grants application and assessment process administered by the Mackenzie District Council and the Tekapo Community Board.

On receipt of applications, and confirmation of funds available the Tekapo Community Board will assess the applications and make recommendation to the Council for approval at a Council meeting. Council staff will administer the process.

6.1 Genesis Tekapo Township Grant assessment criteria

Grant applications received within the published timeframes and on the mandated application form are evaluated by the Tekapo Community Board according to the following criteria:

- Does the application assist the Council to achieve the object of the grant? How will it promote Tekapo Township?
- Who the grant directly benefit? Will it benefit ratepayers/residents in the Tekapo Township? If so, how many?
- Are there any other bodies which are specifically designed to cater for these type of requests e.g. Mid-South Canterbury Trust, and Lottery Grants Commission?
- Has the organisation received, or have they applied for funds from other organisations for the same project? If so, how much?
- How much of their own funds does the organisation have to put toward this request/project?
- Is the organisation/individual a non-profit body and able to accurately account for any funds granted?
- Will the project be completed within one year?
- Has the organisation supplied all information on the application form including a set of accounts?
- What is the effect on the individual/organisation if the Council does not support the application?

Funding is only available for projects completed within the year of application. Grant application must not commit Tekapo Community Board to multiple year expenditure of the grant.

6.2 Genesis Tekapo Township Grant assessment process

Each year Council will promote the Genesis Tekapo Township Grant application, assessment and notification timeframes and process.

Grants applications will be received over a four –to-six week period. Once the application receipt period has closed a committee consisting of the Tekapo Community Board will assess the applications according to the criteria and meet to recommend allocation of funds to the successful grant applicants. This recommendation will be presented to the next formal Council meeting for consideration. Allocation decisions are not final until adopted by formal Council meeting.

Grants awarded will be notified by the end of June each year.

6.3 Genesis Tekapo Township Grant recipient accountability

Each grant recipient must return a completed Project Completion Form showing proof of purchases and including receipts by the end of March the following year. Any funds not spent in the year awarded must be returned to Council.

6.4 Genesis Tekapo Township Grant Council accountability

Council must fulfil these obligations:

- To advise Genesis Energy Ltd of the grant recipients and the funds allocated each year
- To invoice Genesis Energy for the funds allocated
- Ensure grant recipients provide feedback via the Project Completion Form and make this available to Genesis Energy Ltd as necessary

7. Sport New Zealand Rural Travel Fund

Each year Sport New Zealand allocates funding to rural councils under the Rural Travel Fund scheme.

The Rural Travel Fund was launched by Sport New Zealand in response to concerns raised by Territorial Authorities about the lack of participation in sports by young people living in rural communities. The Rural Travel Fund subsidises travel for junior teams participating in local sports competitions outside of school time.

Sport New Zealand provides Rural Travel Funding to Territorial Authorities that have less than 10 people per square kilometre, and who wish to participate in the Rural Travel Fund. Those Territorial Authorities then provide the funding to junior teams, and administer the funding.

Mackenzie District Council has the responsibility of administering the grant application and assessment process. Grants are received, assessed and awarded on an annual cycle with grants awarded notified by the end of May.

Grant applications must be submitted to Council on the mandated form within the application timeframes.

7.1 Sport New Zealand Rural Travel Fund assessment criteria

Sports New Zealand determines the assessment criteria for evaluating grant applications. Current criteria are:

- Funding can only be applied to eligible teams. Eligible teams are rural sport club teams and rural school club teams, with members aged between 5 and 19 years, who require subsidies to assist with expenses from travelling to local sports competitions.
- Funding can only be provided to eligible teams to assist with eligible travel.
- Eligible travel for school club teams is travel to participate in regular local sports competitions out of school time (excluding inter-school and intra-school competitions playing during school time).
- Funding must not be provided for teams to attend regional or national events.

7.2 Sport New Zealand Rural Travel Fund assessment process

Each year Council will appoint Rural Travel Fund Committee of between four and six members from the community. Committee appointees, where possible, will have a background in community sports and/or school education.

Promotion of the Rural Travel Fund application timeframes and public process will also be initiated.

Grants applications will be received over a four –to-six-week period. Once the application receipt period has closed the Rural Travel Fund Committee will assess the applications according to the criteria and meet to allocate funds to the successful; grant applicants.

Grants awarded will be notified by the end of June each year.

7.3 Sport New Zealand Rural Travel Fund promotion

Up to 5% of the funding provided by Sport New Zealand may be used to publicise the fund. All advertising, application forms and promotional material must refer to the fund as the Sport NZ Rural Travel Fund, and acknowledge Sport New Zealand's contribution.

7.4 Sport New Zealand Rural Travel Fund accountability of recipients

Each grant recipient must return a completed Project Completion Form showing proof of purchases and including receipts by the end of February the following year. Any funds not spent in the year awarded must be returned to Council.

7.5 Sport New Zealand Rural Travel Fund Council Accountability

Council must provide an annual report to Sport New Zealand by the end of each financial year that shows how the funding has been used, and what was achieved with the funding.

Council is also accountable for the following:

- Only using the funding for travel costs that arise from the team participating in a local competition, and as agreed with the relevant Territorial Authority.
- Any funds not spent (or returned as not spent from grant recipients) as at the end of June each year must be returned to Sport New Zealand unless otherwise agreed in writing.
- Project completion forms from grant recipients must be forwarded to Sport New Zealand by the end of May each year.

8. Creative Communities Scheme Grant

The Creative Communities Scheme has been initiated by the Arts Council of New Zealand (Creative New Zealand) to support and encourage communities throughout New Zealand to create and present diverse opportunities for accessing and participating in local arts activities.

The purpose of the scheme is to fund projects and initiatives that:

- Create opportunities for local communities to engage with and participate in local arts communities
- Support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity
- Enable and encourage young people under 18 years to engage with and actively participate in the arts.

Mackenzie District Council administers the scheme on behalf of the Mackenzie District accepting applications for funding twice each year and managing the assessment and grant allocation and notification process.

Grant applications must be submitted to Council on the mandated form within the application timeframes.

8.1 Creative Communities Scheme Grant eligibility

To be eligible for the Creative Communities Scheme, projects must:

- take place within the Mackenzie District
- be completed within 12 months of funding being approved
- benefit local communities
- not have started or finished before CCS funding is approved
- not have already been funded through Creative New Zealand's other arts funding programmes

8.2 Creative Communities Scheme assessment criteria

The Creative Communities Scheme high-level guidelines for assessment of applications are that projects must fulfil at least one at least one of the following aims:

- **encourage participation** — they create opportunities for local communities to engage with, and participate in local arts activities
- **support diversity** — they support the diverse artistic cultural traditions of local communities

- **enable young people** — they enable young people (under 18 years) to engage with, and participate in the arts

Costs that can be funded include:

- materials for arts activities or programmes
- venue or equipment hire
- personnel and administrative costs for short-term projects
- promotion and publicity of arts activities.

8.3 Creative Communities Scheme ineligible criteria

Types of projects not funded from the Creative Communities Scheme are:

- fundraising activities
- developing galleries, marae, theatres or other venues or facilities
- local council projects
- projects which are mainly focused around other areas, e.g. health, education or the environment and that only have a very small arts component
- arts projects in schools or other education institutions that are the core business of that institution or that are normally funded through curriculum or operating budgets.

Costs that are not funded from the Creative Communities Scheme are:

- ongoing administration or personnel costs that are not related to the specific project
- costs for projects already started or completed
- travel costs to attend performances or exhibitions in other areas
- food or refreshment costs
- buying equipment, such as computers, cameras, musical instruments, costumes, lights or uniforms
- entry fees for competitions, contests and exams
- prize money, awards and judges' fees for competitions
- royalties
- buying artworks for collections
- debt or interest on debt.

8.4 Creative Communities Scheme assessment process

Each year the authorised Council staff member will appoint an annual Creative Communities Scheme Committee of between four and six members from a pool of applicants after advertising across the district. Committee appointees, where possible, will have a background in the arts, community events and/or school education, and represent a range of arts practices and ratepayers.

Council will schedule at least two funding rounds each year and promotion of the Creative Communities Scheme application timeframes and the public application process will also be initiated.

Grants applications will be received over two four-week periods. Once the application receipt period has closed the Creative Communities Scheme Committee will assess the applications according to the criteria and meet in the month following the receipt of applications to allocate funds.

Grants awarded will be notified within two weeks of the meeting of the committee.

8.5 Creative Communities Scheme accountability of recipients

When a funded project is completed each funding recipient must complete a Project Completion Report. This must be completed and returned to Council within two months of the project being completed. Each grant recipient must return a completed Project Completion Form showing proof of purchases and including receipts by the end of February the following year. Any funds not spent in the year awarded must be returned to Council.

Any promotional material for projects funded under this scheme must include acknowledgement of the assistance of the scheme on any promotional material, using the local Creative Communities Scheme logo.

8.6 Creative Communities Scheme accountability of Council

Mackenzie District council's commitment under the Creative Communities Scheme is to meet the following requirements:

- No less than 5% and no more than 10% of any annual allocation of funding is used to promote the scheme in that year
- Carry over no more than 15% of the previous year's unspent allocation (and allocate any unspent funding in the first funding round of the next year)
- Provide a funding report within 8 weeks of each funding round closing date
- Ensure funding recipients complete and return a Project Completion Report

9. Bruce Scott Memorial Prize

The Mackenzie District Council recognises the contribution of the late Bruce Scott by way of an annual prize to be awarded to a senior secondary student, resident of the Mackenzie District, who best exhibits sustained effort and application in all that they do and who always demonstrates good citizenship, practical skills and leadership potential.

Bruce Scott was brought up and farmed on Godley Peaks Station for many years and was a former Councillor, County Chairman and the inaugural Mayor of the Mackenzie District.

The prize, which will be awarded annually at a meeting of the Council in December, will consist of book vouchers up to the value of \$250.

9.1 Bruce Scott Memorial Prize eligibility

Senior secondary school students who meet the following criteria are eligible to apply:

- A student of Twizel Area School, or
- A student of Mackenzie College, or
- A student who resides in the Mackenzie district

9.2 Bruce Scott Memorial Prize assessment criteria

Applications will be evaluated against the following criteria:

- Academic ability
- Attitude to independent study
- Personal behaviour and social maturity (including use of drugs and alcohol)
- Ability to be self-reliant
- Ability to relate to and show concern for others
- Self-discipline
- Contribution to school life
- Motivation towards Tertiary Study
- Suitability for intended course

9.3 Bruce Scott Memorial Prize allocation process

Each year Council will promote the prize application timeframes and the public application process. Applications will be received for 4 weeks in October, assessed by Council during November, and the prize will be awarded at a Council meeting in December each year.

10. Mackenzie County Scholarship

The Mackenzie County Scholarship Trust Board is responsible for managing and maintaining the fund and for evaluating and awarding the annual grants.

Council supports the Mackenzie County Scholarship Trust Board and the Scholarship by providing management of the promotion and application process.

10.1 Mackenzie County Scholarship eligibility

Eligibility criteria are established and authorised by the Mackenzie County Scholarship Trust Board. In principle Scholarship application is open to school students meeting the following criteria:

- Attending Mackenzie College, Fairlie
- Attending Twizel Area School, Twizel
- Who are residents of the Mackenzie District, or one of whose parents (or the student's principal guardian/caregiver) is a permanent resident of the Mackenzie District

The Trust has Scholarships available for the first year tertiary education of post Year 12 NCEA Level 2 level.

Details of the scholarships and application forms are available from:

- Mackenzie College
- Twizel Area School
- Mackenzie District Council Offices in Fairlie and Twizel
- Mackenzie District Council Website

10.2 Assessment process

Applications are forwarded to the Mackenzie County Scholarship Trust Board for assessment and the awarding of the scholarships.

11. Clarification and Breaches

11.1 Clarification

Clarification regarding this policy can be sought from the Mackenzie District Council General Manager Corporate Services.

11.2 Breaches

The Mackenzie District Council General Manager Corporate Services is responsible for monitoring compliance with this policy. Failure to comply may be considered misconduct and may result in disciplinary action.

11.3 Exceptions

The Mackenzie District Council General Manager Corporate Services (being the policy owner) will need to authorise any deviations from this policy.

12. Appendix A – Implementation of this Policy

The following table summarises the annual calendar of the various community grants. Note that this is a template only and actual dates will be managed by the grants administrator.

5.1 Calendar of Grant events

Grant	Date	Task	Owner
General Council Grant	<on receipt of application>	Assess application and prepare recommendation report for Council	TBA
	<on receipt of application>	Enter in Grant Register and follow up for Project Completion Report	
	12 months from awarding of grant	Follow up recipient for Project Completion Report and update register	
Land Subdivision Reserve Grant	<on receipt of application>	Assess applications and prepare recommendation report for Council	
	<on receipt of application>	Enter in Grant Register and follow up for Project Completion Report	
	12 months from awarding of grant	Follow up recipient for Project Completion Report and update register	
Heritage Protection Fund	September and April	Promote grant	
	allocated biannually at the formal Planning Committee Hearings in October and May	Assess applications and prepare recommendation report for Council committee	
	12 months from awarding of grant	Follow up recipient for Project Completion Report and update register	
	March	Promote grant	

Genesis Tekapo Township Grant	April - May	Grants applications will be received over a four –to-six week period during April and May
	May	Prepare recommendation report for Tekapo community Board
	May - June	Present recommendations to the next council meeting and update register with grants awarded
	12 months from awarding of grant	Follow up recipient for Project Completion Report and update register
	June	Grants awarded will be notified by the end of June.
Sport NZ Rural Travel Fund	February	Review public forms and update and republish as required
	February	Appoint committee
	February	Schedule Grant promotions
	March-April	Receive applications
	May	Rural Travel Fund Committee meets to assess applications
	May	Grants awarded will be notified by the end of May
	June	Provide an annual report to Sport New Zealand by the end of June

Creative Communities Scheme Grant	July	Advertise and appoint committee	
		Schedule at least two funding rounds each year	
	September	Promotion of the Creative Communities Scheme application timeframes	
	October	Receive grant applications over 4 weeks	
	November	Schedule Creative Communities Scheme Committee to assess the applications and award grants	
	November	Enter in Grant Register and follow up for Project Completion Report	
	December	Notify grants awarded	
	March	Promote grant	
	April	Receive grant applications over 4 weeks	
	May	Schedule Creative Communities Scheme Committee to assess the applications and award grants	
	May	Enter in Grant Register and follow up for Project Completion Report	
	June	Notify grants awarded	
	September	Promote grant	
	October	Receive applications for 4 weeks	

Bruce Scott Memorial Prize	November	Assess application and prepare recommendation report for Council
	December	Grants awarded at council meeting
	December	Notify grants awarded and enter in Grant Register
Mackenzie County Scholarship	September	Promote grant
	November	Receive grant applications over 4 weeks
	November	Forward to Scholarship Trust for assessment and awarding of grants
	December	Notify grants awarded and enter in Grant Register



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