

Policy Schedules

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Grant and Sponsorship General Information

Grants requiring Council approval or by committee (where a committee has been established)

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Community Services and Programmes Grant	\$30,000	Annually
Whanake Grant	Case-by-case basis	Annually
Social Enterprise Grant	Case-by-case basis	Annually
Community Partnership Grant	\$50,000	Annually
Creative Communities Scheme ¹	\$5,000	Twice yearly

Grants approval delegated to officers, except where applications exceed the delegated authority

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Built Heritage Protection Fund	One third of total project cost	Annually (for applications up to \$10,000)
Community Climate Action Fund	Case-by-case basis	Annually
Community Events Grant	Case-by-case basis	Annually (for applications over \$5,000) As required (for applications under \$5,000)
Cultural Heritage Protection Fund	Case-by-case basis	Annually (for applications up to \$10,000)
Charitable Sponsorship	\$500 per applicant	As required
Main Street Building Fund	One third of total project cost	Annually
Manaaki Urupā Grant	Case-by-case basis	Annually (for applications over \$10,000) As required (for applications under \$10,000)
Marae Development Grant	Case-by-case basis	Annually (for applications over \$10,000) As required (for applications under \$10,000)
Natural Heritage Protection Fund	One third of total project cost	As required (for applications up to \$10,000)
Planting Our Place Fund	\$5,000 excl gst	As required
Resource Management Support for Iwi and Hapū	Case-by-case basis	As required

¹ Funding is determined by the Creative Communities Advisory Committee in accordance with Creative New Zealand criteria and assessment guidelines

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Rural Hall Development Grants	Case-by-case basis	Annually ²
Zero Waste Fund	Case-by-case basis	Twice yearly

Foregone revenue and venue concessions

Financial Support	Maximum Funding Available	Frequency of Determination	Approval
Community Concessional Lease	Case-by-case basis	As required	Council committee
Rates Remission	Case-by-case basis	As required	Delegated authority as per the Rates Remission Policy
Reduced Service Rates	Determined by Schedule of Fees and Charges	As Required	Delegated authority

Funding partnerships determined through the Long-Term Plan or Annual Plan Process

Financial Support	Maximum Funding Available	Frequency of Determination	Approval
Strategic Council Partner	Case-by-case basis	Once every three years	Full Council

Funding allocated at the discretion of the Mayor

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Mayoral Relief Fund	Case-by-case basis	As required

² If budget is not fully expended, rural hall societies are able to apply after the fact for projects under \$10,000

Community Services and Programmes Grant

Purpose

The Community Services and Programmes Grant aims to support projects and programmes that seek to strengthen the community and make long-lasting change.

The grant can be up to a maximum of \$30,000 per year and can be applied for as a multi-year grant of up to three years.

The grant specifically aims to:

- Support activities, programmes or services that directly benefit the wider community of the New Plymouth district.
- Foster and support services, programmes and activities which address unmet needs in the community.
- Create opportunities which develop knowledge, awareness and understanding of the community.
- Support groups and organisations whose activities are contributing to a growth in community wellbeing and community cohesion.
- Support activities that contribute to the social and cultural vibrancy and vitality of the New Plymouth district.
- Provide investment in new services and programmes as the move towards a path of sustainability.

Eligibility

Only not-for-profit or charitable organisations or groups, who may or may not be a Registered Charity, are able to apply for this funding.

Exclusions

In addition to the general policy exclusions, the following purposes are not considered:

- Competitive sporting activities
- Events (see the Community Events Fund)
- Fundraising activities (for supporting an event to raise funds)
- Projects, programmes or operational costs that have previously received Catalyst funding.

Application requirements

In addition to the general application requirements the group or organisation must supply:

- A copy of the most recent annual accounts³
- Quotes for capital projects
- Strategic documents such as plans or strategies

³ Accounts must be compliant with the relevant legislation by which the organisation is established under, such as the Charities Act, Trusts Act or Incorporated Societies Act.

Creative Communities Scheme

Purpose

The Creative Communities Scheme supports and encourages local communities to create and present diverse opportunities for accessing and participating in arts activities. Under the scheme, “the arts” are broadly defined as *‘all forms of creative and interpretive expression’*.

This includes opportunities for creative participation in theatre, music, visual arts, digital art, applied arts, arts education, Toi Māori, literary workshops, digital storytelling, and many other activities.

On behalf of Creative New Zealand

The Council administers the Creative Communities Scheme on behalf of Creative New Zealand. All eligibility criteria and exclusions are directed by Creative New Zealand and can be found on the Creative New Zealand website www.creativenz.govt.nz.

Whanake Grant

Purpose

The Whanake Grant aims to support community groups and organisations who deliver activities, programmes or services that contribute to identified outcomes and aspirations valued by whānau, hapū and iwi.

The grant can be applied for as either an annual grant or a multi-year grant of up to three years.

Eligibility

- Only not-for-profit or charitable organisations or groups, who may or may not be a Registered Charity, are able to apply for this funding
- Applicants who have applied or received funding from other Council funding schemes are eligible to apply to the Whanake Grant

Exclusions

In addition to the general exclusions, the following purposes are not considered:

- Competitive sporting activities
- Events (see the Community Events Fund)
- Fundraising activities (for supporting an event to raise funds)
- Projects, programmes or operational costs that have previously received Catalyst funding

Application requirements

In addition to the general application requirements the group or organisation must:

- Explain how the activity, programme or service contributes to identified outcomes and aspirations valued by whānau, hapū and iwi
- Provide a copy of the most recent annual accounts⁴
- Provide quotes for capital projects
- Provide strategic documents such as plans or strategies

⁴ Accounts must be compliant with the relevant legislation by which the organisation is established under, such as the Charities Act, Trusts Act or Incorporated Societies Act.

Social Enterprise Grant

Purpose

The aim of the Social Enterprise Grant is to provide seed funding to an organisation that seeks to earn an income for the sole purpose of reinvesting that income into the community to achieve wellbeing. There are many different forms of Social Enterprise. For the purposes of this policy, eligible organisations are defined as follows:

A Social Enterprise is a revenue generating organisation with a primary purpose of achieving social, environmental and/or cultural objectives where profit is principally re-invested for that purpose of community good, rather than being driven by the need to maximise profit for shareholders, directors or owners.

Eligibility

Funding may only be sought by investment-ready enterprises.

The funding will be targeted at social enterprises that are either in a start-up phase or growth stage.

Application requirements

In addition to the general eligibility criteria, applications will be considered and assessed in relation to the following:

- Whether the enterprise involves trade to achieve a social mission
- Demonstration of the extent to which there is a market for the enterprise and the potential for the business to be self-sustaining following the end of the grant period
- Whether the business plan is realistic and practical, and includes financial projections and accounts
- The extent to which the enterprise will deliver a social return on the investment
- The extent to which the enterprise may deliver an economic return on the investment through the employment of people, volunteers, and/or trading activities
- The extent to which the enterprise has governance, management and business capacity and capability in place to run the enterprise
- The total impact (social, economic, environmental and/or cultural) expected to be yielded

The group or organisation must provide a copy of:

- The business plan, and any relevant documents such as feasibility studies or economic reports
- The most recent audited financial accounts⁵

General conditions

If the organisation receives a Social Enterprise Grant, this precludes the organisation from receiving any financial support through contestable funding from the Council in the future. This fund is to get social enterprises up and running to a self-sustainable model.

⁵ While there is a preference for accounts that have been audited, if they are not available please discuss this with a Community Development Adviser.

Strategic Council Partnership

Purpose

The purpose of a Strategic Council Partnership is to recognise those community and not-for-profit organisations that deliver the strategic objectives of the Council, and with whom the Council is comfortable to engage in a long-term partnership (financial and/or otherwise).

The relationship

The relationship between the organisation and Council will be one where there is both financial contribution and two-way collaboration. Organisations and Council will engage formally with each other in a symbiotic relationship to achieve key outcomes.

The organisation and council officers will work closely together to achieve strategic outcomes, as identified through the Council's Vision, Mission and Goals and provide milestone reporting to Council annually.

Eligibility and application

Strategic Council Partnerships are identified by Council and made by full Council resolution usually during adoption of a Long-Term Plan or Annual Plan. The general policy eligibility and exclusions apply, however, Council has the discretion to make decisions on Strategic Council Partnerships outside of these exclusions.

General conditions

Organisations that have entered into a strategic partnership with the Council will not be eligible to apply for other contestable funding or grants within the Community Funding Investment Policy⁶.

⁶ With the exception of Foregone Revenue and Venue Concessions and the Zero Waste Fund

Community Partnership Grant

Purpose

The purpose of a Community Partnership Grant is to recognise those community and not-for-profit organisations that are closely aligned to the strategic objectives of the Council, and with whom the Council is comfortable to engage in a medium-term partnership (financial and/or otherwise) relationship.

The relationship

The relationship between the organisation and Council will be one where there is both financial and capacity support. Organisations will be willing to engage formally with Council in a symbiotic relationship to achieve key outcomes.

The organisation and council officers will work closely together to achieve strategic outcomes, as identified through the Council's Vision, Mission and Goals.

A Community Partnership is a mutually beneficial relationship between a community organisation and Council, working to achieve strategic Council outcomes and add value to the wider community.

Eligibility and application requirements

In addition to the general policy eligibility, organisations need to meet all of the following criteria:

- Has an acknowledged strategic leadership and brokerage role within their sector
- Deliver work programmes and outcomes that have clear alignment to the Council strategic outcomes and priorities
- Has robust and strategic business plans in place
- Has a strong track record of achievement within the community
- Provides a direct benefit to the wider community
- Has a strong and supportive board of trustees or governance type model
- Outline how a collaborative and comprehensive partnership with Council will be achieved
- Is up to date with financial requirements e.g. annual return

Organisations must provide evidence of how they meet the above criteria.

Exclusions

- Competitive sporting activities

Application process

Organisations are able to express their interest in becoming a Community Partner by contacting the Community and Economic Development Team. Applicants who demonstrate they meet the above criteria will be invited to meet with the team to discuss the partnership approach prior to applying.

Applications declined for a Community Partnership Grant are automatically considered for Community Services and Programmes Grants in the same round.

General conditions

Organisations that have entered into a strategic partnership with the Council will not be eligible to apply for other contestable funding or grants within the Community Funding Investment policy⁶.

⁶ With the exception of Foregone Revenue and Venue Concessions and the Zero Waste Fund

Purpose

The purpose of the Built Heritage Protection Fund is to assist private landowners manage, maintain, preserve and enhance the heritage values of heritage buildings or items on their properties. It provides a partial contribution towards the cost of a specific heritage project or work.

Activities that will be considered for a grant include, but are not limited to:

- Earthquake strengthening
- Repair or replacement of verandas, rooves, etc.
- Repiling
- Exterior cleaning and painting
- Specialist building work (e.g. stonework)

Eligibility

This policy schedule allows applicants who are individuals, for-profit enterprises, mana whenua, not-for-profit organisations and registered charities.

To be eligible for a grant from the Built Heritage Protection Fund a heritage building or item must:

- Be identified as a heritage building or item in SCHED1 (Schedule of Heritage Buildings and Items) of the Proposed or Operative District Plan
- Meet the minimum points required under the assessment criteria attached as **per the table below**
- Have any legal requirements necessary for the works approved by statutory bodies or organisations (e.g. building and/or resource consents from Council and archaeological authorities from Heritage New Zealand Pouhere Taonga)

Exclusions

Heritage buildings and items are not eligible for funding if they are on land owned by:

- Central or Local Government
- State Owned Enterprises
- Council Controlled Organisations

Funding may not be used for the purposes of:

- Professional advice (e.g. architect or engineer fees)
- Conservation or management plans
- Internal work that does not help ensure the future physical integrity of a heritage building or item (e.g. reconfiguration of spaces, updated or new kitchens and bathrooms, painting and wallpapering)
- Purchasing of a heritage building or item
- Religious activities except where religious buildings and items are identified in SCHED1 (Schedule of Heritage Buildings and Items) of the Proposed District Plan

Application requirements

In addition to the general eligibility criteria, applicants must provide two quotes for the work being undertaken (except where it includes earthquake strengthening) and a proposed colour scheme in heritage colours for any external painting. For work that includes earthquake strengthening, applicants must provide information about the total cost of the work, including contractor and cost breakdowns for various aspects of the work.

Conditions

Only one application per heritage building or item will be accepted every three years.

Recurring applications for the same type of work on a heritage building or item may not be accepted if previously funded work does not meet its expected lifespan.

Applications for heritage buildings identified in SCHED1 (Schedule of Heritage Buildings and Items) of the Proposed or Operative District Plan and located within the CBD that could be eligible for funding from the Main Street Building Fund must seek funding from the Built Heritage Protection Fund first.

Assessment Criteria

See **table below**

Built Heritage Protection Fund Assessment Criteria

QUANTITATIVE MEASURES	POINTS
1. Degree to which the proposed work is necessary to ensure the maintenance or preservation of the heritage building or item	Essential work – 20 points <i>Generally allocated when work is required to ensure the future integrity of a heritage building or item, e.g. earthquake strengthening, repiling, roof replacement, etc.</i>
	Desirable work – 10 points <i>Generally allocated when work is required as part of regular/ongoing maintenance to keep a heritage building or item in good order, e.g. external painting, chimney repairs, replacing rotten weatherboards, etc.</i>
2. Degree of public access or use	High degree of public access or use – 20 points <i>Generally allocated when a heritage building or item is accessed or used by many in the community, e.g. retail stores, banks, school halls, etc.</i>
	Medium degree of public access or use – 10 points <i>Generally allocated when a heritage building or item is accessed or used by some in the community, e.g. professional offices, residential apartments, churches in rural areas, etc.</i>
	Low degree of public access or use – 5 points <i>Generally allocated when a heritage building or item is accessed or used by few in the community, e.g. residential houses, unoccupied industrial buildings, etc.</i>
	<i>Note: An item will be assessed for its future use once works are carried out, e.g. an empty building that will be earthquake strengthened and leased out as retail will be assessed as 20 points instead of 0 points.</i>
3. Level of prominence	Located in a commercial centre – 20 points <i>Generally allocated when a heritage building or item is located within the City Centre Zone (New Plymouth central area), Town Centre Zone (Inglewood, Waitara and Fitzroy) or Local Centre Zone (all other district centres) identified in the Proposed or Operative District Plan.</i>
	Located on a high volume traffic road – 10 points <i>Generally allocated when a heritage building or item is located on a state highway, arterial road or collector road identified in the Proposed or Operative District Plan.</i>
	Located on a low volume traffic road – 5 points <i>Generally allocated when a heritage building or item is located on a local road identified in the Proposed or Operative District Plan.</i>
Maximum total points	60 points
Minimum points required to be eligible to apply for funding	30 points

If an application meets the minimum points required, the following matters are taken into account:

- The degree to which the work is necessary to ensure the sustainable management, maintenance or preservation of the heritage building or item.
- Whether funding from other agencies is being sought for the heritage building or item (Note: Council is generally supportive of applicants applying to more than one funding source).
- The degree to which the work is in accordance with the principles of the ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value.
- The amount of money in the fund and the need for equitable distribution.
- Whether the heritage building or item has received funding previously or not.
- The degree to which the work aligns with Council strategies, policies and plans.

Community Events Grant

Purpose

The purpose of the Community Events Grant is to acknowledge grassroots community events and support the vibrancy of the district. The grant is also to support the establishment of future annual events with the aim of becoming a major attraction of the district.

Specifically, the grant will help with the following:

- Venue hire costs
- Promotion
- Hire of equipment such as sound, lighting, and toilet facilities
- Entertainers' fees
- Road closure costs

Eligibility and exclusions

In addition to the general eligibility criteria, the specific eligibility criteria is as follows:

- This grant is only available to grassroots community events within the New Plymouth district

This grant will not fund:

- Competitive sporting activities
- Events that are exclusive to particular groups/members (e.g. school reunions/anniversaries, prize-giving events, end of year dinners for clubs).
- Events that have a focus on fundraising for a charity or not-for-profit.
- Events that qualify for Major Events Funding through Venture Taranaki.
- Event manager fees.
- Costs to hire Council owned/managed venues.

Application requirements

In addition to the general application requirements applicants are expected to provide the following supporting documents:

- Event plan, including health and safety plan
- Any sponsorship agreements
- Quotes for hire of venues or equipment

Conditions

Events must be either free or low-cost admission (\$5 or less) to the public and have a focus on encouraging participation across New Plymouth's diverse communities, as well as engaging local communities and neighbourhoods.

Cultural Heritage Protection Fund

Purpose

The Cultural Heritage Protection Fund assists landowners and mana whenua manage, maintain-preserve and enhance the cultural heritage values of archaeological sites or sites and areas of significance to Māori on their properties. It provides a partial contribution towards the costs of a specific project or work required to protect cultural heritage.

The fund contributes to achievement of the Kaupapa Māori Framework values of Rangatiratanga, Kaitiakitanga, Ūkaipōtanga and Kotahitanga developed for the Proposed District Plan by supporting mana whenua and landowners to protect cultural heritage.

Activities that will be considered for a grant include, but are not limited to:

- Priority works to clear overgrown and unusable sites
- Water connection assistance to urupā
- Fencing (e.g. around a pā site to prevent stock damage)
- Retaining walls or earthworks to prevent or remedy erosion
- Specialist underground geotechnical investigations to locate urupā for protection
- Structural repairs, cleaning and/or painting of stonework, monuments, memorials or headstones associated with a pā sites or other archaeological sites or sites of significance to Māori
- Development of agreements (legal or otherwise) between landowners and mana whenua to transfer ownership of the site or provide access to sites on private land
- Installation of interpretive signage for the site

Eligibility

This policy schedule allows applicants who are individuals, for-profit enterprises, mana whenua, not-for-profit organisations and registered charities.

To be eligible for a grant from the Cultural Heritage Protection Fund an archaeological site or site or area of significance to Māori must:

- Be identified in SCHED3 (Schedule of Archaeological Sites or Sites and Areas of Significance to Māori) of the Proposed or Operative District Plan; or a site or area marking cultural heritage values on land zoned as Māori Purpose Zone within the Proposed or Operative District Plan or on Māori land identified under the Te Ture Whenua Māori Act 1993;
- Meet the minimum points required under the assessment criteria attached as **per the table below**
- Have any legal requirements necessary for the works to be carried out approved by statutory bodies or organisations, prior to applying (e.g. building and/or resource consents from Council, and archaeological authorities from Heritage New Zealand Pouhere Taonga)

Exclusions

Archaeological sites or sites and areas of significance to Māori are not eligible for funding if they are on land owned by:

- Central or Local Government
- State -Owned Enterprises
- Council Controlled Organisations

Funding may not be used for the purposes of:

- Professional advice (e.g. archaeologist fees)
- Conservation or management plans
- Work that does not help ensure the future physical integrity of an archaeological site or site or area of significance to Māori
- Purchasing of a property with an archaeological site or site or area of significance to Māori on it

Application requirements

- In addition to the general eligibility criteria, applications must be from the landowner and/or mana whenua. Applicants must also provide two quotes for the work being undertaken.
- Where a site is not identified in SCHED3 (Schedule of Archaeological Sites or Sites and Areas of Significance to Māori) of the district plan, two pieces of evidence about the site are required. Applicants require approval of the Iwi Relationships Team.

Conditions

Only one application per archaeological site or site or area of significance to Māori will be accepted every three years.

Applications in relation to ongoing maintenance of an urupā must seek funding for a Manaaki Urupā Grant first.

Assessment Criteria

See **table below**

Cultural Heritage Protection Fund Assessment Criteria

QUANTITATIVE MEASURES	POINTS
1. Requirement for physical protection	Essential work— 20 points <i>Generally allocated for erosion, new fencing for stock exclusion or memorial structures that need urgent protection or remediation to ensure the future physical integrity of the site.</i>
	Desirable work 10 points <i>Generally allocated for maintenance of existing fencing, or structural repairs, maintenance, cleaning and/or painting of memorial structures to keep the site in good order.</i>
2. Education and interpretative value	High potential to enhance community understanding of past – 20 points
	Moderate potential to enhance community understanding of the past – 10 points
	Low potential to enhance community understanding of the past – 5 points
3. Access to site for mana whenua	There is access to the site for mana whenua– 20 points
	Access to site for mana whenua must be negotiated – 10 points
	Access to the site for mana whenua is not available –5 points
Maximum total points	60 points
Minimum points required to be eligible to apply for funding	30 points

If an application meets the minimum points required, the following matters are taken into account:

- The significance of the item from a heritage point of view
- The degree to which the work is necessary to ensure the sustainable management, maintenance or preservation of the archaeological site or site or area of significance to Māori
- Whether funding from other agencies is being sought for the archaeological site or site or area of significance to Māori (Note: Council is generally supportive of applicants applying to more than one funding source)
- The degree to which the work is in accordance with the principles of the ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value
- The amount of money in the fund and the need for equitable distribution
- Whether the archaeological site or site or area of significance to Māori has received funding previously or not
- The degree to which the work aligns with Council strategies, policies and plans

Charitable Sponsorship

Purpose

From time to time the Council is approached by charitable organisations who are seeking funding by way of sponsorship.

Eligibility

Registered Charities may seek support from the Council to be a “sponsor” for their event.

The award of sponsorship monies will be granted to charities that have alignment to the core values and strategic vision of the Council.

Conditions

The award of sponsorship monies is at the discretion of the Chief Executive or their nominee.

The monies available for charitable sponsorship shall be limited to \$500 per application. The amount of funding will depend on the availability of funds.

Application Requirements

Applicants may only seek this funding once per financial year. Enquiries should be made to the Community and Economic Development Team.

Main Street Building Fund

Purpose

The purpose of the Main Street Building Fund is to enhance the vibrancy and character of buildings in the CBD areas of New Plymouth District. The fund helps commercial property owners or their tenants improve the frontage of their buildings, making them more attractive to potential customers and tenants and creating a more appealing CBD environment.

Grants can be used for:

- Street art and murals
- Façade painting, including signage
- Installation of decorative lighting, verandas and appropriate architectural features
- Repair work that enhances the vibrancy and character of the building
- Removal of unsightly features that do not fit the style of the building

Eligibility

Buildings must be located within the CBD areas of New Plymouth District.

Exclusions

- Work on a heritage listed building that has received funding from the Built Heritage Protection Fund is not eligible for this fund.
- Routine maintenance i.e. functional repair work, cleaning, safety upgrades, structural repairs
- Council-owned buildings and/or infrastructure are an exclusion

Conditions

- Applications for work on any heritage listed building must be made to the Built Heritage Protection Fund first.
- Only one application per building every two years.
- Applicants are not to cover any of the improvements with advertising material, such as posters or billboards.
- Colours and signage should be in keeping with the building's era and design and may be subject to approval in accordance with the District Plan.

Application

In addition to the general application requirements applicants are required to provide:

- Street art and murals
 - A description or mock-up or proposed artwork
- Façade painting:
 - Proposed colour scheme
 - Two quotes for the work
- Explanation of how the works will comply with health and safety requirements
- If the applicant is a tenant, written approval from building owner

Manaaki Urupā Grant

Purpose

The purpose of the Manaaki Urupā Grant is to partially cover the annual costs incurred by urupā owners/trustees in the on-going care of their urupā as well as the establishment of new urupā.

The grant can go towards activities directly related to the care of the urupā, including but not limited to the following (in order of priority):

1. Maintenance, repair and cleaning of headstones
2. Installation, repair and maintenance of gateways and fences
3. Replacement of equipment (e.g. lawn mowers, gardening tools)
4. Establishing new urupā (survey and new fencing costs)
5. Mowing
6. Maintenance of hedges and trees

Retrospective costs of urgent work to remain operational.

Eligibility

To be eligible for a Manaaki Urupā grant the urupā must be:

- Within the New Plymouth district; and
- Located on:
 - Land designated a Māori reservation under section 338 of the Te Ture Whenua Māori Act 1993 for the purposes of an urupā; or
 - Māori freehold land; or
 - General land in Māori ownership.

Council may also consider urgent protection-related work on a case-by-case basis, including, but not limited to:

- Erosion-related mitigation
- New car-parking, vehicle and pedestrian access ways
- Flood mitigation

Exclusions

The Manaaki Urupā grant may not be used for:

- Multiple-year projects
- Payment of salaries, wages, commissions, fees etc.
- Power and water rates, legal fees or leases

Application

When applying for a Manaaki Urupā Grant, applicants will need to provide evidence that the urupā meets the criteria. The evidence requirements are attached as **per the table below**.

Conditions

- Only one application per urupā will be accepted per financial year
- Requests for retrospective costs if urgent work is required must be agreed to prior to applying by the Iwi Relationships Team
- Projects must be completed no later than October 31 of the year following the grant

Assessment Criteria

See **table below**

Manaaki Urupā Grant Evidence Requirements

APPLICATION CRITERIA	EVIDENCE REQUIRED
Eligibility	<p>The Urupā meets the criteria by providing:</p> <ul style="list-style-type: none"> • A copy of the <i>Certificate of Title</i> • Screenshot from the Māori Land Court's <i>Māori Land Online</i> website; or • Copy of the notice in the <i>New Zealand Gazette</i> establishing a Māori reservation for the purpose of an Urupā
Estimated costs of activities	The costs of the activities are verified by a third-party quote
Letter of support	<p>A letter of support from an appropriate sponsor must be provided. The letter should:</p> <ul style="list-style-type: none"> • Verify that the urupā interests an applicant represents are genuine; and • Support the proposed activities <p>A sponsor may include, but is not limited to:</p> <ul style="list-style-type: none"> • Chair of a relevant urupā trust; or • One or more urupā owners • CEO of an appropriate Iwi rūnanga • Chair of a relevant hapū entity <p>If Council receives more than one application on behalf of an urupā in the same year, the matter will be referred back to the submitters for resolution.</p>
Confirmation of works completed	<p>The following evidence proving the completion of works (to be submitted by October 31 of the following year of the grant) include:</p> <ul style="list-style-type: none"> • Dated before and after photographs • Before and after visits by Council Officers; or • Receipts, invoices or bills marked as paid.

Marae Development Grant

Purpose

The purpose of the Marae Development Grant is to support funding for the maintenance and development of the District's Marae.

Grants may be sought for the following purposes:

- External works (protection of the fabric of the building ensuring it is structurally sound and watertight)
- Health and safety (work that ensures the building is safe and secure for all using it and includes areas such as electrical work, faulty floorboards, plumbing and heating/lighting).
- Accessibility (work that improves the accessibility of the buildings and facilities for people with accessible needs, in particular, Kaumātua)
- Hygiene (matters relating primarily to drainage, kitchens, bathrooms, drinking water and toilet areas)
- Interior structure (walls, ceilings, and the internal structures not already covered by the above)
- Aesthetic and capital projects (allowing for new projects to achieve the future aspirations of the Iwi/Hapū)
- Creating or updating Marae Development Plans
- Retrospective costs if urgent work is required (must be agreed to prior to applying by the Iwi Relationships Team)

Eligibility

To be eligible the Marae must be an incorporated society or trust.

Application

Applicants must supply the following:

- Quotes (minimum of two quotes for non-urgent works)
- Resolution from the Marae trustees to apply for funding

Marae Insurance

Insurance funding for Marae is excluded from the Marae Development Grant. Insurance funding is separately available for Marae. Marae Committees are advised to contact Council Officers. Insurance funding will only cover the costs of:

- Material Damage, including insurance of whakairo, tukutuku and kōwhaiwhai
- Business liability
- Contract works for development/renovations

Natural Heritage Protection Fund

Purpose

The purpose of the Natural Heritage Protection Fund is to help private landowners manage, maintain, preserve and enhance the natural heritage values of natural areas on their properties. The work must be necessary to ensure the conservation and preservation of the natural area.

The Natural Heritage Protection Fund covers fencing to protect the natural area from stock damage.

Eligibility

This policy schedule allows applicants who are individuals, for-profit enterprises, mana whenua, not-for-profit organisations and registered charities.

To be eligible for a grant from the Natural Heritage Protection Fund a natural area can:

- Be protected by being identified in SCHED6 (Schedule of Rural Significant Natural Areas) of the Proposed or Operative District Plan, or by way of a protective covenant, or by other legal mechanisms providing similar protection to a protective covenant
- Where the property is protected by way of a protective covenant or by other legal mechanisms providing similar protection to a protective covenant:
 - The protective covenant or other legal mechanism must meet the requirements of the Proposed or Operative District Plan for legal protection of the special ecological features to achieve the protective outcome
 - The protected natural area meets the significance criteria for being protected in the Proposed or Operative District Plan
 - The area of land containing the protected natural features must be readily identified and able to be measured distinctly from the total area of the property
- Meet the eligibility criteria required under the assessment criteria attached as **per table below**
- Have any legal requirements necessary for the works to be carried out approved by statutory bodies or organisations prior to applying for release of funding (e.g. QEII covenant pre-approval, resource consent for earthworks)

Exclusions

Natural areas are not eligible for funding if they are on land owned by:

- Central or Local Government
- State Owned Enterprises
- Council Controlled Organisations

Funding may not be used for the purposes of:

- Professional advice (e.g. ecologist fees)
- Conservation or management plans
- Work that does not help ensure the future physical integrity of a natural area (e.g. new carparking next to a natural area, interpretation signage, etc.)
- Purchasing of land
- Complying with conditions or terms of a resource consent, or other statutory permission or obligation.

Conditions

Only one application per natural area will be considered, unless it is rational to stage fencing and protection, in which case one application will be considered every two or more years.

Where the natural area is not identified in SCHED6 (Schedule of Rural Significant Natural Areas) of the Proposed or Operative District Plan, Council Officers must be satisfied that the landowner is committed to entering into a conservation covenant with a covenanting agency.

Application requirements

In addition to the general eligibility criteria evidence of the legal protection mechanism and a plan to sustainably manage the ecological values of the protected natural features must be provided.

Assessment Criteria

See **table below**

Natural Heritage Protection Fund Assessment Criteria

QUESTION	QUANTITATIVE MEASURES	ELIGIBILITY
One	Is the natural area a significant natural area under SCHED6 (Schedule of Rural Significant Natural Areas) of the Proposed or Operative District Plan?	Yes – consider question two then go to question three No – next question
Two	Does the natural area meet the criteria for a significant natural area and will the natural area have a land covenant registered on a Record of Title to protect an area for indigenous biodiversity under the Queen Elizabeth II National Trust Act 1977, the Reserves Act 1977 or the Conservation Act 1987, or a Ngā Whenua Rāhui Kawenata, or other legal mechanism providing equivalent or similar protection?	Yes – next question No – not eligible (unless a significant natural area under SCHED6, next question)
Three	Has other matching funding been sought or has other contributory funding from the applicant been made apparent?	Yes – next question No – not eligible
Four	Does the natural area function as a wildlife corridor or contribute to connectivity in the landscape?	Yes – next question No – not eligible
Five	To what extent is the natural area under threat from grazing and pest animals?	High – eligible for one third of total project cost Medium – eligible for one quarter of total project cost Low – eligible for one fifth of total project cost

The following matters are taken into account when assessing applications:

- The significance of the-natural area from a natural heritage point of view
- The degree to which the work is necessary to ensure the sustainable management, maintenance or preservation of the natural area
- Percentage of current peripheral fencing and proposed new fencing
- Whether funding from other agencies is being sought for the natural area Note: Council is generally supportive of applicants applying to more than one funding source)
- Whether the applicant is prepared to legally protect the feature/item e.g. QEII Covenant, Reserves Act covenant, Ngā Whenua Rāhui Kawenata
- The amount of money in the fund and the need for equitable distribution
- Whether the natural area has received funding previously or not
- The responsibilities of other statutory bodies or organisations in protecting or maintaining the natural area
- The prominence of the natural area, i.e. its location, proximity to other natural features, any public access connectivity, any landscape amenity attributes
- The degree to which the work aligns with Council strategies, policies and plans

Planting Our Place - Te Korowai o Tāne

Purpose

The purpose of the Te Korowai o Tāne grant is to assist not for profit community groups in purchasing native tree and shrub species to plant on their relevant properties. This grant will provide 'wrap around' support for New Plymouth's community to engage in positive action for climate change and the environment, and will augment the work occurring through the planting of public land through Planting our Place to facilitate and expedite achievement of the 10% urban vegetation cover target.

Eligibility

To be eligible for the Planting Our Place grant the applicant must be a community group or not for profit organisation, which includes (but is not limited to):

- Schools
- Sports clubs
- Kōhanga reo, kindergartens, early childhood centres and play centres
- Marae

The space to be planted is to be located within the urban environment and ideally would contribute to priority planting areas (for example, a biodiversity corridor, stream, wetland or native forest or coastal margin).

Applicants who have applied or received funding from other Council funding schemes are eligible to apply to the Planting Our Place – Te Korowai o Tāne.

Exclusions

The grant cannot be provided for:

- Individuals or private residential/commercial property
- Planting exotic trees or fruit trees
- Establishing a nursery

Funding may not be used for the purposes of:

- Labour to prepare the planting site
- Maintenance of the planting site
- Planting the plants

Application requirements

- In order to apply for funding the applicant must provide a quote for the plants from a supplier approved by Council.
- The application must include a simple planting and maintenance plan that:
 - identifies the planting area location and size (m²)
 - lists species selections appropriate to the local ecosystem type and plant numbers
 - sets out plant spacing, timing and sequence of works
 - provides a maintenance plan to ensure planting establishment

Conditions

- Before and after photos must be provided to confirm the planting has been undertaken

- Funding must be used for Indigenous plants only and at least 20% of mix to be large trees (canopy species >5m at maturity) for carbon sequestration
- Planting should be carried out between April and August
- Planting must be intended to be in perpetuity
- Council reserves the right to account for any greenhouse gas emission reductions as part of its emissions accounting
- Only one application will be accepted per property every three years
- Maximum of \$5000 per group or entity

Resource Management Support Grant for Iwi and Hapū

Purpose

The purpose of this fund is to enable Iwi and Hapū to purchase a range of professional services to facilitate their participation in resource consent processes so as to incorporate Māori values in resource management decision making.

Eligibility

This grant is only available to Iwi and Hapū.

To be eligible, services must relate to resource consent processes or applications, or private plan change processes where the Council is the consenting authority.

Services that are eligible are for professional services and reports including, but not limited to:

- Planning
- Legal
- Specific technical assessments (e.g. hydrology engineering, ecological landscape, noise)
- Cultural services and advice
- Valuation services
- Monitoring
- Scientific services
- Contribution towards master planning and feasibility studies

Exclusions

The grant is not to be used for any of the following services:

- Purchase of equipment or machinery
- Enforcement or compliance matters
- Costs incurred in preparation of a resource consent application or private plan change
- Debt services

Application

In order to apply for this grant, applicants should discuss with the Planning Team or Manager Iwi Liaison, who will then provide the application form link.

Rural Halls Development Grant

Purpose

The purpose of the Rural Halls Development Grant is to support funding for the maintenance and development of the district's rural halls.

Grants may be sought for the following purposes:

- External works (protection of the fabric of the building ensuring it is structurally sound and watertight).
- Health and safety (work that ensures the building is safe and secure for all using it and includes areas such as electrical work, faulty floorboards, plumbing and heating/lighting).
- Accessibility (work that improves the accessibility of the buildings and facilities.)
- Hygiene (matters relating primarily to drainage, kitchens, bathrooms and toilet areas).
- Interior structure (walls, ceilings, and the internal structures not already covered by the above).
- Aesthetic and capital projects (allowing for new projects).

Eligibility

Applications will be considered from hall societies for capital improvements and preventative maintenance works on a priority needs basis. Priority needs are:

- Halls with more than 30 hours per month demonstrated average use (excluding school holiday weeks).
- Where the lack of maintenance would constitute a health, safety or fire risk, or compromise weather tightness.
- Halls that have less than 30 hours per month use, but who can demonstrate that the work being undertaken will increase hall hire.

Halls that meet both criteria one and two have first priority.

Exclusions

A rural hall that in the opinion of Council Officers is in a significant state of disrepair and inappropriate for community hire will not be eligible for a grant.

Application requirements

In addition to the general application requirements applicants must provide:

- A copy of the most recent financial accounts; and
- Two quotes for the proposed works.

Rural Hall Insurance

All Hall Committees/Societies are encouraged to insure the halls with a material damage policy.

Insurance funding is excluded from the Rural Halls Grants. Insurance funding is separately available for Rural Halls. Rural Hall Committees are advised to contact Council Officers.

Zero Waste Fund

Purpose

The purpose of the Zero Waste Fund is to boost the district's performance in waste minimisation. Projects should benefit New Plymouth district and lead to measurable reductions in waste to landfill, or other waste improvements.

Only waste minimisation projects are eligible for funding. Projects must promote or achieve waste reduction through initiatives that avoid, reuse, recycle or recover waste, or make use of resources diverted from landfill.

Projects can include, but are not limited to:

- Education or behaviour change, to promote waste minimisation activity to the public or a particular target audience.
- Infrastructure that helps divert resources from landfill.
- Understanding existing waste quantities and composition, behaviour or economic incentives, as a precursor to effectively reducing waste and/or increasing reuse.
- Design of product stewardship schemes or other solutions that promote and achieve waste minimisation
- Other initiatives that contribute to the actions and strategic priorities of the Council and the *NPDC Waste Management and Minimisation Plan*.

Eligibility

Applicants can be individuals, businesses or groups based within the New Plymouth district.

Projects must be new or expanded activities and should be for a specified timeframe, with achieved results within one year, however multi-year projects can be considered.

Applications will be considered against the assessment criteria based on the Council *Waste Management and Minimisation Plan*⁷.

Exclusions

Funding will not be awarded for existing activities or the running costs of existing activities of organisations, individuals or groups.

Application

In addition to the general application requirements applicants must provide the following:

- Evidence of funding from other sources (including in-kind funding)
- Any other information required during the zero waste funding process

Conditions

The maximum amount of funding available to individuals applicants is \$15,000.

The level of reporting required will depend on the amount of funding granted. For projects/activities greater than \$5,000 reporting will be required at key milestones, as well as a final outcomes report. For projects seeking less than \$5,000 a final one-off report will be required.

⁷ Criteria will be made available on the Council website and determined by Council Officers.

Community Climate Action Fund

Purpose

The purpose of the Community Climate Action Fund is to foster community action and transition to a sustainable, net zero emissions, climate resilient future.

Activities that will be considered for a grant include:

- Greenhouse emissions reduction initiatives, including:
 - Renewable energy, micro-grids, electrification and energy efficiency
 - Sustainable transport and travel, including electric vehicles, e-bikes and active transport
 - Low energy, sustainable homes
- Climate adaptation and resilience initiatives, including:
 - Community resilience and emergency preparedness
 - Resilient local food systems and climate-resilient agriculture
 - Water resilience
 - Natural ecosystem resilience
- Climate-related education initiatives, including behaviour change, upskilling and awareness
- Research and investigations into emissions reduction or adaptation and resilience related to New Plymouth District, including:
 - Feasibility studies or emissions reduction plans for significant emissions reduction
 - Climate change risk assessments
 - Citizen science projects for emissions reduction, climate adaptation or resilience

Projects will receive priority if they:

- Support mana whenua priorities relating to climate change
- Support rangatahi/youth priorities relating to climate change
- Support communities and demographic groups vulnerable to climate change impacts
- Provide for long-term benefits that accrue beyond the terms of the funding (for instance, catalysts for larger change, proof of concept, or permanently removes emission sources)
- Provide benefits to both reducing greenhouse gas emissions and climate adaptation and resilience
- Provide for benefits that accrue to the community rather than an organisation's internal operations

Council may also set annual priorities where, in the view of Council, greater focus is required to ensure a transition to a sustainable, net zero emission, climate resilient future.

Eligibility and exclusions

Applicants can be community groups, mana whenua trusts or schools based within the New Plymouth District, as well as research institutes.

The grant will not fund:

- Projects that fit within related community funding schemes operated by Council (Planting our Place – Te Korowai o Tāne, Natural Heritage Protection Fund Scheme and the Zero Waste Fund)
- Projects that duplicate existing Council services or programmes
- Projects that undermine other funding criteria (for instance, a climate adaptation and resilience project must not result in increasing greenhouse gas emissions)

- School building work
- Emergency preparedness initiatives for emergency centres that do not have a memorandum of understanding with Council's Emergency Management Team.

Conditions

- Eligible projects costs for the replacement of fossil fuel uses (e.g. replacing gas boilers with heat pumps or petrol/diesel cars with electric cars) are calculated as the cost difference between the preferred low/no carbon product and the equivalent fossil fuel product, as well as any supporting infrastructure changes (such as electricity supply).
- Council reserves the right to require co-funding or in-kind support for substantive projects where benefits accrue to community organisation's internal operations rather than the wider community.
- Council reserves the right to account for any greenhouse gas emission reductions as part of its emissions accounting.

Application

In addition to the general application requirements:

- The group or organisation must provide quotes where it is relevant to the project applied for.
- Where an application is seeking to replace a fossil fuel use with a low/no carbon product, a quote must be provided for the low/no carbon product and either a quote for the fossil fuel product or publicly available pricing information on a fossil fuel product. Council reserves the right to seek a comparison to an alternative fossil fuel product if, in the opinion of Council, the product is not an appropriate equivalent product.
- Applicants should, where relevant, provide a business plan for how a project will continue to provide benefits after the funding ends.
- Projects that reduce greenhouse gas emissions may, but are not required to, provide an estimate of emissions reductions.

Community Concessional Lease

Purpose

The purpose of the Community Concessional Lease is to recognise the value of a not-for-profit group or organisation occupying Council owned land and/or property, through the award of a reduced lease fee.

Eligibility

When considering approval of a new community concessional lease or the renewal of an existing lease, the Council will consider a number of factors including:

- Type of use or activity and its consistency with the purpose of the reserve and its location
- The contribution the proposed activity will make towards Council's strategic vision and key community outcomes
- Whether the organisation has demonstrated history of having stable membership and being a trustworthy leaseholder
- The amount of financial investment the lessee intends to make into the leased area or associated structures
- Feasibility of any development and the ability to fund ongoing operating costs, including funding of capital replacement
- The time commitment the lessee is willing and interested in negotiating

In addition, all proposals must be consistent with the policies and requirements set out in legislation and other council policies, including the Council's General Policies for Council Administered Reserves 2006, Reserve Management Plans and the Reserves Act 1977.

Application

Applications for a community concessional lease must contain:

- Description of activity/use
- Relevant information about the group/organisation applying for the lease including:
 - membership information
 - financial statements
 - strategic plan/business plan
- Length of term the lease is sought for and reasons for this (noting maximum that can be granted under the Reserves Act 1977 is 33 years).

For applications involving new activities/use or change of an existing use:

- Assessment of potential effects of the activity/use and any proposed steps to avoid, remedy or mitigate any adverse effects.
- Information about alternative locations considered and reasons why these have been discounted.
- Assessment of the proposed activity/use against relevant legislation, regulations, codes and bylaws.
- Feasibility study and business plan for any new activities that are expected to cost over \$100,000 or result in debt levels of \$10,000 or greater. The contents of the feasibility study is to be discussed with Council Officers on a case-by-case basis.

Community Concessional Leases cont.

Lease rental

Land only leases

This type of lease would apply to organisations that own their own building and improvements and lease only the land occupied by those buildings and/or improvements.

The land rental will be a flat-rate as set by the Council in the Long-Term Plan or Annual Plan.

Land and building leases

This type of lease would apply to organisations that lease council owned buildings as well as any land occupied.

The land component of the rental will be a flat-rate as set by the Council in the Long-Term Plan or Annual Plan.

An additional building rental will be set at a rate of 0.1% plus GST per annum of the current fair asset value of the building occupied, with a minimum rental level set by the Council in the Long-Term Plan or Annual Plan.

Note: All rentals will be reviewed in accordance with the terms and conditions of the individual leases, which is generally every three years to the Consumer Price Index (CPI).

Mayoral Relief Fund

Purpose

The Mayoral Relief Fund exists to provide assistance to families and individuals who are undergoing extreme financial hardship.

The fund may be used to support organisations supporting families and individuals.

Other forms of assistance may be made available from the fund at the discretion of the District Mayor.

a) Families and Individuals

i. Eligibility

- Every applicant's circumstances are unique
- The requirement for support must be one of proven financial hardship. The applicant must have exhausted general sources of assistance such as the Ministry of Social Development, or local food banks, as well as their immediate family (if applicable).

ii. Application Requirements

- Applications will be made directly through the Mayor's office
- The Mayor's office will investigate the request before making a decision. Investigation is likely to involve a discussion with third parties, and applicants may be required to give consent to obtain information from relevant sources such as the Ministry of Social Development, Kāinga Ora, local food bank or New Zealand Police.

b) Organisation

i. Eligibility

- Each organisation's circumstances are unique.
- Any funding requested must relate directly to providing support for families or individuals within the community.
- The organisation will have exhausted all general avenues of assistance, both locally and nationally.

ii. Application Requirements

- Applications will be made directly through the Mayor's office
- Evidence is to be provided that no other sources of funding are available to the organisation at the time of application.

Decision making

The Mayor has sole delegated authority to approve or decline requests and/or provide funding.