

# **P16-001 Community Funding Investment Policy**

*Adopted by the Council on 24 May 2016*

## **PREAMBLE**

New Plymouth District Council will continue to have a role in providing financial investment for community organisations operating within, and benefiting the people and district of New Plymouth.

## **POLICY PURPOSE**

The purpose of the policy is to set out the parameters by which New Plymouth District Council may offer grant investment, and / or community concessional lease subsidy to communities, groups, individuals and organisations within the district.

## **POLICY DEFINITIONS**

**Community** - a social group sharing common characteristics, locality, heritage or interests and perceived as distinct within the larger society within which it operates.

**Community concessional lease** – a subsidised rental lease for occupation of Council administered land and/or buildings.

**Grant** – a financial contribution to a group, organisation or sector of the community. The financial contribution may be used to support an activity, the provision of services, projects or programmes or to support the objectives of the policy.

**Not-for-profit community organisation** - a group whose primary purposes are the delivery of non-statutory services and activities, and does not seek to generate profit, revenue or financial surpluses for commercial interests.

**Rates remission** – A reduction or removal of rates.

**Social Enterprise** – a revenue generating business / organisation, whose primary purpose is the achievement of social, cultural or environmental goals and who reinvests its surpluses in pursuit of the social, environmental and cultural outcomes of the organisation.

**Statutory function** – a function conferred or imposed by a statutory instrument (law), and is delivered in part through government funding which is provided to the organisation for the purpose of providing the service.

## **PURPOSE OF COMMUNITY FUNDING INVESTMENT**

Community funding investment and community concessional leases may be granted by the New Plymouth District Council for the following purposes:

1. Where the functions of the group or organisation or the funding sought contributes to the Community Outcomes and defined strategic priorities of the district.
2. Supporting the viability of community services, that may not be provided by other sectors or organisations.
3. Building and strengthening the capacity of community groups and organisations to move to financial sustainability.
4. To be a catalyst for change for the benefit of the community.
5. Investing in the fabric of the community.
6. Promoting and supporting philanthropy.
7. Protecting the districts built, cultural and natural heritage.
8. Building community cohesion and resilience.

The specific additional purposes of the different funding streams and community concessional leases can be found in the schedules supplementary to the policy.

## **VALUES UNDERPINNING THE AWARD OF COMMUNITY FUNDING**

The award of community funding by the New Plymouth District Council will be guided by the following value considerations:

1. The extent to which the support sought will fund purposeful activity and demonstrable outcomes that benefit the community.
2. The extent to which the support sought may empower the beneficiaries and the community.
3. The extent of public good that is promoted.
4. The degree to which the support will lead to a self sustaining sustainable organisation.
5. The extent to which an unmet need is being met.

## **POLICY STATEMENTS**

The following schemes shall operate under the general terms of the Community Funding Investment Policy.

- Built, Cultural and Natural Heritage Protection Grants
- Community Action and Neighbourhood Development Matching Grant Programme
- Community Concessional Leases
- Community Services and Programmes Grants

- Marae Development Grants
- Social Enterprise Grants
- Strategic Community Partnerships

The following policy shall operate alongside the Community Funding Investment Policy:

- Rates Remission Policy

## **EXCLUSIONS**

The following funding schemes are excluded from the scope of the policy:

- Art in Public Places (administered by the New Plymouth District Art in Public Places Trust)
- Creative Communities Funding (criteria set by Creative NZ and administered by the Creative Communities Committee)
- Major Events Fund (administered by the Regional Economic Development Agency)
- Mayoral Relief Fund
- Cemeteries Board Support Grants
- Rural Domains Scheme
- Property Insurance for Marae and Rural Halls

## **ELIGIBILITY**

### General Eligibility

The general eligibility for all grant types is as follows:

1. Be present and operating within the New Plymouth district boundaries, and,
2. Be a not-for-profit community, group or organisation and / or be able to demonstrate that the purposes of the activity contribute to the Community Outcomes and defined strategic priorities of the district.
3. As a minimum meet the legal obligations of the Health and Safety at Work Act 2015, such as a Person Conducting a Business of Undertaking (PCBU), primary duty (so far as reasonably practicable) for health and safety of workers and others, casual volunteers and/or volunteer workers.

The specific additional criteria for each grant type accompany the policy, are attached as schedules to the policy.

### General Exclusions

Funding will not be made available for the purposes of:

1. Religious activities.

2. Political activities.
3. Statutory functions, activities and services (i.e. providing education, policing or health care).
4. Projects and programmes that duplicate existing services and organisations.
5. Activities that contravene any policy or strategic objective of the Council.
6. Previous grant applicants who failed to fulfil the obligations and terms of the previous grant agreement.
7. Commercial or private organisations whose purpose is profit generation (excluding Built, Cultural and Natural Heritage Protection Grants).

Funding will not be provided where:

8. Services or projects have received funding from an annual plan or long term plan.
9. Funding support has already been given within the same financial year.

## **APPLICATIONS**

Applications for funding shall be made on the approved Council forms, and in accordance with the advertised timeframes.

Applications shall be accompanied by the relevant and required documentation, specified in the individual schedules attached to the policy.

## **LEVEL OF COMMUNITY FUNDING**

The Council shall determine the level of funds that will be made available for community funding purposes during its Long Term Plan or Annual Plan processes.

Concessional lease rental will be determined through the Long Term Plan or Annual Plan process and set out in the Schedule of Fees and Charges.

## **POLICY CONTACT**

The policy holder is the Community Partnerships team within the Strategy Group.

## **POLICY REVIEW**

This policy shall be reviewed three yearly from the date the policy is adopted.

Policy Reference:

Date of Adoption: 24 May 2016

## Policy Schedules

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## Grant General Information

### Grants requiring committee approval

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Community Services and Programmes Grants	Annual funding negotiated on a case-by-case basis	Twice yearly
Strategic Community Partnerships	Multi-year funding negotiated on a case-by-case basis  Up to five years funding commitment	Annual
Social Enterprise Grant	Multi-year funding negotiated on a case-by-case basis  Up to five years funding commitment	Annual

### Grants approvals delegated to officers, except where application exceeds delegated authority.

Officers will make decisions against fund criteria where applications are under the level of Officer delegation, specified within the Council Delegations Register. Where applications exceed Officer delegation, the Council, or its delegated committee, will make decision on the following fund schemes:

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Built, Cultural and Natural Heritage Protection Grants	Council Delegation Register	As required
Rural Hall Development Grants	Council Delegation Register	As required
Community Action and Neighbourhood Development Matching Grant	Council Delegation Register	As required
Marae Development Grants	Council Delegation Register	As required

## Foregone revenue and venue concessions

In addition to an application for a grant, organisations may be eligible to apply for one or more of the following.

Financial Support	Maximum Funding Available	Frequency of Determinations
Rates Remission	Revenue foregone negotiated on a case-by-case basis  Delegated authority in accordance with Rates Remission Policy	Annual
Reduced Service Rates	Revenue foregone determined by Schedule of Fees and Charges  Council Delegation Register	As required
Community concessional lease	Revenue Foregone  Negotiated on a case-by-case basis  Council Delegation Register	As required

## Council administered funding outside of the scope of the policy

The following funds schemes are administered by Council under contract, and have separate decision making processes independent of Council.

### Creative Communities Funding

For arts based projects funding may be available from the Creative Communities Scheme.

Financial Support	Maximum Funding Available	Frequency of Determinations
Creative Communities Scheme	Annual funding negotiated on a case-by-case basis  Approval by Creative Communities Advisory Committee	Twice yearly
Mayoral Relief Fund	Negotiated on a case-by-case basis	As required

# **Strategic Council Community Partnerships**

## ***Purpose***

The purpose of a strategic council community partnership is to recognise those social and not-for-profit services that are closely aligned to the strategic objectives of the Council, and with whom the Council is comfortable to engage in a longer term funding partnership relationship.

## ***The relationship***

The relationship will be premised on the delivery of outcomes, and specifically the extent to which the organisation can support the Council to deliver its strategic outcomes, on behalf of the community.

The Council and the organisation shall work in partnership on the mutual determination of outcomes and expectations that should arise from the relationship.

## ***Eligibility***

The general Community Investment Policy grant eligibility shall apply.

In order to be a candidate for a Strategic Partnership there is likely to be a strong strategic alignment between the organisations in the given activity area and a track record of cooperation between the Council and the organisation.

## ***Application requirements***

The group or organisation must supply a copy of the last year's annual accounts with their application. Financial accounts must meet or exceed the Financial Reporting standards established for Charitable entities by the External Reporting Board (the External Reporting Board (XRB) is an independent Crown Entity, established under section 22 of the Financial Reporting Act 1993, and subject to the Crown Entities Act 2004). Whilst there is a preference for accounts that have been reviewed, should these not be available, the group or organisation must discuss the matter with the Council Officers.

## ***Expressions of interest***

Organisations who wish to express an interest in forming a Strategic Council Community Partnership should first express their interest to the Group Manager Strategy or their nominated officer.



# Social Enterprise Grants

## ***Purpose***

The aim of the social enterprise grant is to provide seed funding to community organisations who seek to earn an income for the sole purpose of generating an income for reinvestment into the community. There are many different forms of not-for-profit enterprise. For the purposes of the policy, eligibility organisations are defined as follows:

- *A Social Enterprise is a business with primarily social, environmental and / or cultural objectives whose surpluses are principally re-invested for that purpose of community good, rather than being driven by the need to maximise profit for shareholders and owners.*

## ***Eligibility***

Funding may only be sought for investment ready enterprises.

The funding will be targeted at social enterprises in either 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:

- The enterprise must involve trade to achieve a social mission.
- The enterprise must be able to demonstrate the extent to which there is a market for the enterprise and the potential for the business to be self sustaining (in the medium to long term).
- The existence of a realistic and practical business plan which 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, the trading activities.
- The extent to which the enterprise has the governance and management and business capacity and capability to run the enterprise.
- The total impact (community outcomes and defined strategic priorities) expected to be yielded.

The group or organisation must supply a copy of the last year's annual accounts along with their application. Financial accounts must meet or exceed the Financial Reporting standards established for Charitable entities by the External Reporting Board (the External Reporting Board (XRB) is an independent Crown Entity, established under section 22 of the Financial Reporting Act 1993, and subject to the Crown Entities Act 2004). Whilst there is a preference for accounts that have been reviewed, should these not be available, the group or organisation must discuss the matter with the Council Officers.

# Community Services and Programmes Grants

## ***Purpose***

The community services and programmes grant fund aims to support projects and programmes that act as a catalyst for change or seek to strengthen the community and make long lasting change.

Specifically the grant aims to:

- Support local groups and organisations that provide public education events, activities, programmes and services to the people of 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 they move towards a path of sustainability.

## ***Eligibility***

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

- The fund is only available to entities, groups and organisations who are a not-for-profit or charitable organisation, and who may or may not be registered on the Charities Register.

## ***Application requirements***

In addition to the general application requirements the group or organisation must supply a copy of the last year's annual accounts with their application. Financial accounts must meet or exceed the Financial Reporting standards established for Charitable entities by the External Reporting Board (the External Reporting Board (XRB) is an independent Crown Entity, established under section 22 of the Financial Reporting Act 1993, and subject to the Crown Entities Act 2004). Whilst there is a preference for accounts that have been reviewed, should these not be available, the group or organisation is advised to discuss the matter with the Council Officers.

# Community Action and Neighbourhood Development Matching Grant

## ***Purpose***

The aim of the community action and neighbourhood development matching grant is to support communities who are taking action for themselves to become empowered within their community.

The community / neighbourhood is eligible to apply for funding to support an activity that will enhance the community. The enhancement may be aesthetic (trees, benches, parks etc), the enhancement may be by providing a local service in the community (i.e. holiday craft programme for neighbourhood children), the enhancement may be an activity that seeks to bring the community together (development of a community garden, or event for example).

## ***Eligibility***

There is no requirement for the community / neighbourhood to be a charitable or not-for-profit organisation. The applying community or neighbourhood must be able to:

- Provide evidence of support and engagement from the community, (contact details of active community members, notes / minutes from meetings).
- Details of a bank account, the appointed treasurer and the account signatories, or the named person who shall be responsible for holding the fund (for grant amounts under \$500).
- Share their plan about what they want to do, how they will do it, and the benefit of the project / activity to their community / neighbourhood.

Note: Groups and organisations who ordinarily deliver a statutory function are eligible to apply as part of a community / neighbourhood collective, i.e. kohanga reo, kura kaupapa, schools, kindergartens.

## ***Application requirements***

The neighbourhood / community must have a plan. The plan should set out:

- What the community / neighbourhood want to do.
- Why they want to do it (why is it a good idea).
- How they plan to do it.
- How any assets will be maintained.

## ***Community investment***

The neighbourhood / community are required to offer 50% of the 'investment' required for the project. Investment means donation of materials, and volunteer time. It may or may not include a financial contribution

The bulk of the works and the effort related to the project must be conducted by the community or neighbourhood. Only services which require specialist expertise shall be sought.

The community / neighbourhood should set out the dollar value it has placed on each volunteer hour.

### ***Additional information***

- The community / neighbourhood applicant is limited to one application every two years.
- The fund is not available for on-going project costs, including ongoing maintenance of capital items.
- Quotes, receipts / invoices must be kept for all works that incurred a direct cost related to the project.

### ***Decision making***

The administration of this fund is a joint initiative by the New Plymouth District Council and the TSB Community Trust. Applications shall be determined by the Council, as per Officer delegation contained within the Council's Delegation Register, in conjunction with the Trust.

# **Mayoral Relief Fund**

## ***Purpose***

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

Grants or other assistance will be made available from the fund at the discretion of the District Mayor.

## ***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 Work and Income, or local food banks, and their immediate family.

## ***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 discussion with third parties, and applicants may be required to give consent to obtain information from relevant sources such as Work and Income, local churches, food banks or NZ Police.

## ***Decision making***

The Mayor has sole delegated authority to approve or decline requests.

# **Marae Development Grants**

## ***Purpose***

The purpose of the marae development grant is to support funding for the maintenance and development of the districts 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 electricity work, faulty floor boards, plumbing and lighting).
- Hygiene (matters related primarily to drainage, kitchens, bathrooms and toilet areas).
- Interior structure (walls, ceilings, and the internal structures not already covered by the areas above).
- Accessibility (improvements to the accessibility of buildings).
- Aesthetic and capital projects (this criteria allows for new desirable objects).

## ***Eligibility***

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

## ***Application requirements***

The group or organisation must supply a copy of the last year's annual accounts with their application. Financial accounts must meet or exceed the Financial Reporting standards established for Charitable entities by the External Reporting Board (the External Reporting Board (XRB) is an independent Crown Entity, established under section 22 of the Financial Reporting Act 1993, and subject to the Crown Entities Act 2004). Whilst there is a preference for accounts that have been reviewed, should these not be available, the group or organisation must discuss the matter with the Council Officers.

The marae must provide two quotes for the proposed works.

## ***Insurance funding***

All Marae are encouraged to insure their buildings, Whakairo / Tukutuku / Kowhaiwhai, and plant and equipment with a replacement policy.

Insurance funding for Marae is excluded from the Marae Development Grants. Insurance funding is separately available for Marae. Marae Committees are advised to contact Council Officers.

# Rural Halls Development Grants

## *Purpose*

The purpose of the rural halls development grant is to support funding for the maintenance and development of the districts 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 electricity work, faulty floor boards, plumbing and lighting).
- Hygiene (matters related primarily to drainage, kitchens, bathrooms and toilet areas).
- Interior structure (walls, ceilings, and the internal structures not already covered by the areas above).
- Accessibility (improvements to the accessibility of buildings).
- Aesthetic and capital projects (this criteria allows for new desirable objects).

## *Eligibility*

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

- i) Halls with more than 30 hours per month demonstrated average use (excluding school holiday weeks).
- ii) Where the lack of maintenance would constitute a health, safety or fire risk or compromise weather tightness. (Halls that meet both category i & ii have first priority).
- iii) Those halls that have less than 30 hours per month use but who can demonstrate that work will increase hall hire.

## *Exclusions*

A rural hall that in the opinion of Council ~~parks or property~~ officers is in a substandard condition for community hire will not be eligible for the rural hall scheme.

## *Application requirements*

The group or organisation must supply a copy of the last year's annual accounts with their application. Financial accounts must meet or exceed the Financial Reporting standards established for Charitable entities by the External Reporting Board (the External Reporting Board (XRB) is an independent Crown Entity, established under section 22 of the Financial Reporting Act 1993, and subject to the Crown Entities Act 2004). Whilst there is a preference for accounts that have been reviewed, should these not be available, the group or organisation must discuss the matter with the Council Officers.

The rural hall must provide two quotes for the proposed works.

## ***Insurance***

All Hall Committees/Societies are encouraged to insure their halls with a replacement policy under the Local Authority Insurance Company scheme.

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



# Built, Cultural and Natural Heritage Protection Grants

## ***Purpose***

The Built, Cultural and Natural Heritage Protection Grant was established by the Council to help private property landowners manage, maintain and preserve the heritage values of their properties. It provides a partial contribution towards the cost of a specific heritage project or work.

## ***Eligibility***

Applications can be made for any heritage items that meet the Council's criteria for heritage importance, including:

- Heritage buildings, items, places or areas.
- Significant areas of vegetation or wetlands.
- Individual trees or groups of trees.
- Geological features.
- Waahi tapu sites and areas, waahi taonga/site of significance to Maori.
- Archaeological sites.

The works that are eligible for assistance are:

- Essential maintenance, restoration or strengthening of the structure of heritage buildings or objects, e.g. earthquake strengthening or re-roofing.
- Rehabilitation or retention of the original character of heritage buildings or objects, e.g. facades.
- Fencing of waahi tapu sites taonga/sites of significance to Maori and archaeological sites, trees, bush and wetlands.
- Other physical work required to conserve or preserve heritage values.

The proposed work must be necessary to ensure the item's safety, conservation or preservation.

## ***Exclusions***

Any work completed before the Council evaluates the application is not eligible for funding.

## ***Application requirements***

Applications for funding can be made by property owners or organisations, and must be made using the Council application form.

It is preferable that joint applications from the landowner and iwi/hapu are ~~required~~ made for waahi tapu sites and areas.

## ***Determination of applications***

Preliminary evaluation of applications is undertaken using a scoring system based mainly on heritage attributes and public visibility and accessibility. This evaluation provides a quantitative measure with

thresholds to help determine those applications that qualify for further assessment for funding. There are separate scoring systems for Structures (Built Heritage), Natural Heritage, and Waahi Tapu.

Applications which meet the thresholds of the preliminary evaluation are considered against the following criteria:

- Degree of public interest in maintaining and/or protecting the item.
- Significance of the item from a heritage point of view.
- Degree to which the proposed work is necessary to ensure the sustainable management, maintenance or preservation of the item.
- The need for funding and whether funding or other assistance can be obtained from other agencies. *(Note: The Council is generally supportive of co-funding applications, where funding support is sought from more than one source by the property owner).*
- The financial resources of the applicant.
- Whether the applicant is prepared to legally protect the feature/item e.g. QEII Covenant.
- Degree to which the proposed work is in accordance with the principles of the International Council of Museums and Sites (ICOMOS) Charter.
- The responsibilities of other statutory bodies or organisations in protecting or maintaining the item.
- The amount of money in the fund at any particular time and the need for equitable distribution.
- The level of prominence i.e. structures located in CBD/commercial centre and high public use or visibility.

It is unusual for private dwellings to qualify unless they are of extreme importance. Items or sites that have some public use or access will be given priority, e.g. churches, historic houses open to the public, and areas of protected bush privately owned but open to the public.

### ***Approved funding***

Approved funding is paid as a reimbursement, once the work has been inspected and confirmed to be completed to the required standard.

# Community Concessional Leases

## *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 to towards the purposes and values as set out in the Community Funding Investment Policy.
- 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 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.

## *Applications requirements*

Applications for a community concession lease must contain:

- a) Description of the activity/use.
- b) Relevant information about the group/organisation applying for the lease including membership information; financial statements; strategic plan/business plan.
- c) 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:

- d) Assessment of potential effects of the activity/use and any proposed steps to avoid, remedy or mitigate any adverse effects.
- e) Information about alternative locations considered and reasons why these have been discounted.
- f) Assessment of the proposed activity against relevant legislation, regulations, codes and bylaws.
- g) 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 feasibility studies are to be discussed with officers on a case-by-case basis.

## ***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 lease rental will be a flat-rate as set by the Council in the Long Term/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 set in accordance with the flat rate set out in the Long Term/Annual Plan.

An additional building rental will be set at a rate of 0.1%+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/Annual Plan.

*Note: All rentals will be reviewed in accordance with the terms and conditions of the individual leases, which is generally every 3 years to the Consumer Price Index (CPI).*

### ***Timing of policy application***

This policy will apply to all **new** concessional leases issued after the policy adoption. HOWEVER, for those leases issued 12 months after the date of adoption of this policy to a community group who held an existing but expiring lease, any change in rental from that charged under an old lease will not come into effect until the first rent review (typically every 3 years).

### ***Application of new eligibility exclusions***

Statutory functions and service exclusions contained within the Community Funding Investment Policy will apply to any new applications only and **will not** apply to existing concessional lease holders who are occupying Council land at the time of this policy adoption, this includes Kindergartens, Play groups and Plunket.

# **Creative Communities Scheme (CCS)**

## ***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 interpretative expression'. This includes opportunities for creative participation in theatre, music, visual arts, digital art, applied arts, arts education, Toi Maori, literary workshops, digital storytelling, and many other activities.

## ***Eligibility\****

To be eligible projects must meet one or more of the following funding criteria:

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

## ***Conditions of application***

- An application can be from an individual or from a group.
- Individual applicants must be New Zealand citizens or permanent residents.
- If you've previously received funding under the CCS, either as an individual or as a member of a group, you must have completed a project report for the earlier project before any further applications from you will be considered.

To receive funding the project must:

- Have an arts or creative cultural focus.
- Meet one or more of the three funding criteria (above).
- Be completed within 12 months after funding is approved.
- Benefit local communities.
- Take place within the city or district where the application is made, or benefit local communities within that city or district.
- Not have started before funding is approved.
- Not have already been funded through any of Creative New Zealand's other funding programme's for the same purpose.

## ***Eligible projects***

Eligible projects may include:

- Exhibitions, productions, concerts, festivals, workshops and presentations that offer opportunities for community involvement in the arts.
- Activities that support the traditions and arts of ethnic communities.

- Youth arts events.
- Artist-led projects involving local communities.
- Materials for arts activities or programmes.
- Personnel costs for one-off, short-term projects.
- Promotion and publicity of arts activities to communities.
- Dance, performance, visual arts, music, arts education, toi Maori, literary workshops, digital storytelling, and many other opportunities for creative participation can be supported.

## ***Exclusions***

The following activities will not be eligible for support:

- Activities that are not arts-focused.
- Activities that are the direct responsibility of schools or other education institutions.
- Ongoing administration costs not related to a specific project.
- Projects that are the core business of an organisation or service provider.
- Retrospective project costs (for projects already started or completed).
- Catering costs of an event.
- Fundraising activities.
- Travel for individuals or groups to attend events, presentations or shows.
- Developing facilities, such as gallery and theatre lights, stage curtains or building restoration.
- Buying capital items, such as computers, cameras, musical instruments, costumes or uniforms.

\* please note the general eligibility criteria set out in the Community Funding Investment Policy do not apply.

\*\* the administration and decisions made by the Creative Communities Advisory Committee are autonomous of the decisions made by the Council's Community Funding Investment Committee.