



GRANTS/SPONSORSHIP FUNDING SCHEME

Tararua District Council seeks to support and encourage voluntary organisations to develop and run events that will make a difference.

Purpose

The Grants/Sponsorship Funding Scheme aims to support the achievement of the following outcomes.

Community Spirit

- Supporting and sustaining a sense of community spirit and civic pride
- Celebrating a unique sense of place
- Creating opportunities for participation in local events of a high standard

Economic Growth

- Maximising the contribution events make to the economic development of the district

The scheme provides either event seeding grants to enable new events to develop to a stage where they can become self funding, or ongoing sponsorship for 'Tararua' events.

The scheme also aims to support events that would not otherwise come to Tararua.

Eligibility

All projects must:

- Take place within Tararua and/or produce benefits that are largely experienced within the district
- Increase the viability, sustainability and vibrancy of events in Tararua
- Be able to contribute a significant proportion of the cost of the project
- Not have started before an application for funding is assessed
- Not have been funded by Tararua District Council by some other means for the same purpose
- Be able to account for the funds

Applications

Organisations wishing to take advantage of this scheme can apply as follows:

When to Apply

Opens Tuesday 26 October 2010

Closes Friday 19 November 2010

How to Apply

Application guidelines and forms are available from the District Marketer or via email melissam@tararua.govt.nz

For further information please contact the District Marketer on (06) 374 4080.



GRANTS/SPONSORSHIP SCHEME

Guidelines for 2010/11

Funding Round

Opens Tuesday 26 October 2010

Closes Friday 19 November 2010

PLEASE READ CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

Please post completed applications to:

District Marketer
Tararua District Council
P.O Box 115
DANNEVIRKE 4942

For further information please contact:

Melissa Martin
Tararua District Council
Phone 06 374 4080
Email: melissam@tararuadc.govt.nz

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SECTION ONE

The Grants/Sponsorship Funding Scheme

- 1. POLICY** The Grants/Sponsorship Funding Scheme aims to support the Achievement of the following outcomes:
- Community Spirit**
- Supporting and sustaining a sense of community spirit and civic pride
 - Celebrating a unique sense of place – Tararua District
 - Creating opportunities for participation in excellent local events
- Economic Growth**
- Maximising the contribution events make to the economic well being of the district
- 2. PURPOSE** The purpose of the Grants / Sponsorship Funding Scheme is to support the development of events in Tararua that reinforce economic growth and community spirit.
- The Scheme provides seeding grants to enable new events to develop to a stage where they can become self funding. The Scheme also aims to support events that would not otherwise come to Tararua and have wide public appeal
- The Grants/Sponsorship Funding Scheme targets the following types of funding
- Grants (see sections 5.6 – 5.8)
Must be tagged to a specific aspect of an event
 - Event Bidding
- 3. DEFINITION OF EVENTS**
- For the purposes of this funding scheme, events are defined as:
- ‘Events of a celebratory, educational, competitive, commemorative or exhibitivie nature that are distinctly defined, occur for a limited time and may be repeated on a cyclical basis (e.g annually) but are not regularly scheduled (e.g regular organised Saturday sport)’
- These events should:
- Attract significant numbers of visitors to the district.
 - Be locally significant, of special interest to the people of Tararua and enhance community well-being
 - Have a wide public appeal

SECTION TWO

Administration of the Fund

4 GRANTS/SPONSORSHIP FUNDING PANEL INFORMATION

4.1 Functions and priorities

The Grants/Sponsorship Funding Scheme Panel will:

Assess applications against agreed priorities and make allocations in accordance with these guidelines and the assessment criteria:

- ◆ Communicate, in writing, the results of the assessment:
- ◆ Monitor the use of the funds within three months of the event date

The Grants/Sponsorship Funding Panel will set annual priorities based on the event outcomes of the Annual Plan

4.2 Committee composition and membership

A Grants/Sponsorship Funding Scheme Panel will allocate the Grants/Sponsorship Funding Scheme funds in a consistent and transparent manner

The Grants/Sponsorship Funding Scheme Panel comprises the District Marketer, a nominated councillor and the Mayor (or nominee).

4.3 Purpose of the Grants/Sponsorship Funding Scheme Committee

The purpose of the Grants/Sponsorship Funding Scheme Panel is to assist the Council in the administration of the Grants/Sponsorship Funding Scheme in a consistent and transparent manner.

4.4 Ethical Guidelines – Conflict of Interest of Panel Members

Grants/Sponsorship Funding Scheme Panel members must declare their interest in any application they, or members of their family, are associated with or have an interest in. They should remove themselves from discussion and the final vote on that application.

5. ASSESSMENT PROCESS

5.1 Eligibility criteria Applicants must meet all the eligibility criteria.

All events eligible for funding must:

- ◆ Take place within Tararua
- ◆ Not have started before an application for funding is decided by the Grants/Sponsorship Scheme Committee
- ◆ Not apply for funding from the Grants/Sponsorship Funding Scheme more than once in any financial year.
- ◆ Be able to contribute a significant proportion to the cost of the project (see Section 5.3 for explanation)
- ◆ Not have been financially supported by the Tararua District Council through some other means for the same purpose in the same financial year, i.e through the Creative Communities New Zealand Scheme, Annual Plan, Community Boards, Community Committees etc.
- ◆ Be an event that is viable, vibrant, innovative and preferably 'sustainable', i.e generally not one-off's unless they have a particular economic and dynamic effect on Tararua.
- ◆ Provide a detailed and realistic marketing/ promotional plan.
- ◆ Provide a realistic and balanced budget.

Additional preference criteria (**not essential to meet**)

- ◆ Preference may be given to ongoing events whether they be annual, bi-annual or tri-annual.
- ◆ Preference may be given to events whose timing in terms of availability of accommodation are complementary to other events.
- ◆ Preference may be given to events that can demonstrate successful financial support from other sources.

5.2 Disclaimer

- ◆ The Grants/Sponsorship Funding Scheme Panel reserves the right to use their discretion to decline applications where it is considered events cause offence to the wider community.
- ◆ The final funding decisions are made at the discretion of the Grants/Sponsorship Funding Scheme Panel.

5.3 Applicant contribution levels

All applicant groups shall meet a significant part of the cost of the event applied for. This is a reflection of the group's commitment to the event. The contribution level should be at least one half of the eligible projects cost.

'Eligible project costs' means any expenses that the fund will support, according to the eligibility criteria, ignoring those costs which are ineligible (see Sections 5.7 and 5.8)

Example – Expenditure Budget – Festival 'X'

| | |
|-----------------------|----------|
| Equipment hire* | 3,000.00 |
| Venue hire* | 2,500.00 |
| Catering (VIP's) | 500.00 |
| Professional services | 4,000.00 |
| Training* | 500.00 |
| Advertising* | 2,000.00 |
| Prize money* | 1,000.00 |
| T-Shirts * | 250.00 |

13,750.00

*** Eligible projects/activities** (see Section 5.8)

Festival 'X' costs \$13,750 of which \$9,250 is for eligible project costs. Therefore the applicant must provide at least \$4,625 or more

5.4 Pitfalls to avoid Applications may be unsuccessful due to:

- ◆ Applicant and/or projects/activities or event being ineligible (see Sections 5.7 and 5.8);
- ◆ Application being late;
- ◆ Application being incomplete;
- ◆ All required support material not supplied;
- ◆ Aims and details of event did not balance;
- ◆ Poorly planned event and timeframe unrealistic
- ◆ Relevance to the local community being minimal;
- ◆ The event not meeting all the eligibility criteria.

5.5 Applicant eligibility

- ◆ Applicant must be able to meet all the criteria stipulated in the guidelines;
- ◆ Applicant/organisation must be an Incorporated Society (certificate or documentation of proof must be supplied);
- ◆ Trust or Association (please supply documentation);
- ◆ Community Group under an Umbrella Group;

- ◆ Council is unable to issue funds directly to individual recipients. Council will however issue funds to an umbrella organisation.
- ◆ An umbrella organisation is an established organisation that is willing to oversee and monitor the use of grants made to individuals.

These organisations receive funds on behalf of the individual, monitor their use and endorse progress and completion of accountability forms on the event. The grant applicant must seek consent from the chosen 'umbrella organisation' first. It is expected that the 'umbrella organisation' will have an interest in the event for which funding is being sought.

Please see Appendix III for the role and responsibilities of an 'umbrella organisation' and the individual applicant under an 'umbrella organisation'

- 5.6 Eligible projects/activities** Projects/activities that will be considered for funding include:
- ◆ Event production costs such as signage, advertising, and promotional material;
 - ◆ Venue hire;
 - ◆ Seeding of events – seed funding is a grant to enable the event to develop to a stage where it can become self funding
- 5.7 Ineligible projects/activities** The types of projects/activities ineligible for funding include:
- ◆ Facility development or funding for capital works (i.e the cost of buildings or items necessary to operate the facility);
 - ◆ Elimination of an accumulated debt or debt servicing;
 - ◆ Bridging loans;
 - ◆ Ongoing administration costs that are not related to a specific event;
 - ◆ Salaries for ongoing administration and services;
 - ◆ Food and beverage costs;
 - ◆ Travel costs;
 - ◆ Feasibility studies;
 - ◆ Retrospective project costs i.e for events that have already occurred before the Committee meets;
 - ◆ Late applications
(See Disclaimer Section 5.2)
- 5.8 Ineligible events** The types of events ineligible for funding include:
- ◆ Annual General Meetings;
 - ◆ Events that have no economic or community benefit to Tararua;
 - ◆ Events solely run for commercial purposes;
 - ◆ Events promoting religion or political purposes

SECTION THREE

Accountability to Fund

6. TERMS OF AGREEMENT

The Tararua District Council needs to satisfy itself that the public money distributed through the Grants/Sponsorship Funding Scheme is being used for the purpose for which it was provided.

If your organisation is successful in receiving funding, you will be sent a Terms of Agreement, letter of confirmation of funding and a form to complete as part of a final written report.

The Terms of Agreement must be signed and returned with an invoice for the funding amount awarded as per the letter of confirmation of funding before a cheque can be raised by the Tararua District Council.

The final written report and an actual expenditure and revenue account must be completed and returned to the District Marketer no later than three months after the completion date of the event.

In signing the Terms of Agreement, you are agreeing to meet stipulated conditions; please ensure that your organisation is able to agree to these before submitting your application (see Appendix I).

7. PROMOTING TARARUA DISTRICT COUNCIL'S SUPPORT

The support of the Tararua District Council must be acknowledged on all publicity material. Logos may be obtained from the District Marketer. Signs and banners promoting the Council's support are also available from the District Marketer. It is expected that this signage will be displayed at your event. It is the applicant's responsibility to take charge of these items and return them intact and undamaged within 3 days on conclusion of the event.

Appendix 1

GRANTS/SPONSORSHIP FUNDING SCHEME 2010/2011 TERMS OF AGREEMENT

In accepting the offer of funding of \$_____, I/we (name of applicant)_____ on behalf of (name of organisation)_____ agree to the following conditions:

1. I/we will carry out the event within the indicated time frame in the application.
2. I/we agree that the grant money will be used for (state project funding was given for)

And I/we agree that it will not be used for any other purpose. I/we understand that failure to do so may result in steps being taken to recover the grant in part or full.

3. I/we will return a final written report (as attached) and an income/expenditure report no later than three months after the completion of the project and that I/we consent to copies being made available to the Grants/Sponsorship Funding Scheme Panel.
4. Should the event not go ahead, I/we shall immediately return any money received to the Tararua District Council Grants/Sponsorship Funding Scheme.
5. I/we accept that the names of grant recipients and the amounts of grants will be made public.
6. I/we will notify the Tararua District Council's District Marketer in writing of any change of address, office holders of the organisation or other contact details should this occur before I/we return the final report.
7. The support of the Tararua District Council will be acknowledged in all publicity, publications and signage associated with the event (copies of the logo may be obtained from the Tararua District Council's District Marketer).
8. I/we will collect Tararua District Council's signage for use at our event. I/we will return it intact and undamaged within 3 days of the event.
9. The grant will be paid to the organisation by Tararua District Council in the form of a cheque or direct credit as stipulated on the application form.
10. I/we accept that the Tararua District Council may conduct random audits on our event i.e feedback survey form.
11. I/we understand the information given in the final written report will be used as information if further funding is applied for, for the same event.

Signature _____
(on behalf of (insert name of organisation))

Date _____

Please post Terms of Agreement to:
District Marketer
Tararua District Council
P.O Box 115
DANNEVIRKE 4942

Appendix II

**GRANTS/SPONSORSHIP FUNDING SCHEME
TARARUA DISTRICT COUNCIL
FINAL WRITTEN REPORT – MONITORING PROCESS**

Please return to

District Marketer
Taranua District Council
P.O Box 115
DANNEVIRKE 4942

**NO LATER THAN THREE MONTHS AFTER THE COMPLETION OF THE EVENT, TO BE ACCOMPANIED BY AN
INCOME AND EXPENDITURE REPORT**

Name of organisation undertaking event: (to be completed by Taranua District Council)

.....

Event description (fund is to be used for):

Funding is granted for:

Name(s) of contact person(s):

Date grant awarded: Amount of grant:

Please answer the following questions and use additional sheets if necessary

Did you receive funding from other organisations for this project/event?
Please give details and state the value(s) of the grant(s).

.....
.....
.....
.....
.....
.....

Who attended the event (estimated numbers and description)? Make up of the audience i.e families, ethnicity, age groups etc.

What happened on the day?

How did the project /event benefit the community?

What were the successes of your event?

Were any problems encountered? If so, what were they and how did you overcome them?

Appendix III

GRANTS/SPONSORSHIP FUNDING SCHEME TARARUA DISTRICT COUNCIL Role & Responsibilities of an Umbrella Organisation

The role and responsibilities of an umbrella organisation are:

- ◆ To receive a cheque on behalf of a grantee. The Council will issue a covering letter with the cheque, which will set out the amount of funds granted, the name of the organisation and the nature of the project that is being funded.
- ◆ To issue grant funds to the total amount of the grant to the grantee as required, and in line with the purpose of the project for which funding has been approved by the allocation committee.
- ◆ To endorse accountability reports on the project. A report is submitted on the progress of the report within three months of the event date.

The responsibilities of the recipient under an umbrella organisation overview will be:

- ◆ To keep the umbrella organisation apprised of the status of the project;
- ◆ To provide the umbrella organisation with evidence of expenditure;
- ◆ To provide the umbrella organisation with access to the project;
- ◆ To provide the umbrella organisation with appropriate accountability forms i.e progress and completion reports, for endorsement prior to their return to the Tararua District Council.

**For any enquiries, please contact
Melissa Martin
District Marketer
Tararua District Council
Telephone 06 374 4080**