



ASSESSMENT CRITERIA: DISTRICT-WIDE CONTESTABLE FUND



District-wide Contestable Fund Assessment Criteria

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Introduction

The Tararua District Council is committed to supporting the long-term growth and development of our community. The District-wide Contestable Fund, amounting to \$100,000 annually, will support requests that contribute to a connected and thriving district.

This document outlines the assessment criteria and application process for the Fund. We encourage all eligible groups and individuals to apply and help shape a vibrant and sustainable future for our district.

Eligibility Criteria

APPLICANTS

To be eligible for funding, applicants must:

- Operate within the Tararua District;
- Demonstrate a clear benefit to the community or district; and
- Have no outstanding accountability reports for previous funding received from the Council.

EXPENSES

The District-wide Contestable Fund will fund a wide range of costs integral to project or service delivery including salaries, training and development, administration, and office expenses, rent and utilities, promotion and materials and small capital items. However, it will not fund:

- Activities promoting religious, ministry, or political purposes
- Debt repayment
- Legal and medical expenses
- Public services under central government responsibility (e.g. education, primary health care)
- Alcohol purchases
- Retrospective costs (unless required as a grant condition)
- Large physical works needing consents or permits
- Services outside the district

URGENT FUNDING APPLICATIONS

Council recognises that some projects, particularly those involving international representation or time-sensitive opportunities, may require immediate support.

If you have an urgent request outside of the funding rounds, your application can be considered at the next council meeting, please ensure your application is submitted two (2) weeks prior to the council meeting. You can view upcoming Council meeting dates on the council website:

<https://www.tararua.govt.nz/your-council/governance/public-notice-of-meetings>

To be eligible for urgent consideration, applications must:

- Demonstrate a critical need for funding to ensure the project proceeds within the next four-six weeks.
- Clearly explain why the project/event cannot go ahead without immediate financial assistance.

Assessment Criteria

Applications will be assessed based on the following criteria:

Community Benefit	The request benefits a large portion of the community and aligns with <u>community needs</u> .
Feasibility of Request	The request is clear and achievable, the applicant has capacity to deliver, and the request outcomes are sustainable.
Financial Viability	The budget is accurate and complete, the request demonstrates financial need, and it is cost-effective.
Innovation and Creativity	The request is original and creative, offering new solutions.

Funding Priorities / Community Needs

The following funding priorities will be used in the assessment process to determine how a request aligns with local community needs.

Thriving district	The request will contribute to the well-being of the community, ensuring people are thriving, happy, safe, and well.
Local culture and traditions	The request is likely to honour local customs, traditions, and values, reflecting our commitment to cultural respect and collaboration.
Improving environment	The request will contribute to improving the natural environment while supporting the production of a diverse range of primary industry food and products.
Improving facilities and infrastructure	The request is likely to improve community facilities and infrastructure, meeting the needs of future generations and supporting long-term prosperity.
Enhanced community wellbeing	The request will contribute to enhancing community well-being through capacity, innovation, and adaptability, promoting balanced and sustainable growth.
Collaborative effort	The request is likely to improve collaborative efforts, leveraging collective strength to address challenges and seize opportunities, making great things happen.

Travel and Representation Fund Allocations

The District-wide Contestable Fund includes standard allocations for travel and representation to ensure consistent support across the district. These include:

- Domestic travel: \$800

- Australasian travel: \$1,000
- International travel: \$1,500
- Clubs selected for national competition: \$1,000

Final amounts may vary depending on the specific application and the availability of funds.

Application Process

Submission	How to Apply:	Applications must be submitted to the Tararua District Council via the SmartyGrants portal.
	Deadline:	There are two funding rounds per financial year. All funding timelines are published on Tararua District Council's Community Funding page.
	Urgent Applications:	There is a pathway for urgent applications outside of the funding rounds. Applicant must be able to demonstrate a clear need. Urgent applications will follow the Review and Decision process.
Review and Decision	Processing	The Grants team will collate submissions and prepare applications for consideration by the Panel.
	Panel Review	The Panel, consisting of Mayor, Māori Ward, Southern Ward, Northern Ward, and the Grants team, will assess each submitted application against the eligibility criteria.
	Panel Decision Consideration	The Panel will consider all eligible applications, making the final decisions on funding allocations.
Notifications and Payments	Council Notification:	The Grants team will prepare a notification item to the next Council meeting.
	Applicant Notification	Applicants will receive formal notification regarding the outcome of their application within one week of the Council meeting.
	Publications	Successful applicants will be published by Tararua District Council.
	Payment	Payments to successful applicants will be processed following the meeting decision date.
Other	Questions and enquiry	For any questions, please contact the Community Engagement Officer by calling 06 374 4080 or 06 376 0110 or emailing grants@tararua.govt.nz .

Formal Process for the Panel Meeting for Funding Application considerations:

Pre-Meeting Preparations	Panel Selection	Select and confirm The Panel, consisting of Mayor, Māori Ward, Southern Ward, Northern Ward, and the Grants team, will assess each submitted application against the eligibility criteria.
	Application Distribution	Distribute application materials to panellists at least one week prior to the meeting. Provide evaluation criteria and scoring guidelines.
	Urgent Applications:	There is a pathway for urgent applications outside of the funding rounds. Applicant must be able to demonstrate a clear need. Urgent applications will follow the Review and Decision process.
Meeting Structure	Opening and Orientation	Review of meeting agenda, objectives, evaluation criteria, and decision-making protocols. Reminder of confidentiality, conflict of interest.
	Conflict of Interest Review	Any panellist with a declared conflict of interest and will refrain from the relevant applicant discussion.
	Application Review and Discussion <i>For each application:</i>	Panel Discussion Open discussion among panellists. Community engagement officer ensures all voices are heard and recorded.
	Applicant scoring evaluation	Identify how each applicant scored against the funding criteria.
	Funding Recommendations	Final recommendations are made by consensus or majority vote.
Post-Meeting Actions	Documentation	The Grants team will prepare a notification item to the next Council meeting.
	Notification	Applicants will receive formal notification regarding the outcome of their application within one week of the Council meeting.

Accountability & Compliance

Reporting Requirements	Successful applicants must submit an activity report within 12 months of receiving the grant, or upon activity completion, whichever comes first.
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	The report must detail the outcomes achieved by the activity and provide evidence of how the funds were used, including receipts, invoices, and any other relevant financial documentation.
Monitoring and Evaluation	Periodic progress updates may be requested by the Council to track progress. Additionally, the Council reserves the right to conduct site visits to verify the progress and impact of the activity.
Compliance	Applicants must ensure all activities and expenditures comply with the guidelines set out in the grant agreement, including maintaining accurate records of all activities and expenditures for audit/reporting purposes.
Consequences of Non-Compliance	Failure to submit the required reports or misuse of funds may result in the requirement to repay the grant. Non-compliance may affect eligibility for future funding from the Council.

Conflicts of Interest

Organisations affiliated in some way to elected members or Council staff can still be considered for grant funding. However, organisations in this category should declare any potential conflict of interest (or perception of a conflict of interest) in their application to ensure any necessary steps can be taken to mitigate this.

Elected members or Council staff involved in funding decisions are also required to declare any potential conflicts of interest (or perception of a conflict of interest) so an assessment can be made of whether their involvement in any assessment or decision-making related to these applications needs to be modified, restricted, or removed.

Contact Information

For any questions or assistance with the application process, please contact:

Community Engagement Officer

grants@tararua.govt.nz

06 374 4080 or 06 376 0110