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Sponsor/Group:	General Manager Partnerships, Communication and Maaori

Community Grants Policy

Te Puutake - Purpose

1. The purpose of Community Grants is to enable, facilitate, and provide opportunities for communities to drive and own their own development.
2. This policy sets out Hamilton City Council's (the Council's) funding eligibility criteria and allocation and approval process and expectations for grants provided to community organisations.

Te Whaanuitanga – Scope

3. This Policy applies to the Council elected members, staff, and the organisations and people who are seeking grant funding allocations from Council (See schedule 1 for detail on who can apply).
4. This Policy applies to the Council contestable community grants set out in Table 1.

Ko ngaa Tikanga Whakahaere Kaupapahere – Principles

5. Council's grant allocations are in alignment with its strategic direction and plans.
6. Council will reflect generally accepted best practice on accessibility, clear purpose and eligibility of grants, accountability and integrity regarding grant allocations and decision-making.
7. Council aims to improve open communication, and transparency in assessing and managing grant allocations and approvals.
8. Council will look for opportunities to collaborate with other funders.

Kaupapa Here – Policy

9. Council provides grants each financial year to support a range of community organisations to deliver community projects that are aligned with Council plans and strategies and contribute to the wellbeing of Hamiltonians.
10. The total financial assistance provided to the community through community grants and funding covered by this Policy is determined in the Council's Long Term Plan budget.
11. Council staff and Committee roles and responsibilities regarding approval of grants are outlined in the Community Grants Guideline, and Council Delegations Policy and Governance Structure Terms of Reference for Council and Committee of Council.
12. An overview of community grant types, target groups, grant rounds, what is funded, and the allocation/ approval process by grant fund type is outlined in Table 1.
13. The general community grants funding process, including the grants application, decision-making, and accountability expectations, is outlined in Schedules 1-11.
14. Applications are open to all community organisations that meet criteria set out below:

- a. Are legally constituted not-for-profit community organisations (charitable trust or incorporated society). The applicant organisation must have a Trust Deed or Constitution with a minimum of three board or committee members. The applicant organisation must have been operating for a minimum of 12 months.
- b. Provide services, programmes, activities or events that benefit Hamiltonians.
- c. Have the capacity to deliver the project as outlined in their application.
- d. Have good record keeping and operating practices i.e. annual accounts, minutes, two bank signatories.
- e. Have accounted for any previous grants before any new grant application will be processed.

15. Recipients of grants must agree to:

- a. Provide further information on request.
- b. The terms and conditions of any potential grant as outlined in their grant agreement.
- c. Provide accountability for any funds received.

16. Applications for grants must be made through the online system (via <https://hamilton.govt.nz/community-support-and-funding/funding/>).

17. In general, organisations can only receive one grant allocation per year.

18. In general, activities, events, programmes and services funded need to be of benefit to Hamiltonians and take place within the Hamilton City boundary.

19. The following activities or requests will not be approved under this Policy:

- a. Projects or operational costs already substantially funded by Hamilton City Council.
- b. Retrospective funding i.e. specific projects that have already started or have been completed.
- c. Religious Ministry regarding the teaching or preaching of their faith.
- d. Activities considered core Government responsibility e.g. teaching of the school curriculum.
- e. Political organisations or social clubs.
- f. Repayment of debt, Loans (or loan guarantees), rates remittance, community leases or rentals, mortgage repayments or investments of any kind.
- g. Any projects or activities that would generally be considered illegal or are contrary to Councils aims and objective.
- h. Travel and accommodation.
- i. Prizes, cost of goods to be raffled or any costs associated with fundraising.

Table 1: Summary of grant types, target groups, what is funded and the allocation and approval process.

Community grant	Target Applicants	Grant outline	Grant Rounds	Allocation and Approval Process steps
Community Partnership Agreements <i>(see Schedule 2 for further detail on specific criteria)</i>	Community organisations, including not-for-profit organisations who provide key services that support the achievement of Council's strategic outcomes and improve community connectivity in Hamilton.	Service agreements, generally between \$30,000 to \$100,000 each year for three years, paid on an annual basis for: <ul style="list-style-type: none"> • Operation of community spaces and facilities; • Operational costs for community services or programmes; or • Significant community events that have an arts or cultural focus. 	Open once every 3 years.	<ol style="list-style-type: none"> 1. Staff assess applications and make recommendations. 2. Where possible staff will seek advice from other funders 3. Community Grants Sub-committee has delegated authority to make and approve final allocation decisions.
Community Services Grants <i>(see Schedule 3 for further detail on specific criteria)</i>	Community groups or organisations who provide services for clients across a diverse range of sectors or target areas in Hamilton. Groups who host community events with wide community participation in Hamilton.	An annual grant, generally between \$10,000 to \$30,000 for: <ul style="list-style-type: none"> • Support for day-to-day operational service; • Capital or equipment items and repairs and maintenance of existing assets; or • Community event costs. 	Open twice per year.	<ol style="list-style-type: none"> 1. Staff assess applications and make recommendations. 2. Where possible staff will seek advice from relevant community sector advisors 3. Community Grants Sub-committee has delegated authority to make and approve final allocation decisions.

Community grant	Target Applicants	Grant outline	Grant Rounds	Allocation and Approval Process steps
Community Initiatives Grants <i>(see Schedule 4 for further detail on specific criteria)</i>	Community groups or organisations who provide social connectivity within communities in Hamilton. Groups who run activities/ events for members and communities in Hamilton.	An annual grant, generally between \$1,000 to \$10,000 for: <ul style="list-style-type: none"> • Support for day-to-day operational services; • Capital or equipment items and repairs and maintenance of existing assets; or • Community event costs. 	Open twice per year.	1. Staff assess applications and make recommendations. 2. Community and Social Development Manager reviews and approves proposed allocation. 3. Allocation report approved, under delegation, by the General Manager Partnerships, Communication and Maaori.
Cat Management Fund Agreements <i>(see Schedule 5 for further detail on specific criteria)</i>	Community groups who capture stray and feral cats within Hamilton, and de-sex, and re-home or euthanise these cats.	Service agreements for three years paid on an annual basis to cover vet costs of de-sexing stray cats within Hamilton and if needed, euthanasia costs of feral cats where it is not appropriate for them to be re-homed.	Open once every 3 years	1. Staff assess applications and make recommendations. 2. Animal Control Manager reviews and approves proposed allocation. 3. Allocation report approved, under delegation, by the General Manager Customer and Community.

Community grant	Target Applicants	Grant outline	Grant Rounds	Allocation and Approval Process steps
Creative Communities Scheme <i>(see Schedule 6 for further detail on specific criteria)</i>	Community groups, individuals and organisations that work to increase community participation in the arts in Hamilton.	An annual grant to fund costs associated with the delivery of a creative programme activities; and/or creative event activities.	Grant is managed by Creative Waikato.	Funding for this grant is received from Creative New Zealand and is passed Creative Waikato who administrates the distribution of the grants. The criteria for the grant is set by Creative New Zealand. The Creative Waikato panel (which includes a Hamilton City Council elected member) determine the allocation.
Heritage Fund <i>(see Schedule 7 for further detail on specific criteria)</i>	Owners of listed heritage buildings and group 1 archaeological sites within Hamilton City boundaries.	An annual grant to fund costs associated with repairs and restoration of heritage buildings which align to Council's Heritage Plan .	Open once per year.	1. Staff assess applications and make recommendations. 2. City Planning Manager reviews and approves proposed allocations. 3. Allocation report approved, under delegation, by the General Manager Strategy, Growth and Planning.

Community grant	Target Applicants	Grant outline	Grant Rounds	Allocation and Approval Process steps
Event Sponsorship Fund <i>(see Schedule 8 for further detail on specific criteria; and Council's Event Sponsorship Policy)</i>	Organisations or groups that deliver high profile city events for Hamiltonians and that also attract people from around the region.	Generally an annual grant for \$5,000 or more that funds costs associated with organising and running events which align with Council's Economic Development Agenda . The Event Sponsorship Policy is used to assess and allocate the funds.	Open once per year.	1. Staff assess applications and makes recommendations. 2. Allocation report reviewed by the General Manager Venues, Tourism and Events and recommendation to Major Events Sub-Committee. 3. The Major Events Sub-committee has delegated authority to make and approve final allocation decisions.
Waste Minimisation Fund <i>(see Schedule 9 for further detail on specific criteria)</i>	Organisations, groups, businesses, or not-for-profit organisations who encourage and promote reduction of waste in Hamilton.	An annual grant to fund costs associated with waste reduction projects which align to Council's Waste Management and Minimisation Plan .	Open once per year.	1. Staff assess applications and make recommendations. 2. Unit Director Resource Recovery and Sustainability along with independent expert and an Elected Member reviews and approves proposed allocation. 3. Allocation report approved, under delegation, by the General Manager Infrastructure and Assets.

Community grant	Target Applicants	Grant outline	Grant Rounds	Allocation and Approval Process steps
Welcoming Communities Fund <i>(see Schedule 10 for further detail on specific criteria)</i>	Any community group wanting to offer projects, services or events that enhance the welcoming of newcomers in Hamilton.	An annual grant that funds costs associated with providing new projects or services which align to Council's Welcoming Communities Plan .	Open all year until all funds are allocated.	1. Staff assess applications and make recommendations. 2. External Advisory Panel and two elected members reviews and approves proposed allocation. 3. Allocation report approved, under delegation, by the General Manager Partnerships, Communication and Maaori.
Development Contributions Fund <i>(see Schedule 11 for further detail on specific criteria)</i>	Community groups or organisations that are legally constituted as not-for-profit (charitable trust or incorporated society).	A on-off grant to offset a development contribution charge on small-scale development that has a negligible impact on Council services. Generally, the development will be less than 30m ² and the grant will be to a maximum of \$10,000.	Two per year (if fund not exhausted in the first round).	1. Staff assess the applications and make recommendations. 2. Where possible staff will seek advice from relevant community sector advisors. 3. The Grant Allocation Sub-Committee has delegated authority to make and approve final allocation decisions.

Conflicts of Interest

19. All elected members and staff involved in the allocation of community grants must sign a conflict-of-interest form prior to the assessment of applications and allocation of grants. These forms will be kept on record and members will be asked to leave the room when an application they have a conflict with is being discussed.

Monitoring and Implementation

20. Implementation of this policy will be monitored by the General Manager of Partnerships, Communication and Maaori.
21. Committees and Sub-committees with delegated responsibilities include the Community Grants Sub-Committee and the Major Events Sub-Committee.
22. This policy and associated schedules will be reviewed, at the request of the Council, in response to any relevant legislative amendment, in response to additional funding opportunities or every three years (whichever comes first) through the relevant Committee identified in the Governance Structure Terms of Reference and Delegations.

Schedule 1 – General Summary of the Community Grants Funding Process

Register/Log in
(via <https://hamilton.govt.nz/community-support-and-funding/funding/> and select the type of grant which you are applying for)

Applications must be made online and submitted by the closing date/ time



Fill in Online Application form and Submit

Council Funding Administrator (grants@hcc.govt.nz) is available to help throughout this step. Information sessions are held throughout the year. More information can be found on our website



Your application will be assessed against criteria and guidelines

In most cases the application assessment will be completed by Council staff



Grant allocation decisions

See Table 1 above for the allocation and decision making processes for each fund



Decision Emails

Organisations will receive notification of the decision (whether successful or not) within 6 to 12 weeks of the Grant closing date via the online grants system



Sign Grant Agreement/Contract

If you are a successful organisation, you will need to complete a grant agreement online and submit it to Council alongwith an invoice and proof of bank account details



Payment

You will receive payment on the 20th of the following month upon receipt of invoice



Public Notification

A report advising elected members and the public of the outcome of the funding round will be prepared and this will include the identification of successful recipients (these groups/organisations will also be posted on the Council website)



Acquittal / Accountability

Organisations must complete an accountability report online as per the grant agreement

Schedule 2 – Community Partnership Agreements criteria and guidelines.

Purpose of this grant:	Service agreements are for three years paid on an annual basis to support the delivery of key services that improve community wellbeing and connectivity in Hamilton.
Who the grant is targeted at:	<ul style="list-style-type: none">Community organisations, including not-for-profit organisations who provide key services that support the achievement of Council's strategic outcomes and improve community connectivity in Hamilton. The organisations must be registered with the Charities Services.Limited liability companies, sole traders (proprietorship), or partnerships may apply for funding of events.
How much is available per grant application:	Generally, between \$30,000 to \$100,000 per year for up to three years.
What will be funded:	Operation of community spaces and facilities; Operational costs for community services or programmes; or Significant free or low-cost community events that have an arts or cultural focus.
When can applications be made:	The grant application is open once every 3 years. Recipients of this grant will not be eligible to apply for a Community Services Grant or a Community Initiatives Grant over the term of their Agreement unless it is for a new initiative not covered by the partnership agreement.
Other requirements:	A Hamilton City Council staff member will visit Community Partnership Agreement recipients regularly. The purpose of the visit is to build a relationship between Hamilton City Council and the grant recipient as well as inform on progress and development or emerging community issues.

Schedule 3 – Community Services Grants criteria and guidelines.

Purpose of this grant:	An annual grant to support the delivery of services, initiatives and projects that improve community wellbeing and connectivity in Hamilton.
Who the grant is targeted at:	<ul style="list-style-type: none">Community groups or organisations who provide services for clients across a diverse range of sectors or target areas in Hamilton.Groups who host free or low-cost community events with wide community participation in Hamilton.
How much is available per grant application:	Generally, between \$10,000 to \$30,000. Consideration will be given to the number of volunteer hours contributed and any in kind donations toward the project. Applicants will be able to request consideration for a two-year grant.
What will be funded:	<ul style="list-style-type: none">Services, initiatives, and projects that:<ul style="list-style-type: none">provide support for day to day needs such as food parcels.support the development of life skills.employment opportunities.enhancing lives of people living with high needs; orinitiatives that improve access to support or new experiences.Capital or equipment items and repairs and maintenance of existing assets.Support for events that are open to the wider public, are low cost or free to attend, are likely to draw larger audiences and activate our public spaces.
When can applications be made:	Open twice per year. The grant rounds will occur in February and June each year. Recipients of this grant will not be eligible to apply for a Community Initiatives Grant within the same HCC financial year (1 July – 30 June).

Schedule 4 – Community Initiatives Grants criteria and guidelines.

Purpose of this grant:	An annual grant to support the delivery of services, initiatives and projects that improve community wellbeing.
Who the grant is targeted at:	<ul style="list-style-type: none">Community groups or organisations who provide social connectivity within communities in Hamilton.Groups who run activities/ events for members and communities in Hamilton.
How much is available per grant application:	Grants are generally between \$1,000 - \$8,000 with a maximum of \$10,000. Consideration will be given to the number of volunteer hours contributed and any in kind donations toward the project.
What will be funded:	<ul style="list-style-type: none">Services, initiatives, and projects that support day-to-day operational services.Capital or equipment items and repairs and maintenance of existing assets.Community event and cultural festival costs.
When can applications be made:	Fund opens twice per year. The grant rounds will occur in March and July each year. Recipients of this grant will not be eligible to apply for a Community Initiatives Grant within the same HCC financial year (1 July – 30 June).

Schedule 5 - Cat Management Fund Agreements criteria and guidelines

Purpose of this grant:	To help improve biodiversity within the city, enhance the environment and reduce the number of stray, abandoned and feral cats in Hamilton, and support curbing the effects these cats can have on people, property, and other animals.
Who the grant is targeted at:	Not for profit groups who receive stray cats from within Hamilton City boundaries and will de-sex and re-home them.
How much is available per grant application:	Up to the total grant allocation amount determined in Long-Term Plan budget.
What will be funded:	<ul style="list-style-type: none"> • The cost of vet fees to de-sex cats that have been found as strays within the Hamilton City boundary and are to be re-homed. • Euthanasia costs of feral cats where there is significant health concerns/issues and euthanasia is in the best interests of the cat. <p>The following will not be funded:</p> <ol style="list-style-type: none"> a. The desexing costs of stray, abandoned and feral cats found outside Hamilton's city boundaries. b. Desexing and release programmes for stray, abandoned and feral cats. c. The desexing costs of any cats who already have a home or are privately owned. d. An individual, group, or organisation's other operating costs, separate to the actual cost of desexing carried out before stray, abandoned and/or feral cats are rehomed.
When can applications be made:	Application will be open once every three years, with grant paid annually to recipients.
Other requirements:	Recipients of grant will be required to submit an accountability form each year for the duration of the three-year grant period. Accountability will include stats on the number of cats being de-sexed and rehomed or euthanised and include Annual Financial Accounts.

Schedule 6 - Creative Communities Scheme criteria and guidelines

<p>Purpose of this grant:</p>	<p>To increase community participation in the arts, broaden the range and diversity of the arts available to communities, and enhance and strengthen the local arts sector.</p>
<p>Who the grant is targeted at:</p>	<p>Community groups, individuals, and organisations that:</p> <ul style="list-style-type: none"> • work to increase local communities to engage with and participate in local arts in Hamilton; or • support the diverse artistic cultural traditions of local communities; or • enable young people (under 18 years) to engage with and participate in the arts. <p>The projects must be completed within 12 months of funding being approved and not to have started or finished before Creative Communities Scheme funding is approved.</p>
<p>How much is available per grant application:</p>	<p>Grants are generally less than \$5,000, but on occasion up to \$10,000.</p>
<p>What will be funded:</p>	<p>The criteria is set by Creative New Zealand and Creative Waikato.</p> <p>Types of costs to be funded are:</p> <ol style="list-style-type: none"> a. Materials for arts activities or programmes b. Venue or equipment hire. c. Personnel and administrative costs for short-term projects d. Promotion and publicity of arts activities. <p>The following will not be funded:</p> <ol style="list-style-type: none"> a. Ongoing administration or personnel costs that are not related to the specific project. b. Costs for projects already started or completed. c. Travel costs to attend performances or exhibitions in other areas. d. Buying equipment, such as computers, cameras, musical instruments, costumes, lights, or uniforms. e. Entry fees for competitions, contests, and exams. f. Prize money, awards, and judges' fees for competitions. g. Royalties. h. The purchase of artworks for collections. i. The costs of running fundraising activity. j. Repayment of debt or interest on debt.
<p>When can applications be made:</p>	<p>Fund opens twice per year. The grant rounds will occur in mid-January/February and mid-July/August each year.</p> <p>Note that Creative Waikato administer Hamilton's Creative Communities Scheme funding on behalf of Hamilton City Council.</p>

Schedule 7 - Heritage Fund criteria and guidelines.

Purpose of this grant:	To support actions set out in our Hamilton Heritage Plan, and ensure the story of Hamilton, dating back to pre-European settlement, is told, and passed onto future generations.
Who the grant is targeted at:	Owners of listed heritage buildings and group 1 archaeological sites within Hamilton City boundaries. Priority will be given to: <ol style="list-style-type: none"> Items listed in Schedule 8A of the Council's District Plan Group 1 archaeological sites listed in Schedule 8B of the Council's District Plan. This fund is not available to Government or tertiary institutions that own archaeological sites.
How much is available per grant application:	Grants generally range from \$2,000 to \$30,000. Once approved, grants will be paid retrospectively on proof of completion of heritage works.
What will be funded:	Types of costs to be funded are: <ol style="list-style-type: none"> Heritage conservation plans and other professional documentation to inform future works. Earthquake-strengthening projects. Reinstatement, restoration, or repair of heritage features (e.g., historic shopfronts, fretwork and balustrading and window frames and glass). Preservation works such as absorber treatment.
When can applications be made:	The fund opens once per year. The grant round will occur in June each year.

Schedule 8 - Event Sponsorship Fund criteria and guidelines.

<p>Purpose of this grant:</p>	<p>To promote Hamilton as a business and event visitor destination, by supporting larger event opportunities where exposure will reach well beyond Hamilton, delivering high-profile coverage; and where it will attract significant numbers of visitors from outside Hamilton and the region, and great community engagement and participation.</p>
<p>Who the grant is targeted at:</p>	<ul style="list-style-type: none"> • Organisations, limited liability companies, sole traders (proprietorship), or partnerships. • Emerging events that are new and warrant a kickstart sponsorship investment as they are seen to have significant long-term growth potential for the city. • Cornerstone longstanding events that have proven performance in delivering a high profile for Hamilton, which add to the city's value proposition and will help drive incremental visitation and expansion opportunity. • Significant one-off events that present an opportunity to deliver substantial benefits to Hamilton by way of profile, increased visitation, and new business opportunities. • All application assessments will be considered both collectively (with other applications) and independently upon their respective merit in order to ensure a balanced portfolio of event categories (types) and year-round weighting.
<p>How much is available per grant application:</p>	<p>Over \$5,000 per application.</p>
<p>What will be funded:</p>	<p>The grant funds event costs.</p> <p>The grant will not be granted for:</p> <ol style="list-style-type: none"> a. General operating shortfalls. b. Losses incurred by events or festivals. c. Events or festivals which take place outside of Hamilton City. d. Applications will not be accepted from any past sponsored event organiser who has failed to supply a post event report to Council. <p>Hamilton City Council will not enter into sponsorship arrangements if members of the Economic Development and/or the Venues, Tourism and Major Events Group deem the organisation to be in conflict with Hamilton City Council's business or core values.</p>
<p>When can applications be made:</p>	<p>The fund opens once per year. The grant round will occur in March each year.</p>

Schedule 9 - Waste Minimisation Fund criteria and guidelines.

Purpose of this grant:	To support waste minimisation projects which encourage community participation and education and/or are of benefit to the community of Hamilton and lead to long-term waste minimisation action and behaviour change.
Who the grant is targeted at:	<ul style="list-style-type: none"> • Limited liability companies, sole traders, or partnerships • Iwi/ Maaori organisations • Educational institutions • Other community-based organisations operating within Hamilton.
How much is available per grant application:	Grants generally range up to \$10,000, maximum \$15,000.
What will be funded:	<p>Applications demonstrate how they will support in the achievement of the vision, goals and objectives of the Waste Management and Minimisation Plan.</p> <p>Types of activities are:</p> <ul style="list-style-type: none"> • New waste minimisation activities • An expansion of scope, or activity. • Waste reduction projects. • The reuse, recycling and recovery of waste and diverted materials. <p>Projects and activities must take place within Hamilton or be for the benefit of the Hamilton community.</p>
When can applications be made:	The fund opens once per year. The grant round will occur in March each year.

Schedule 10 - Welcoming Communities Fund criteria and guidelines.

Purpose of this grant:	To fund, with seed funding from MBIE, community groups to create exciting, inclusive welcoming activities for any newcomers to Hamilton in line with the outcomes of the Welcoming Communities Plan.
Who the grant is targeted at:	Groups who are seeking to provide new welcoming services, programmes, or activities that they have not provided before and fit with the outcomes of the Welcoming Communities Plan. Note groups who may have already received a Community Partnership Agreement, Community Services Grant, or a Community Initiatives Grant with the last 12 months are able to apply for this fund.
How much is available per grant application:	Grants are generally in the range of \$2,000 to \$5,000.
What will be funded:	New activities that support the outcomes of the Welcoming Plan. The grant will not fund business-as-usual projects or operating costs.
When can applications be made:	Open all year until all funds have been allocated. Assessed monthly.

Schedule 11 – Development Contributions fund criteria and guidelines

Purpose of this grant:	To support small scale building development undertaken by community organisations that has minimal impact on Council infrastructure but triggers a development contributions (DC) charge.
Who the grant is targeted at:	<p>Not-for-profit groups who provide free or low-cost activities or programmes within the Hamilton City boundary and have completed a small-scale capital project that incurred development contribution charges.</p> <p>Community groups or organisations that are legally constituted not-for-profit (charitable trust or incorporated society).</p> <p>Applicants that have a Trust Deed or Constitution with a minimum of three board or committee members.</p> <p>Applicants who have been operating for a minimum of 12 months, with financial records covering the last year.</p>
How much is available per grant application:	<p>Generally, the grant will provide for development contributions charges up to \$10,000.</p> <p>Consideration will be given to other sources of funding, including other council and central government support.</p>
What will be funded:	<p>The grant will fund only development contributions. An applicant may apply only for the equivalent of the DC charge issued by Hamilton City Council.</p> <p>To be eligible to apply, the development must meet the following criteria:</p> <ul style="list-style-type: none"> • Has minimal impact on Council infrastructure or services. • Is generally a storage space, canopy or covering of an existing space. • Has gross floor area of less than 30m². • Be within the Hamilton City Council boundary. • Trigger a DC charge. • Meet the definition of 'commercial development' as defined in the operative DC Policy. It must not be a retail, residential or industrial development. • Has been granted consent to build the project within the last 12 months.
When can applications be made:	The fund will be open twice per financial year, generally in the first and third quarter, but will be dependent on allocations made in the first round.