

Central Hawke's Bay District Council – Report

TO: Councillors
FROM: Corporate Services Manager
DATE: 17 February 2010
FILE REF: COU1-801
SUBJECT: **COMMUNITY VOLUNTARY ORGANISATION SUPPORT FUND**

1.0 SUMMARY

The 2009/19 LTCCP allocates \$30,000 per annum to be distributed in terms of Council's Community Voluntary Organisation Support Fund (CVOS).

Councillors have expressed concern over the criteria and administration structures set out in this Policy and have requested that the Policy be reviewed.

Attached is a draft updated Policy for consideration.

2.0 RECOMMENDATION

THAT

The amended Community Voluntary Organisation Support Fund Policy be adopted.

REASON

The Objective of the decision will contribute to the following Community Outcomes:

- *Supportive, caring and inclusive communities.*

3.0 BACKGROUND

The existing Policy was originally approved in April 2003 and has only been updated for changes to detail – rather than structure.

Councillors have requested that the Category 1 Criteria be updated to include similar criteria applied to Category 2 applications – and that the Assessment Committee include three, rather than two Councillors, and three rather than four members of the public.

If Council accepts these Policy changes – appointments to the Assessment Committee will require to be approved at a future Council meeting.

4.0 OPTIONS

Option 1

The amended Community Voluntary Organisation Support Fund Policy be adopted.

5.0 CONSULTATION

5.1 External

Not applicable

5.2 Internal

Councillors

6.0 FINANCIAL

Funding of \$30,000 per annum has been included in annual budgets in the 2009/19 LTCCP.

7.0 POLICY/DELEGATION REFERENCE

Community Voluntary Organisation Support Fund Policy (1.5).

Kevin Brown
Corporate Services Manager

9. Grants made for Category 1 projects will not exceed 75% of the total cost of the individual project.
10. Projects will be prioritised and the level of funding granted will be based on this.
11. The Assessment Committee is allowed the flexibility to allocate excess funds from Category 1 to Category 2 in those years when there are insufficient worthy applicants to receive grants from Category 1.
12. There must be evidence of the long term sustainability of the project.

Applicants must provide evidence of the organisation's management of finances (bank statements etc) with the application for funding.

All applicants must provide a report on the project to Council by 31 March in the year following the grant. Failure to do this could negate future funding requests from the organisation.

CATEGORY 2:

\$20,000 for ongoing financial support to existing community organisations who provide ongoing community services to all of Central Hawke's Bay.

Criteria:

1. Funding will be provided for costs that enable the continual running of a viable service that is deemed to be of considerable benefit to the community of Central Hawke's Bay. The onus of proof regarding benefit lies with the applicant. Costs may include:
 - Rental of building
 - Power charges
 - Stationery
 - Photocopying
 - Postage
 - Telephone/Fax
 - Insurance
 - Financial reporting costs
 - Personnel costs essential to the provision of the service
 - Marketing

Costs which are ineligible include the following:

- Rates payments
- Facility development,

and other costs considered not being essential to the continual running of the service.

2. Community groups must be domiciled in Central Hawke's Bay and be a voluntary non-profit organisation serving wholly or mainly the residents of Central Hawke's Bay.
3. The group should receive a wide measure of support from their community.

4. The level of funding available from other agencies, including fund-raising, will be taken into account when assessing the project.
5. Grants made for Category 2 will not exceed 50% of total ongoing organisational costs. However, if an organisation is able to provide evidence that it is experiencing extreme hardship and the continuation of the viable service is at risk, a grant higher than 50% may be awarded.

Applicants for Category 2 must provide as part of their application:

- (a) A copy of the most recent year's set of Financial Accounts.
- (b) Statistics or factual information which demonstrates the level of activity or achievements for the past year.
- (c) Evidence of the support the group receives from the community.