

# **Allocation of 2017/2018 Coromandel-Colville Local Economic Development Grant**

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<b>TO</b>	Coromandel-Colville Community Board
<b>FROM</b>	Margaret Harrison - Community Manager
<b>DATE</b>	20 March 2018
<b>SUBJECT</b>	<b>Allocation of 2017/2018 Coromandel-Colville Local Economic Development Grant</b>

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## **1 Purpose of Report**

The Community Board is to consider the allocation of the 2017/2018 Coromandel-Colville Local Economic Grant funding.

## **2 Background**

As part of the 2015-2025 Long Term Plan process a budget of \$20,000 per annum was approved for the Coromandel-Colville Local Economic Development Grant Fund.

The Coromandel-Colville Community Board confirmed the criteria for allocating the fund at its 28 February 2017 meeting, which is as follows:

### ***Policy statement***

*The objectives for Coromandel-Colville Community Board Local Economic Development Grants funding is to:*

- *Provide a fund to support local economic development initiatives;*
- *Encourage and support local community endeavours to develop tourism infrastructure and visitor attractions within the Coromandel-Colville Community Board area.*

### ***Alignment with Council strategy and outcomes***

*The Thames Local Economic Grants align with and provide additional local resource and delivery impetus to:*

- *Council Outcomes - 1. A prosperous district 2. A liveable district 3. A clean and green district.*
- *Councils Economic Development Action Plan - "Destination Coromandel" make the Coromandel the preferred visitor destination in New Zealand.*
- *Coromandel Peninsula Blueprint - 1. Diverse and vibrant centres 2. A place where generations can live, work and enjoy.*

### ***Background and purpose***

*As part of the development of the 2015-2025 Long Term Plan the Coromandel-Colville Community Board determined to make additional investment into economic development including providing a contestable grant fund to support local projects with strong linkages to providing tourism and visitor attraction outcomes.*

*The fund was proposed for a three-year period (\$20,000 per year) and envisaged supporting projects such as the development of walkways/cycleways or other tourism infrastructure to attract increased visitor numbers and enhance local business opportunity.*

*The funding could be used by community groups as "seed funding" to support application to external funders for local projects.*

For 2016/17 the grant fund is focussed on supporting projects which enhance the Coromandel-Colville area offer as a "visitor destination".

### **Principles**

The following principles underpin the Council and Community Board's approach to grants:

#### Transparency

The criteria applied to funding decisions will be readily available and communicated to groups. The Council and Community Boards will also be clear about the decisions it has made and what it expects to achieve with the allocated resources. Recipients of funding must be willing to report publicly on how much support they received from the Council and/or Community Board and what they achieved with the support.

#### Equity

The organisational status of an agency (registered charity, unincorporated society, social enterprise etc.) will not be a barrier to funding, as long as the organisation can demonstrate that it is established and operating as a not-for-profit agency. Funding opportunities will be notified as widely as possible.

#### Accountability

The Council and Community Boards are accountable for its use of ratepayers' resources including the funding it makes available to not-for-profit organisations. The Council and Community Boards will ensure that the monitoring and reporting systems fulfil its obligations to ratepayers. Recipients of funding must recognise that they are undertaking activities through use of ratepayer resources.

#### Respect

The relationship between the Council, Community Boards and funding recipients will be based on respect and will acknowledge the accountability, complementary roles and responsibilities of each of the parties.

### **Criteria**

Criteria for the Thames local economic development grants is set out in Schedule A, below. In addition to the criteria set out in Schedule A, at the Community Board's discretion it may choose to advise priority areas or themes to add to the funding criteria. (For example, in a given funding round it may choose to prioritise current or new projects by community groups.

In the case where a Board chooses to apply priority areas or themes to funding criteria this must be done by Board resolution prior to the funding round opening.

The schedules attached to this policy may be amended by Council resolution at any time.

### **Process**

All local economic development grants will be contestable funding application processes.

At the Board's discretion, applications may be considered by the Community Board at a workshop but decisions must be resolved in a public meeting, under standing orders.

Application processes will be notified as widely as possible.

### **Applications**

All Grant applications must include the following information and be submitted on the official application form provided by the Council during the applications process. The application form will be tailored as necessary to each application process.

Late applications will not be accepted. The application form is available to download from the website.

### **Accountability**

Recipients of any grants over \$2,500 must provide an annual report to the Council and/or Community Board, detailing the performance and activity of the organisation and illustrating how the Council grant was spent and has met the funding criteria.

For grants under \$2,500 an annual report is not required, but a 'reconciliation statement' outlining how the Council/Community Board grant was used and met the funding criteria.

Any grant funds not spent on the project for which the funds were applied for by the close of the Council's financial year must be returned to the Thames-Coromandel District Council unless written approval to retain the funds is obtained from the relevant Community Board.

### **Commencement of policy**

This policy comes into effect on 27 February 2017.

### **Review**

This policy will be reviewed no later than 30 July 2018 to align with the 2018-2028 Long Term Plan.

### **Schedule A: Local Economic Development Grants Criteria**

The criteria which applies for Community Board Grant funding is as follows:

1. Financial assistance will only be available for locally based and recognised community organisations within the Coromandel-Colville Community Board Area whose principal functions and/or activities are of a charitable (not-for-profit) nature.
2. Preference will be given, but not limited to, organisations that are registered as an Incorporated Society to qualify for Community Grant funding.
3. Applications will be considered on:
  - a) Merit
  - b) How the proposal positively contributes to the Coromandel-Colville Area as a visitor destination offer
  - c) Contribution to the achievement of Council Outcomes, and/or contribution to the achievement of Community Board priorities
  - d) Viability of the project including the ability of the project delivery entity to successfully complete the project
  - e) Total cost of the project, funding request and proportion of funding requested as a % of total cost
  - f) Preference will be given to projects that occur within the shoulder season
4. Financial assistance will only be available for a specific development project realising tourism and visitor attraction outcomes (Grants are not for the payment of wages/honorariums or usual operational expenditure).
5. Evidence of other investment or fund raising undertaken and commitment of reasonable percentage of own funds to the project or initiative must be provided. "In kind" contributions are also valued as a valid contribution.
6. The responsibility of Central Government towards organisations will be taken into account when considering grants for a project that the organisation may already have received funding from Central Government.
7. All applications must be accompanied by a statement of financial position for the previous financial year and a budget projection for the next financial year.
8. All applications must declare any conflict of interest that may exist with the Council, if relevant.
9. All successful applicants must acknowledge the support of the Thames-Coromandel District Council on any correspondence, advertising or other publicity material.
10. Applications must be made on the Thames-Coromandel District Council Community

#### *Grants Application Form.*

11. *Late applications will NOT be considered or carried forward.*
12. *Any Community Grant funds not spent on the project for which the funds were applied for by the close of the Council's financial year must be returned to the Thames-Coromandel District Council unless written approval to retain the funds is obtained from the relevant Community Board.*
13. *At the completion of the expenditure every successful recipient must provide a detailed expenditure declaration of what the grant money was spent on and a report on the community benefit achieved (or similar).*
14. *Confirms that the focus of the grant for 2016/2017 will remain to 'Encourage and support local community endeavours to develop tourism infrastructure and visitor attractions within the Coromandel-Colville Community Board area.'*

The 2017/2018 funding round closed at 4pm, 28 February 2018 with six applications being received totalling \$43,560.

### **3 Issue**

Locally based and recognised community organisations within the Coromandel-Colville Community Board Area whose principal functions and/or activities are of a charitable (not-for-profit) nature were invited to apply for financial assistance to undertake projects that will provide economic benefit to the community.

### **4 Discussion**

The applications were discussed at the Coromandel-Colville Community Boards 20 March 2018 workshop (as allowed for under 'Process' within the adopted criteria), with the following allocations recommended:

<b>Organisation Name</b>	<b>Initiative</b>	<b>Recommended Grant \$</b>
Thrive Coromandel Trust	To develop a 5 year business plan for the Coromandel Town Information Centre	6,400
Coromandel Independent Living Trust (CILT)	Purchase and installation of access points to provide Wifi internet coverage for the town centre (bridge to bridge)	8,850
Colville Social Service Collective (Colville Harbour Care)	To design, produce and install 8 public education signs about the biodiversity of Colville and the estuary on the Colville Foreshore	3,881
Colville Social Service Collective	To develop tourism infrastructure to promote visitor attraction in Colville and beyond.	869
	<b>Total Allocated</b>	<b>\$20,000</b>

If the recommended grant allocation is accepted, all funds in the Coromandel-Colville Community Board 2017/2018 Local Economic Development Grants budget have been allocated.

## 5 Suggested Resolution(s)

That the Coromandel-Colville Community Board:

1. Receives the 'Allocation of 2017/2018 Coromandel-Colville Local Economic Development Grant' report, dated 20 March 2018.
2. Permits the successful applicants to retain the funds for expenditure in the 2018/2019 financial year.
3. Confirms the allocation of funding from the 2017/2018 Coromandel-Colville Local Economic Development Grant budget to organisations who have applied for financial assistance as follows:

Organisation Name	Initiative	Recommended Grant \$
Thrive Coromandel Trust	To develop a 5 year business plan for the Coromandel Town Information Centre	6,400
Coromandel Independent Living Trust (CILT)	Purchase and installation of access points to provide Wifi internet coverage for the town centre (bridge to bridge)	8,850
Colville Social Service Collective (Colville Harbour Care)	To design, produce and install 8 public education signs about the biodiversity of Colville and the estuary on the Colville Foreshore	3,881
Colville Social Service Collective	To develop tourism infrastructure to promote visitor attraction in Colville and beyond.	869
	<b>Total Allocated</b>	<b>\$20,000</b>

### References-Tabled/Agenda Attachments

*Applications provided under separate cover for Board Members only*