

# MAYORAL GRANTS SCHEME POLICY

<b>CATEGORY:</b>	Office of the Chief Executive	<b>STATUS:</b>	FINAL
<b>DATE POLICY ADOPTED:</b>	4 September 2018	<b>APPROVAL BY:</b>	Council
<b>REVIEW PERIOD:</b>	3 years	<b>NEXT REVIEW DUE BY:</b>	2021
<b>DATE PREVIOUSLY ADOPTED:</b>	28 July 2015	<b>REVISION NUMBER:</b>	1

## PURPOSE

To provide a framework for the Mayoral Grants Scheme. The Mayoral Grants Scheme provides generic, discretionary small donations with a simple process for community members/organisations seeking financial support.

## POLICY PROVISIONS

### ADMINISTRATION OF THE SCHEME

- The Mayor and Personal Assistant will oversee the administration of the Mayoral Grants Scheme.
- An annual budget will be allocated for the implementation of the scheme.
- The maximum amount that can be funded, for any single request, will be generally below \$200 (but this can be varied for significant projects).
- The Mayor and Personal Assistant will report back to Council, as soon as practicable, on the outcomes of any grants given under the scheme.

### CRITERIA FOR APPLICATIONS

1. Grants are to assist an individual towards achieving their potential or help build communities.
2. Grants will only be made to organisations based in, or individuals who live in, the Wairoa District.
3. Requests for recurrent funding will not be considered. However, applicants may apply for funding over successive years.
4. Generally the maximum amount that will be allocated per sponsorship will be \$200. However, applications for significant projects above this amount may be considered on their merits.
5. Applications for funding must not be able to be funded from another Council Donations or Grants Scheme.
6. Applications for private gain will be ineligible.
7. The sponsorship scheme cannot be used for waiving Council fees.
8. Any donations will be at the discretion of the Mayor and subject to availability of funds – applications meeting the eligibility criteria may not necessarily receive a donation.
9. At least 2 references are required to testify to the bona fides of the requesting person/organisation, as well as the need/justification for the donation.
10. If the organisation/person has applied to other organisations for funding the list of organisations that have received requests for funding should be included on the application letter.

## APPLICATION PROCESS

Please write a letter addressed to the Mayor with the following details:

- Name of person/organisation seeking the grant
- Contact details (postal address, phone number and/or email address)
- Purpose of the grant
- Amount sought
- An indication of the total expenses/budget for the project
- 2 references testifying to the bona fides of the requesting person/organisation, as well as the need/justification for the donation
- List of other organisations who have received the same request for funding if applicable
- Details of whom the cheque is to be made out to

## CONDITIONS OF RECEIVING A MAYORAL GRANT

Council provides these donations on the grounds that you:

- Provide a receipt that you have received the funding
- Are willing to acknowledge Council's contribution at your event or in any written documentation associated with it (Contact us for a copy of the Council logo)
- Write to the Council, at the end of the activity, letting Council know how the activity or event went (including a photograph if available)