

# Horowhenua Rural Halls Grant

Criteria

Version 2: 2017/2018

A sum of \$25,000 is provided each financial year to assist rural hall societies with maintenance on their community halls to an appropriate standard. In limited circumstances the grant is also able to assist with insurance for the replacement of hall buildings and rates for hall property.

Applications close at 5.00 pm on the last working day in July.

Applications are considered by the Council's Funding and Recognition Subcommittee in August with their recommendations going to the next appropriate meeting of Council for ratification. Applicants will then be notified of the outcome of their application in either September or October.

Successful applicants are required to complete an accountability form, available on Council's website, certifying that the funds have been correctly used. Outstanding or overdue accountability requirements may affect further applications.

Please note that there is a separate process for requesting a rates remission, outlined on page 248 of Council's Long Term Plan 2015 - 2025. For more information on the community rates remissions scheme, refer to page 248 of Council's Long Term Plan 2015 – 2025.

The Rural Halls Grant was established in 1989 specifically for the purpose of financially supporting ten (10) Horowhenua (County) rural hall societies with maintenance for the halls they manage. The nine (9) original hall societies remaining today are the top priority for funding from this Grant and are referred to as Tier One applications.

Ihakara Hall

Opiki Hall

Tokomaru Hall

Koputaroa Hall

Mangahao Hall (Mangaore)

Ohau Hall

Manakau Hall

Poroutawhao Hall

Moutoa Hall

## **There are three (3) priority areas of funding:**

Priority One – Structural / Safety / Urgent

Priority Two - Interior Upgrading

Priority Three – Visual Appearance Improvements

These priority areas are described in more detail overleaf

Other non-profit groups that maintain a community hall for public use where there is no alternative Council owned or funded facility located within a reasonable distance may be eligible for a Rural Halls Grant (e.g. Waitarere Beach and Foxton Beach). These groups would only be eligible for projects identified as falling within criteria of Priority One. These groups are referred to as Tier Two applicants.

Note - Tier Two applicants are given a lower ranking than Tier One applicants and will only be considered if funding remains after all Tier One applications are considered.

**When considering Rural Halls Grant allocations, Council's Funding and Recognition Subcommittee will use the following criteria:**

1. The nature of the work in the context of minimum mandatory standards imposed under the Building Act, Health & Safety Regulations, District Plan requirements and Fire Regulations.
2. Acknowledgement of the role that the particular rural hall plays within its respective community and the degree of community support it receives.
3. All applications are to be submitted electronically by way of Council's online form available on Council's website. Applications using old forms will not be considered.
4. Applications are due by 5pm on the final working day of July each year. No late applications will be considered and the web form will be closed on the first day of August.
5. Applications must be for projects and costs that occur within the financial year for which funding is sought and subsequently awarded (i.e. by 30 June of the following calendar year). If a project cannot proceed for any reason (including the inability to source any balance required) within this period the grant must be returned to Council.
6. Council has determined that the following priorities will be applied in the assessment of applications lodged:

**Priority One** - Any project that is directly related to protecting the overall integrity of the hall structure - this covers replacement of roofing/repainting of roof, replacement of cladding/repainting of exterior, provision/repair to water and waste water services and upgrading of/improvements to power supply.

**Priority Two** - Projects involving the interior upgrading of the hall, including repainting/repairs of interior linings, ceiling and floor structures, repairs to/replacement of windows to a more maintenance free and secure arrangement, together with the upgrading of toilet facilities to lower maintenance, water conserving units and provision of new, more modern ovens.

**Priority Three** - Projects that generally improve the visual appearance of the hall interior, i.e. floor coverings (carpet, vinyl, etc.), kitchen cupboards, improved lighting with energy conservation capabilities, and seating.

It is the expectation of the Rural Halls Grants Subcommittee that applicant halls will be required to meet a greater proportion of the costs associated with projects falling into categories 2 and 3 unless they pose a health and safety risk to users. If this is proven, a higher priority will be considered.

7. Further to the priorities above, applications to cover the cost of hall replacement insurance

are also eligible under the Rural Halls Grant (where the society does not already receive insurance support from Council). Applications for insurance expenses are considered at the lowest priority, except in extreme circumstances where a strong case is made by the applicant. Where ongoing insurance support is sought by a society, a discounted policy through Council's insurance supplier can be sought by way of the Grant Scheme Administrator.

8. Applications to cover the cost of rates may also, from time to time, be considered under unusual circumstances where:
  - (i) A rates remission has been declined by Council
  - (ii) The amount of an approved rates remission is not sufficient
9. A reduced level of funding (partial funding) may be offered by Council, particularly when demand on the grant scheme is high. Where partial funding is awarded and subsequently uplifted by an applicant, the applicant agrees that the project can be completed despite the immediate shortfall. Applicants are given time to consider any funding awarded to them before uplifting.
10. The Subcommittee's decision is final and not open to negotiation. If the Hall Society's position changes with respect to the submitted project then this should be advised to the Grant Scheme Administrator as soon as possible along with a formal request for the approved funding purpose to be modified. This will be referred to the Subcommittee for determination.

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Applicants should attach all relevant supporting documentation that could assist the Subcommittee in their selection process. In all cases applicants must include:

1. Written resolution from the applicant hall society/association/organisation to request Council funding towards the projected works
2. A copy of the organisation's bank deposit slip (or bank signed and stamped copy of bank statement) in the name of the applicant society.
3. A copy of the latest financial statements (balance sheet and profit/loss statement) for the applicant hall society
4. Copies of quotes for all proposed works included in the application

Photographs of the particular project area to assist the Subcommittee in assessing the nature of the request are also appreciated along with any plans prepared.

The Subcommittee may require a hall society to provide further information in support of a grant application, such as (but not limited to) details on hire and use of the hall, with or without charge.