

# Horowhenua Rural Halls Grant

## Criteria 2021/2022

### Purpose

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. These halls include;

Ihakara Hall	Ohau Hall
Opiki Hall	Manakau Hall
Tokomaru Hall	Poroutawhao Hall
Koputaroa Hall	Moutoa
Mangahao Hall (Mangaore)	

Other non-profit groups that maintain community halls for public use where there is no Rural Hall within a reasonable distance may also 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 Priority One criteria, (see criteria that follows). 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.

### Criteria

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

1. 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 Community Funding and Recognition Committee 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.

2. 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.
3. Acknowledgement of the role that the particular rural hall plays within its respective community and the degree of community support it receives.
4. 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 a low 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.

5. 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

## **Funding**

The Horowhenua Rural Halls Grant will make available an amount of \$30,000.00 in one funding round in the 2021 – 2022 financial year as follows;

Round opens 1<sup>st</sup> August 2021 and closes at 5.00pm on the 31<sup>st</sup> August 2021, (N.B. Projects cannot begin before November 2021)

## **Applicant Instructions**

1. Applicants must complete all questions on their application, supplying copies of all supporting documentation. Where there is missing information or documentation the applicant should explain why. Incomplete applications may result in a request for financial assistance being declined. While the grant remains open for applications, Council Officers may attempt to give applicants an opportunity to rectify missing elements but no guarantee is given in this regard and no request for extra information infers eligibility for a grant.
2. Photographs of the particular project area to assist the Funding and Recognition Committee in assessing the nature of the request are also appreciated along with any plans prepared.
3. The Funding and Recognition committee 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.
4. All successful applicants are accountable for Council funding according to the below terms and conditions. No less than nine (9) months after funding is awarded, successful applicants must have completed the project and the requisite accountability form, attaching copies of all receipts (A receipt is required for any budget line item amounting to \$250 or more).
5. Failure to provide adequate and timely reporting on funding may preclude further applications to grants administered by the Horowhenua District Council (HDC).
6. Any significant changes to the proposed project must be advised to the fund administrator immediately. Where partial funding is granted, unless otherwise expressed in writing, the applicant agrees (when uplifting the grant) that reduced funding will not affect the project as described in the application, despite shortfall.
7. If the application is successful, recognition of Horowhenua District Council's grant must be made in any advertising or promotion of the applicant's project. Applicants should attach all supporting documentation that could assist the Horowhenua Community Funding and Recognition Committee in their selection process.
8. In all cases applicants must include:
  - Written quotes for each expense item in your project budget that have a cost of over \$250. Local suppliers should be used where possible. Where a preferred quote is not the least expensive quote provided, this should be indicated by the applicant
  - A copy of your organisations latest financial statements (accounts) that includes disclosure of financial assistance received from other sources. Funds tagged for specific purposes must be clearly identified. HDC reserves the right to request that an applicant's financial accounts are reviewed or audited as a condition of any grant awarded
  - An up to date bank document that clearly shows an account number and the name of the applicant organisation (or parent body).

## Terms and Conditions

1. A grant recipient must:
  - a. Spend the grant within nine (9) months of a grant request being approved, within the approved time frame specified in the Accountability Reporting and Payments schedule or upon request by HDC (whichever comes first). Payment of any subsequent grants may not be made until all milestone accountability reporting requirements are met in full.
  - b. Spend the grant only for the purpose(s) approved by, and subject to any conditions imposed by, the Horowhenua District Council's Community Funding and Recognition Committee.
  - c. Return to the HDC any portion of the grant that is not spent on the approved purpose(s). If the grant payment includes GST, the grant recipient must also return the GST component of the grant.
  - d. Make any files or records relating to the activity or project available for inspection within 10 working days if requested by HDC.
  - e. Keep financial records that demonstrate how the grant was spent for five (5) years after the end of the agreement term.
  - f. Acknowledge the receipt of HDC grant as a separate entry in its financial statements, or in a note to its financial statements.
  - g. Inform HDC of any changes that affect the organisation's ability to deliver the activity(ies) or project(s) (eg changes to financial situation; an intention to wind-up or cease operations; or any other significant event, before the grant has been fully used.
  - h. Agree to notify HDC if any of the grant money is stolen or misappropriated and to consider if Police charges need to be laid.
  - i. Agree that HDC have authority to publish that the grant has been made to the grant recipient for the approved purpose.
2. During the term of this agreement a grant recipient may request a variation to the purpose, term, or conditions of this agreement. This needs to be requested before any expenditure, failure to do so will be treated as non-compliance with grant terms and conditions.
3. A grant must not be spent on any item that falls within the exclusions outlined by HDC.
4. Failure to comply with any of the terms and conditions within this agreement, or the provision of false information in the request may result, without limitation, in Horowhenua District Council terminating this agreement and:
  - a. Requiring repayment of all or part of the grant.
  - b. Withholding payment of this and other HDC administered grants until issues are resolved.
  - c. Imposing additional terms and conditions before any HDC funding is approved.
  - d. Recommending to the Community Recognition & Funding committee, to decline future funding.
5. For the purpose of gaining or providing information relevant to the funding of the organisation, the HDC may disclose to, or obtain information from, any other government department or agency, private person or organisation.
6. The HDC is subject to the Official Information Act 1982 and may be required to release information unless there is good reason under the Act to withhold the information.
7. 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.
8. The decision of the Horowhenua Community Funding and Recognition Committee 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 Horowhenua Community Funding and Recognition Committee for determination.