

Policy Schedules

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Grant and Sponsorship General Information

Grants requiring committee approval

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Community Services and Programmes Grant	\$30,000	Annually
Whanake	Case-by-case basis	Annually
Social Enterprise Grant	Case-by-case basis	Annually
Strategic Community Partnership Grant	\$50,000	Annually
Creative Communities Scheme ¹	\$5,000	Twice yearly

Grants approvals delegated to officers, except where applications exceed the delegated authority

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Built Heritage Protection Fund	One third of total project cost	Annually
Community Events Grant	Case-by-case basis	Annually (for applications over \$5,000) As required (for applications under \$5,000)
Cultural Heritage Protection Fund	Case-by-case basis	Annually
Charitable Sponsorship	\$500 per applicant	As required
Main Street Building Fund	One third of total project cost	Twice yearly
Manaaki Urupā Grant	Case-by-case basis	Twice yearly
Marae Development Grant	Case-by-case basis	Annually (for applications over \$10,000) As required (for applications under \$10,000)
Natural Heritage Protection Fund	One third of total project cost	As required
Planting Our Place Fund	Case-by-case basis	Twice yearly
Resource Management Support for Iwi and Hapū	Case-by-case basis	As required

¹ Funding is determined by the Creative Communities Advisory Committee in accordance with Creative New Zealand criteria and assessment guidelines.

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Rural Hall Development Grants	Case-by-case basis	Annually ²
Waste Levy Fund	Case-by-case basis	Twice yearly

Foregone revenue and venue concessions

Financial Support	Maximum Funding Available	Frequency of Determination	Approval
Community Concessional Lease	Case-by-case basis	As required	Council committee
Rates Remission	Case-by-case basis	As required	Delegated authority as per the Rates Remission Policy
Reduced Service Rates	Determined by Schedule of Fees and Charges	As Required	Delegated authority

Funding partnerships determined through the Long Term Plan or Annual Plan Process

Financial Support	Maximum Funding Available	Frequency of Determination	Approval
Strategic Council Partnership	Case-by-case basis	Once every three years	Full Council

Funding allocated at the discretion of the Mayor

Grant Scheme	Maximum Funding Available	Frequency of Determinations
Mayoral Relief Fund	Case-by-case basis	As required

² If budget is not fully expended, rural hall societies are able to apply after the fact for projects under \$10,000

Community Services and Programmes Grant

Purpose

The Community Services and Programmes Grant aims to support projects and programmes that seek to strengthen the community and make long lasting change.

The grant can be up to a maximum of \$30,000 to an applicant and can be applied as a multi-year grant of up to three years.

The grant specifically aims to:

- Support activities, programmes or services that directly benefit the wider community of the New Plymouth district.
- Foster and support services, programmes and activities which address unmet needs in the community.
- Create opportunities which develop knowledge, awareness and understanding of the community.
- Support groups and organisations whose activities are contributing to a growth in community wellbeing and community cohesion.
- Support activities that contribute to the social and cultural vibrancy and vitality of the New Plymouth district.
- Provide investment in new services and programmes as the move towards a path of sustainability.

Eligibility

Only not-for-profit or charitable organisations or groups, who may or may not be a Registered Charity are able to apply for this funding.

Exclusions

In addition to the general exclusions, the following purposes are not considered:

- Sporting activities.
- Events (see the Community Events Fund).
- Fundraising activities (for supporting an event to raise funds).
- Projects, programmes or operational costs that have previously received a Social Enterprise Grant or Catalyst funding.

Application requirements

In addition to the general application requirements the group or organisation must supply:

- A copy of the most recent annual accounts³.
- Quotes for capital projects.
- Strategic documents such as plans or strategies.

³ Accounts must be compliant with the relevant legislation by which the organisation is established under, such as the Charities Act, Trusts Act or Incorporated Societies Act.

Creative Communities Scheme

Purpose

The Creative Communities Scheme supports and encourages local communities to create and present diverse opportunities for accessing and participating in arts activities. Under the scheme, “the arts” are broadly defined as *‘all forms of creative and interpretive expression’*.

This includes opportunities for creative participation in theatre, music, visual arts, digital art, applied arts, arts education, Toi Māori, literary workshops, digital storytelling, and many other activities.

On behalf of Creative New Zealand

The Council administers the Creative Communities Scheme on behalf of Creative New Zealand. All eligibility criteria and exclusions are directed by Creative New Zealand and can be found on the Creative New Zealand website www.creativenz.govt.nz.

Whanake

Purpose

The Whanake Grant aims to support community groups and organisations who deliver activities, programmes or services that contribute to identified outcomes and aspirations valued by whānau, hapū and iwi.

The grant can be applied for as either an annual grant or a multi-year grant of up to three years.

Eligibility

Only not-for-profit or charitable organisations or groups, who may or may not be a Registered Charity are able to apply for this funding.

Exclusions

In addition to the general exclusions, the following purposes are not considered:

- Sporting activities.
- Events (see the Community Events Fund).
- Fundraising activities (for supporting an event to raise funds).
- Projects, programmes or operational costs that have previously received a Social Enterprise Grant or Catalyst funding.

Application requirements

In addition to the general application requirements the group or organisation must:

- Explain how the activity, programme or service contributes to identified outcomes and aspirations valued by whanau, hapū and iwi.
- Provide a copy of the most recent annual accounts⁴.
- Provide quotes for capital projects.
- Provide strategic documents such as plans or strategies.

⁴ Accounts must be compliant with the relevant legislation by which the organisation is established under, such as the Charities Act, Trusts Act or Incorporated Societies Act.

Social Enterprise Grant

Purpose

The aim of the Social Enterprise Grant is to provide seed funding to an organisation who seeks to earn an income for the sole purpose of reinvesting that income into the community to achieve wellbeing. There are many different forms of Social Enterprise, for the purposes of this policy, eligible organisations are defined as follows:

A Social Enterprise is a revenue generating organisation with a primary purpose of achieving social, environmental and/or cultural objectives where profit is principally re-invested for that purpose of community good, rather than being driven by the need to maximise profit for shareholders, directors or owners.

Eligibility

Funding may only be sought by investment-ready enterprises.

The funding will be targeted at social enterprises that are either in a start-up phase or growth stage.

Application requirements

In addition to the general eligibility criteria, applications will be considered and assessed in relation to the following:

- Whether the enterprise involves trade to achieve a social mission.
- Demonstration of the extent which there is a market for the enterprise and the potential for the business to be self-sustaining following after the end of the grant period.
- Whether the business plan is realistic and practical, and includes financial projections and accounts. The extent to which the enterprise will deliver a social return on the investment.
- The extent to which the enterprise may deliver an economic return on the investment through the employment of people, volunteers, and/or trading activities.
- The extent to which the enterprise has governance, management and business capacity and capability in place to run the enterprise.
- The total impact (social, economic, environmental and/or cultural) expected to be yielded.

The group or organisation must provide a copy of:

- The business plan, and any relevant documents such as feasibility studies or economic reports.
- The most recent audited financial accounts⁵.

General conditions

If the organisation receives a Social Enterprise Grant, this precludes the organisation from receiving any financial support through contestable funding from the Council in the future. This fund is to get social enterprises up and running to a self-sustainable model.

⁵ While there is a preference for accounts that have been audited, if they are not available please discuss this with a Community Partnerships Adviser.

Strategic Community Partnership Grant

Purpose

The purpose of a Strategic Community Partnership Grant is to recognise those community and not-for-profit organisations that are closely aligned to the strategic objectives of the Council, and with whom the Council is comfortable to engage in a medium-term partnership (financial and/or otherwise) relationship.

The relationship

The relationship between the organisation and Council will be one where there is both financial and capacity support. Organisations will be willing to engage formally with Council in a symbiotic relationship to achieve key outcomes.

The organisation and council officers will work closely together to achieve strategic outcomes, as identified through the Council's Vision, Mission and Goals.

“A Strategic Community Partnership is a mutually beneficial relationship between a community organisation and Council, working to achieve strategic Council outcomes and add value to the wider community.”

Eligibility and application requirements

In addition to the general policy eligibility, organisations need to meet a minimum of six of the following criteria:

- Have an acknowledged strategic leadership and brokerage role within their sector
- Deliver work programmes and outcomes that have clear alignment to the Council strategic outcomes and priorities
- Has robust and strategic business plans in place
- Has a strong track record of achievement within the community
- Provides a direct benefit to the wider community
- Has a strong and supportive board of trustees or governance type model
- Willing to engage and collaborate through a comprehensive partnership
- Is up to date with financial requirements e.g. annual return

Organisations must provide evidence of how they meet the above criteria.

Application process

Organisations are able to express their interest in becoming a Strategic Partner by contacting the Community Partnerships Team. Applicants who demonstrate they meet the above criteria will be invited to meet with the team to discuss the partnership approach prior to applying.

General conditions

Organisations that have entered into a strategic partnership with the Council will not be eligible to apply for other contestable funding or grants within the Community Funding Investment policy⁶.

⁶ With the exception of Forgone Revenue and Venue Concessions and the Waste Levy Fund

Built Heritage Protection Fund

Purpose

The Built Heritage Protection Fund is to assist private landowners manage, maintain and preserve the heritage values of items on their properties. It provides a partial contribution towards the cost of a specific heritage project or work.

Activities that will be considered for a grant include, but are not limited to:

- Earthquake strengthening
- Repair or replacement of verandas, rooves etc.
- Repiling
- Exterior cleaning and painting
- Specialist building work (e.g. stonework)

Eligibility

Applicants who are individuals, for-profit enterprises, Iwi, Hapū, not-for-profit organisations and registered charities are eligible to apply for this grant.

To be eligible for a grant from the Built Heritage Protection fund an item must:

- Be identified as a Category A, B or C heritage building or item in the Operative District Plan and/or in SCHED1 (Schedule of Heritage Buildings and Items) of the Proposed District Plan;
- Meet the minimum points required under the assessment criteria attached as **appendix one**;
- Have a legal requirement for necessary works approved by statutory bodies or organisations (e.g. building and/or resource consent from Council, archaeological authorities from Heritage New Zealand Pouhere Taonga etc.)

Exclusions

Items are not eligible for funding if they are owned by:

- Central or Local Government
- State Owned Enterprises
- Council Controlled Organisations

Funding may not be used for the purposes of:

- Professional advice (e.g. architect or engineer fees)
- Conservation or management plans
- Internal work that does not help ensure the future integrity of an item (e.g. reconfiguration of spaces, updated or new kitchens and bathrooms, painting and wallpapering etc.)
- Purchasing of a heritage item

Application

In addition to the general eligibility criteria, applicants must provide two quotes (excluding earthquake strengthening) for the work being undertaken and a proposed colour scheme in heritage colours for any external painting.

Conditions

Only one application per item will be accepted every three years.

Community Events Grant

Purpose

The purpose of the Community Events Grant is to acknowledge grass roots community events and support the vibrancy of the district. The grant is also to support the establishment of future annual events with the aim of becoming a major attraction of the district.

Specifically, the grant will help with the following:

- Venue hire costs
- Promotion
- Hire of equipment such as sound, lighting, and toilet facilities
- Entertainers fees
- Road closure costs

Eligibility and exclusions

In addition to the general eligibility criteria, the specific eligibility criteria is as follows:

- This grant is only available to grass roots community events within the New Plymouth district

This grant will not fund:

- Events that are exclusive to particular groups/members (e.g. school reunions/anniversaries, prize-giving events, end of year dinners for clubs).
- Events that have a focus on fundraising for a charity or not-for-profit.
- Events that qualify for Major Events Funding through Venture Taranaki.
- Event manager fees.
- Costs to hire Council owned/managed venues.

Application requirements

In addition to the general application requirements applicants are expected to provide the following supporting documents:

- Event plan, including health and safety plan
- Any sponsorship agreements
- Quotes for hire of venues or equipment

Conditions

Events must be either free or low cost admission (\$5 or less) to the public and have a focus on encouraging participation across New Plymouth's diverse communities, as well as engaging local communities and neighbourhoods.

Cultural Heritage Protection Fund

Purpose

The Cultural Heritage Protection Fund is to assist landowners manage, maintain and preserve heritage values of items on their properties. It provides a partial contribution towards the costs of a specific project or work required to protect cultural heritage.

Activities that will be considered for a grant include, but are not limited to:

- Fencing (e.g. around a pa site to prevent stock damage).
- Cleaning and/or painting of monuments, memorials or headstones associated with a pa site.

Eligibility

This policy schedule allows applicants who are individuals, for-profit enterprises, Iwi, Hapū, not-for-profit organisations and registered charities.

To be eligible for a grant from the Cultural Heritage Protection Fund an item must:

- Be identified in SCHED3 (Schedule of Archaeological Sites or Sites and Areas of Significance to Māori) of the Proposed District Plan;
- Meet the minimum points required under the assessment criteria attached as **appendix two**;
- Have any legal requirements necessary for the works approved by statutory bodies or organisations, e.g. building and/or resource consents from Council, archaeological authorities from Heritage New Zealand Pouhere Taonga, etc.

Exclusions

Items are not eligible for funding if they are owned by:

- Central or Local Government
- State Owned Enterprises
- Council Controlled Organisations

Funding may not be used for the purposes of:

- Professional advice (e.g. architect or engineer fees)
- Conservation or management plans
- Work that does not help ensure the future integrity of an item (e.g. new carparking next to a pa site, interpretation signage, protecting an item that is physically inaccessible etc.)
- Purchasing of a heritage item, or property with an archaeological site or area of significance to Māori on it

Application

In addition to the general eligibility criteria, applications must be from the landowner and/or relevant iwi/hapū. Applicants must also provide two quotes for the work being undertaken.

Conditions

Only one application per item will be accepted every three years.

Applications for urupā must seek funding for a *Manaaki Urupā Grant* first.

Charitable Sponsorship

Purpose

From time to time the Council is approached by charitable organisations who are seeking funding by the way of sponsorship.

Registered Charities may seek support from the Council to be a “sponsor” for their event.

The award of sponsorship monies is at the discretion of the Chief Executive or their nominee.

The award of sponsorship monies will be granted to charities that have alignment to the core values and strategic vision of the Council.

The monies available for charitable sponsorship shall be limited to \$500 per application. The amount of funding will depend on the availability to funds.

Applicants may only seek this funding once per financial year.

Enquiries should be made to the Mayor’s Office.

Main Street Building Fund

Purpose

The purpose of the Main Street Building Fund is to help commercial property owners or their tenants in the CBD areas of New Plymouth District to improve the frontage and/or signage of their building. It is designed to enhance the vibrancy and character of the CBD areas so they are more attractive to shoppers and potential tenants.

Grants are available for well-designed improvements that can help maintain a building. The grant can help pay for:

- Painting
 - Colours must be in keeping with the era of the building
 - Street art
 - Signage must be in keeping with the building design
- Repair
 - Architectural details and masonry work
 - Fire escapes, awnings/canopies and shutters
 - Verandas, outside stairs, cleaning of external walls and rooves
- Removal of unsightly features that do not fit the style of the building
- Installation of decorative lighting, verandas and appropriate architectural feature.

Eligibility

Applicants can be from landlords of the buildings or the tenants. Buildings must be located within the CBD areas of New Plymouth District.

Exclusions

Work on a building that has received funding from the Built Heritage Protection Fund is not eligible for this fund.

Application

In addition to the general application requirements applicants are required to provide:

- Two quotes for the work
- Proposed colour scheme for any painting
- Mock-up design of street art if applicable
- Explanation of how the works will comply with health and safety requirements⁷
- Written approval from building owner (if the application is from a tenant)

Conditions

The following conditions apply:

- Applications for work on any heritage listed building must be made to the Built Heritage Protection Fund first.
- Only one application per building every two years.
- Applicants are not to cover any of the improvements with advertising material, such as posters or billboards.

⁷ See Health and Safety at Work Act 2015 or www.worksafe.govt.nz

Manaaki Urupā Grant

Purpose

The purpose of the Manaaki Urupā Grant is to partially cover the annual costs incurred by urupā owners/trustees in the on-going care of their urupā.

The grant can go towards activities directly related to the care of the urupā, including but not limited to the following:

- Repair and maintenance of gateways, fences, footpaths
- Maintenance, cleaning, repair and restoration of headstones
- Installation of berms
- Maintenance, repair or replacement of existing ground maintenance equipment (e.g. lawnmowers, line trimmers)
- Maintenance, repair or improvements to pedestrian and vehicle access and parking
- Maintenance of urupā lawns, hedges, trees including removal of greenwaste

Eligibility

To be eligible for a Manaaki Urupā grant the urupā must be:

- Within the New Plymouth district; and
- Located on:
 - Land designated a Māori reservation under section 338 of the Te Ture Whenua Māori Act 1993 for the purposes of an urupā; or
 - Māori freehold land; or
 - General freehold land in Māori ownership.

Council may also consider urgent protection-related work on a case-by-case basis, including, but not limited to:

- Erosion-related mitigation
- New car-parking, vehicle and pedestrian access ways
- Flood mitigation

Exclusions

The Manaaki Urupā grant may not be used for:

- Establishing a new urupā
- Multiple-year projects
- Payment of salaries, wages, commissions, fees etc.
- Power and water rates, legal fees or leases

Application

When applying for a Manaaki Urupā Grant, applicants will need to provide evidence that the urupā meets the criteria. The evidence requirements are attached as **appendix three**.

Conditions

Only one application per urupā will be accepted per financial year.

Projects must be completed no later than October 31 of the year following the grant.

Marae Development Grant

Purpose

The purpose of the Marae Development Grant is to support funding for the maintenance and development of the District's Marae.

Grants may be sought for the following purposes:

- External works (protection of the fabric of the building ensuring it is structurally sound and watertight).
- Health and safety (work that ensures the building is safe and secure for all using it and includes areas such as electrical work, faulty floorboards, plumbing and heating/lighting).
- Accessibility (work that improves the accessibility of the buildings and facilities for people with accessible needs, in particular, Kaumatua).
- Hygiene (matters relating primarily to drainage, kitchens, bathrooms, drinking water and toilet areas).
- Interior structure (walls, ceilings, and the internal structures not already covered by the above).
- Aesthetic and capital projects (allowing for new projects to achieve the future aspirations of the Iwi/Hapū).
- Creating or updating Marae Development Plans.

Eligibility

To be eligible the Marae must be an incorporated society or trust.

Application

Applicants must supply the following:

- Quotes (minimum of two quotes for non-urgent works)
- Resolution from the Marae trustees to apply for funding

Marae Insurance

Insurance funding for Marae is excluded from the Marae Development Grant. Insurance funding is separately available for Marae. Marae Committees are advised to contact Council Officers. Insurance funding will only cover the costs of:

- Material Damage, including insurance of whakairo, tukutuku and kowhaiwhai
- Business liability
- Contract works for development/renovations

Natural Heritage Protection Fund

Purpose

The purpose of the Natural Heritage Protection Fund is to help private landowners manage, maintain and preserve the natural heritage values. The work must be necessary to ensure the conservation and preservation of the area.

The Natural Heritage Protection Fund covers fencing to protect the area from stock damage.

Eligibility

This policy schedule allows applicants who are individuals, for-profit enterprises, Iwi, Hapū, not-for-profit organisations and registered charities.

To be eligible for a grant from the Natural Heritage Protection Fund an item can:

- Be protected either by having a significant natural area identified in the District Plan, or by way of a protective covenant, or by other legal mechanism providing similar protection to a protective covenant.
- Be land within a Ngā Whenua Rāhui kawenata
- Where the property is protected by way of a protective covenant or by other legal mechanism providing similar protection to a protective covenant:
 - The protective covenant or other legal mechanism must meet the requirements of the District Plan for legal protection of the special ecological features to achieve the protective outcome.
 - The protected area meets the significance criteria for protected in the District Plan
 - The area of land containing the protected natural features must be readily identified and able to be measured distinctly from the total area of the property.
- Meet the eligibility criteria required under the assessment criteria attached as **appendix four**.

Exclusions

Heritage items are not eligible for funding if they are owned by:

- Central or Local Government
- State Owned Enterprises
- Council Controlled Organisations

Funding may not be used for the purposes of:

- Professional advice (e.g. architect or engineering fees)
- Conservation or management plans
- Work that does not help ensure the future integrity of an item (e.g. new carparking next to a Significant Natural Area, interpretation signage etc.)
- Purchasing of a Significant Natural Area

Application

In addition to the general eligibility criteria evidence of the legal protection mechanism and a plan to sustainably manage the ecological values of the protected natural features must be provided.

Conditions

Only one application per property will be considered each year.

Planting Our Place - Te Korowai o Tāne

Purpose

The purpose of the Te Korowai o Tāne grant is to assist not for profit community groups in purchasing native tree and shrub species to plant on their relevant properties. This grant will provide 'wrap around' support for New Plymouth's community to engage in positive action for climate change and the environment and will augment the work occurring through the planting of public land through Planting our Place to facilitate and expedite achievement of the 10% urban vegetation cover.

Eligibility

To be eligible for the Planting Our Place grant the applicant must be a community group or not for profit organisation, which includes (but is not limited to):

- Schools
- Sports Clubs
- Kohanga reo, kindergartens, Early Childhood Centre and Play Centres
- Marae

The space to be planted must also be located within the urban environment and ideally contribute to priority planting areas (for example, a biodiversity corridor) identified by Council Officers.

Exclusions

The grant cannot be provided for:

- Individuals or private residential/commercial property
- Planting exotic trees or fruit trees
- Establishing a nursery

Funding may not be used for the purposes of:

- Labour to prepare the planting site
- Maintenance of the planting site
- Planting the plants

Application

In order to apply for funding the applicant must provide a quote for the plants from a supplier approved by Council.

Conditions

- Before and after photos must be provided to confirm the planting has been undertaken.
- Funding must be used for Indigenous plants only and 70% of mix to be large trees (canopy species) for carbon sequestration.
- Planting must be intended to be in perpetuity.
- The carbon credits for the plants will be held by the Council.
- Only one application will be accepted per property every three years
- Maximum of \$5000 per group

Resource Management Support Grant for Iwi and Hapū

Purpose

The purpose of this fund is to enable Iwi and Hapū to purchase a range of professional services to facilitate their participation in resource consent processes so as to incorporate Maori values in resource management decision making.

Eligibility

This grant is only available to Iwi and Hapū.

To be eligible, services must relate to resource consent processes or applications, or private plan change processes where the Council is the consenting authority.

Services that are eligible are for professional services and reports including, but not limited to:

- Planning
- Legal
- Specific technical assessments (e.g. hydrology engineering, ecological landscape, noise)
- Cultural services and advice
- Valuation services
- Monitoring
- Scientific services
- Contribution towards master planning and feasibility studies

Exclusions

The grant is not to be used for any of the following services:

- Purchase of equipment or machinery
- Enforcement or compliance matters
- Costs incurred in preparation of a resource consent application or private plan change
- Debt services

Application

In order to apply for this grant, applicants should discuss with the Planning Team or Iwi Liaison Lead, who will then provide the application form link.

Rural Halls Development Grant

Purpose

The purpose of the Rural Halls Development Grant is to support funding for the maintenance and development of the district's rural halls.

Grants may be sought for the following purposes:

- External works (protection of the fabric of the building ensuring it is structurally sound and watertight).
- Health and safety (work that ensures the building is safe and secure for all using it and includes areas such as electrical work, faulty floorboards, plumbing and heating/lighting).
- Accessibility (work that improves the accessibility of the buildings and facilities for people with accessible needs).
- Hygiene (matters relating primarily to drainage, kitchens, bathrooms and toilet areas).
- Interior structure (walls, ceilings, and the internal structures not already covered by the above).
- Aesthetic and capital projects (allowing for new projects).

Eligibility

Applications will be considered from hall societies for capital improvements and preventative maintenance works on a priority needs basis. Priority needs are:

1. Halls with more than 30 hours per month demonstrated average use (excluding school holiday weeks).
2. Where the lack of maintenance would constitute a health, safety or fire risk, or compromise weather tightness.
3. Halls that have less than 30 hours per month use, but who can demonstrate that the work being undertaken will increase hall hire.

Halls that meet both criteria one and two have first priority.

Exclusions

A rural hall that in the opinion of Council Officers is in a significant state of disrepair and inappropriate for community hire will not be eligible for a grant.

Application requirements

In addition to the general application requirements. Applicants must provide:

- A copy of the most recent financial accounts; and
- Two quotes for the proposed works.

Rural Hall Insurance

All Hall Committees/Societies are encouraged to insure the halls with a material damage policy.

Insurance funding is excluded from the Rural Halls Grants. Insurance funding is separately available for Rural Halls. Rural Hall Committees are advised to contact Council Officers.

Waste Levy Fund

Purpose

The purpose of the Waste Levy Fund is to boost the district's performance in waste minimisation. Projects should benefit New Plymouth district and lead to measurable reductions in waste to landfill, or other waste improvements.

Only waste minimisation projects are eligible for funding. Projects must promote or achieve waste reduction through initiatives that avoid, reuse, recycle or recover waste, or make use of resources diverted from landfill.

Projects can include, but are not limited to:

- Education or behaviour change, to promote waste minimisation activity to the public or a particular target audience.
- Infrastructure that helps divert resources from landfill.
- Understanding existing waste quantities and composition, behaviour or economic incentives, as a precursor to effectively reducing waste and/or increasing reuse.
- Design of product stewardship schemes or other solutions that promote and achieve waste minimisation
- Other initiatives that contribute to the actions and strategic priorities of the Council and the NPDC *Waste Management and Minimisation Plan*.

Eligibility

Applicants can be individuals, businesses or groups based within the New Plymouth district.

Projects must be new or expanded activities and should be for a specified timeframe, with achieved results within one year, however multi-year projects can be considered.

Applications will be considered against the assessment criteria based on the Council *Waste Management and Minimisation Plan*⁸.

Exclusions

Funding will not be awarded for existing activities or the running costs of existing activities of organisations, individuals or groups.

Application

In addition to the general application requirements. Applicants must provide the following:

- Evidence of funding from other sources (including in-kind funding)
- Any other information required during the waste levy funding process

Conditions

The maximum amount of funding available to individuals is \$15,000.

The level of reporting required will depend on the amount of funding granted. For projects/activities greater than \$3,000 reporting will be required at key milestones, as well as a final outcomes report. For projects seeking less than \$3,000 a final one-off report will be required.

⁸ Criteria will be made available on the Council website and determined by the Resource Recovery team.

Community Concessional Lease

Purpose

The purpose of the Community Concessional Lease is to recognise the value of a not-for-profit group or organisation occupying Council owned land and/or property, through the award of a reduced lease fee.

Eligibility

When considering approval of a new community concessional lease or the renewal of an existing lease, the Council will consider a number of factors including:

- Type of use or activity and its consistency with the purpose of the reserve and its location.
- The contribution the proposed activity will make towards Council's strategic vision and key community outcomes.
- Whether the organisation has demonstrated history of having stable membership and being a trustworthy leaseholder.
- The amount of financial investment the lessee intends to make into the leased area or associated structures.
- Feasibility of any development and the ability to fund ongoing operating costs, including funding of capital replacement.
- The time commitment the lessee is willing and interested in negotiating.

In addition, all proposals must be consistent with the policies and requirements set out in legislation and other council policies, including the Council's General Policies for Council Administered Reserves 2006, Reserve Management Plans and the Reserves Act 1977.

Application

Applications for a community concessional lease must contain:

- Description of activity/use.
- Relevant information about the group/organisation applying for the lease including: membership information; financial statements; and strategic plan/business plan.
- Length of term the lease is sought for and reasons for this (noting maximum that can be granted under the Reserves Act 1977 is 33 years).

For applications involving new activities/use or change of an existing use:

- Assessment of potential effects of the activity/use and any proposed steps to avoid, remedy or mitigate any adverse effects.
- Information about alternative locations considered and reasons why these have been discounted.
- Assessment of the proposed activity/use against relevant legislation, regulations, codes and bylaws.
- Feasibility study and business plan for any new activities that are expected to cost over \$100,000 or result in debt levels of \$10,000 or greater. The contents of the feasibility study is to be discussed with Council Officers on a case-by-case basis.

Community Concessional Leases cont.

Lease rental

Land only leases

This type of lease would apply to organisations that own their own building and improvements and lease only the land occupied by those buildings and/or improvements.

The land rental will be a flat-rate as set by the Council in the Long Term Plan or Annual Plan.

Land and building leases

This type of lease would apply to organisations that lease council owned buildings as well as any land occupied.

The land component of the rental will be a flat-rate as set by the Council in the Long Term Plan or Annual Plan.

An additional building rental will be set at a rate of 0.1% plus GST per annum of the current fair asset value of the building occupied, with a minimum rental level set by the Council in the Long Term Plan or Annual Plan.

Note: All rentals will be reviewed in accordance with the terms and conditions of the individual leases, which is generally every three years to the Consumer Price Index (CPI).

Mayoral Relief Fund

Purpose

The Mayoral Relief Fund exists to provide assistance to families and individuals who are undergoing extreme financial hardship.

Grants or other assistance will be made available from the fund at the discretion of the District Mayor.

Eligibility

Every applicant's circumstances are unique.

The requirement for support must be one of proven financial hardship. The applicant must have exhausted general sources of assistance such as the Ministry of Social Development, or local food banks, as well as their immediate family (if applicable).

Application requirements

Applications will be made directly through the Mayor's office.

The Mayor's office will investigate the request before making a decision. Investigation is likely to involve a discussion with third parties, and applicants may be required to give consent to obtain information from relevant sources such as the Ministry of Social Development, local churches, food banks or New Zealand Police.

Decision making

The Mayor has sole delegated authority to approve or decline requests.

Appendix One

Built Heritage Protection Fund Assessment Criteria

QUANTITATIVE MEASURES	POINTS
1. Significance of item from a heritage point of view	Category A – 20 points
	Category B – 10 points
	Category C – 5 points
	<i>Note: Category B or C items or items with no category under the Operative District Plan that have been included in SCHED1 (Schedule of Heritage Buildings and Items) in the Proposed District Plan will be treated as Category A.</i>
2. Degree to which the proposed work is necessary to ensure the maintenance or preservation of the item	Essential work – 20 points (i.e. unless the work is carried out the future integrity of the item is in doubt e.g. leaking roof, repiling, replacing rotten timbers, etc).
	Desirable work – 10 points (regular/ongoing maintenance required to keep in good order e.g. painting).
3. Degree of public access or use	High degree of public access – 20 points
	Medium degree of public access – 10 points
	Low degree of public access – 5 points
	No public access – 0 points
	<i>Note: An item will be assessed for its future use once works are carried out, e.g. an empty building that will be earthquake strengthened and leased out as retail will be assessed as 20 points instead of 0 points.</i>
4. Level of prominence	Located in city centre/commercial centre – 20 points
	Located on high volume traffic road – 10 points
	Located on low volume traffic road – 5 points
Maximum total points	80 points
Minimum points required to be eligible to apply for funding	50 points

If an application meets the minimum points required, the following matters are taken into account:

- The significance of the item from a heritage point of view.
- The degree to which the work is necessary to ensure the sustainable management, maintenance or preservation of the item.
- Whether funding from other agencies is being sought for the item. (Note: Council is generally supportive of applicants applying to more than one funding source).
- The degree to which the work is in accordance with the principles of the ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value.
- The amount of money in the fund and the need for equitable distribution.
- Whether the item has received funding previously or not.
- The responsibilities of other statutory bodies or organisations in protecting or maintaining the item.
- The prominence of the item, i.e. its location and the number of viewers.
- The degree to which the work aligns with Council strategies, policies and plans.

Appendix Two

Cultural Heritage Protection Fund Assessment Criteria

QUANTITATIVE MEASURES	POINTS
1. Requirement for physical protection	Urgent need of protection, i.e. fencing – 20 points
	Not under direct threat – 10 points
	Site is inaccessible for protection – not eligible
2. Intactness of archaeological site or site or area of significance to Māori	Largely intact – 20 points
	Partially intact – 10 points
3. Setting of archaeological site or site or area of significance to Māori	High level of historical or cultural integrity – 20 points
	Medium level of historical or cultural integrity – 10 points
	Low level of historical or cultural integrity – 5 points
4. Education and interpretative value	High potential to enhance community understanding of past – 20 points
	Medium potential to enhance community understanding of the past – 10 points
	Low potential to enhance community understanding of the past – 5 points
5. Visual contribution to the landscape	High visual impact to the wider landscape – 20 points
	Medium visual impact to the wider landscape – 10 points
	Low visual impact to the wider landscape – 5 points
6. Access to site for mana whenua	Yes there is access for mana whenua to the site – 20 points
	Access for mana whenua open to negotiation – 10 points
	No access granted for mana whenua to visit site – 5 points
Maximum total points	100 points
Minimum points required to be eligible to apply for funding	70 points

If an application meets the minimum points required, the following matters are taken into account:

- The significance of the item from a heritage point of view.
- The degree to which the work is necessary to ensure the sustainable management, maintenance or preservation of the item.
- Whether funding from other agencies is being sought for the item. (Note: Council is generally supportive of applicants applying to more than one funding source).
- The degree to which the work is in accordance with the principles of the ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value.
- The amount of money in the fund and the need for equitable distribution.
- Whether the item has received funding previously or not.
- The responsibilities of other statutory bodies or organisations in protecting or maintaining the item.
- The prominence of the item, i.e. its location and the number of viewers.
- The degree to which the work aligns with Council strategies, policies and plans.

Appendix Three

Manaaki Urupā Grant Evidence Requirements

APPLICATION CRITERIA	EVIDENCE REQUIRED
Eligibility	<p>The Urupā meets the criteria by providing:</p> <ul style="list-style-type: none"> • A copy of the <i>Certificate of Title</i> • Screenshot from the Māori Land Court's <i>Māori Land Online</i> website; or • Copy of the notice in the <i>New Zealand Gazette</i> establishing a Māori reservation for the purpose of an Urupā
Estimated costs of activities	<p>The costs of the activities are verified by a third-party quote</p>
Letter of support	<p>A letter of support from an appropriate sponsor must be provided. The letter should:</p> <ul style="list-style-type: none"> • Verify that the urupā interests an applicant represents are genuine; and • Support the proposed activities <p>A sponsor may include, but is not limited to:</p> <ul style="list-style-type: none"> • CEO of an appropriate Iwi runanga; • Chair of a relevant hapū entity; • Chair of a relevant urupā trust; or • Majority of the urupā owners (where majority means over 75% of the total number of owners); <p>If Council receives more than one application on behalf of an urupa in the same year, the matter will be referred back to the submitters for resolution.</p>
Confirmation of works completed	<p>The following evidence proving the completion of works (to be submitted by October 31 of the following year of the grant) include:</p> <ul style="list-style-type: none"> • Dated before and after photographs • Before and after visits by Council Officers; or • Receipts, invoices or bills marked as paid.

Appendix Four

Natural Heritage Protection Fund Assessment Criteria

QUESTION	QUANTITATIVE MEASURES	ELIGIBILITY
One	Is the area a significant natural area under the District Plan, protected as a QEII protective covenant or protected by a legal mechanism providing similar protection to a protective covenant?	Yes – go to question three No – next question
Two	Will the area have a QEII covenant?	Yes – next question No – not eligible
Three	Has other matching funding been sought or has other contributory funding from the applicant been made apparent?	Yes – next question No – not eligible
Four	Does the area function as a wildlife corridor or contribute to connectivity in the landscape?	Yes – next question No – not eligible
Five	To what extent is the area under threat from animals?	High – eligible for one third of total project cost Medium – eligible for one quarter of total project cost Low – eligible for one fifth of total project cost

The following matters are taken into account when assessing applications:

- The significance of the item from a heritage point of view.
- The degree to which the work is necessary to ensure the sustainable management, maintenance or preservation of the item.
- Whether funding from other agencies is being sought for the item. (Note: Council is generally supportive of applicants applying to more than one funding source).
- Whether the applicant is prepared to legally protect the feature/item e.g. QEII Covenant.
- The degree to which the work is in accordance with the principles of the ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value.
- The amount of money in the fund and the need for equitable distribution.
- Whether the item has received funding previously or not.
- The responsibilities of other statutory bodies or organisations in protecting or maintaining the item.
- The prominence of the item, i.e. its location and the number of viewers.
- The degree to which the work aligns with Council strategies, policies and plans.