



Support and Funding Policy 2022

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1. Introduction

Council's 10-year plan for 2021 – 2031 is centred on the vision he iti rā, he iti pounamu small city benefits, big city ambition. This will be achieved through pursuing five goals:

Goal 1: He tāone auaha, he tāone tiputipu
An innovative and growing city

Goal 2: He tāone whakaihiihi, tapatapahi ana
A creative and exciting city

Goal 3: He hapouri tūhonohono, he hapori haumarū
A connected and safe community

Goal 4: Te tāone tautaiāo
An eco-city

Goal 5: He kaunihera ahunui, whakamana i te iwi
A driven and enabling Council

The high-level strategic direction for the city is reviewed as part of the long-term planning process every three years. Communities, industry, and other interested parties take part in this process by helping shape the overall direction for the city.

Council recognises it is only one actor in achieving these ambitious goals, and that there are many groups, organisations and individuals outside Council who are already successful in achieving results towards these goals.

3. Policy principles

The following principles underpin Council's implementation of this policy:

Trust – Council will work in ways that balance its legislative and social obligations to build and maintain trust with Palmerston North residents, Rangitāne o Manawatū, the community and voluntary sector, and industry.

Partnership – Council will be relationship-centred in its actions, in recognition that many others also work to improve community wellbeing.

2. Policy purpose and objectives

The purpose of the Support and Funding Policy is to provide a framework for how Council will deliver support and funding to groups, organisations, and individuals to achieve the vision for the city.

In implementing this policy, the Council will work to achieve the following objectives:

- Support and funding decision-making will focus on strategic outcomes;
- Increased capacity and capability of external groups and organisations to deliver initiatives that respond to cultural, economic, environmental, and social wellbeing of the city;
- A transparent, and consistent system for support and funding programmes;
- Shared understanding that Council support is provided through various means, including grants funding, sponsorship, scholarships, subsidies, and community rental rates.

Equity – Council acknowledges that some experiences disadvantage communities more than others and therefore will work in ways to ensure access and opportunity for everyone.

Outcomes-focused – Council will prioritise understanding how proposals will achieve benefits in cultural, economic, environmental and/or social wellbeing.

4. Scope

IN SCOPE:

For individuals:

- Active Communities Fund
- Notable Palmy Trees (under natural and cultural heritage incentive fund)
- Protecting Palmy History (under natural and cultural heritage incentive fund)
- Strengthening Palmy History (under natural and cultural heritage incentive fund)
- Youth Council Scholarships

For the community and voluntary sector:

- Community Development Small Grants
- Community-led Initiatives Fund
- Community Occupancy
- Development Subsidy
- Palmy's Resource Recovery Fund
- Promoting Palmy History (under natural and cultural heritage incentive fund)
- Strategic Priority Grants
- Youth Council Initiatives Fund

For the events sector:

- Arts Event Fund
- Major Events Fund
- Sports Event Partnership Fund

General:

- Sponsorship Fund

OUT OF SCOPE:

Non-contestable support or funding:

- Community Training Fund
- Mayoral Relief Fund
- Occupancy of Council Cultural Facilities (Te Manawa, Regent Theatre, The Globe Theatre, Square Edge, and The Stomach)

Externally funded and/or governed:

- Creative Communities Scheme
- Jaycee Traveling Fellowship
- Palmerston North Performing Arts Trust
- Rates Rebate Scheme

Separate policy:

- Rates Remissions and Postponements (as determined through the 10-year plan process)

Part A

This part sets out the general guidelines. Further details for each of the specific support and funding programmes are contained in Part B.

5. Guidelines

5.1 Definitions

Community and voluntary sector:

Local communities and for-purpose organisations.

Community occupancy:

Provision of operational support through the granting of exclusive use of Council property to for-purpose organisations at community rental rates.

Event sector:

Event organisers and events.

For-purpose organisations:

Charities, social enterprise, incorporated societies and other non-governmental entities that deliver a public benefit and reinvest all surplus funds into achieving their goals. May be a special interest or advocacy group for a particular sector of the community. Membership or participation is available to everyone who wishes to join, and should not impose unreasonable restrictions upon membership (such as setting fees at a level that exclude most people who might want to participate).

Local communities:

Local communities of identity (e.g. an ethnic community), interest (e.g. a sports club) or place (e.g. a group of neighbours) who have no formal legal structure.

Social enterprise:

Organisations that meets four criteria:

- it operates under a legal structure;
- it has a social, cultural or environmental mission;
- a substantial portion of its income is derived from trade; and
- the majority of its profits/surplus is reinvested in the fulfillment of its mission.

Umbrella organisation:

An organisation which has formally agreed to receive and administer grant funds on behalf of a local community applicant.

5.2 General eligibility

5.2.1 Applicants

a) Local communities will be eligible to apply to relevant support and funding programmes as long as they are able to nominate an umbrella organisation.

b) All applicants, except applicants to the Natural and Cultural Heritage Incentive Fund, will be required to provide the following evidence:

- Details of previous Council support or funding (if any), including grants, discretionary funding, rates remissions and/or community occupancy; and
- Statement of financial position including but not limited to audited (or reviewed) financial accounts and balance sheet.

c) The following entities are not eligible to apply for any support and funding programmes under this policy:

- Political parties;
- Internal applicants (for example to fund projects, programmes or facilities under the Council);
- Palmerston North City Council CCOs (Council Controlled Organisations);
- Local authorities, government agencies or public sector entities.

Further ineligible parties may also be added to the specific support or funding programme in Part B.

5.2.2 Proposals

- a) Proposals must demonstrate that the project, activity, service or event has been well considered and planned out.
- b) Proposals must be submitted in accordance with the requirements and format specified by the individual support and funding programme.
- c) Incomplete, late, or non-complying applications will not be processed, unless 5.4.4 'Discretionary decision making' applies.
- d) Proposals for a project, activity, service or event are ineligible for support and funding programmes under this policy where they:
- are primarily to promote religious ministry, political or fundraising purposes;
 - have commenced before a funding decision has been made;
 - are primarily public services that are the responsibility of central government (e.g. core education or primary health care). This does not exclude local communities or for-purpose groups that do receive central government funding (including health and education funding) from submitting an eligible proposal that the government does not specifically fund as part of its contracted activities;
 - include the following expenditure:
 - Debt servicing or repayment
 - Legal expenses
 - Medical expenses
 - Purchase of alcohol

5.3 Decision-making

5.3.1 Support priorities:

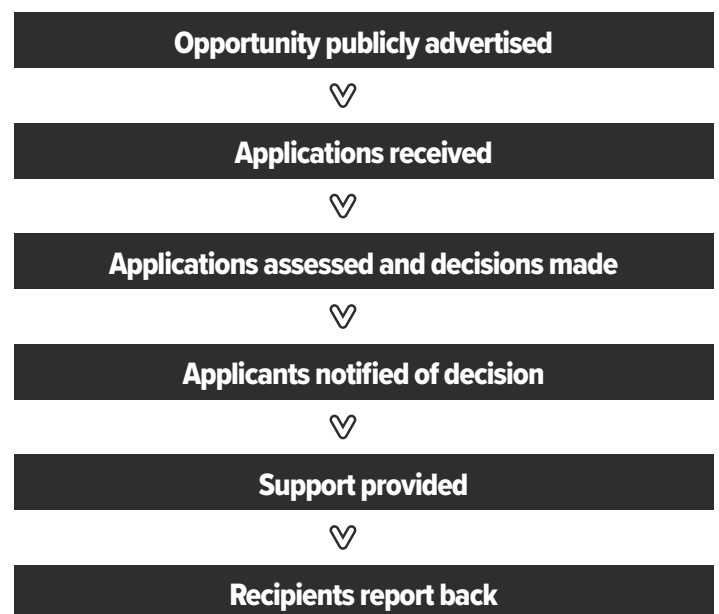
- a) Council will provide clear guidance to potential applicants through the development of priorities for support. In setting the support priorities for each programme Council may:
- specify additional exclusions to those described in Part B (to be notified when proposals are invited);

➤ highlight factors that will receive a higher weighting in assessment.

b) Support priorities will be focused on Council's strategic goals.

5.3.2 Process:

- a) All support and funding programmes will be allocated according to a contestable process, with the exception of **community occupancy** (see 8a-c in Part B) and **partnership agreements with sector leads** (see 12 in Part B).
- b) Support and funding opportunities will be widely advertised and include appropriate opportunities for applicants to seek information and advice.
- c) The information and supporting documents that Council requests from applicants will be proportionate to the extent of the support sought, and appropriate to the situation of the applicant and the level of risk presented to Council.
- e) With the exception of **community occupancy** (see section 5.5) and **partnership agreements with sector leads** (see section 5.6) the process for allocating support is:

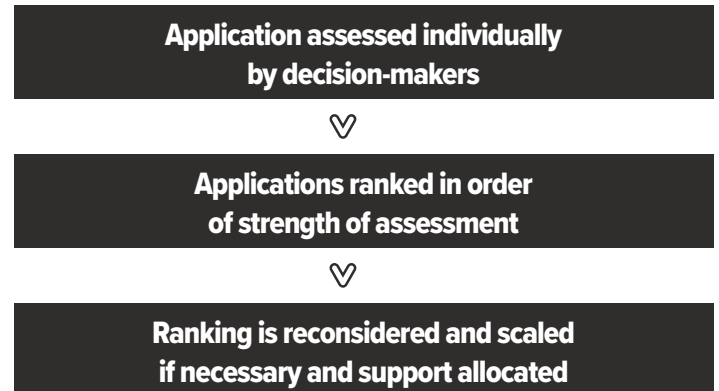


5.3.3 Assessment:

a) Council will assess the merit of each individual proposal and prioritise applications for support in consideration of the following factors (and any others that are included in the specific support and funding programme, as outlined in part b. The application should:

- make a compelling case for how the proposal aligns with support priorities;
- clearly define the purpose of the proposal and the expected outcomes it will achieve;
- describe in enough detail the project, activity, service, or event that will be delivered, and have satisfied Council that it is viable;
- demonstrate the capability, capacity and experience to deliver the project, activity, service, or event to an appropriate standard, evidenced by a relevant track record of successful delivery;
- consider how the applicant will measure achievement of the expected outcomes (or for larger support and funding requests, identifies how they will evaluate the success of their project, activity, service, or event);
- understand who the project, activity, service, or event will benefit and where those people are most likely to come from;
- demonstrate the necessary experience, networks, or profile to give the applicant credible access to the people who will benefit from the project, activity, service, or event;
- present a realistic, evidenced-based budget for the project, activity, service, or event, and identifies what parts the applicant would like Council to provide support or funding for;
- clearly show the applicant's overall financial position, including their ability to support the project, activity, service, or event from their own resources and/or access to grants from other sources;
- describe the extent to which any committed contributions from Council (including other grants, discretionary funding, rates remissions and/or community occupancy) will enable the project, activity, service or event; and
- note if the applicant has made any reasonable attempts to access other sources of support and/or funding (e.g. from other funders or fundraising within their community).

b) Applications will be assessed according to the following process:



5.3.4 Decision-makers

- a) Each support and funding programme will describe the mode of decision-making, for example staff assessment, allocation panels, peer review or any other mode.
- b) In allocating support and funding programmes decision-makers will:
- declare any real or perceived conflict of interest with applications; and
 - be excluded from any assessment or decision-making related to those applications.
- c) Decision-makers will act with integrity, impartially and in a fair and reasonable manner.
- d) All support and funding decisions will be:
- appropriate and transparent;
 - made in the knowledge of previous and/or current Council support;
 - fair and defensible;
 - within budget; and
 - free from any real or perceived bias or conflict of interest.
- e) Where decision-makers decline an application a full explanation for the decision will be provided if the applicant requests.
- f) All decisions made are final.

5.4 Accountability

5.4.1 Agreement

a) Every successful application to a support and funding programme will be formalised in a support and funding agreement.

b) Recipients of support and funding will ensure that the supported project, activity, service or event remains compliant with all relevant legislation and regulations and any other obligations stated in the support and funding agreement.

c) Failure to meet the terms of the support and funding agreement may result in termination of support and funding, decline of future support and funding and/or the repayment of part or all of the allocated support and funding.

5.4.2 Record keeping

a) The Council will maintain comprehensive records of all support and funding applications, assessments and allocation decisions.

5.4.3 Reporting

a) All recipients of support and funding under this policy will provide a report to Council on the outcomes and benefits of the support. Reporting requirements will be proportionate to the level of support provided.

b) For larger support and funding agreements Council will work together with successful applicants to establish a framework for reporting. This will include selecting relevant measures that will help determine whether the project, activity, service or event is achieving what was proposed.

c) Council will annually publish on its website:

- the recipients of support under this policy;
- the support they received; and
- the outcomes of the support.

5.4.4 Discretionary decision-making:

a) Where a proposal does not meet the requirements for support or funding, staff may refer the proposal to a committee of Council for a final decision if the following circumstances are satisfied:

- The proposal cannot reasonably be considered within a scheduled support and funding programme round or established criteria;
- Funding would significantly contribute to one or more of Council's strategic goals; and

- Non-supply of support would amount to a significant and quantifiable disadvantage to the city and the Council.

5.5 Specific requirements for community occupancy

Council provides support for the granting of exclusive use of Council property at community rates to for-purpose organisations. These guidelines describe the decision-making process for **community occupancy** as set out in 8c in Part B, depending on the circumstances.

5.5.1 Process

The following provisions describe the circumstances in which Council will enter into a decision-making process in regard to community occupancy as well as the process that will be followed:

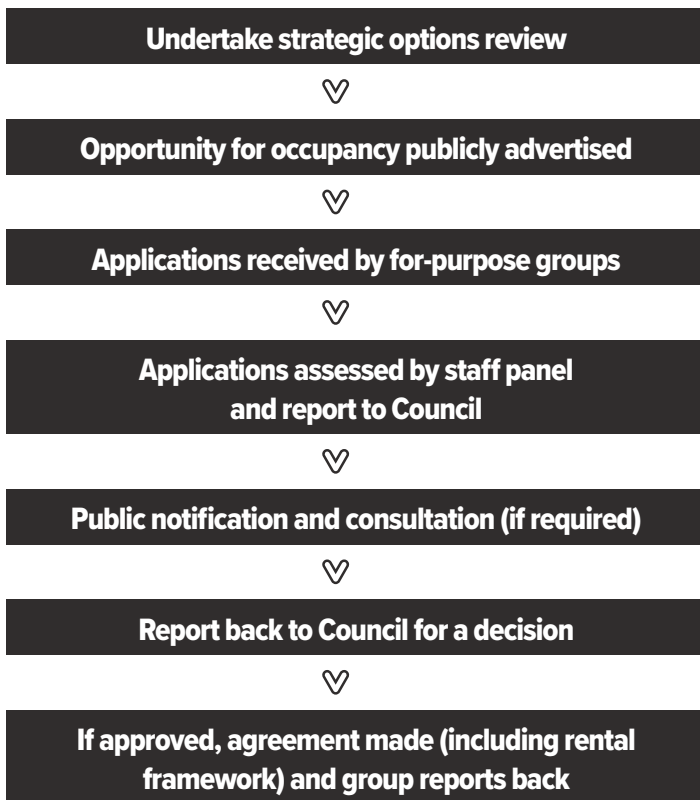
a) When for-purpose groups express an interest for a new occupancy or renewal of existing occupancy in:

- leasing previously unoccupied council-owned property; or
- constructing a new community building on council-owned land; or
- renewing an occupancy at the end of its agreed term.

Council will follow this process:



b) Where there has been a lapse or surrender of community occupancy arrangements Council will undertake due diligence and satisfy legislative requirements in planning for the continued use of the property before community occupancy options are considered. Council will follow this process:



5.5.2 Rental framework

a) Successful applicants for **community occupancy** will pay a community rental rate established in the rental framework (refer to Part B under each of the **community occupancy** categories).

5.6 Partnership with sector lead organisations

a) Staff may make recommendations to Council to engage a sector lead (as set out in Part B 12) through a partnership agreement. If agreed, funding will be allocated from the strategic priority grants fund or a sector lead partnership fund to any partnership agreement.

b) A customised partnership plan, developed jointly by staff and a prospective sector lead, will form part of a funding agreement and will include:

- shared strategic goals and outcomes;
- services and obligations to achieve the outcomes; and
- indicators that measure the contribution to outcomes.

c) The decision to renew a partnership agreement will be subject to an evaluation of the partnership plan, and will include an assessment of the recipient's role as a sector lead in their respective sector.

d) Details of any partnership agreements entered into will be published on the Council website.

6. Monitoring and review

Council will monitor the ongoing operation of this policy to ensure the objectives are being met.

This policy will be reviewed every three years, or earlier at the request of Council.

Part B

7. Support and funding programmes

The table describes the Council's current support and funding programmes. This table should be read alongside the Principles (section 3) and Guidelines (section 5) of this policy.

FOR INDIVIDUALS	
1	ACTIVE COMMUNITIES FUND
Purpose	To remove individuals' financial barriers to participation in sport or physical activity and contribute to achieving Council's plan of an active community.
Eligibility	<p>Palmerston North residents whose financial barriers prevents them from participating in sport or physical activity.</p> <p>Applications must be endorsed by a sponsor who is not related to the applicant. The sponsor must be able to answer background information to support the application. A sponsor can be one of the following:</p> <ul style="list-style-type: none"> ➤ School principal or teacher ➤ Youth worker (from a public institution, local community or for-purpose organisation) ➤ Palmerston North City Councillor ➤ Club official (governance board members)
Exclusions	Club officials or service providers sponsoring five or more applicants simultaneously, who would qualify for other funding schemes.
Support priorities	<p>Applications that will achieve one or more of the following outcomes:</p> <ul style="list-style-type: none"> ➤ create positive lifestyles and habits in sport and physical activity; ➤ reduce financial barriers, and increase the number of families children and youth undertaking regular sport and physical activity; ➤ increase social connectedness of families and community; ➤ increase self-confidence in children and youth. <p>Through the provision of:</p> <ul style="list-style-type: none"> ➤ Activity-related costs ➤ Activity-related equipment not provided through a club, social, or activity provider ➤ Activity uniform, clothing or footwear ➤ Facility fees or event costs ➤ Access to one on one or small group coaching ➤ Opportunities that support a life-long love of being physically active ➤ Travel related costs to enable participation
Allocation	The fund will open at the start of the financial year until it is fully allocated. Applicants may apply twice a financial year (but not concurrently) and up to a combined maximum of \$500. Applications will be reviewed by an external panel (administered by Sport Manawatū) in consultation with the applicant's sponsor. The independent panel will make the final allocation decision.

FOR INDIVIDUALS

2 NOTABLE TREES PALMY – NATURAL AND CULTURAL HERITAGE INCENTIVE FUND

Purpose	To preserve the pre- and post-European settlement places and features in Palmerston North which provide a legacy of cultural and natural heritage of value to Māori and the wider community. Specifically, this fund helps notable tree owners with the costs of minor maintenance and trimming.
Eligibility	Owners of property where a notable tree (protected by the District Plan) is located, and who have successfully obtained a resource consent to carry out trimming or minor maintenance work. Work proposed uses Council's preferred contractors and will be completed according to the maintenance schedule in the tree assessment report (available on the Council website).
Support Priorities	Council recognises that notable trees are of value to the wider community, but the ownership and responsibility to maintain the tree remains with the property owner. The quality of regular maintenance work can have a significant impact on a tree's ability to grow healthily.
Allocation	Notable tree owners can apply for reimbursement of 70 per cent of the arborist's work, up to a total of \$400 for an individual tree and \$1,500 for a group of trees. Funding will be released following confirmation of the approved work, authentication of expenditure and an invoice has been received. Assessment and allocation decisions will be carried out by staff.

3 PROTECTING PALMY HISTORY – NATURAL AND CULTURAL HERITAGE INCENTIVE FUND

Purpose	To preserve the pre- and post-European settlement places and features in Palmerston North which provide a legacy of cultural and natural heritage of value to Māori and the wider community. Specifically, this fund helps owners look after our most significant heritage buildings and sites. It is available for conservation, maintenance, repair, and restoration of scheduled heritage buildings sites.
Eligibility	Projects for maintenance, repair or restoration of privately owned property that is listed, or proposed to be listed, as a building, object or site of cultural heritage value in the Palmerston North District Plan.
Support Priorities	Applications will achieve one or more of the following outcomes: <ul style="list-style-type: none"> ➤ the project will contribute to the ongoing maintenance and usability of the building; ➤ the project will lead to repairs and/or restoration to the building taking place for future preservation of both the building and associated heritage features; ➤ the project will protect the building's heritage status.
Allocation	The amount of funding that is available per successful project will be up to a maximum of: <ul style="list-style-type: none"> ➤ Commercial properties - \$20,000 ➤ Community properties (not subject to rates under the Local Government (Rating) Act 2002) - \$20,000 ➤ Residential properties - \$10,000 ➤ Conservation asset management plans - \$5,000 <p>Council retains the discretion to approve funding above the stated maximums for large or complex projects, or where the fund is not fully allocated.</p> <p>Assessment and allocation decisions will be carried out by staff.</p>

FOR INDIVIDUALS

4 STRENGTHENING PALMY – NATURAL AND CULTURAL HERITAGE INCENTIVE FUND

Purpose	To preserve the pre- and post-European settlement places and features in Palmerston North which provide a legacy of cultural and natural heritage of value to Māori and the wider community. Specifically, this fund is targeted at earthquake prone heritage buildings and street character buildings that require strengthening. Grant funding is available for feasibility studies, working drawing and structural works.
Eligibility	Privately owned buildings that are: <ul style="list-style-type: none"> ➤ identified on Council's list of buildings requiring earthquake strengthening; and ➤ listed in the District Plan schedule of buildings and objects of cultural heritage value (or are identified as having streetscape value).
Support Priorities	Projects that greatly increase the structural strength of the building to help protect it from seismic events. Funding support for a feasibility study (phase 1) is available for applicants undertaking due-diligence regarding an earthquake prone heritage building that they do not currently own. The feasibility study will be retained by Council should the applicant decide not to purchase the building.
Allocation	Applicants are able to apply for up to a total of \$60,000 per building across the following three phases: <ul style="list-style-type: none"> ➤ Feasibility study (phase 1) - \$20,000 maximum ➤ Working drawings (phase 2) - \$20,000 maximum ➤ Structural works (phase 3) - \$20,000 maximum <p>Council retains the discretion to approve funding above the stated maximums for large or complex projects, or where the fund is not fully allocated.</p> <p>Assessment and allocation decisions will be carried out by staff.</p>

5 YOUTH COUNCIL SCHOLARSHIPS

Purpose	To contribute to the growth and recognition of active participation, development, leadership and excellence within the community by Palmerston North youth aged 12-24 years.
Eligibility	Palmerston North residents aged 12-24 years, who are pursuing excellence or development in sports, arts, community or academia. Applications may be completed by youth themselves or a nominee seeking to nominate an eligible person.
Support Priorities	Young people who demonstrate one or more of the following: <ul style="list-style-type: none"> ➤ positive engagement in sports, arts, community endeavours or academia at a level of competency acknowledged to be excellent; ➤ able to demonstrate a contribution to Palmerston North through active participation and leadership within their given field; ➤ inspired and show potential in further development with opportunities to explore, acquire skills and experience responsibilities. <p>Scholarships will contribute towards the successful applicants endeavours in one of the following areas:</p> <ul style="list-style-type: none"> ➤ Sports ➤ Arts ➤ Academic ➤ Community (community-orientated endeavours that do not fall into the above categories)
Allocation	This support will be allocated through funding rounds each financial year, opening and closing dates for applications will be widely promoted. Allocations will range from \$500 - \$2000 per applicant. Assessment and allocation decisions will be made by the Palmerston North Youth Council with the assistance of Council staff.

FOR THE COMMUNITY AND VOLUNTARY SECTOR

6 COMMUNITY DEVELOPMENT SMALL GRANTS

Purpose	To provide funding for essential administration expenses to enable local communities and for-purpose organisations to operate.
Eligibility	Open to local communities and for-purpose organisations based in Palmerston North and primarily providing a service, activity, or project to Palmerston North residents.
Exclusions	<p>The following local communities and for-purpose organisations will not be eligible to apply for support under this fund:</p> <ul style="list-style-type: none"> ➤ Sports clubs, sports service providers or those who are primarily focused on sports initiatives.
Support priorities	<p>Services, activities, or projects that demonstrate these factors:</p> <ul style="list-style-type: none"> ➤ contribute to outcomes to achieve goal 2, 3 or 4 of Council's strategic direction; ➤ have a need for administration support; and ➤ do not receive other forms of operational funding and support from Council including rates remissions or community occupancy. <p>Essential administrative expenses include but are not limited to:</p> <ul style="list-style-type: none"> ➤ Audit fees and/or financial review costs ➤ Communication costs ➤ Energy costs ➤ Insurance – public liability and assets ➤ Rent and venue hire ➤ Stationery – printing, postage, photocopying ➤ Volunteer expenses – including training, supervision, travel
Allocation	<p>There will be one funding round each financial year, opening, and closing dates for applications will be widely promoted.</p> <p>A maximum of \$5,000 per successful applicant may be allocated.</p> <p>Assessment and allocation decisions will be carried out by an external panel (administered by Community Services Council).</p>

7 COMMUNITY-LED INITIATIVES FUND

Purpose	To provide communities with the resources to deliver their own small-scale community-led initiatives, including an activity, event, or project. This fund is to support initiatives provided by the community for the community. The fund gives Council flexibility to support community-led initiatives as they emerge, including co-funding initiatives with other funders.
Eligibility	Open to local communities and for-purpose organisations based in Palmerston North who are in the final stages of planning out an activity, event or project that will primarily benefit Palmerston North communities of identity, place, or interest.

FOR THE COMMUNITY AND VOLUNTARY SECTOR

7 COMMUNITY-LED INITIATIVES FUND

Exclusions	Proposals or expenditure that includes the following will not be eligible for support under this fund: <ul style="list-style-type: none"> ➤ Private functions and events that unreasonably excludes the wider public (i.e. personal or family celebrations) ➤ Commercial initiatives where the main purpose of the initiative is to make a profit ➤ Ongoing administration costs beyond the proposed initiative; ➤ Prize money
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Support Priorities	<p>Initiatives that demonstrate these factors:</p> <ul style="list-style-type: none"> ➤ open to all members of the relevant community; ➤ contribute to outcomes to achieve goal 2, 3 or 4 of Council's strategic direction; and ➤ maximise funding by accessing other contributions, such as volunteer time, fundraising, and donated materials and services. <p>In addition to the above factors, an initiative will receive a greater weighting if it demonstrates either that:</p> <ul style="list-style-type: none"> ➤ it is innovative or yet to be successfully implemented in Palmerston North; and/or ➤ it is delivered by, and will primarily benefit, the following communities: <ul style="list-style-type: none"> ➤ Māori; ➤ Pasifika; ➤ minority ethnic groups; ➤ former refugees; ➤ people with disabilities; ➤ children and young people; ➤ older people; or ➤ rainbow communities
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Allocation	This fund will open at the start of the financial year and will remain open until it is fully allocated. The allocation will range from \$500 to \$10,000. Assessment and allocation decisions will be made by staff.
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8a COMMUNITY CENTRE SUPPORT – COMMUNITY OCCUPANCY

Purpose	To support for-purpose groups to manage and lease community centres to enable them to provide for a range of community needs in an affordable way.
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Eligibility	Local communities or for-purpose organisations who have a community centre management agreement with Council.
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Support Priorities	<p>Services, projects or activities that will:</p> <ul style="list-style-type: none"> ➤ deliver community outcomes that contribute to goal 2 and/or 3 of Council's strategic direction; and ➤ fit with the identified space and maintain or enhance the uniqueness of the space.
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Assessment considerations	Demonstrate the services, programmes or activities will maintain or enhance the uniqueness of the adjoining public space and create a sense of place.
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Allocation	Assessment and allocation decisions are made by staff through a management agreement process.
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Rental Framework	Rents \$1,800 GST inclusive per annum
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Rent review Annual CPI adjustment.

Effective date 1 July 2022

Implementation Rents will be adjusted to this rate at the renewal or expiry date.

FOR THE COMMUNITY AND VOLUNTARY SECTOR

8b HANCOCK COMMUNITY HOUSE SUPPORT – COMMUNITY OCCUPANCY

Purpose To support the capacity and capability of the voluntary and community sector by co-locating community groups within a purpose-built community house, that also provides meeting/workshop spaces available to the wider community.

Eligibility For-purpose organisations in the social services sector who primarily provide a benefit to Palmerston North residents.

Support Priorities Services, projects, or activities that:

- will deliver community outcomes that contribute to goal 3 of Council’s strategic direction; and
- are suitable for Hancock Community House.

Assessment considerations Suitability of the building for the for-purpose group, in terms of location, physical characteristics, accessibility, and compatibility with other tenants.

Allocation Where a tenancy becomes available at Hancock Community House the process to select new occupancies will be:

- expressions of interest called for and advertised by Council;
- Council and Palmerston North Community Services Council or holder of the management agreement will make assessment and allocation decisions.

Rental framework **Rent** Annual rental rates are based on the area of occupancy (per square metre) for each tenant. When Hancock Community House was founded in 2011 rental rates were set at approximately 50% of the current commercial rate and have been subject to CPI adjustments since. The rental calculation is future lease agreements will be made on this same basis.

Rent review Annual CPI adjustment.

8c OCCUPANCY OF COUNCIL OWNED PROPERTY BY FOR-PURPOSE GROUPS – COMMUNITY OCCUPANCY

Purpose The purpose of this support is to allow for-purpose groups to occupy, and operate out of, Council-owned property for sporting, recreational, community/social services, and educational purposes, at community rental rates.

Eligibility For-purpose groups providing a service, activity, or project that primarily benefits Palmerston North residents.

Support Priorities For-purpose organisations that demonstrate all these factors:

- contribute to outcomes to achieve goal 2, 3 and/or 4 of Council’s strategic direction;
- for-purpose organisations who are jointly seeking a shared space within a Council-owned building; and
- their presence fits with the identified space and will maintain or enhance the uniqueness of the space.

FOR THE COMMUNITY AND VOLUNTARY SECTOR

8c OCCUPANCY OF COUNCIL OWNED PROPERTY BY FOR-PURPOSE GROUPS – COMMUNITY OCCUPANCY

Assessment considerations

- Consideration of the relevant assessment criteria in the guidelines in the Policy for the Use of Public Space.
- Demonstration of need for exclusive use of the land/reserve, including consideration of other options the for-purpose group may have for land and/or buildings and their willingness to share resources and/or space with other compatible for-purpose groups.
- The impact on the public's benefit and enjoyment of the land/reserve and any impact on the wider reserve network.
- Compatibility with reserve values, purpose/classification and the direction provided in any reserve management plan (if the land is subject to the Reserves Act 1977).
- Rangitāne o Manawatū feedback on the proposed activity.
- Potential impact of the occupancy and proposed activities on adjoining neighbours, other users, and the wider community.
- Suitability of the land and/or building for the for-purpose group, in terms of location, physical characteristics and accessibility.

Allocation

Applications for new community occupancies will be considered by the most appropriate committee of Council.

Rental framework

Annual rental rates (excl. GST) for:

- Early childhood education providers (including playcentre, kindergarten, Plunket and kohanga reo associations and committees)
- Community and social service providers
- Youth organisations (such as scouting and guiding associations)

	No building (land only lease)	Building under 100 m ²	Building 101- 300 m ²	Building 301 m ² +
Land under 1,000 m ²	\$50	\$350	\$500	\$650
Land 1,001-2,000 m ²	\$100	\$400	\$550	\$700
Land 2,001 m ² +	\$150	\$450	\$600	\$750

Annual rental rates (excl. GST) for:

- Sport and recreation groups

	No building (land only lease)	Building 1 – 500 m ²	Building 501- 1000 m ²	Building 1001 m ² +
Land under 5,000 m ²	\$150	\$600	\$800	\$1000
Land 5,001-10,000 m ²	\$250	\$700	\$900	\$1,100
Land 10,001-20,000 m ²	\$500	\$950	\$1,150	\$1,350
Land 20,001-100,000 m ²	\$1,000	\$1,450	\$1,650	\$1,850
Land 100,001 m ² +	\$2,000	\$2,450	\$2,650	\$2,850

Rent review

Rents will be reviewed upon the review of the policy.

Effective date

1 July 2022

Implementation

Rents will be adjusted to this rate at the lease renewal or expiry dates.

FOR THE COMMUNITY AND VOLUNTARY SECTOR

9 DEVELOPMENT SUBSIDY

Purpose	To provide support to groups that are undertaking development of their facilities, where the payment of any of the following is triggered: <ul style="list-style-type: none"> ➤ Development contribution fee as per the Development Contribution Policy; ➤ Building consent costs; ➤ Resource consent costs.
Eligibility	Open to local communities and for-purpose organisations based in Palmerston North whose initiatives primarily target Palmerston North residents. <p>The land, building and/or facilities that is subject to a fee towards a development contribution, building consent or resource consent must:</p> <ul style="list-style-type: none"> ➤ be owned by the local community or for-purpose group and ➤ be integral to its operations.
Support priorities	Applicants who use the land, buildings and/or facilities (that is subject to a fee towards a development contribution, building consent or resource consent) to deliver community outcomes that contribute to goal 2, 3 and/or 4 of Council’s strategic direction.
Allocation	This fund will open at the start of the financial year and will remain open until it is fully allocated. Staff will assess applications and make allocation recommendations to the appropriate Council committee.

10 PALMY’S RESOURCE RECOVERY FUND

Purpose	To provide funding for projects that align with the objectives of Council’s Waste Management and Minimisation Plan.
Eligibility	Open to eligible legal entities with a proposal that will be implemented in Palmerston North for the benefit of local residents.
Exclusions	The following applicants and expenditure will not be eligible for funding: <ul style="list-style-type: none"> ➤ Large corporations; ➤ Ongoing operational costs beyond the life of the initiative; or ➤ Recipients of central government’s ‘waste minimisation fund’.
Support Priorities	New or upscaling an existing project, activity or service that will contribute to one of the following outcomes: <ul style="list-style-type: none"> ➤ reduction in the amount of waste being created; ➤ reuse or upcycle of end of life material; ➤ recycling waste material; or ➤ alignment with actions in the Waste Management and Minimisation Plan. <p>In addition to the above, proposals will receive a higher rating if the applicant is either a:</p> <ul style="list-style-type: none"> ➤ local community; ➤ for-purpose group; or ➤ locally owned small business.
Allocation	There will be one funding round per financial year. Assessment and allocation decisions will be made by staff. Funding allocations may range from \$2,500 to \$15,000 per application.

FOR THE COMMUNITY AND VOLUNTARY SECTOR

11 PROMOTING PALMY – NATURAL AND CULTURAL HERITAGE FUND

Purpose	To promote the pre- and post-European settlement places and features in Palmerston North which provide a legacy of cultural and natural heritage of value to Māori and the wider community. Specifically, this fund supports community-led education, research, or promotion projects.
Eligibility	Proposals that educate and promote Palmerston North heritage.
Support Priorities	Projects that will either: <ul style="list-style-type: none"> ➤ identify and document places of potential cultural heritage value in the city; ➤ describe the history links between people and Palmerston North; or ➤ educate or inform the public of the cultural resources that exists in the city.
Assessment considerations	<ul style="list-style-type: none"> ➤ Extent of improved opportunities for wider public appreciation of Palmerston North’s heritage resources; ➤ How the project extends knowledge or the historical connection or relationship between an individual, family, group, culture, and Palmerston North; ➤ Degree of assistance it will give to educating the public in methods/techniques to maintain and enhance Palmerston North’s heritage resources.
Allocation	Successful applicants may be granted up to 50% of an approved project up to a maximum of \$5000. Assessment and allocation decisions will be made by staff.

12 STRATEGIC PRIORITY GRANTS

Purpose	To activate the potential of the community sector to contribute to Council’s strategic direction by supporting organisations that are well-led, sustainable, and responsive to community needs and aspirations. The fund will provide multi-year (three years) funding to provide a degree of certainty for the community and voluntary sector.
Eligibility	Open to local communities and for-purpose organisations based in Palmerston North and whose service, project or activity will target primarily Palmerston North residents.



FOR THE COMMUNITY AND VOLUNTARY SECTOR

12 STRATEGIC PRIORITY GRANTS

Support priorities

Services, projects, or activities that will contribute to outcomes to achieve one or more of the priorities for goal 2, 3 and 4 of Council's strategic direction:

Goal 2: A creative and exciting city

1. Create a city that has great places for all people.
2. Celebrate the city's history and diversity, and build on the strength of being a city of many cultures and languages
3. Be a creative city that nurtures and celebrates the arts
4. Develop a national reputation as an exciting city with plenty to do at night and on weekends
5. Be one of the most active communities in New Zealand

Goal 3: A connected and safe community

1. Develop, provide, support or advocate for services, facilities, and events that create a connected welcoming and inclusive community
2. Ensure the city has a healthy community where everyone has access to healthy, safe and affordable housing and neighbourhoods
3. Support communities to achieve their aspirations
4. Be a city where people feel safe and are safe.

Goal 4: An eco-city

1. Respect and enhance the mauri of the Manawatū River
2. Work with the community to reduce carbon emissions
3. Regenerate native biodiversity
6. Educate the community, in particular property owners, on the benefits of investing in sustainable building design and green buildings.

Council may also enter into one or more multi-year partnership agreements with sector leads, as described in Section A 5.6 of this policy. In addition to contributing to the other support priorities, such sector lead organisations will demonstrate that they:

- have an acknowledged strategic leadership role within the sector; and
- are a key capacity-building organisation with a 'sector infrastructure' role supporting other sector organisations to develop and connect; and
- are a cornerstone provider within their sector delivering the highest level of expertise or highest quality service or experience; and
- have the capability and capacity to think, work, and advocate strategically; and
- are clearly aligned to Council's strategic outcomes and priorities; and
- have robust strategic and business plans already in place.

Allocation

This fund will open once every three years. Assessment and allocation decisions will be made by staff.

Staff may make recommendations to Council to engage a sector lead organisation through a partnership agreement (as set out in Part A 5.6). Funding from the strategic priority grants will be allocated to any partnership agreement.

FOR THE COMMUNITY AND VOLUNTARY SECTOR

13 YOUTH COUNCIL INITIATIVES FUND

Purpose	To support youth-led initiatives (including a project, activity, or event) that contributes to increasing the number of Palmerston North young people positively engaged in sports, the arts, community endeavours and academia at a level of excellence.
Eligibility	Open to local community and for-purpose organisations based in Palmerston North who are in the final stages of planning a youth-led public facing project, activity or event that will benefit young people in Palmerston North.
Exclusions	Proposals or expenditure that include the following will not be eligible for support under this fund: <ul style="list-style-type: none"> ➤ private functions and events that exclude the wider community (i.e. personal or family celebrations); ➤ commercial initiatives where the main purpose of the initiative is for profit; ➤ ongoing administration costs beyond the proposed initiative.
Support priorities	Community-focused initiatives that contribute to outcomes to achieve goal 2, 3 and/or 4 of Council's strategic direction and will increase participation by young people aged 12-24 years in either: <ul style="list-style-type: none"> ➤ Sports; ➤ Arts; ➤ Community; or ➤ Academia
Allocation	This fund will be allocated through a funding round process. Allocations can range from \$500 - \$2000 per application. Assessment and allocation decisions will be made by the Palmerston North Youth Council with the assistance of Council staff.



FOR THE EVENTS SECTOR

14 ARTS EVENT FUND

Purpose	To support operational costs for national and regional art events hosted in Palmerston North that have an economic benefit.
Eligibility	Open to local communities and legal entities (trust, company, or incorporated society) who have a finalised proposal to host a public-facing arts event preferably in Palmerston North (wider Manawatū will also be considered).
Exclusions	<ul style="list-style-type: none"> ➤ Private functions where the public is unreasonably restricted from attending; ➤ Trade shows or conventions; ➤ Capital or equipment costs; ➤ Prize money or awards; and ➤ Full-time or permanent employment.
Support priorities	<p>Art's focused event proposals that demonstrate these factors:</p> <ul style="list-style-type: none"> ➤ contribution towards outcomes to achieve goal 1 and 2 of Council's strategic direction; ➤ promotion of domestic tourism and increases visitor nights (i.e. promoting longer stays and increased tourism activity, and generating visitation in the shoulder or low seasons) ➤ showcase of Palmerston North's unique story; and ➤ generation of positive media exposure for the region. <p>In addition to the above factors, proposals will receive a greater weighting if the initiative demonstrates:</p> <ul style="list-style-type: none"> ➤ the ability to generate opportunities to leverage the city's profile and/or create long-term legacy for the city; ➤ contribution to a diverse range of events across the region's wider event landscape; and/or ➤ contribution to outcomes that achieve goal 3 or 4 of Council's strategic direction.
Allocation	This fund will open at the start of the financial year and will remain open until it is fully allocated. Assessment and allocation decisions will be made by staff.

15 MAJOR EVENTS FUND

Purpose	To support the attraction, development, and growth of events in Palmerston North, by supporting world class events that drive sustainable growth in domestic visitation and promote Palmerston North's unique identity to a wider audience.
Eligibility	Open to legal entities (trust, company, or incorporated society) who have a finalised proposal to host a public-facing event preferably in Palmerston North (wider Manawatū will also be considered). Multi-year proposals (to a maximum of three years) will be considered.
Exclusions	<ul style="list-style-type: none"> ➤ Private functions where the public is unreasonably restricted from attending; ➤ Trade shows or conventions; ➤ Capital or equipment costs; ➤ Prize money or awards; or ➤ Full-time or permanent employment.

FOR THE EVENTS SECTOR

15 MAJOR EVENTS FUND

Support Priorities

Event proposals that demonstrate all of these factors:

- contribution to outcomes achieve goal 1 and 2 of Council's strategic direction;
- promotion of domestic tourism and increases visitor nights (i.e. promoting longer stays and increased tourism activity, and generating visitation in the shoulder or low seasons);
- showcase of Palmerston North's unique story; and
- generate positive media exposure for the region;

In addition to the above factors, proposals will receive a higher weighting if the initiative demonstrates either:

- the ability to generate opportunities to leverage the city's profile and/or create long-term legacy for the city;
- contribution to a diverse range of events across the region's wider event landscape; or
- contribution to outcomes that achieve goal 3 and/or 4 of Council's strategic direction.

Allocation

This fund will open at the start of the financial year and will remain open until it is fully allocated. A maximum of \$30,000 (per financial year) is available per application. Assessment and allocation decisions will be made by staff.

16 SPORTS EVENT PARTNERSHIP FUND

Purpose

To support operational costs for sports events hosted in Palmerston North that have an economic benefit and enhance community connectedness and health.

Eligibility

Open to legal entities (association, trust, company, or incorporated societies) and umbrella organisations who have a finalised proposal to host a sports event in Palmerston North.

Support Priorities

Proposals that contribute to outcomes to achieve goals 1 and 2 of Council's strategic direction and can demonstrate the ability to either:

- attract and retain national secondary school sports events to the city and region;
- attract sports events that are of significant national and/or international importance, and positively profile the city and region;
- attract and retain sports events that drive a significant economic benefit to the city and region (i.e. events that attract 200+ visitors to the city who stay at least one night); or
- support sports events that enhance community connectedness and health, with an additional focus on supporting new events and those that have the potential to grow. Community-focussed events must be available to large parts of the community and encourage people to get more active, more often.

Allocation

This fund will open at the start of the financial year and will remain open until it is fully allocated. Assessment and allocation decisions will be made an external panel (administered by Sport Manawatū).

GENERAL**17 SPONSORSHIP FUND**

Purpose	For Council to associate itself with initiatives (including an activity, project or event) that improves the city's reputation and national presence.
Eligibility	Open to legal entities (trust, company or incorporated societies) who have a finalised proposal that will positively show-case Palmerston North, and provide quantifiable economic benefits to the city.
Support Priorities	<p>For Council to be associated with an activity, project or event that demonstrates these factors:</p> <ul style="list-style-type: none"> ➤ contribution to outcomes to achieve goal 1 of Councils strategic direction. ➤ is innovative, delivering something new or addressing an issue that affects the people of Palmerston North in line with Councils strategic goals; ➤ is of significant regional or national importance; ➤ positively profiles the city of Palmerston North; and ➤ provides a quantifiable economic benefit (e.g. activities, project or events that attract 200+ visitors to the city who stay at least one night).
Allocation	This fund will open at the start of the financial year and will remain open until it is fully allocated. A maximum of \$10,000 is available per application, otherwise staff have the discretion to award up to 50% of total funding to an eligible proposal. Assessment and allocation decisions will be carried out by a panel of staff.



