

Puketapapa Local Board Strategic Relationships Grant 2016/17

Terms of Reference

1. Context

The Strategic Relationship Grant sits alongside the board's other contestable grants in the Local Grants Programme 2016/17.

Grant name	a) Neighbours Day Fund	b) Quick Response Grants	c) Local Grants and Community Match Fund	d) Strategic Relationships Grant
Minimum and maximum amounts	Indicative amount per grant: Up to \$200 worth of supermarket vouchers	Minimum amount per grant: \$300 Maximum amount per grant: \$750	Maximum amount per grant: \$5,000	Indicative amount per grant: \$10-20,000
Number of rounds per year	1	4	2	1
Timing	Applications open around January 2017	Applications open: June 2016 October 2016 February 2017 April 2017	Applications open: June 2016 March 2017	Applications open: August/September 2016
Comments	Small grants to support local Neighbours Day events	Small grants to supplement other funding and ensure a project/ event can take place. Simplified application process	Medium sized grants	Large grants to support organisations that are delivering on outcomes that are aligned with the board's

2. Purpose of the fund

The purpose of the Strategic Relationships Grant is to build relationships with community groups that are delivering the **priority outcomes** that are identified later in this document.

- Rather than fund specific project work, the board is keen to develop strategic relationships with groups whose values, goals and priorities are aligned with the board's
- The board recognises that communities are likely to have new and innovative approaches to delivering community outcomes. In supporting this work the board hopes to learn from these new ways of working.

- the local board aims to support a range of outcomes with this fund. It is also seeking a geographical balance of applications from throughout the local board area.

3. Principles that underlie the fund

- **Relationship** – the board hopes to form relationships with community organisations that are working to similar ends as the board. In assessing applications the board is seeking to understand the aspirations of the applicant and its 'annual plan', rather than focus on a particular project. It may be that the board is already familiar with the group that is applying for funding. The group may be less well known by the board, perhaps coming to their attention through previous applications to its other funds or perhaps from work in other areas the board is involved with.
- **Alignment** – in allocating funding through the Strategic Relationships Grant, the board is acknowledging an alignment in organisational values, goals and priorities
- **Flexibility** – in supporting an annual plan of work the board realises that some flexibility is required. It understands the need to both plan work but also be prepared to change, in response to unforeseen issues/opportunities. The board are happy to discuss any changes to agreed work plans with successful applicants
- **Supporting local** – the board wants to support work that is focussed in the Puketapapa Local Board area (*Mt Roskill, Three Kings, Lynfield, Hillsborough, Wesley, Waikowhai, parts of New Windsor and Royal Oak*). Successful organisations may be 'home grown local' or they may be regional organisations with specific outreach to the Puketapapa Local Board area.
- **Local communities know their people** – the board knows that it cannot reach every person in every community in the local board area, so it is looking to partner with other organisations to assist with this. Relationships such as this will both broaden the reach and depth of engagement that the board has with its communities, resulting in mutually beneficial outcomes
- **Collaboration** - funding will be prioritised for community groups who work collaboratively with other organisations, demonstrating a willingness to work together to achieve shared goals
- **Social enterprise** – the board believes that it is important to support social enterprise. This can provide alternative employment and income streams for members of the community who may face barriers to participating in traditional working environments. It also nurtures entrepreneurial spirit and ability. Applications that include a social enterprise component will be prioritised

4. Funding pool for 2016/17

- a) **Total funding pool** is \$70,000
- b) **Indicative funding amount** for each project is \$10-20,000 (smaller grants will also be considered)

5. Outcomes sought from this fund

a) Priority Outcomes

The priority outcomes have emerged from the Puketapapa Local Board Plan 2014 as areas that would benefit from additional work. They are:

Themes		Local Board Priority Examples
Mana Tangata	To enhance or give potential to people and communities	<ul style="list-style-type: none"> • creation of a sense of ownership and pride in Puketapapa through community-led place making • supporting migrant and refugee communities • improving health and well-being for the people of Puketapapa (referencing models such as the Five Ways to Wellbeing)
Mana Taiao	To enhance or give potential to the physical environment	<ul style="list-style-type: none"> • increased use of the cycle network and other active transport modes • initiatives to reduce carbon and other vehicle emissions • restoration of the harbour and waterways to greater health and ecological sustainability • sustainability programmes and waste minimisation
Mana Taurite	To enhance or give potential to equity and equality	<ul style="list-style-type: none"> • recognition and affirmation of Maori culture as the foundational culture in our area • reduction of socio-economic inequalities in our community • support for the provision of healthy, affordable housing

b) Other Funding Considerations

The priority funding list above is not exclusive and the board will also consider proposals that deliver on other Local Board Plan outcomes, particularly multiple outcomes. The Puketapapa Local Board Plan 2014 outcomes are:

- People with a voice who can make a contribution
- Thriving local economy, good local jobs
- Real transport choices and connectivity
- Vibrant, popular parks and treasured natural environment
- Healthy, safe people and places
- A strong sense of belonging and local identity

6. Key application questions

- How do your group's values and goals align with the principles outlined in section 3 of this document?
- How do your group's priorities align with the priority outcomes outlined in section 5 of this document?
- What are your organisation's top five priorities for this financial year (1 July 2016 – 30 June 2017)?
- What would you like your group to look like in five years' time?
- What support could the local board give you, other than funds? For example promotions, networking

7. Criteria *(Note: these are unchanged from the 2015/16 funding round)*

The following criteria will be used when considering strategic relationships:

Location

1. Proposals must be based, and benefit people in, the Puketapapa Local Board area.

Nature of applicant's group

2. The board is looking to support community oriented groups, not those with profit focussed business interests.
3. Preferred applicants will be a community group, trust or organisation which must be legally constituted (i.e. an incorporated society or charitable trust) and be financially sound.
4. Applications from individuals will only be considered if strong alignment to community outcomes are demonstrated.
5. Applicants must show evidence of good financial management and organisational practices (e.g. clear and detailed planning and reporting processes).

Scope of the application

6. All proposals must clearly explain the rationale for a strategic relationship with the local board. This includes:
 - a. the proposed outcomes and benefit to communities within their area
 - b. the proposal shows evidence of community support and collaboration
 - c. alignment to local board and community priorities
 - d. demonstrating and identifying a community need for the proposal, including any specific initiatives, programmes and events to achieve the outcomes
 - e. methods to collaborate with other groups in the area and activate the local community
7. Applicants with proposals considered to be complex or in excess of \$15,000 per year will generally need to provide a business case in support of their application.

Willingness to acknowledge funding

8. The local board's contribution must be recognised in printed material, events or social media. Successful applicants must contact the Puketapapa Local Board office to get guidance about the appropriate use of the Council logo.

Ineligible applications

- The fund will not support retrospective funding applications, debt funding or maintenance costs.

8. Accountability measures

In order to ensure that the Puketapapa Local Board's financial assistance is achieving positive results, recipients will be obligated to provide evidence that the grant has been used for the agreed purpose and stated outcomes have been achieved.

The following accountability measures will be required for all successful applicants:

- Meet Council standard financial accountability requirements
- Quarterly reporting to the local board on key milestones, via relevant portfolio meeting
- Presentations to the local board, as agreed, to discuss progress and learnings

9. Application process

- a. The local board will run an Expressions of Interest process for the Strategic Relationships Fund
- b. This will be a publicly advertised process where applications will be sought for consideration by the local board.
- c. Staff will review all applications to ensure they meet the eligibility criteria. In addition, assessment for strategic alignment will also be undertaken.
- d. Once assessed by staff, applications will be presented to the local board with recommendations at a local board workshop.
- e. Decisions to fund successful applicants will be made by resolution of the local board at a business meeting of the board.
- f. Funding will be allocated subject to the completion of funding agreements (including accountability measures) by both parties.
- g. Once funding agreements are complete, funds will be allocated. Grant recipients will be advised of the date by which agreed annual accountability measures must be completed for the local board's consideration.
- h. Accountability meetings will proceed as agreed.

10. Fund timeline

August/ September 2016	Implement an Expressions of Interest process
October 2016	Assessment of applications undertaken
November 2016	Workshop of applications with the local board
December 2016	Decisions made on the granting of strategic relationship grants
December 2016:	Funding Agreement signed by the successful applicants
2017 (date to be confirmed)	Recipients report to the board on the outcomes of the project