

**Attachment A**

## Puketapapa Local Board Strategic Relationships Grant 2018/19

### *Terms of Reference*

#### 1. Context

The Strategic Relationship Grant sits alongside the board's other contestable grants in the Local Grants Programme 2018/19.

| Grant name                         | a) Neighbours Day Fund   | b) Quick Response Grants  | c) Local Grants                      | d) Strategic Relationships Grant  |
|------------------------------------|--|---|--------------------------------------|---|
| <b>Minimum and maximum amounts</b> | Indicative amount per grant:<br>Small grants under \$200 in either vouchers and/or cash form | Minimum amount per grant: \$300<br><br>Maximum amount per grant: \$750  | Maximum amount per grant:<br>\$5,000 | Indicative amount per grant:<br>\$5,000-\$20,000  |
| <b>Number of rounds per year</b>   | 1  | 4   | 2                                    | 1   |
| <b>Timing</b>                      | Applications open February 2018  | Applications open: TBC  | Applications open: TBC               | Applications open: 12 <sup>th</sup> February 2018   |
| <b>Comments</b>                    | 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 local board is keen to develop strategic relationships with groups whose values, goals and priorities are aligned with the local board's
- The local board recognises that communities are likely to have new and innovative approaches to delivering community outcomes. In supporting this work the local board hopes to learn from these new ways of working.
- The local board aims to support a range of outcomes that will be of benefit to the Puketapapa local board area (Royal Oak, Hillsborough, Lynfield, Roskill South, Waikowhai, Mt Roskill, Wesley and parts of New Windsor) with this fund.
- The local board does not fund government agencies or organisations including schools.

### 3. Principles that underlie the fund

- **Relationship** – the board aims 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 recognises 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 based in the Puketapapa Local Board area (Royal Oak, Hillsborough, Lynfield, Roskill South, Waikowhai, Mt Roskill, Wesley and parts of New Windsor). Successful organisations may be 'home grown local' or they may be regional organisations with specific delivery outreach within the Puketapapa Local Board area.
- **Local communities know their people** – the board recognises that it cannot reach every individual in every community within the local board area, so it is looking to partner with local groups and 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 2017/18

- a) **Total funding pool** is \$102,350.00
- b) **Indicative funding amount** for each project is \$5,000-\$20,000

### 5. Outcomes sought from this fund

#### a) Priority Outcomes

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

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

#### **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 outcomes in the Puketapapa Local Board Plan 2017 were as follows:

- Connected communities with a strong sense of belonging
- Improved wellbeing and safety
- Thriving local economy and good job opportunities
- Transport choices meet our varied travel needs
- Urban development meets community needs
- Vibrant and popular parks and facilities
- Treasured and enhanced natural environment

## 6. Key application questions

- What are your organisation's top priorities and outcomes that you will deliver within Puketapapa for the 2018/19 financial year?
- How do your organisation's values and goals align with the principles outlined in section 3 of this document?
- How do your organisation's priorities align with the priority outcomes outlined in section 5 of this document?
- What would you like your group to look like in five years' time?

## 7. Criteria

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. Regional applications must articulate the direct impact and benefits to communities within Puketapapa.

### Nature of applicant's group

2. The board is looking to support community oriented groups, not those with profit focussed business interests.
3. The board does not intend the Strategic Relationships Grant fund to substitute funding that would otherwise be obtained from central government agencies; i.e. Ministries
4. The board is looking to support local grass root organisations not institutions or government agencies including schools.
5. Preferred applicants must be a community group, trust or organisation which must be legally constituted (i.e. an incorporated society or charitable trust) and be financially sound.
6. Applicants must show evidence of good financial management and organisational practices (e.g. clear and detailed planning and reporting processes).

### Scope of the application

7. 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

### 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.
- Applications need to specify the total amount that is required. Any applications that are in excess of \$20,000 will be ineligible for this fund.

## **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 and achievements.
- 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. The Puketapapa Local Board Specialist Advisor Rosetta Fuimaono ([rosetta.fuimaono@aucklandcouncil.govt.nz](mailto:rosetta.fuimaono@aucklandcouncil.govt.nz) 027 241 6179) is available to discuss your application in advance to provide advice and confirm your eligibility before the closing date of the grant.
- d. Staff will review all applications to ensure they meet the eligibility criteria. In addition, assessment for strategic alignment will also be undertaken.
- e. Once assessed by staff, applications will be presented to the local board with recommendations at a local board workshop.
- f. Decisions to fund successful applicants will be made by resolution of the local board at a business meeting of the board.
- g. Funding will be allocated subject to the completion of funding agreements (including accountability measures) by both parties.
- h. Key performance indicators and reporting measures for delivery will be identified and agreed to in the funding agreement.
- i. Once funding agreements are complete, funds will be allocated. Grant recipients will complete three results based accountability reports during the 2018/19 financial year which are due on the following dates: Report 1: 30<sup>th</sup> November 2018, Report 2: 30<sup>th</sup> March 2019 and Report 3: 31<sup>st</sup> July 2019. Accountability meetings will proceed as agreed.

## 10. Fund timeline

|   |   |
|---|---|
| Monday 12 <sup>th</sup> February 2018 –<br>Friday 6 <sup>th</sup> April 2018  | Implementation of the Expressions of Interest process   |
| April/May 2018  | Assessment of applications undertaken<br><br>Workshop of applications received with the local board |
| July 2018   | Decisions made on the granting of Strategic Relationships Grants                                    |
| August 2018:  | Funding Agreement signed by the successful applicants and funds administered.                       |
| Report 1: 30 <sup>th</sup> November 2018<br>Report 2: 31 <sup>st</sup> March 2019<br>Report 3: 31 <sup>st</sup> July 2019 | Recipients report to the board on the outcomes of their delivery.                                   |