

## **Puketapapa Local Board Strategic Relationships Grant 2019 - 2020** *Terms of Reference*

### **1. Context**

The purpose of the Strategic Relationships Grant is to develop strategic relationships with organisations that demonstrate a clear track record of achievement. Priority will be given to community groups that are delivering on priority outcomes of the local board. These are highlighted in this document. The aim of the multi-year funding is to support recipients to increase their capacity, expand their activities and make faster progress towards financial sustainability. The Puketapapa Local Board will consider entering multi-year funding relationships with a small number of organisations for a maximum of three years.

- The local board is keen to build capacity in community groups to enable them to enable them to have a more strategic focus which includes organisational growth and collaboration
- The local board wants to achieve a breadth and depth 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. These include community connectedness, health, safety and wellbeing, enhanced stewardship of the environment, and increased local employment opportunities.

The Strategic Relationship Grant sits alongside the board's other contestable grants in the Local Grants Programme 2019/20.

**Table1: Contestable grants for Puketapapa Local Board:**

<b>Grant name</b>	<b>a) Neighbours Day Fund</b>	<b>b) Quick Response Grants</b>	<b>c) Local Grants</b>	<b>d) Strategic Relationships Grant</b>
<b>Minimum and maximum amounts</b>	Indicative amount per grant: Small grants under \$200 in either voucher and/or cash form	Minimum amount per grant: \$300  Maximum amount per grant: \$750	Maximum amount per grant: \$5,000	1. Indicative amount per grant: \$10,000-\$20,000 for one off projects  2. For capacity development projects (using the self-assessment tool) multi-year funding is available up to \$20,000/ year up to 3 years

<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: 18 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	Medium sized grants to support organisations that are delivering on priority outcomes.  Multi-year grants to support capacity development initiatives to enable organisations to be strategic partners of the local board

## 2. Funding pool for 2019 - 2020

- a) Total funding pool is \$102,000
- b) Indicative funding: the amount for each project is \$10,000-\$20,000
- c) Multi-year funding over three years: Puketapapa Local Board will consider entering multi-year funding relationships with strategic organisations. Many of these organisations will have existing relationships with the local board and be able to demonstrate a clear track record of achievement. The multi-year funding enables organisations to develop their capacity and accelerate organisational growth to expand their activities and increase financial sustainability. Applications for multi-year funding will be required to complete the self-assessment tool to determine areas for capacity development and the type of strategic relationship the organisation currently has with the local board.

### 3. 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>	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 and the Healthy Puketapapa Action Plan)</li> <li>• connected communities with a strong sense of belonging</li> </ul>
<b>Mana Taiao</b>	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>• transport choices meet our varied travel needs</li> <li>• restoration of the harbour and waterways to greater health and ecological sustainability</li> <li>• sustainability programmes and waste minimisation</li> <li>• urban development meets community needs</li> <li>• vibrant and popular parks and facilities</li> <li>• treasured and enhanced natural environment</li> </ul>
<b>Mana Taurite</b>	Equity and fairness	<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 (referencing the Healthy Puketapapa Action Plan)</li> <li>• thriving local economy and good job opportunities</li> </ul>

#### 4. Key application questions

- i. Describe how your organisation's vision, values (the way you work) and the difference you want to make in the community, align with the local board's priorities as listed on section four of this document. How do your organisation priorities support the difference you would like to make?
- ii. What is your organisation's current priorities and key focus areas and how do you know that these are a priority for the community?
- iii. To help the local board understand your organisation's capacity development needs, could you please outline the number of full-time, part time and volunteers involved in your work.
- iv. Describe how you are working with other community groups and providers and in what ways are you collaborating? What has resulted from your collaboration?
- v. On completion of the organisational self-assessment tool, describe your organisational capacity development priorities and activities and how your organisation will develop and grow in the next three to five years to expand your business and make faster progress to financial sustainability.
- vi. If the local board did not provide funding, which of your objectives can you still achieve? Please explain
- vii. If your application is successful, how would this funding make a difference to your organisation and your strategic relationship with the local board?

#### 5. Criteria

The following criteria will be used when considering strategic relationships:

##### I. Location

*Applications must be based, and benefit people in, the Puketapapa Local Board area. Regional applications must be able to articulate the direct impact and benefits to communities within Puketapapa, including identifying specific communities they will be working with, and where appropriate, the percentage of local people this will impact.*

##### II. Credibility

*Preference will be given to community groups that have a track record of delivering services to communities in the Puketapapa area.*

##### III. Nature of applicant's group

*The board is looking to support community-oriented groups, and local grass root organisations. Preferred applicants must be a community group, trust or organisation which must be legally constituted (i.e. an incorporated society or charitable trust).*

##### IV. Financial

*Applicants must submit a copy of their annual financial statements with evidence of good financial management*

##### V. Self-Assessment Tool (if applying for multi-year funding)

## **7. Willingness to acknowledge funding**

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.

## **8. Ineligible applications**

- i. The fund will not support retrospective funding applications, debt funding or maintenance costs.
- ii. Applications need to specify the total amount that is required. Any applications that are more than \$20,000 will be ineligible for this fund.
- iii. The grant will not support those with profit focussed business interests, nor institutions or government agencies including schools.
- iv. The grant does not intend to substitute funding that would otherwise be obtained from central government agencies, i.e. Ministries

## **9. Accountability measures**

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
- A mix of a face to face meetings and presentations to the local board will be scheduled to discuss progress and learnings, and a written accountability report on key milestones and achievements will be delivered.

## **10. Funding Agreement**

Key performance indicators and reporting measures for delivery will be identified and agreed to in the funding agreement.

## **11. Application process and timeline**

The local board will run an Expressions of Interest process for the Strategic Relationships Fund. This will be a publicly advertised process where applications will be sought for consideration by the local board. The Puketapapa Local Board Specialist Advisor Rosetta Fuimaono (rosetta.fuimaono@aucklandcouncil.govt.nz 027 241 6179) is available to provide support for your applications

## Timeline

Time	Action
January – February 2019	<b>Marketing and promotion</b> The Grant is advertised
Monday 18 February 2019	<b>Applications are open</b>
March 2019	<b>Community Forums</b> The purpose of this forum is for the community and the local board to discuss the purpose of the Grant and to clarify the application process.
Friday 12 April 2019	<b>Applications close</b>
April / May 2019	<b>Applications Assessments</b> Staff will assess and review all applications to ensure they meet the eligibility criteria and have strategic alignment.  <b>Local Board Workshops</b> Once assessed by staff, applications will be presented with recommendations at a local board workshop.
June 2019	<b>Local Board Report</b> A report is written and submitted for local board consideration at the July business meeting
July 2019	<b>Local Board Business Meeting</b> Decisions to fund successful applicants will be made by resolution of the local board at their July business meeting.  All recipients are notified of the outcome
August 2019:	<b>Funding Agreements and Payments</b> Funding will be allocated subject to the completion of funding agreements (including accountability measures) by both parties.
March 2020	<b>Report 1</b> A short presentation to the local board through community forums. The purpose of these forums is to showcase achievements, discuss progress, shared learnings, and future pathways for organisations.
31 July 2020	<b>Report 2</b> A final written accountability report is due to the local board