



ASSESSMENT CRITERIA: **DISTRICT-WIDE CONTESTABLE FUND**



District-wide Contestable Fund Assessment Criteria

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Introduction

The Tararua District Council is committed to supporting the long-term growth and development of our community. The District-wide Contestable Fund, amounting to \$100,000 annually, will support requests that contribute to a connected and thriving district.

This document outlines the assessment criteria and application process for the Fund. We encourage all eligible groups and individuals to apply and help shape a vibrant and sustainable future for our district.

Eligibility Criteria

APPLICANTS

To be eligible for funding, applicants must:

- Operate within the Tararua District;
- Demonstrate a clear benefit to the community or district; and
- Have no outstanding accountability reports for previous funding received from the Council.

EXPENSES

The District-wide Contestable Fund will fund a wide range of costs integral to project or service delivery including salaries, training and development, administration, and office expenses, rent and utilities, promotion and materials and small capital items. However, it will not fund:

- Activities promoting religious, ministry, or political purposes
- Debt repayment
- Legal and medical expenses
- Public services under central government responsibility (e.g., education, primary health care)
- Alcohol purchases
- Retrospective costs (unless required as a grant condition)
- Large physical works needing consents or permits
- Services outside the district

URGENT APPLICATIONS

The Council recognises that some projects, particularly those involving international representation or time-sensitive opportunities, may require urgent funding. Applications that demonstrate a critical need for funding to ensure the project proceeds within the next four weeks may be considered outside of the standard funding rounds.

To qualify, applicants must clearly outline why the project cannot proceed without immediate financial support. Any applications determined not to meet the criteria for urgency will be deferred to the next available funding round.

Assessment Criteria

Applications will be assessed based on the following criteria:

Community Benefit (40%)	The request benefits a large portion of the community and aligns with <u>community needs</u> .
Feasibility of Request (30%)	The request is clear and achievable, the applicant has capacity to deliver, and the request outcomes are sustainable.
Financial Viability (20%)	The budget is accurate and complete, the request demonstrates financial need, and it is cost-effective.
Innovation and Creativity (10%)	The request is original and creative, offering new solutions.

Funding Priorities / Community Needs

The following funding priorities will be used in the assessment process to determine how a request aligns with local community needs.

Thriving district	The request will contribute to the well-being of the community, ensuring people are thriving, happy, safe, and well.
Local culture and traditions	The request is likely to honour local customs, traditions, and values, reflecting our commitment to cultural respect and collaboration.
Improving environment	The request will contribute to improving the natural environment while supporting the production of a diverse range of primary industry food and products.
Improving facilities and infrastructure	The request is likely to improve community facilities and infrastructure, meeting the needs of future generations and supporting long-term prosperity.
Enhanced community wellbeing	The request will contribute to enhancing community well-being through capacity, innovation, and adaptability, promoting balanced and sustainable growth.
Collaborative effort	The request is likely to improve collaborative efforts, leveraging collective strength to address challenges and seize opportunities, making great things happen.

Application Process

Submission	How to Apply:	Applications must be submitted to the Tararua District Council via the SmartyGrants portal.
	Deadline:	Applications for the 2024/25 Round 1 of funding will open in January 2025 and close in February 2025. Round 2 will open in April 2025.
	Urgent Applications:	There is a pathway for urgent applications, but applicant must be able to demonstrate a clear need. Urgent applications will still follow the Review and Decision process.
Review	Initial Check:	The Community Partnerships Coordinator will review applications for completeness and missing information. Any incomplete or ineligible applications will be declined.
	Declined Applications	Any declined applications will be recorded and reported alongside recommendations for the round.
	Initial Review	The Community Partnerships Coordinator will conduct an initial assessment of applications and prepare a report of recommendations for the council to make decisions on at the next available council meeting.
	Council Consideration:	Round 1 applications will be considered at the February Council meeting. Round 2 applications will be considered at the May Council meeting.
Decision	Notification:	Applicants will be notified no later than one week following the Council meeting where their application was considered.
	Payment:	Payments to successful applicants will be processed following the meeting decision date.
Other	Questions and enquiry	For any questions, please contact the Community Partnerships Coordinator by calling 06 374 4080 or 06 376 0110 or emailing grants@tararua.govt.nz .

Accountability & Compliance

Reporting Requirements	<p>Successful applicants must submit an activity report within 12 months of receiving the grant, or upon activity completion, whichever comes first.</p> <p>The report must detail the outcomes achieved by the activity and provide evidence of how the funds were used, including receipts, invoices, and any other relevant financial documentation.</p>
Monitoring and Evaluation	<p>Periodic progress updates may be requested by the Council to track progress. Additionally, the Council reserves the right to conduct site visits to verify the progress and impact of the activity.</p>
Compliance	<p>Applicants must ensure all activities and expenditures comply with the guidelines set out in the grant agreement, including maintaining accurate records of all activities and expenditures for audit/reporting purposes.</p>
Consequences of Non-Compliance	<p>Failure to submit the required reports or misuse of funds may result in the requirement to repay the grant. Non-compliance may affect eligibility for future funding from the Council.</p>

Conflicts of Interest

Organisations affiliated in some way to elected members or Council staff can still be considered for grant funding. However, organisations in this category should declare any potential conflict of interest (or perception of a conflict of interest) in their application to ensure any necessary steps can be taken to mitigate this.

Elected members or Council staff involved in funding decisions are also required to declare any potential conflicts of interest (or perception of a conflict of interest) so an assessment can be made of whether their involvement in any assessment or decision-making related to these applications needs to be modified, restricted, or removed.

Contact Information

For any questions or assistance with the application process, please contact:

Community Partnerships Coordinator

grants@tararua.govt.nz

06 374 4080 or 06 376 0110