

Notice of Meeting:

I hereby give notice that an Ordinary Meeting of Hamilton City Council will be held on:

Date: Wednesday 4 March 2015
Time: 3.30pm
Meeting Room: Kauri Room
Venue: Municipal Building, Garden Place, Hamilton

Richard Briggs
Chief Executive

**External Funding Subcommittee
OPEN AGENDA**

Membership

Chairperson Cr M Forsyth
Members Her Worship the Mayor Hardaker
Cr G Chesterman
Cr M Gallagher

Quorum: Three members

Meeting Frequency: Three times a year – or as required

Leaney Preiss
Committee Advisor

26 February 2015
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Terms of Reference:

- To determine the priority of Hamilton City Council projects suitable for contestable and philanthropic funding, excluding NZTA funding.
- Approve applications for Hamilton City Council projects suitable for contestable and philanthropic funding including applications to Vibrant Hamilton Trust and Government funding.
- Support efforts for sponsorship and other funding.
- Develop and recommend an External Funding Policy to Strategy and Policy Committee by 30 March 2014.

Special Notes:

- The Subcommittee may request expert advice through the Chief Executive when necessary.

Power to act:

- Make decisions on applications for external funding.
- Make operational decisions and approve matters in accordance with the terms of reference.

Power to recommend:

- The Subcommittee may make recommendations to Finance Committee and/or Strategy and Policy Committee.



External Funding Applications Policy

Purpose

1. This policy sets out the process and provides guidelines for funding Hamilton City Council projects where external funders are involved.

Definitions

1. Revenue Generation Plan means a plan about how the project will be funded.
2. External Funder means any individual or organisation, including government, which provides grants, services, sponsorship or in kind support for projects.

Objectives

1. To ensure local, national or international external funding for Council endorsed projects is obtained.
2. The process for applications for external funding is clear and applications are:
 - i. Planned, prioritised, co-ordinated and pursued.
 - ii. Of a high professional standard and avoid duplication.
3. Funding applications align with Council priorities.
4. Elected members have oversight and provide direction about external funding applications.

Process

1. The process for applications that are for \$10,000 and over is set out in Schedule One.
2. The General Manager Community has delegated authority to approve external funding applications for less than \$10,000, but must take into account this policy's objectives when making those decisions.
3. A Revenue Generation Plan must be prepared for every project seeking external funding and must include the following information:
 - i. A project outline, including the total cost of the project and the Council's financial contribution.
 - ii. The names of the Hamilton City Council staff members who are the project sponsor and who are responsible for the project delivery.
 - iii. How the project aligns with the Council's priorities.
 - iv. There are no application duplications from within the Council or with affiliated entities such as Friends groups.
 - v. The amount sought from external funders.
 - vi. The plan for successfully obtaining external funding.
4. Revenue Generation Plans must be reviewed by the Community Resource Advisor and approved by the General Manager Community before they are submitted to the External Funding Subcommittee.

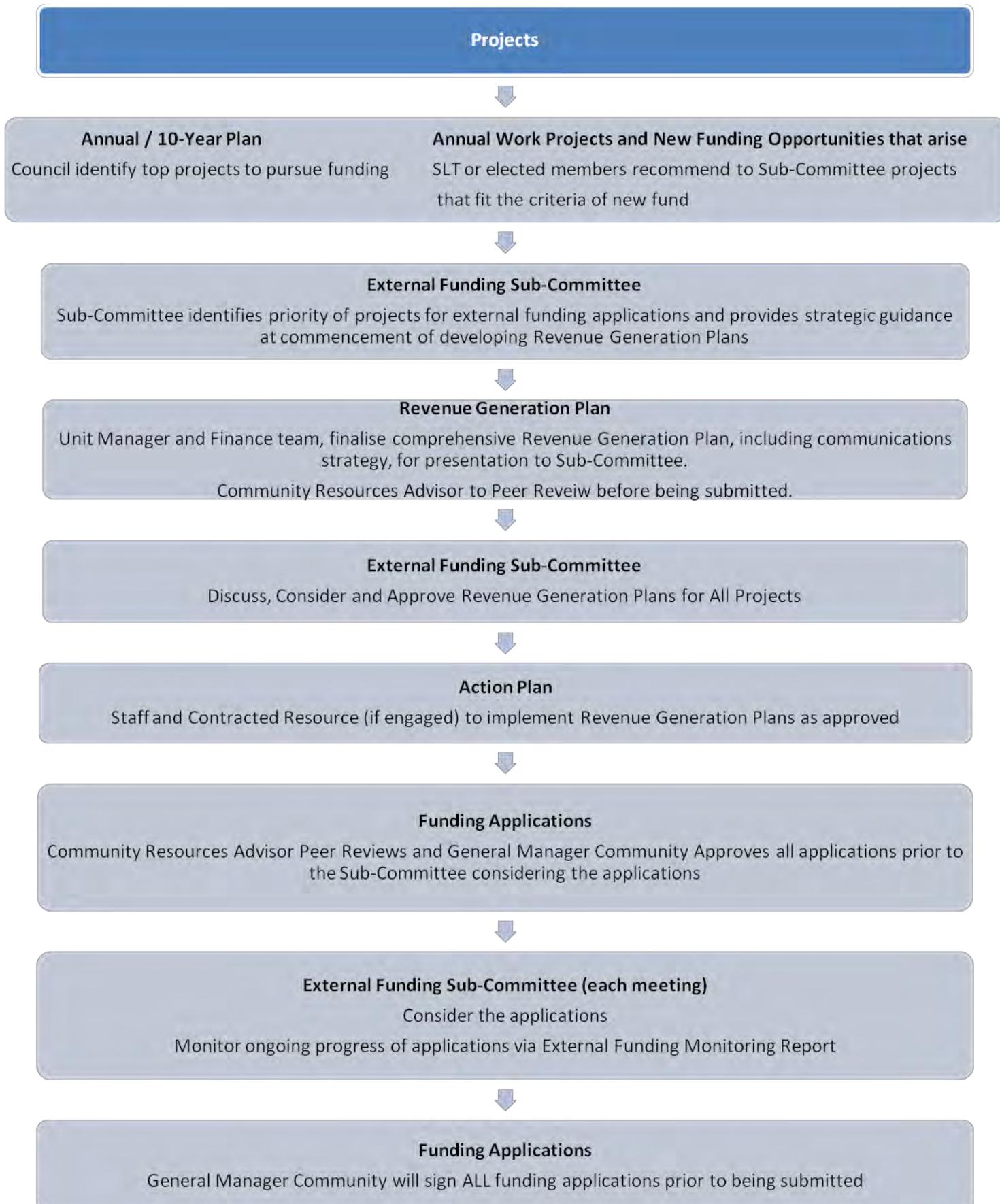
Monitoring and Implementation

1. The Roles and Responsibilities are set out in Schedule Two.
2. The External Funding Subcommittee is responsible for monitoring and implementing this policy.
3. This policy may be reviewed anytime.

References

10 year plan
Annual Plan
Hamilton Plan

SCHEDULE ONE PROCESS FOR PROJECTS



SCHEDULE TWO ROLES AND RESPONSIBILITIES

External Funding Sub-Committee Role

- Set priorities within the projects seeking external funding
- Strategic input into external funding
- Decision makers regarding Revenue Generation Plans and applications
- Ensure applications are in line with Council priorities, are of a high quality, there are no duplicated or conflicting applications
- Monitor implementation of Revenue Generation Plans through External Funding Monitoring Report
- Support funding applications through relationship building and targeted networking

Senior Leadership Team

- Oversight of Revenue Generation Plans and applications
- Responsible to educate staff and ensure process is followed
- Implement Revenue Generation Plans
- General Manager Community, approve Revenue Generation Plans before they are submitted to the External Funding Subcommittee
- General Manager Community, responsible as approver and signature of all applications submitted

Specific Business Units Role

- Complete Revenue Generation Plans
- Fill in External Funding Monitoring Report as applications are made and advised on
- Generate/develop/fill in funding applications
- Liaise with Community Resources Advisor to ensure process is followed, templates used and quality applications formulated
- Ensure applications are in line with Council priorities, are of high quality, and are no duplicated or conflicting applications
- Ensure requirements are met in relation to any funding received

Community Resources Advisor Role

- Develop Revenue Generation Plan templates
- Support UM's in completing Revenue Generation Plans
- Review all Revenue Generation Plans before they are submitted to the External Funding Subcommittee
- Develop and manage External Funding Monitoring Report to track progress of applications
- Peer review funding applications for quality control
- Ensure applications are in line with Council priorities, are of high quality, there are no duplicated or conflicting applications
- Monitoring requirements are met in relation to any funding received

Additional Staff Resource Role

- Relationship Management with key sponsors and funders
- Engage external funding consultants
- Oversight of funding applications and implementation of Revenue Generation Plans
- Investigate new funding opportunities and bring these to the External Funding Subcommittee's attention
- Manage relationships where there are competing applications that could result in duplication of applications for the same project
- Maintain a list of potential External Funders and their contributions

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1 Apologies

2 Confirmation of Agenda

The Committee to confirm the agenda.

3 Declaration of Interest

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

Committee: External Funding
Subcommittee

Date: 04 March 2015

Report Name: External Funding
Subcommittee Minutes - Open
- 4 December 2014

Author: Becca Brooke

Status	<i>Open</i>
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Recommendation

That the Subcommittee confirm and adopt as a true and correct record the Open Minutes of the External Funding Subcommittee Meeting held 4 December 2014.

1. Attachments

- Attachment 1 - External Funding Subcommittee Minutes - Open - 4 Dec 2014

External Funding Subcommittee

OPEN MINUTES

Minutes of a Meeting of the External Funding Subcommittee held in Kauri Room, Municipal Building, Garden Place, Hamilton on Thursday 4 December 2014 at 8.40am.

PRESENT

Chairperson	Cr M Forsyth
Members	Her Worship the Mayor J Hardaker Cr G Chesterman Cr M Gallagher

In Attendance:	General Manager Community, Community Development and Leisure Manager, Manager Social Development, Community Resources Advisor, Senior Communication Advisor and External Funding Manager.
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Committee Advisor:	Mrs B Brooke.
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Staff tabled an updated External Funding Guide - 2014

1. Apologies

Resolved: (Cr Forsyth/Her Worship the Mayor Hardaker)

That the apology from Cr Gallagher for leaving early is received and accepted.

2. Confirmation of Agenda

Resolved: (Crs Forsyth/Chesterman)

That the Agenda be confirmed.

3. Declarations of Interest

No members of the Subcommittee declared a Conflict of Interest.

4. External Funding Subcommittee Minutes - Open - 7 October 2014

Resolved: (Cr Forsyth/Her Worship the Mayor Hardaker)

That the Subcommittee confirm and adopt as a true and correct record the Open Minutes of the External Funding Subcommittee Meeting held 7 October 2014.

5. External Funding Action List - Open - 4 December 2014

Staff provided updates to the Subcommittee concerning the Action List. Updates would be noted in the Action List.

Resolved: (Cr Forsyth/Her Worship the Mayor Hardaker)

That the Report be received.

6. Resolution to Exclude the Public

Resolved: (Cr Forsyth/Her Worship the Mayor Hardaker)

Section 48, Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

General subject of each matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
C1. External Funding Subcommittee Minutes - Public Excluded - 7 October 2014) Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
C2. External Funding Action List - Public Excluded - 4 December 2014)	
C3. External Funding Update		
C4. External Funding Monitoring Report		
C5. 2015 Priority Projects		
C6. Resolution to Apply for		

Funding, Hamilton Gardens
Development

- C7. Hamilton Gardens Funding
and Sponsorship Plan
- C8. Expression of Interest for
Lotteries Significant Project
Fund

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item C1.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C2.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C3.	to enable Council to carry out commercial activities without disadvantage	Section 7 (2) (h)
Item C4.	to enable Council to carry out commercial activities without disadvantage	Section 7 (2) (h)
Item C5.	to enable Council to carry out commercial activities without disadvantage	Section 7 (2) (h)
Item C6.	to enable Council to carry out commercial activities without disadvantage	Section 7 (2) (h)
Item C7.	to enable Council to carry out negotiations	Section 7 (2) (i)
Item C8.	to enable Council to carry out commercial activities without disadvantage	Section 7 (2) (h)

The Meeting went into Public Excluded at 8.50am.

The Meeting was declared closed at 10.00am.

Resolution to Exclude the Public

Section 48, Local Government Official Information and Meetings Act 1987

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C2. External Funding Subcommittee Action List - Public Excluded - 4 March 2015)	
C3. External Funding Update		
C4. External Funding Monitoring Report		
C5. Todd Foundation Application - Museum Bus for Schools Project		
C6. Hamilton Gardens Development Project Lottery Significant Project Fund Application		

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Item C4.	to enable Council to carry out commercial activities without disadvantage	Section 7 (2) (h)

- Item C5. to enable Council to carry out commercial activities without disadvantage Section 7 (2) (h)
- Item C6. to maintain legal professional privilege Section 7 (2) (g)