



Te Kaunihera o
Te Awa Kairangi ki Uta
Upper Hutt City Council

Sustainability Stimulus Grant Disbursement Policy 2021

Purpose

1. The purpose of this Policy is to enable Council to:
 - a) Stimulate investment in sustainable practices or projects within Upper Hutt; and
 - b) Provide financial assistance through the provision of Grant; and
 - c) Assess Grant applications in a transparent, fair and reasonable way; and
 - d) Monitor the performance of the programme on an ongoing basis.
2. This Policy applies to all applications to the Grant.
3. This Policy should be read in conjunction with the [UHCC Sustainability Strategy 2020](#) to give better context to the purpose and scope.

Commencement

4. The Sustainability Stimulus Grant Disbursement Policy (Policy) was adopted by Upper Hutt City Council (Council) with effect on 22 September 2021.
5. The Policy will be reviewed every three years from the date of adoption.

Definitions

6. Unless the context requires otherwise, all interpretations and definitions relating to associated terminology shall be the same as those in the UHCC Sustainability Strategy 2020.

Sustainability Stimulus Grant (Grant) means a funding program that will contribute to projects that align with the goals of the Sustainability Strategy.

Sustainability Stimulus Grant Disbursement Panel (Panel) means a panel of Elected Members who will convene and grant funds where appropriate.

Sustainability Strategy Goals can be read in full in the UHCC Sustainability Strategy 2020.

Eligibility Criteria

7. All applications, to be considered as eligible, must:
 - A. Meet the eligibility criteria; and
 - B. Be submitted to Council by the closing date.

8. All applicants must be able to demonstrate that their project or activity will be advantageous to Upper Hutt.
9. All applicants must be able to demonstrate that their project or activity aligns with one or more of the UHCC Sustainability Strategy 2020 goals.
10. An applicant will not be considered if they have applied for the same project more than three times.
11. All applicants will be required to show commitment to the longevity of the project in Upper Hutt, to the Panel's/ Council's satisfaction.

Assessment Criteria

12. Each application/project will be assessed on the basis of its meeting one or more of the following criteria:
 - A. **Carbon reduction** for example, total energy/carbon savings.
 - B. **Biodiversity** enhancement for example, area of land enhanced, number of volunteers.
 - C. **Water conservation** for example, improvement to waterways, amount of water saved.
 - D. **Resilient Communities** for example, number of households that will benefit.
 - E. **Leadership** for example, the number of people that will be positively impacted through innovative change.
 - F. **Waste** for example, how many kilograms of waste will be diverted from landfill.
 - G. **Education and Engagement** for example, how many people will be involved in the project, and how many people will it reach.
 - H. **Transport** for example the amount of emissions that will be saved.
13. The assessment criteria are aligned with the goals in Council's Sustainability Strategy 2020.
14. Weighting will be given to projects or initiatives that have the biggest impact to the criteria above.
15. Greater weightage will be given to projects that meet more than one criteria

Conditions

16. Each application will be considered on a case-by-case basis.
17. Applicants will provide the Panel with specific information, if requested, to assist in assessing suitability for the Grant.
18. Applicants will provide Council with specific information if requested, to assist Council in measuring the impact and success of the Grant. This information may be requested up to five years from receipt of the grant, and will relate to the ongoing contribution to the Strategy's Goals, and the advantages delivered to Upper Hutt.
19. Council is under no obligation to distribute any amount of Grants to any applicant. The final decision to grant funding belongs to Council, and is binding.

20. In approving grant funds under this policy, Council may, at its discretion, specify and impose conditions on applications. Applicants will be required to agree to these conditions and to return any payments if the conditions are not met.
21. If an application has been approved but the associated works do not commence within twelve months of the approval date, Council approval will expire and funding will be forfeited. Funding may then be made available to other applications.
22. Funds awarded are not transferable, and will only be allocated to the specific project as it has been approved.
23. Applicants will need to demonstrate the origin and amount of other sources of funding as part of the application process.
24. Consideration of emerging opportunities that do not fall within the remit of this policy may be considered by the Panel on a case-by-case basis. The presentation of any such applications to Council will be at the discretion of the Chief Executive, and Director of Strategy, Partnerships and Growth.
25. The minimum amount of funding which can be granted to an application is \$5,000. The maximum amount of funding which can be granted to an application is \$100,000 during any financial year.
26. Applicants may be awarded up to 40% of the cost of a project or initiative, up to a maximum of \$100,000.
27. All applications must be accompanied by formal quotes before approval can be given.
28. No applications will be accepted retrospectively of the project being commenced.
29. Recipients of funds must provide impact an impact assessment on the completion of the grant.

Assessment Process

30. Applications will be assessed by the Panel.
31. All applications must be made in writing for the Panel to assess using the provided application form.
32. All applications will be assessed for suitability, and ranked against the following criteria:
 - A. Alignment to the Sustainability Strategy Goals.
 - B. Advantage to Upper Hutt.
33. Decisions on Grant applications up to \$50,000 will be delegated to the Panel. The Panel reserve the right to make the final decision with regards to Grant disbursement.
34. Applications requesting over \$50,000 to any one applicant, in any one financial year will require Council approval through a resolution. The Panel will make a recommendation to the Policy Committee, and they reserve the right to make the final decision regarding Grant Disbursement. These applicants may support their application in person at the Policy meeting.
35. Funds will be allocated from a contestable fund. The decision whether or not to award funding and the amount given will be at the discretion of the Panel or Council in every case. Council reserves the right to decline an application based on what it offers to the community and/or degree of consistency with relevant Council plans, policies or strategies.

FUNDING ROUNDS

36. Council will run one initial funding round for the Grant during each financial year. Any unused funds will be reallocated into a second funding round within the same financial year. Any further un-committed funds may be carried forward to the next financial year, at the discretion of Council.
37. Opening and closing dates for each funding round will be advertised on the Council's website www.upperhuttcity.com.
38. The total amount of funding available to be granted is \$100,000* per year, for three years beginning 2021/2022 financial year.

*NOTE: All financial figures in this Policy are expressed as GST exclusive.

PAYMENT

Grant payments will typically be made after evidence of project progress or completion has been presented. The final timing of the payment will be at the discretion of council.

Grant allocation

WHO CAN APPLY?

39. Businesses, organisations or individuals that can show their project or initiative will advantage Upper Hutt in relation to the Sustainability Strategy Goals.

WHAT IS EXCLUDED?

40. Funding will not be allocated to projects from Government Agencies. Including schools and education facilities, as well as those listed on www.govt.nz/organisations
41. Funding will not be allocated to Events.
42. Funding will not be allocated to operational costs of an organisation, including but not limited to staffing costs, marketing expenses, training, and insurances.

Monitoring

43. The Policy will be monitored and reported on an annual basis for its performance and effectiveness (delivery) using the following metrics:
 - A. Number of projects approved, which would not have proceeded without assistance from the Grant.
 - B. The outcomes for the Upper Hutt community (e.g. tonnes of CO₂e avoided and water conservation).