

Community Funding Committee

Terms of Reference – December 2025

1. Purpose

The Community Funding Committee (Committee) is responsible for assessing applications and allocating on behalf of the Nelson City Council for the:

- (a) Community Investment Fund.
- (b) Community Events Fund.

2. Membership

The Committee consists of:

- Two Elected Members as Chair and Deputy Chair, and
- Three community and tāngata whenua representatives.

3. Panel Skills and Competencies

Community members will collectively have a broad knowledge of community sector in Whakatū Nelson, in particular, meeting essential needs in 'Communities of Greatest Need,' focusing on reducing social isolation, reducing housing vulnerability, improving access to work and learning opportunities and reducing the impact of poverty. Community members will also have an understanding of community events.

Members will reflect, as far as possible, a broad cross-section of the community (e.g. Māori, disability, Pasifika, young people, older adults and other vulnerable communities).

At least one community member will have specific knowledge and understanding of Iwi Māori aspirations and organisations in Whakatū Nelson.

Community members will understand and have experience of community funding processes.

The Committee will have the power to co-opt further members with speaking, but not voting rights, to provide specialist perspectives on particular communities of interest, events or identity.

4. Quorum

The Quorum for the Community Funding Committee is three members.

5. Areas of Responsibility

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NDOCS-636034393-16409

The Funding Committee will consider applications for the Community Investment Fund and the Community Events Fund and allocate appropriate levels of funding against the criteria set out in the Nelson City Council Community Assistance Policy, Nelson City Events Strategy, current Long-Term Plan, Activity Management Plans and other guidance or priorities that Council may set from time to time.

6. Powers to decide for the Community Investment Fund

The Committee has the powers to decide the allocation of the Community Investment Fund. Funding allocations will be guided by the priorities set out in the current Activity Management Plan, i.e.

- a. To prioritise funding towards Communities of Greatest Need, currently focusing on reducing social isolation, reducing housing vulnerability, improving access to work and learning opportunities and reducing the impact of poverty; and
- b. To respond to changing and emerging needs in the community.

The Committee will allocate up to 70% of the available funds towards strategic projects once every three years.

The remaining funding allocation will be allocated via small grants of up to \$10,000 as part of a twice or three times yearly funding round.

7. Powers to decide for the Community Events Fund

The Committee has the powers to decide the allocation for the Community Events Fund up to \$100,000 on a single application.

Funding allocations will be guided by the priorities set out in the Nelson City Events Strategy to prioritise funding for events that provide community benefits, and the Activity Management Plan to prioritise funding towards events that contribute to:

- a. A rich events calendar providing a diverse range of events for people to enjoy.
- b. A sense of identity providing opportunities for community groups to celebrate and share their culture.
- c. Partnership – building the capacity and visibility of the community sector and promoting local creativity.

Community Events funding allocations will be undertaken between two and four times each year depending on the timing and volume of applications received.

8. Powers to recommend

The Committee will provide a recommendation to Council for applications over \$100,000.

The Committee may report to Council on any issues, themes or insights gathered in the consideration of the applications received.

9. Role of the Committee

- To consider applications for the Community Investment Fund, and
- To consider applications for the Community Events Fund, and
- To allocate appropriate levels of funding against each programme's criteria and priorities, as set out in para. 6 and 7 above.

10. Role of the Chair

- To review the agenda with staff prior to Committee meetings, and
- To chair meetings according to the agreed agenda and to assist the Committee to make decisions on funding applications.

11. Role of staff

Staff provide technical expertise, project management, advice and administrative support to the Committee. Their role is to:

- Manage the application process:
 - Prepare application material and promote the fund
 - Receive applications
 - Assess applications against programme criteria and priorities, and
 - Provide applications, summaries and assessments to the Panel, to support their consideration;
- Provide recommendations to the Committee, including on:
 - Council policies, plans and strategies that inform community funding,
 - Good funding practice, and
 - Legal and statutory responsibilities;
- Organise and manage engagement with key stakeholders and the wider community.
- Assist in the recruitment of Committee members.
- Keep Committee members briefed on key communications with key stakeholders and the public.
- Prepare and distribute agendas for Committee meetings; and
- Maintain records of process used, options considered, key decisions made by the Committee and reasons for decisions, so that the decision making process can be clearly understood.

12. Appointment process

The Chair and Deputy Chair of the Committee will be appointed by Council.

The process for appointment of community members is:

- The Chair or delegate will appoint community members of the Committee for the period up until 30 June 2027.
- From 1 July 2027, Staff will:
 - Call for nominations for Committee member(s) from community, events sector and tangata whenua organisations, and
 - Review nominations against the required skills and competencies.
- Staff will engage with the Chair and Deputy to develop a shortlist and recommendations to Council.
- Council will approve the community Committee members.

Should a community member of the Committee stand down from his or her role, the Committee may co-opt a replacement member for the balance of the member's term, subject to the approval of Council.

13. Duration of appointment

The Chair and Deputy will be appointed by Council at the commencement of each Council term.

Appointments will be for a three-year term for community Committee members.

At the end of their term, community Committee members may be reappointed for a further term, subject to the approval of Council.

If a community member doesn't seek reappointment, or their reappointment is not approved, Council will follow the appointment process outlined in item 11 to appoint new Committee members. Community Committee members may be appointed for a maximum of nine years in total.

14. Conflicts of Interest

Members will complete a declaration of interest form when appointed, and declare any conflicts of interest at the start of each meeting

15. Code of Conduct and confidentiality

Appointed Committee members must sign and comply with a Code of Conduct for the Committee ([NDOCS-636034393-16423](#)) that includes confidentiality clause 'not to use or disclose confidential information for any reason other than the purpose for which the information was supplied to me in my role as a member of the Committee.'

16. Reporting

Minutes of Committee meetings will be taken and received by Council.

For the purposes of complying with the Local Government Official Information and Meetings Act 1987 (Part 7, 45(1)). Committee meetings will be treated as public meetings as the Committee is delegated to make decisions on the allocation of the Community Investment and Community Event Funds.