

Rod Donald Banks Peninsula Trust Distribution Policy

11 October 2012

Purpose of document

1. To enable community groups or individuals applying to the Trust for funding to understand the criteria that will be used to assess their application.
2. To assist the Trust in screening and assessing applications and ensure a degree of transparency, consistency and fairness in its decision making.
3. To provide a robust framework against which its decision making on funds distribution can be audited.

Distribution Principles

1. The Trust fund is non-contestable. The Trust is open at all times to review funding proposals -there is not a formal application form, process or set dates for applications
2. Proposals will be assessed on the basis of how well they match to the Trust's objectives, strategies and strategic goals. The Trust's objectives and strategic goals are laid out in its Deed and its current Statement of Intent.
 - a. The three core strategic goals of the Trust are to foster partnerships between organisations with similar interests, to share knowledge about the Peninsula to encourage the appreciation of its environment and to promote public access for the purpose of walking, cycling and camping on a network of nominated routes.
3. The Trust's capital is reserved for projects that will leave an enduring legacy. Annual revenue may be used for minor or administrative purposes which promote the Trust's objectives.
4. In using its capital the Trust ideally seeks a 1:5 ratio of investment. It will normally put up to a 20% stake into projects and look to co-partner with others for the balance of project funding.

Funding proposals

1. The Trust accepts proposals for funding from any organisations or individuals who are working on projects located on or related to Banks Peninsula which further the objectives stated in the Trust deed. The area defined as Banks Peninsula includes only the territory that was formerly administered by the Banks Peninsula District Council.
2. Proposals may be for grants, loans, capital investment or partnerships.
3. Proposals need to be in writing and to
 - a. describe the overall objectives of the organisation or individual applying,
 - b. include background information on the work, history or track record of the applicant

- c. detail what the proposal will achieve and how these relate to the Trust's own objectives, strategic goals and current strategy documents. These are available on the Trust's website.
 - d. Identify other partners and funders involved in the project and amounts already secured or applied for
 - e. The Trust recommends that applicants discuss their proposal with a Trustee or the Secretary prior to sending their written application to the Secretary.
4. The Trust may proactively invite proposals from organisations or individuals who have been identified in its strategies as undertaking projects that meet the Trust strategic goals.

Methodology for considering proposals

1. Proposals which meet the Trusts objectives will be circulated to Board members and considered at the next available Board meeting.
2. The Trust may determine that its resources are fully committed to existing projects and cease to accept new proposals at any time.
3. Applicants will kept informed of the progress of their proposal at each stage
4. A memorandum of understanding will need to be agreed before funds are distributed.
5. Conditions attached to any funding will be outlined in a memorandum of understanding, including progress milestones and payment points.
6. Successful applicants will be required to report back to the Trust on how the funding has been used at each progress milestone. The Trust reserves the right to request funds are returned if milestones have not been met in a timely fashion.