

Memorandum

TO:	Nadia Wesley-Smith, Corporate Policy Manager (Acting); Gina Hu'akau, Community Services Manager; Mere Taana-Jouanides, Community Advisor
FROM:	Danielle Tolson, Policy Analyst
DATE:	14 March 2025
SUBJECT:	CLARITY IN REGARD TO GRANTS POLICIES AND FOOD

PURPOSE

- 1 In February 2025, the Community Partnerships team commissioned the Corporate Policy team to undertake some research to provide clarity for Dunedin City Council (DCC) staff and Councillors about whether food costs can be supported through the DCC's contestable grants funds.
- 2 In its request, the Community Partnerships cited the Small Projects Grants and the Place-Based Community Grants as the only grants where the DCC does not support food costs, but there was sometimes a misconception that this criteria applied to all DCC grants.
- 3 The Community Partnerships requested that this review be undertaken to inform staff when providing advice to applicants. Findings will be shared at the DCC Grants Sub Committee meeting in April 2025.

The scope of the review included:

- the DCC Grants Management Policy 2019
 - the DCC's Grants Funding General Criteria
 - information available for each of the grants administered by the DCC as published on its external website
 - the DCC's Gift and Hospitality Policy, for comparison purposes.
- 4 Advice was provided by the Ara Toi team in regard to grants it manages, including the Creative Communities Scheme, which the DCC administers in Dunedin City on behalf of Creative New Zealand.
 - 5 For the purposes of the review, the definition of "food" was expanded to include "catering", "hospitality", and "alcohol".
 - 6 The findings of this review are summarised below, with a view to informing future decision-making about support for food costs through DCC grant funding.

FINDINGS FROM THE REVIEW OF SPONSORSHIP AND SIMILAR POLICIES

- 7 The review by Corporate Policy found there is no reference to food, catering, hospitality, or alcohol in the DCC's Grants Funding General Criteria (the General Criteria).

- 8 In addition to the two Grants Funds cited by Community Partnerships in its request, food /alcohol costs are specifically excluded (i.e. ineligible) in the criteria for the following grants administered by the DCC:
- Community Events: no “catering”
 - Creative Communities Scheme (CCS): Creative New Zealand’s criteria includes food as part of cultural practice as eligible for support through this scheme. The Ara Toi team have made recommendations that appropriate applications cover some manaakitanga.
 - Neighbourhood Matching: gives a street party as an example of an activity that seeks to bring the community together, stating that “alcohol will not be funded”.
- 8 In regard to Place-Based Community Grants, in addition to “food”, the criteria also states that DCC support will not cover “alcohol and alcohol-related activity”.
- 9 The criteria for Small Project Grants states “the DCC does not fund alcohol, food, fundraisers, costumes, religious or political projects”. This is consistent with the General Criteria, and the information provided for other DCC grants, with the exception of alcohol and food.
- 10 The wording in the Small Project Grants criteria, as available on the DCC’s website, may cause confusion as it not phrased to read as applying specifically to this grant, and could be interpreted as relating to all grants programmes administered by the DCC.

RECOMMENDATIONS

Following the findings of this review, that:

- a) The DCC’s Grants Funding General Criteria is amended to include a reference/criteria to “food”, “catering”, and “alcohol”, and which is consistent with the criteria for individual grants;
- b) Publicly available information about the DCC’s Small Project Grants is amended to include the line “Food is excluded for Small Project Grants only. This restriction does not apply to other DCC grant types which have their own criteria”.

Danielle Tolson

POLICY ANALYST