

Contestable Grants, Sponsorship and Funding Framework and Policy

2023–2026

MAY 2023



POLICY EXPERTS	Community Grants and Partnerships Advisor Events Manager City Centre Activation Officer Waste Planning Manager
POLICY OWNERS	GM, Community Wellbeing & Services GM, Communications, Engagement & Marketing
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POLICY STATEMENT

It is the policy of the Council to provide a clear framework for financial support for the development of the District's voluntary, community and commercial sector, while also ensuring that the Council's resources are targeted at meeting its strategic outcomes. This policy describes the funding types that are created by Council to support the community and event sector. The word 'community' is used here in its broadest sense; it signals that our community funding policy will support the social, cultural, economic and environmental wellbeing of our people and places. This will make it easier for Council staff to be equitable and transparent in their treatment of organisations, and for organisations to understand how Council provides support to the sector.



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Introduction

Hastings District depends on having a strong community and voluntary sector to support vulnerable communities and activate the district. Hastings District Council (Council) has supported organisations in many ways in the past. There is a constant desire to make sure the Council is contributing appropriately to the sector, that the funding and support helps achieve positive outcomes and the systems in place are relevant and easy-to-use.

This Contestable Grants, Sponsorship and Funding Framework aims to provide a clear framework for how the Council will fund and support community and voluntary organisations to contribute to the vision of the district as outlined in the Long Term Plan. The word 'community' is used here in its broadest sense: it signals that our Community Funding Framework will support the broader outcomes such as the social, cultural, economic and environmental wellbeing of all our people and places.

Hastings District Council has many different sources of funding and support to empower organisations to meet their shared goals including, but not limited to:

- Community Grants
- Creative Communities Funding
- Waste Minimisation Fund
- Youth Fund
- Mayor Fund
- Operational Contracts for Service
- Events Funding



Funding currently covered by this framework

Acknowledging that there are many different avenues for groups to gain Council support including funding, this framework is currently only covering the following, but can be used as a framework for new grants in the future.

COMMUNITY

- Single-Year Community Grant
- Multi-Year Strategic Community Partnership Fund

EVENTS AND ACTIVATIONS

- Event Support Fund
- City Vibrancy Fund

ARTS

- Creative Communities

ENVIRONMENTAL

- Waste Minimisation Contestable Fund

FACILITY DEVELOPMENT

- Marae Development Fund
 - Rural Halls Maintenance Fund
 - Façade Enhancement Scheme
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Strategic Context

The following Hastings District Council strategies, plans and policies are critical to this Contestable Grants and Funding Framework

- Long Term Plan 2021-2031
- HDC Event Strategy
- Toi-Tū – Regional Arts and Culture Strategy
- Local Community Plans
- Social Wellbeing Framework
- Joint Waste Management and Minimisation Plan

Council’s vision of “Heretaunga whenua houkura, Heretaunga hāpori ora (*Fertile land, prosperous people*)” will be fulfilled through the following broad areas of focus, as outlined in the Long Term Plan.

This Contestable Grants and Funding Framework was developed to contribute to achieving focus areas one, five and six

- **Focus Area 1 – Our Environment**
 - Environmental Enhancement
- **Focus area 5 – Things To Do**
 - Relaxing into our Reserves
 - City Centre Cultural Precinct
- **Focus area 6 – Our People**
 - Uplifting communities
 - Youth development

This Contestable Grants and Funding Framework also contributes to Council’s community outcomes and specific Council objectives as set out in the Long Term Plan 2021-2031 by:

Council’s work sites under four pillars which collectively express our commitment to all aspect of community wellbeing:



Economic

Sufficient and supportive economy



Environmental

Healthy environment and people



Social

Safe and inclusive place



Cultural

Vibrant place to live, play and visit

Strategic Alignment

Actively promoting progress against and achievement of objectives within the current Long Term Plan/Annual Plan.

Actively supporting achievement of Communications, Engagement & Marketing objectives with the Communications, Engagement & Marketing Group Strategy:



I LOVE HASTINGS!

People feel great about living in the Hastings district.

Our community feel proud of our district. They feel positively about living in Hastings today, and in the future.

We support community events that enrich our district, tell positive stories about our people, places and businesses, and we work in partnership with others to make our district better.



HASTINGS IS THE PLACE TO GO

Hastings is positively viewed nationally and internationally.

Hastings the place to go on holiday, to relocate to, and to invest in.

We work in partnership with economic development and tourism partners to put Hastings on the map.



GREAT WORK HDC!

Our community has a positive view of Hastings District Council. Our community enjoys a positive experience when dealing with Council marketing & communications channels and activities. It's easy to identify and understand Council's written and visual collateral.

Our community have the right information at the right time, it's easily understood, informative, and engaging. We are focused on building trust and goodwill through our communications by ensuring we are transparent and honest – if we make a mistake, we own it.



A UNITED TEAM

Elected members and staff are informed and engaged.

Staff and elected members know Council's priorities and are up-to-date with the latest news.

They know Council's vision, and the behaviours and values we strive for.

Framework Objectives and Goals

The objective of the Contestable Grants and Funding Framework is to provide a clear direction for financial support for the development of the areas voluntary and community sector, while also ensuring that the Council's resources are targeted at meeting its strategic outcomes.

This Framework describes the grant types that are created by Council to support the voluntary and community sector. This will make it easier for Council staff to be equitable and transparent in their treatment of organisations, and for organisations to understand how Council provides support to the sector.

Grants Budget

The funding available for each of the grants programmes is generally determined through the Long Term Plan process and is adjusted for inflation annually through the budget process.

Council can elect to earmark amounts to grant for particular purposes during the annual budget process. The overall amount available per grants programme, and any amounts earmarked for particular purposes, will be published in advance of funding rounds opening for each new financial year.

The budget for the Creative Communities Grants comes directly from Creative New Zealand.

The budget for the Waste Minimisation Fund comes from Council's Waste Disposal Levy Funds.

Contestable Grants and Funding Principles

To ensure equity across the different types of funding support covered by this framework a number of principles will be applied.

Transparency

Grants programmes will operate transparently in all respects and at all stages of the process, while protecting confidentiality.

Clear information about the opportunities to apply for funding, and Council's expectations of applicants and recipients, will be provided in a timely manner. Information about all the grants Council provides, who has received them and for what purpose, will be published annually. Council will also provide feedback to unsuccessful grant applicants about why they have been declined, so they will know what they can do to increase their chances of success next time.

Equity

All communities will have an equal opportunity to be considered for grants, and Council will ensure applicants are treated fairly regardless of their size, location (within the Hastings District Council boundary) or circumstances, and provide any support they may reasonably require in applying for grants. The organisational status of an agency (registered charity, unincorporated society, social enterprise etc) will not be a barrier to funding, so long as the organisation can demonstrate that it is established and operating as a not-for-profit agency.

Accountability

Staff and decision-makers will work together to deliver good value for residents, by supporting initiatives that are cost effective and can produce clear benefits for our communities. Assessment will be based on individual proposals, their merits and how well they align with Council's funding priorities.

Council may take into account an applicant's previous track record, their current capability and their future potential when awarding grants.

Council expects all grant applicants to give advance thought to how they will know their project, activity or service has been a success. For larger grants and partnerships, applicants will be asked to propose appropriate outcome measures, and a plan for how these will be monitored and reported back.

All grant recipients will be required to account for how they have spent funds and share what they have achieved and learnt.

Respect

Council shares many interests, values and goals with the not-for-profit sector, but also recognises that the sector is made up of self-determining and independent organisations. Like the Council, each has its own mission, and is accountable to its own community.

Council's relationships with these organisations will be characterised by mutual respect and an acknowledgement that delivering positive outcomes is a shared responsibility.





Community led

Grants are a means of financially supporting community-led initiatives, and in this respect they are fundamentally different from other procurement arrangements. When Council procures from a third party, it is purchasing a service to meet a specific need or requirement, and that service is delivered to Council's specifications.

In contrast, the initiatives Council supports through grants are conceived and delivered by the community, for the community. This distinction will be reflected in the grants programme, in the language that is used, the process that is designed and the relationships that Council enters into with grant recipients.

Proportionality

Council will strive to balance its statutory responsibility to ensure the lawful and prudent expenditure of public funds, with a commitment to work in a way that acknowledges the integrity of community organisations, and recognises the impact of its requirements on their limited time and resources. The information Council collects, and its expectations of grant applicants/recipients, should always be proportionate to the scale of what is being proposed or funded. The processes and documentation that organisations are asked to complete should be appropriate to the size of the grant, the situation of the applicant and the level of risk presented to the council.





Rules for Contestable Grants and Funding

Funding Agreement and Contracts for service

Any form of funding will be described in a Funding Agreement or a Contract for Service and may include key performance indicators and agreed upon deliverables.

The agreement will contain the responsibilities that both the Council and the organisation receiving support agree upon, and the project, activity or service that the organisation will provide to the community. The contract will vary depending on the amount of support provided and the type of support.

Eligible Applicants

The primary beneficiaries of community grants will be not-for-profit, charitable and voluntary organisations operating in the Hastings District for Hastings District residents. These groups are often referred to collectively as 'community organisations' because they are established with the primary purpose of providing a benefit to the wider community. There are three main groups that can apply for contestable grants and funding from Council:

- **Community organisations:**

Most community organisations have a formal legal structure and founding documents e.g. a constitution, which set out governance and management arrangements consistent with their charitable mission. Having a recognised structure enables Council to enter into a formal legal agreement with the organisation, and ensures appropriate accountability for how grant funds will be managed.

- **Groups with no formal legal structure:** Groups with no formal legal structure may apply for funding, provided they are able to nominate an 'umbrella' organisation which has agreed to receive and administer the grant on their behalf – the umbrella organisation will be legally accountable to Council for the expenditure of the funding.
- **Social enterprise and commercial entities:** Council welcomes funding applications from commercial entities and social enterprises delivering outcomes for our communities. Social enterprises exist in a hybrid space, where social, environmental or cultural goals and commercial objectives come together. To be classed as a social enterprise for the purposes of grant applications an organisation needs to demonstrate the majority of its profits/surplus is reinvested in the fulfilment of its mission.



Ineligible Applicants

Community grants as covered by this framework are not available to:

- Political parties
- Schools*
- Internal applicants i.e to fund projects, programmes or facilities run by Council or its employees
- Hastings District Council CCOs (Council Controlled Organisations)
- Other local authorities, government agencies or public sector entities

**Schools may apply for a grant for non-curriculum projects*

Eligible Expenses for Grant Funding

Applicants will be asked to provide an overall budget for the project, activity or service that will deliver those outcomes. In most cases Council will be one of several sources of funding for the project, activity or service rather than the sole funder, and this should be reflected in the budget.

The budget for the project, activity or service is likely to include a range of costs. Examples include:

- Project wages*, professional fees e.g. artists' fees, and volunteer expenses
- Administration and office expenses
- Accommodation expenses including rent, leases, maintenance, insurances and utilities
- Costs integral to service delivery e.g. vehicle expenses for a mobile social service
- Marketing, advertising, website and printing costs
- Programme expenses such as materials, equipment hire, venue hire and tutor's fees.

Applicants will need to indicate how they plan to spend their council grant including details of the project, activity or services and how it will be used to fund specific components of the budget, or to help offset the overall cost. Appropriate outcomes for the level of funding Council provides will be negotiated with recipients, and any special conditions for how the grant can be spent will be reflected in the funding agreement.

**Wages need to be connected to an outcome and be project based.*



Ineligible Expenses for Grant Funding

The Contestable Grants and Funding Framework provides decision-makers with considerable flexibility to determine how best to support their communities to deliver positive outcomes, as outlined above. However, there are some purposes that will not be funded.

The following activities will not be funded:

- Debt servicing or repayment
- Legal expenses
- Activities that promote religious, ministry or political purposes and causes
- Medical expenses
- Public services that are the responsibility of central government e.g. core education, primary health care
- Large physical works – e.g. improvement to community buildings that require consents or permits, prior to the necessary consents or permits being obtained. Grants may be awarded in principle but funds will not be released until all conditions are satisfied
- Purchase of alcohol
- Retrospective costs (where the activity has already taken place), unless this is necessary as a condition of the grant or Council is satisfied there are other mitigating circumstances
- Groups whose services are delivered outside the district

Lower Priorities

In a competitive funding environment, the following may be a lower priority for funding:

- Ongoing salaries and administration costs
- Travel and accommodation outside the area, unless Council is convinced there will be a tangible benefit for local communities
- Fundraising events or activities, especially where the beneficiary is a third party e.g. charity events, sponsored walks, unless we determine the event has a wider community benefit beyond its primary purpose as a fundraiser
- National organisations
- Health based organisations that could be funded by the DHB
- Education based organisations that could be funded by the MOE
- Groups whose services are not located in the district
- Council may specify additional exclusions for funding to those set out above. Refer to the relevant grants programme for more information about specific exclusions

Conflicts of Interest

Organisations affiliated in some way to elected members or employees of Council can still be considered for grant funding. However, organisations in this category should note any possible conflict of interest (or perception of a conflict of interest) in their application to ensure any necessary steps can be taken to mitigate this.

Elected members or council employees involved in funding decisions are also required to note any possible conflict of interest (or perception of a conflict of interest), and will not be involved in any assessment or decision-making related to these applications.



Assessment and Prioritisation



This section explains the factors Council will consider when assessing proposals, to determine their relative merit, and assist decision-makers to prioritise between proposals of similar merit.

Proposal Assessment

Each funding proposal should be assessed by at least three different people, discussed and then allocated according to the groups' recommendation. When assessing the strength of an individual proposal, and which proposals should be considered a priority for funding, decision-makers will consider whether the applicant has:

- Made a compelling case for how their proposal aligns to the funding priorities established
- Clearly defined the purpose and expected community outcomes of their project, activity, or service, for example the need they are meeting and why this is important
- Clearly described their project, activity or service, what will be delivered and have satisfied Council that it is viable
- The capability, capacity and experience to deliver their project, activity or service to an appropriate standard, evidenced by a relevant track record of successful delivery
- Presented a realistic, evidenced-based budget for their project, activity or service, and identified exactly how the grant would be spent
- Given thought to how they will show the grant has positively impacted the community (or for larger grants and partnerships, identifying how they will evaluate the success of their project, activity or service)

- Understood who their project, activity or service will benefit and where in the Hastings District Council area these people are likely to come from
- The necessary experience, networks or profile to give them credible access to the people who will benefit
- Provided evidence of community support for, and/or involvement in the project, activity or service and/or evidence of support from their recognised regional or national body (where relevant)
- Shown that their project, activity or service will support multiple funding priorities (this is not required, but may lend additional weight to the application)
- Outlined all Council funding (financial or otherwise) it has currently received at the time of applying

Council will apply the 'proportionality principle' in evaluating the applications. Applicants seeking larger grants will be expected to answer in more detail and provide additional evidence compared with applicants seeking smaller grants.



Financial Considerations

Council grant programmes are consistently oversubscribed, and it is not possible for Council to meet all requests for funding. In making decisions Council will take applicants' overall financial situation into consideration.

Council will ask all grant applicants what they (or others) will contribute to the cost of their proposed project, activity, or service. An applicant's own contribution may include volunteer labour, donated materials, donated professional services and/or their own cash reserves.

When assessing and prioritising applications, Council may take into account any or all of the following:

- The applicant's overall financial position, including their ability to support the project, activity or service from their own resources and/or to access grants from other sources.
- Whether the applicant has accessed, or made reasonable attempts to access, other sources of financial support for their project, activity or service, including grants from other funders, or fundraising within their community.
- Whether the applicant has received, or is receiving, any other grants, contracts, subsidised accommodation or other financial assistance from Council.

Funding Priorities

The aim of funding priorities is to provide a clear guidance to potential applicants on what the Council would particularly like to fund to achieve community outcomes that contribute to its strategic direction. As part of setting the funding priorities, Council may specify additional exclusions for funding to those set out in this Framework – such as setting a minimum or maximum grant size, or excluding certain types of expenditure e.g. international travel. It may also highlight factors they consider would significantly impact on their decision making. These additional exclusions will be communicated to applicants prior to applying.

Funding Allocation Panels

Funding allocation panels will be appointed for various funding programmes to ensure the right mix of relevant expertise and knowledge are involved in assessing grant applications. Allocation panels will be appointed before the commencement of each funding round for a duration of three years to align with councillor appointments. This is to ensure that there is a broad mix of expertise on the panels on an on-going basis and to ensure other people have the opportunity to experience being a panel member.

Some smaller funds will be assessed by council staff. For these funds an internal funding assessment group will be established based on the skill set needed. Funding Assessment groups should be made up of at least three people to ensure fairness and transparency across all applications and funding rounds.



Types of Community Grant Programmes and Priorities

Single Year Community Grant

This fund provides funding up to 20k for new ideas that meet a key priority area.

Priority areas for the Single Year Community Grant are:

1. Uplifting our communities' wellbeing by providing access to help and advice.
2. Fostering a sense of pride within our district and across our diverse communities
3. Promoting happy, healthy and active communities.

Multi-year Strategic Community Partnership Fund

These funds are for community initiatives that are already up and running, meet our vision and are clearly making a big difference in our communities. These are three year partnership agreements.

Priority areas for the Strategic Community Partnership Fund are:

1. Assisting youth in education, skill development and jobs
2. Assistance for people in need
3. Fostering the arts and cultural experience
4. People are safe from crime
5. A community that wastes less
6. District heritage is conserved for future generations

Event Support Fund

Contact between event organisers and staff of Council is managed through the Communications, Engagement & Marketing Group, specifically through the Events Manager.

The Events Manager (or delegate) is responsible for working with event partners to ensure its expectations are understood and that any event is appropriately leveraged to meet the Council's own strategic requirements and follows due process

The Events team will operate transparently in all respects and all stages of the process, while protecting confidentiality. Concise information about the opportunities to apply for funding, and Council's expectations of applicants and recipients will be provided in a timely manner. All applicants will have an equal opportunity to be considered for funding and Council will ensure applicants are treated fairly, regardless of their circumstances, location or size and provide any additional support required in applying for funding.

All applicants will be assessed against the Events Strategy to ensure all funding support fits within the criteria and is in line with HDC strategy objectives.

The Funding Review Committee will work together with the Events team to deliver value and equal opportunities for Hastings District residents by supporting initiatives that will provide clear benefits to the local community.

Regionally significant events will be assessed from the Regional Working Group against economic impact analysed through Event Economics.

Priority areas for the Event Support Fund are:

1. District Reputation – Events provide opportunity to be loud and proud that Hastings is a great place to work, live and play.
2. Civic Pride – Local communities engage with the event and feel great about living in Hastings.
3. Tourism Opportunities – Events encourage more visitors, staying longer and wanting to return.
4. Economic Development and Investment – Events stimulate interest in Hastings' businesses, who have opportunity to be involved as suppliers or sponsors.



City Vibrancy Fund

Hastings District Council City Vibrancy Fund supports community organisations to run activations, events and projects that add to the vibrancy of the Hastings CBD. These small community led events are aligned with Council plans and strategies and contribute to the City Vibrancy and Hastings Alive Plans.

Creative Communities Scheme

These grants are available for arts projects. The funds are supplied by Creative New Zealand and applicants to this fund must show how their project fits with criteria set by the Creative Communities Scheme and Hastings District Council.

Creative New Zealand has three funding criteria for this scheme. They are:

1. Broad community involvement; the project will create opportunities for local communities to engage with and participate in arts activities
2. Diversity; the project will support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity
3. Young people; the project will enable and encourage young people (under 18 years) to engage with and actively participate in the arts

Waste Minimisation Contestable Fund

The Waste Minimisation Contestable Fund aims to support waste minimisation projects that result in a new waste minimisation activity, either by implementing new initiatives or expanding on existing activities. To contribute to building a community that values our resources, re-uses, re-purposes and recycles what it can. This is achieved through education, engagement and the development of new technology and ways of working.

Priority areas for the grant for Waste Minimisation Fund are:

1. Minimisation/avoidance/reduction of waste creation
2. Reuse of waste materials
3. Recycling of waste materials
4. Recovery of waste resources (the selective extraction of disposed materials for a specific next use, such as recycling, composting or generating energy).

Marae Development Fund

The Marae Development Fund assists with marae preservation and development, with projects assessed against the eligibility criteria set out in Hastings District Council's Marae Development Fund Policy.

Rural Halls Maintenance Fund

Councils rural halls maintenance funding scheme is designed to assist with the building maintenance of halls in the rural and plains areas of Hastings. It does not cover ongoing operational costs or capital development.

Façade Enhancement Scheme

The Façade Enhancement Scheme financially assists the owners and tenants of eligible buildings to upgrade the façades of their buildings.

To be eligible for Façade Enhancement Scheme funding, buildings must be located in:

1. The Hastings city centre, or
2. On key traffic routes, or
3. Within suburban commercial shopping areas

The level of funding a project receives is based on factors that include the size of the façade and the profile and significance of the building.

Roles and Responsibilities

AUTHORISED OFFICER	ROLES AND RESPONSIBILITIES
GM, Communications, Engagement and Marketing	<ul style="list-style-type: none"> • Oversight of External Funding Marketing Plans and applications. • Approve Event Support Funding recommendation before it is submitted to the Funding Review Group. • Responsible as approver and signature on all agreements submitted.
GM, Community Wellbeing and Services	<ul style="list-style-type: none"> • Oversight of the Community Grant applications. • Approve Community Grant recommendation before it is submitted to the Subcommittee. • Responsible as approver and signature on all agreements submitted.
Events Manager	<ul style="list-style-type: none"> • Responsible for coordinating and reviewing applications for the Event Support Fund. • Ensure process is followed, templates used and quality applications provided. • Ensure applications are in line with Council priorities and no duplicate or conflicting applications. • Manage relationship where applications are successful. • Ensure KPI's are met as outlined in the contract.
Community Grants and Partnerships Advisor	<ul style="list-style-type: none"> • Responsible for coordinating and reviewing applications for the Community Grants Fund. • Ensure process is followed, templates used and quality applications provided. • Ensure applications are in line with Council priorities and no duplicate or conflicting applications. • Manage relationship where applications are successful.
Funding Review Group	<ul style="list-style-type: none"> • Responsible for reviewing the recommendations from the Events Manager for applications through the Event Support Fund. • Ensure process is followed, templates used and quality applications provided. • Ensure applications are in line with Council priorities and no duplicate or conflicting applications.
General Counsel	<ul style="list-style-type: none"> • Guidance on Contract for Service and Funding Agreement documentation where appropriate.
Staff	<ul style="list-style-type: none"> • Responsible for following the policy and guidelines set out in this document.



REVIEW

This policy will be reviewed every three years, or as required to remain current with New Zealand law.

DEFINITIONS

Council - Hastings District Council.

Councillors - the elected representatives of the Council.

Council Officer - means the CE Officer and staff of Council appointed by the CE Officer

Sub-committee – elected members or members appointed by the governing body for the district in which the local board area is situated.

Event Support Fund – Fund established to assist event organisers with sponsorship or in-kind support for events in line with the strategic objectives of the Events Strategy.

Community Grant – Grants that support local organisations to deliver projects or services that fit priorities to meet the current and future needs of our community.

REFERENCES

- Local Government Act 2002
- Long Term Plan 2021-2031
- Communications Engagement & Marketing Strategy 2021-2023
- Events Strategy 2020

HASTINGS DISTRICT COUNCIL

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TE KAUNIHERA Ā-ROHE O HERETAUNGA

FURTHER INFORMATION

Further information around Hastings District Council's grants schemes can be found at www.hastingsdc.govt.nz/grants

