Whakatāne District Business Recovery Grant Panel – Terms of Reference (DRAFT)

### Purpose

The purpose of this Terms of Reference is to establish the process for the independent panel to make decisions on applications to the Whakatāne District Business Recovery Grant Programme (BRGP).

### The BRGP panel

The independent BRGP Panel consists of the following four members:

* Julie Jukes (Chairperson)
* Tony Hawken
* Dayle Hunia
* Karla Meharry

The panel will be supported by an independent financial advisor:

* Colin Leonard

### Objective of the Whakatāne District Business Recovery Grant Programme

The Ministry of Business, Innovation and Employment has provided a grant to Whakatāne District Council and the Eastern Bay of Plenty Chamber of Commerce to assist Whakatāne District businesses which have suffered sustained disruption as a result of the April 2017 flooding and storm-related disasters to get ‘up and running’ again.

The BRGP has been established to assist those businesses most in need. The BGRP is intended to help businesses which do not operate in the primary industries and so that they have the potential to successfully recover.

### Scope of grants

The scope of the relief funding grants will only be available to businesses that are located within the Whakatāne District and can show that they have suffered significant and sustained losses caused by the storm events.

### Fund eligibility criteria

Criteria have been set that businesses must demonstrate in order to be eligible to apply to the BRPG. Criteria include that the business must:

1. be located in the Whakatāne District;
2. have suffered a significant drop in income caused by the storm events for a minimum of four weeks;
3. have been viable before the flooding and have the potential to successfully recover;
4. be for a specific reinstatement purpose such as a refit or relocation expense (the fund is not intended to cover uninsured losses);
5. have fewer than 20 employees;
6. pay their staff at least minimum wage; and
7. not be a charity or a primary producer.

Eligibility Notes for point **2**:

* Businesses must show that the business interruption is a direct result of the flooding and storm events.
* A significant drop in income is at least 60% loss of revenue for a sustained period of four weeks or more.

### Grant application process

The grant application is as follows:

1. Businesses are to make applications on-line or in hard copy (the Whakatāne District Council and the Eastern Bay of Plenty Chamber of Commerce websites outline criteria and provide an online form).
2. Businesses are to submit applications and all required documentation to the Eastern Bay Chamber of Commerce.
3. An Administrator will collate all information and enter into a reporting spreadsheet.
4. Financial information supplied with the application will be reviewed by an Independent financial advisor (Colin Leonard)
5. A member of the Eastern Bay Chamber of Commerce will review all completed applications and provide a recommendation to the assessment committee.
6. The Assessment Committee will review applications and make final funding decisions.
7. The Administrator will forward letters to business applicants communicating the final decision.
8. If successful, the Administrator will collect a signed agreement and confirm bank details to make payment.
9. Payment will be made to successful businesses.
10. No later than 60 days after the issue of funds, the successful businesses are to provide a brief report on how the funding was spent and evidence of business performance.

### Meetings

The Panel will meet weekly to discuss applications, unless there are no applications.

### Timeframes

The Business Support Grant Programme will not operate beyond 30 September 2017.

### Confidentiality and conflict of interest

To ensure Panel Members are aware of the confidentiality and conflict of interest issues, Panel members are requested to read and sign the confidentiality and conflict of interest form attached to this Terms of Reference.