

**Chairperson and Community Board Members**  
 PAEKĀKĀRIKI COMMUNITY BOARD

24 FEBRUARY 2015

Meeting Status: **Public**

Purpose of Report: For Decision

## **CONSIDERATION OF FUNDING APPLICATIONS**

### **PURPOSE OF REPORT**

1. Three applications for Discretionary Grants have been received from:
  - Kāpiti US Marine Trust;
  - Paekākāriki Playcentre; and
  - Paekākāriki School Gardens.

### **SIGNIFICANCE OF DECISION**

2. The recommendations in this report do not trigger the Council's significance policy.

### **BACKGROUND**

3. This is the fifth allocation of grants for the 2014/2015 years.

## **CONSIDERATIONS**

### **Issues and Options**

4. Grants are allocated in accordance with established criteria (copy **attached**).
5. Three applications have been received for funding from the Discretionary Grants Fund.
6. The applicants have been advised of the criteria and meeting date in person and *via* email.

#### Applications from the Community Grant Fund:

7. Kāpiti US Marine Trust

The Kāpiti US Marine Trust has applied for a grant of \$350.00 to assist with the costs of a koha and travel expenses for the Paekākāriki School Kapahaka group to attend the Memorial Day service in Queen Elizabeth Park on Monday, 29 May 2015. NB: this application can be considered under Eligible Purposes 1: Unique project that is historically important to the area.

8. Paekākāriki Playcentre

Paekākāriki Playcentre has applied for a grant of \$500.00 to assist with the costs of purchasing new vinyl flooring throughout the facility. NB: this application can be considered under Eligible Purposes 4: Unique and specially meritorious project,

activity or event that meet none of these criteria, at the discretion of the Community Board.

9. Paekākāriki School Gardens

Paekākāriki School Gardens has applied for a grant of \$500.00 to assist with the costs of purchasing rain tanks. NB: this application can be considered under Eligible Purposes 4: Unique and specially meritorious project, activity or event that meet none of these criteria, at the discretion of the Community Board.

## FINANCIAL CONSIDERATIONS

2014/2015 Budget Allocation	Total Allocated To Date	Total Available for Distribution
\$3,200	\$2,100	\$1,100

10. Below are the successful applicants from the 2014/2015 year for the Board's information:

Date	Recipient	Amount	Purpose of Grant	Report Back
15 July 2014	Michael O'Leary	\$500	to assist with the costs of researching and writing a short history of Paekākāriki	✓
7 October 2014	Jan Nisbet	\$500	to assist with the costs of attending the 2Walk & Cycle 2014 conference in Nelson	✓
18 November 2014	Chameleons Drama Group	\$400	to assist with the cost of employing professional film editors	
27 January 2015	Paekākāriki Rail & Heritage Museum Trust	\$500	to assist with the costs of restoring the Paekākāriki War Memorial Roll of Honour and purchasing folders for photos and war records.	
27 January 2015	Paul Howard	\$200	to assist with the costs of a family music event on 14 February 2015 in upper Campbell Park.	

## DELEGATIONS

11. The Community Boards are delegated to:

*5.7 Consider and approve the allocation of community-based grant funds as deemed appropriate under their agreed criteria of both existing schemes and any granting schemes that may be approved through the Annual Plan process or the Long Term Council Community Plan (LTCCP) process.*

## OTHER CONSIDERATIONS

12. There are no legal, consultation, policy implications, publicity or any other considerations related to this report.

## RECOMMENDATION

13. That the Paekākāriki Community Board approves of a funding application for \$\_\_\_\_\_ from Kāpiti US Marine Trust to assist with koha and travel expenses for the Paekākāriki School Kapahaka group to attend the Memorial Day Service in Queen Elizabeth Park on Monday, 29 May 2015.
14. That the Paekākāriki Community Board approves of a funding application for \$\_\_\_\_\_ from Paekākāriki Playcentre to assist with the costs of purchasing new vinyl flooring throughout the facility.
15. That the Paekākāriki Community Board approves of a funding application for \$\_\_\_\_\_ from Paekākāriki School Gardens to assist with the costs of purchasing rain tanks.

Report prepared by:

Approved for submission by:

**Marg Harris**  
EXECUTIVE SECRETARY  
INFRASTRUCTURE SERVICES

**Sean Mallon**  
GROUP MANAGER  
INFRASTRUCTURE SERVICES

### ATTACHMENTS:

#### **Community Fund Grants Criteria**

#### **Grant Applications:**

- Kāpiti US Marine Trust
- Paekākāriki Playcentre
- Paekākāriki School Gardens

**PAEKĀKĀRIKI COMMUNITY BOARD  
CRITERIA FOR COMMUNITY GRANTS**

The purpose of the Paekākāriki Community Board's Community Grants is to provide financial assistance for projects or activities that promote the well-being of the Paekākāriki community and show clear community benefit.

**Eligible Organisations/Individuals**

1. The organisation/individual **must reside** in the Paekākāriki area. The Board may consider financial assistance for events occurring outside the Paekākāriki Community where it is shown the community will benefit.
2. Eligible organisations include those that provide cultural, sports, environmental or social services to the Paekākāriki areas.

**Criteria**

1. The applicant is unable to receive sufficient grants from other sources.
2. The applicant must be non-profit making.
3. The organisation/individual must use the financial assistance for its activities in the Paekākāriki Community. The Board may consider financial assistance for events occurring outside the Paekākāriki Community where it is shown the community will benefit.
4. Organisations must provide the most recent financial statements and a copy of a resolution noting the decision to apply for funding.
5. The organisation/individual has not received financial assistance from the Paekākāriki Community Board Community Grants Fund in the last twelve months.
6. Only one application will be considered by an organisation for one event (Individual team member applications will not be eligible).

**NOTE:** All applications must have full documentation to support their application **(maximum of five pages in total)**.

**Eligible Purposes:**

1. Unique or infrequent project, activity or event that are historically important to the area;
2. Special project, activity or event that will promote the area and enhance opportunities within the area;
3. Activities that encourage the development of cultural, sports, environmental, social or educational activities within the local district.
4. Unique and specially meritorious project, activity or event that meet none of these criteria, at the discretion of the Community Board;
5. Grant to partially or fully offset the cost of any Council permit, licence, resource consent fees\* or remission of hall rental, on the basis that the proposed activity falls into a 'worthy cause' category.

\*within **the current financial year** of the project or activity

**Ineligible Purposes**

1. Expenses incurred for school curriculum activities.
2. Retrospective expenses\*\*.

\*\*Grants will not be paid retrospectively other than for hall hire or for the cost of a permit, licence or resource consent fee.

**Maximum Grant**

The maximum grant payable is **\$500**.

**Accountability**

Applicants are required to provide written confirmation or a verbal report that the money was spent for the purpose granted within 2 months of completion of the activity. Individuals are required to outline the benefits gained for them and community groups are required to furnish a written report outlining the benefits gained by the community. In normal circumstances applicants failing to meet accountability criteria will be excluded from any further applications for two years.

The Paekākāriki Community Board requires all monies that are **NOT** used for the purpose applied for to be returned to the Community Grants Fund. Failure to do so may exclude the applicant from any further application.

**Procedure for Applications**

1. Applications must be made on the approved application form and must contain all supporting information. Failure to provide all of the required information will result in the application being returned to the applicant.
2. Applications must include a bank deposit slip.
3. The applicant or a representative must attend the Paekākāriki Community Board meeting to speak in support of the application and to answer any questions arising from the application. If no representation is made at the meeting the application may not be considered on that night but could be considered at a subsequent meeting, attended by the applicant.

***The above conditions and criteria do not preclude the Paekākāriki Community Board from considering any application at its discretion.***

Applications must be made on the approved application form and addressed to:

Marguerita Harris  
Executive Secretary, Infrastructure Services  
Kāpiti Coast District Council  
Private Bag 60-601  
PARAPARAUMU 5254

[marguerita.harris@kapiticoast.govt.nz](mailto:marguerita.harris@kapiticoast.govt.nz)