

Chairperson and Community Board Members
PAEKĀKĀRIKI COMMUNITY BOARD

5 JULY 2016

Meeting Status: **Public**

CONSIDERATION OF FUNDING APPLICATIONS

PURPOSE OF REPORT

- 1 Two applications for Discretionary Grants have been received from:
 - Paekākāriki Playcentre
 - Parkinson's Kapiti Horowhenua

DELEGATION

2. The Paekākāriki Community Board has delegated authority as at section D.10.13 of the Governance Structure:

Authority to consider and approve the allocation of community-based grant funds as deemed appropriate under agreed criteria of both existing schemes and any granting schemes that may be approved through the Annual Plan process or the Long Term Plan process.

BACKGROUND

- 3 This is the first allocation of grants for the 2016/2017 financial year.

CONSIDERATIONS

Issues and Options

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

Applications from the Community Grant Fund:

1. Paekākāriki Playcentre

Paekākāriki Playcentre has applied for a grant of \$500.00 to assist with the purchase of new science equipment. NB: this application can be considered under Eligible Purposes 3: activities that encourage the development of cultural, sports, environmental, social or educational activities within the local district.

2. Parkinson's Kapiti Horowhenua

Parkinson's Kapiti Horowhenua has applied for a grant of \$500.00 to assist with funding the community educators home visits and support group meetings. NB: this application can be considered under Eligible Purposes 3: activities that

encourage the development of cultural, sports, environmental, social or educational activities within the local district.

FINANCIAL CONSIDERATIONS

2016/2017 Budget Allocation	Total Allocated To Date	Total Available for Distribution
\$5,800	-	\$5,800

- 7 For this funding round, the total amount in grants being applied for from the Discretionary Fund is \$1,000.00.

OTHER CONSIDERATIONS

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

SIGNIFICANCE AND ENGAGEMENT

Degree of Significance

- 9 This matter has a low level of significance under Council policy.

RECOMMENDATION

- 10 That the Paekākāriki Community Board approves of a funding application for \$_____ from Paekākāriki Playcentre to assist with the purchase of new science equipment.
- 11 That the Paekākāriki Community Board approves of a funding application for \$_____ from Parkinson's Kapiti Horowhenua to assist with funding the community educators home visits and support group meetings.

Report prepared by

Approved for submission

Approved for submission

Clare Harbidge
Administration Officer
Infrastructure Services

Wayne Maxwell
Group Manager
Corporate Services

Sean Mallon
Group Manager
Infrastructure Services

ATTACHMENTS:

Community Fund Grants Criteria

Grant Applications:

1. Paekākāriki Playcentre
2. Parkinson's Kapiti Horowhenua

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