

Chairperson and Subcommittee Members
GRANT ALLOCATION SUB-COMMITTEE

18 SEPTEMBER 2014

Meeting Status: **Public**

Purpose of Report: For Decision

COMMUNITY GRANTS SCHEME

PURPOSE OF REPORT

- 1 This report provides a summary of the 41 applications received for the Community Grants Scheme 2014. This report will assist the Subcommittee's decision when allocating funds.

SIGNIFICANCE OF DECISION

- 2 This report does not trigger the Council's Significance Policy.

BACKGROUND

- 3 This Scheme provides funding assistance to eligible applicants whose activities, projects or programmes support community social wellbeing. Up to \$1,000 (or \$500 for administration purposes) is available for each group or organisation that:
 - is not for profit;
 - provides a local community based social service activity; and
 - is responsive to an identified need.
- 4 All Grants Allocation Subcommittee members have been provided with copies of all applications submitted for the Community Grants Scheme 2014.
- 5 There is \$31,993 available for allocation in the 2014 round. Grants are allocated in accordance with the criteria and the subcommittee assessment procedure is outlined at Appendix A.
- 6 A summary of all applications received is at Appendix B.

CONSIDERATIONS

Issues

- 7 Forty one applications were received for this round, with a total amount of \$37,081 requested to support community social activities, 37 applications are deemed eligible. Seven are deemed ineligible. Table 1 outlines these and includes some recommendations for referral to a more appropriate funding scheme that may support their requests.

TABLE 1: 2014 APPLICATIONS DEEMED INELIGIBLE:

Application number	Organisation Group	Reason for request	Comments recommendations
10	Girl Guiding NZ- Awahanga District	Assist with membership fees.	Funding for individuals is an ineligible purpose within this scheme.
18	Kāpiti Diabetes NZ Inc	Purchase a computer.	Purchasing capital items such as computers are considered an ineligible purpose.
24	Ōtaki Primary School	Assist with Kapahaka Competition.	Schools are ineligible for this fund – refer to NZ Creative Communities Grant
26	Paraparaumu Play Centre	Administration costs and school garden refit.	Preschools are ineligible for this fund – refer to the Raumati/Paraparaumu Community Board Discretionary Grant
29	Questa Musica Trust	Mailouts and promotion.	Leisure and art activities are ineligible for this grant-refer to appropriate Community Board for funding.
37	Waikanae Kindergarten	Funding for equipment (seating).	Preschools are ineligible for this fund – refer to the Waikanae Community Board Discretionary Grant.
38	Waikanae Play Centre	Administration and play equipment.	Preschools are ineligible for this fund – refer to the Waikanae Community Board Discretionary Grant.

8 Table 2 lists the eligible applications and the amounts requested.

TABLE 2: 2014 APPLICATIONS BY CRITERIA MET:

No	Organisation	Amount requested
1	49 Squadron Air Training Corps (District of Kapiti)	\$1,000
2	Adult Literacy Aotearoa (Kapiti) Inc	\$1,000
3	Age Concern Kapiti Coast Inc	\$1,000
4	Alverno Retreat Trust	\$500
5	Alzheimers Wellington Inc	\$750
6	Autism New Zealand Inc	\$1,000

7	Bike In Kapiti Experiences Bike Trust	\$836
8	Cobwebs Community Trust - Otaki	\$1,000
9	Foster Hope	\$1,000
11	House of Hope Trust	\$1,000
12	Hutt Valley Disabled Resources Trust	\$474
13	Kapiti Circus Club	\$1,000
14	Kapiti Coast U3A Inc	\$1,000
15	Kapiti Coast Workers Educational Assn Inc.	\$1,000
16	Kapiti Community Foodbank Inc	\$1,000
17	Kapiti Community Patrol	\$1,000
19	Kapiti Parents Centre	\$800.38
20	Kapiti Women's Health Collective Inc	\$1,000
22	Multiple Sclerosis Wellington	\$1,000
23	Otaki Community Network Forum (Tuesday Group)	\$700
24	Otaki Menzshed Inc	\$403.52
26	Otaki Womens Health Group	\$1,000
28	Parkinsonism Society Kapiti/Horowhenua Inc	\$1,000
29	Pop In	\$1,000
31	Raumati Beach School Association	\$1,000
32	Te Ara Korowai Inc	\$799.89
33	Te Puna Wai O Kapiti Maori Womens Welfare League	\$1,000
34	The Parenting Place - Attitude Division	\$1,000
35	The Shed Project - Kapiti	\$1,000
36	Victim Support - Kapiti	\$1,000
37	Waikanae Family History Group	\$450
40	West Tararua Timebank	\$1,000
41	Whareroa Guardians Community Trust Inc	\$367
42	Youth Quest Trust Kapiti	\$1,000
Total		\$30,081

Financial Considerations

- 9 A total of \$31,993 (not exceeding \$1,000 per group) is available in 2014/2015 for Community Grants.

Legal Considerations

- 10 There are no legal considerations.

Delegation

11 The Grants Allocation Subcommittee has delegated authority to consider this matter under section 7 of Part C.1.1 of the Governance Structure:

8. Authority to assess all applications and allocate the Fund in accordance with the following grant programmes:

8.1 Community Grants.

Consultation

12 The Grants Allocation Subcommittee members will consider all eligible applications and contact may be made with applicants to clarify information as appropriate.

RECOMMENDATION

13 That the Grants Allocation Subcommittee allocates monies to all eligible applications as outlined in Table 2 totalling \$30,081.

Report prepared by:

Approved for submission by:

Tania Parata

Stephen McArthur

***Acting Manager
Social Wellbeing Team***

***Group Manager
Strategy and Partnerships***

ATTACHMENTS:

APPENDIX A: Community Grants Scheme Criteria.

APPENDIX B: Summary of Applications.

Appendix A

COMMUNITY GRANTS SCHEME CRITERIA

Community Grants Scheme Criteria Information

The Community Grants Scheme will be allocated each year. If in the opinion of the Grants Allocation Subcommittee the fund should not be fully expended, applications will be sought in the following March or money carried over to the following year.

General Statement

The Kapiti Coast District Council aims to strengthen local communities by providing financial support through the Community Grants Scheme. Funding is provided to organisations to assist in the achievement of a social environment that ensures the Kapiti Coast District is a good place to live for all sectors of the community especially families and children, youth and older people.

Operational Definitions

The Community Grants Scheme is for community based social service activities that:

- improve the quality of life of the participants;
- encourage participants to define and achieve their own outcomes;
- encourage greater participation in the community;
- encourage cooperation and collaboration between community organisations; and
- have wide community involvement.

Who May Apply

The scheme is for not- for-profit organisations which provide local, community based services in response to identified needs.

All applicant organisations must provide evidence of a sound management structure, including good financial management, and appropriate community representation.

Maximum Funding

This Scheme provides grants to a maximum of \$1,000 to support projects and a grant of \$500 to assist with administration costs. Applications are eligible to receive funding from the Community Grants Scheme only once in Council's financial year.

Eligible Purposes

- Training needs for workers
- Equipment which is necessary to achieve the outcomes of the programme
- Publicity or educational material directly related to the aims of the programme
- Transport services where some disability (social or physical) is involved
- Transport to events where some disability (social or physical) is involved
- Improvements or expansions to existing programmes
- Skill development of programme participants
- Seeding grants
- Administration costs (up to \$500)
- New programme, projects or events

Ineligible Purposes

- Applications for purposes that do not directly relate to the scheme
- Sports, fitness and leisure or arts activities

- Applicants receiving substantial central government funding (e.g. schools, pre-schools, hospitals)
- Capital expenditure including all items of a capital nature (i.e. buildings, facility improvement, computers, photocopiers, chairs) that are subject to depreciation.
- Ongoing costs where the applicant is not meeting any of the costs
- Rent, wages or subscriptions
- Individuals
- Travel
- Debt servicing
- Projects or programmes which have already occurred
- Catering costs.

Accountability

The grant must be used for the approved purpose. If the recipients wish to spend the money on another purpose, permission must be sought from the Grants Allocation Subcommittee.

Any funds which have not been used within one year of receipt must be returned to the Kāpiti Coast District Council.

All recipients must complete and return an accountability form giving a brief description of the benefits that have been achieved because of the grant and provide a detail account of expenditure including receipts.

The Accountability form must be returned within six months of receipt of grant.

Assessment Procedure

A committee, comprising of three Councillors, two community representatives chosen by community nominations and one representative appointed by Te Whakaminenga o Kāpiti, will investigate all applications and make final decisions.

In assessing application the committee will be look at:

- the aims and objectives of the applicant organisation/group
- the project which the grant is requested
- how the application fits with the scheme criteria
- the identification and evaluation of local needs
- the use of any previous money granted by Council
- the level of community involvement in the project
- how the project will improve the quality of the service
- how the project will extend the service provided
- the expected outcomes of the service/activity/project
- how the service/project encourages involvement in community life
- how the service/project will benefit people living on the Kāpiti Coast