

Chairperson and Subcommittee Members
GRANT ALLOCATION SUB-COMMITTEE

18 OCTOBER 2012

Meeting Status: **Public**

Purpose of Report: For Decision

COMMUNITY GRANTS SCHEME

PURPOSE OF REPORT

- 1 This report provides a summary and analysis of the 44 applications received for the Community Grants Scheme 2012. This report will assist the Subcommittee's decision when allocating funds. In addition, one 2011 application has requested an extension.

SIGNIFICANCE OF DECISION

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

BACKGROUND

- 3 The Community Grants Scheme aims to build community capacity. This scheme provides funding assistance to eligible applicants whose activities, projects or programmes support community social wellbeing. Up to \$1,000 is available for each group or organisation that:
 - is not for profit;
 - provides a local community-based social service activity;
 - is responsive to an identified need.
- 4 \$30,720 is available for allocation in 2012/13. Grants are allocated in accordance with the criteria, and the Subcommittee assessment procedure is outlined at Appendix A.
- 5 A summary of all applications received is at Appendix B.

CONSIDERATIONS

2011 applications requesting extension

- 6 One applicant from the 2011 funding round was unable to spend the \$500 grant received.

Organisation	Project/Activity	Reason
Union of Fathers Wellington	Costs for running a workshop lcalled 'Men and Fathering'.	Unable to carry out workshop as planned due to illness – the workshop will be run in 2013.

- 7 The Union of Fathers group have requested an extension. If the extension is not approved the monies will be returned to the Grants Scheme funding pool. It is recommended that this extension be approved.

2012 Applications

- 8 Forty four applications were received for this round, with a total amount of \$38,679.96 requested to support community social activities. Thirty five applications totalling \$31,079.96 are deemed eligible. Nine are deemed ineligible and are outlined in Table 1. The table includes some recommendations for referrals to a more appropriate funding scheme that may support their requests.

TABLE 1: 2012 APPLICATIONS DEEMED INELIGIBLE

No	Organisation/Group	Reason for Request	Comments
11	Kāpiti Coast Museum	For printing brochures advertising the museum	Leisure activities are ineligible for this funding scheme. Refer to Waikanae Community Board
17	Kāpiti Philatelic Society	To encourage and promote the hobby of stamp collecting	Leisure activities are ineligible for this funding scheme
22	Kena Kena School Parent Network	Provide the Kena Kena Fireworks Fiesta	This is an event that is primarily annual leisure/entertainment event Refer to Paraparaumu/Raumati community board
24	MenzShed Kāpiti	To erect a permanent professional sign at the entrance of the Depot site	Capital expenditure including items of a capital nature is ineligible. Refer to Waikanae Community Board
30	Paraparaumu Scout Group	Updating uniforms	This application is for purposes that do not directly relate to the scheme Refer to Paraparaumu/Raumati Community Board
33	Raumati Swimming Club	To send volunteer coaches on training and to replace equipment (stop watches)	Sports, fitness, arts and leisure activities are ineligible for this grant. Refer to Paraparaumu/Raumati Community Board

No	Organisation/Group	Reason for Request	Comments
			Refer to Ōtaki Community Board
36	Taiao Raukawa Environment Research unit	Ecological samples to compare and prove the restoration work on the on lake Wairongomai will succeed	This project is not considered a community based social service activity Refer to the Heritage Fund
40	Waikanae Squash Club	For rent, fees and maintenance of facility	Sports, fitness, arts and leisure activities are ineligible for this grant. Refer to Waikanae Community Board
41	Waikanae Venturer Unit	To attend the scouting Venturer event in Invercargill which is a triennial event	Sports, fitness, arts and leisure activities are ineligible for this grant. Refer to Waikanae Community Board

9 Two options are proposed to allocate funding for the Community Grant Scheme 2012:

Option 1: Allocate funds to all eligible applicants for eligible purposes with funding adjustments (as detailed in Table 2, Column 4), totalling \$29,653.96 (not exceeding the total allocation of \$30,720). The surplus of \$1066.04 will be used to top up the 2013 grants round.

Option 2: Allocate funds to groups who meet two or more of the grant criteria;

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

This will exclude applicants that meet only one of the grant criteria.

10 It is recommended that the Subcommittee use Option 1 to allocate the funding.

11 The following table (Table 2) lists the eligible applications and categorises applications by the number of criteria met; 3 or more criteria, 2 criteria and 1 criteria.

Note: The * in table 2 indicates that part of the applicant's request for a grant is for ineligible purposes. The fourth column of the table is the amount recommended in accordance with eligible purposes.

TABLE 2: 2012 ELIGIBLE APPLICATIONS

Rating: Meets 3 or more criteria			
No.	Organisation	Amount Requested	Amount Recommended
1	Adult Literacy Aotearoa (Kāpiti Inc)	\$800	\$800
2	Age Concern (Kāpiti)	\$1,000	\$1,000
5	Best Choices Community Service Trust	\$1,000	\$1,000
6	Birthright Inc Ōtaki	\$990.96	\$990.96
7	Cobwebs Community Trust Ōtaki	\$1,000	\$1,000
10	House of Hope	\$1,000	\$1,000
12	Kāpiti Coast U3A	\$1,000	\$1,000
16	Living without Violence	\$1,000	\$1,000
18	Kāpiti Super Grans	\$1,000	\$1,000
19	Kāpiti Time Trading Inc	\$311	\$311
20	Kāpiti Toy Library	\$500	\$500
21	Kāpiti Women's Centre	\$1,000	\$1,000
23	Lions Club of Waikanae	\$1,000	\$1,000
25	Mums Helping Mums	\$1,000	\$1,000
27	Ōtaki Community Network - Tuesday Group	*\$800	Admin only \$500
28	Ōtaki Women's Health Group	*\$1,000	Admin and Publicity \$700
31	Parent to Parent; Matua to Matua	*\$1,000	Admin \$500
32	Parkinson's Society Kāpiti Horowhenua	\$1,000	\$1,000
34	Sands Kāpiti	\$898	\$898
35	Seniornet Kāpiti Inc	\$500	\$500
37	Te Newhanga Kāpiti Community Centre	\$1,000	\$1,000
38	Te Whare Tiaki Wahine – Womens' Refuge (Kāpiti)	\$1,000	\$1,000
39	Victim Support	*\$1,000	Admin and publicity \$674
43	Youth Quest	\$1,000	\$1,000
44	Wellington Multiple Sclerosis Society	\$1,000	\$1,000
Sub total		\$22,799.96	\$21,373.96
Rating: Meets 2 criteria			
No.	Organisation	Amount Requested	Amount Recommended
8	Cross Roads Christian Community Trust	\$500	\$500
9	Foster Hope Charitable Trust	\$1,000	\$1,000
13	Fun for you Trust	\$1,000	\$1,000
14	Kāpiti Infant Massage	\$1,000	\$1,000
15	Kāpiti La Leche League	\$1,000	\$1,000
28	One Step at a Time Parenting Support	\$1,000	\$1,000
29	Paekākāriki Community Trust	\$780	\$780
42	Widowed, Separated and Divorced Support	\$500	\$500
Sub total		\$6,780	
TOTAL		\$29,579.96	\$28,153.96
Rating: Meets 1 criteria			
No.	Organisation	Amount Requested	Amount Recommended
8	Alverno Trust	\$500	\$500
9	Attitude Programmes	\$1,000	\$1000
Sub total		\$1500	1500
TOTAL		\$31,079.96	\$29,653.96

Financial Considerations

- 12 A total of \$30,720 (not exceeding \$1000 per group) is available for not-for-profit organisations that strengthen the community's capacity in improving social wellbeing.

Legal Considerations

- 13 There are no legal considerations.

Delegation

- 14 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

- 15 Grants Allocation Subcommittee members will consider all eligible applications and contact will be made with applicants to clarify information as appropriate.
- 16 Eligible applicants will be invited to speak to their application at the Grants Allocation Meeting on Thursday 18 October 2012.

Policy Implications

- 17 There are no policy implications.

Publicity Considerations

- 18 There is an opportunity for positive publicity about the grant recipients and how their work contributes to community social wellbeing.

RECOMMENDATIONS

- 19 The Grants Allocation Subcommittee grants an extension to Union of Fathers until 30 June 2013.
- 20 The Grants Allocation Subcommittee allocates monies to all eligible applications with possible adjustments outlined in Table 2 of report SP-12-703, totalling \$29,653.96.

Report prepared by:

Approved for submission by:

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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