

COMPARISON OF COMMUNITY BOARD GRANTS – 30 September 2011

| Board | Name of grant | General purpose | Maximum amount/frequency | Eligible groups | Eligible purposes | Ineligible purposes | Accountability requirements |
|-------|------------------------------|---|---|---|--|---|---|
| OCB | Building & Resource Consents | Remission of hall hire/rentals and/or Council permit, licence or resource consent fees that support: <ol style="list-style-type: none"> community groups contributing directly to wider community well-being youth organisations supporting youth initiatives activities undertaken by community groups that advance the general enjoyment and wellbeing of the community | \$500 max Applicants can only receive 1 grant within a 12 month period | <ol style="list-style-type: none"> Applicants must reside in the Otaki ward Groups that provide cultural, sports, environmental or social services will be eligible Churches and schools will also be eligible in special circumstances Groups that are unable to receive sufficient grants from other sources because of the timeframe or because they are otherwise ineligible Groups must be non-profit making Purely recreational groups shall be eligible in relation to youth, the aged and people with disabilities or the socially disadvantaged or for unique historic occasions | <ol style="list-style-type: none"> Unique or infrequent events which are historically important to the town Special events that will promote the town and enhance opportunities within the town Activities that encourage the development of cultural, sports, environmental, social or educational activities within the local district Unique and especially meritorious events that meet none of these criteria, at the discretion of the Board Remission of hall rentals for worthy causes in line with Council policy that all remissions of hall rentals be accounted for by being funded as grants from approved grants budgets under the control of the Council, Wards Committee or Community Board. Grant to partially or fully offset the cost of any Council permit, licence or resource consent fees on the basis that the proposed activity falls into a "worthy cause" category. | <ol style="list-style-type: none"> Capital expenditure Expenses incurred for school curriculum activities The Board will not approve any retrospective grants The Board will not consider any applications relating to sporting activities where there is potential for those to be funded by SPARC or a national sporting body to which the applicant is affiliated | <ol style="list-style-type: none"> Report back is due within two months of the use of the grant. All applicants are required to provide a short, simple report back on use of the funds, either by attending a meeting of the Board and reporting verbally or by sending an Accountability Report Back form to the Board secretary, outlining the benefits gained and attaching copies of receipts and any other financial information if applicable. Applicants failing to meet this accountability requirement will be excluded from any further applications for a period of two years. Any money not used for the purpose applied for is to be immediately repaid to the OCB Community Grants Fund. Failure to do so will exclude the applicant for two years from any further applications. |
| OCB | Community Grants | Applications that support: <ol style="list-style-type: none"> community groups contributing directly to wider community well-being individual young people or youth organisations where there is an opportunity to excel at a range of cultural, community, environmental or educational achievements progressing the activities of community groups in the areas of culture, social or economic that advance the general enjoyment and wellbeing of the community | \$500 max Applicants can only receive 1 grant within a 12 month period | <ol style="list-style-type: none"> Applicants must reside in the Otaki ward and can include individuals or groups Groups that provide cultural, sports, environmental or social services will be eligible Churches and schools will also be eligible in special circumstances Groups that are unable to receive sufficient grants from other sources because of the timeframe or because they are otherwise ineligible Groups must be non-profit making Purely recreational groups shall be eligible in relation to youth, the aged and people with disabilities or the socially disadvantaged or for unique historic occasions | <ol style="list-style-type: none"> Unique or infrequent events which are historically important to the town Special events that will promote the town and enhance opportunities within the town Activities that encourage the development of cultural, sports, environmental, social or educational activities within the local district Unique and especially meritorious events that meet none of these criteria, at the discretion of the Board | <ol style="list-style-type: none"> Capital expenditure Expenses incurred for school curriculum activities The Board will not approve any retrospective grants The Board will not consider any applications relating to sporting activities where there is potential for those to be funded by SPARC or a national sporting body to which the applicant is affiliated | <ol style="list-style-type: none"> Report back is due within two months of the use of the grant. All applicants are required to provide a short, simple report back on use of the funds, either by attending a meeting of the Board and reporting verbally or by sending an Accountability Report Back form to the Board secretary, outlining the benefits gained and attaching copies of receipts and any other financial information if applicable. Applicants failing to meet this accountability requirement will be excluded from any further applications for a period of two years. Any money not used for the purpose applied for is to be immediately repaid to the OCB Community Grants Fund. Failure to do so will exclude the applicant for two years from any further applications. |
| OCB | Sporting Activity | Applications that support: <ol style="list-style-type: none"> Individuals, sporting groups (pref. focused on youth) where there is an opportunity to participate and to excel in a range of sporting activities | \$500 max Applicants can only receive 1 grant within a 12 month period | <ol style="list-style-type: none"> Applicants must reside in the Otaki ward and can include individuals or groups Groups that provide cultural, sports, environmental or social services will be eligible Groups that are unable to receive sufficient grants from other sources because of the timeframe or because they are otherwise ineligible Groups must be non-profit making Purely recreational groups shall be eligible in relation to youth, the aged and people with disabilities or the socially disadvantaged or for unique historic occasions | <ol style="list-style-type: none"> Unique or infrequent sports and active recreation events which are important to the Otaki ward Special events that will promote the town and enhance opportunities within the town Activities that encourage the development of sports and active recreation activities within the Otaki ward Unique and especially meritorious effort in sport or recreation events that otherwise meet none of the above criteria, at the discretion of the Board. | <ol style="list-style-type: none"> Capital expenditure including uniforms Expenses incurred for school curriculum activities The Board will not approve any retrospective grants The Board will not consider any applications relating to sporting activities where there is potential for those to be funded by SPARC or a national sporting body to which the applicant is affiliated | <ol style="list-style-type: none"> Report back is due within two months of the use of the grant. All applicants are required to provide a short, simple report back on use of the funds, either by attending a meeting of the Board and reporting verbally or by sending an Accountability Report Back form to the Board secretary, outlining the benefits gained and attaching copies of receipts and any other financial information if applicable. Applicants failing to meet this accountability requirement will be excluded from any further applications for a period of two years. Any money not used for the purpose applied for is to be immediately repaid to the OCB Community Grants Fund. Failure to do so will exclude the applicant from any further applications. |

| Board | Name of grant | General purpose | Maximum amount/frequency | Eligible groups | Eligible purposes | Ineligible purposes | Accountability requirements |
|-------|----------------------|---|---|--|---|--|---|
| PRCB | Community Grant | To provide financial assistance to projects or activities that promote the wellbeing of the Paraparaumu and/or Raumati community and show clear community benefit. | <p>\$500 max</p> <p>The applicant has not received financial assistance from the PRCB Community Grants Fund in the preceding three years except where there is a need to partially or fully offset the cost of any Council permit, licence or resource consent fees or where there is a request for the remission of hall rental when the Board will waive this requirement within three months of the project or activity.</p> | <ol style="list-style-type: none"> The organisation/individual must undertake its activities in the Paraparaumu/Raumati area. The Board may consider financial assistance for events occurring outside the Paraparaumu/Raumati community where it is shown the community will benefit. Eligible organisations include those that provide cultural, sports, environmental or social services to the Paraparaumu/Raumati areas. <p>Criteria:</p> <ol style="list-style-type: none"> The applicant is unable to receive sufficient grants from other sources The applicant must be non profit making The organisation/individual must use the financial assistance for its activities in the Paraparaumu/Raumati community. The Board may consider financial assistance for events occurring outside the Paraparaumu/Raumati community where it is shown the community will benefit. Organisations must provide the most recent financial statements and a copy of a resolution noting the decision to apply for funding. Only one application will be considered by an organisation for one event (individual team member applications will not be eligible). <p>Also:</p> <p>The applicant or a representative must attend the PRCB meeting to speak in support of the application and to answer any questions arising. If not representation is made the application may not be considered.</p> <p>The above conditions and criteria do not preclude the PRCB from considering any application at its discretion.</p> | <ol style="list-style-type: none"> Unique or infrequent project or activity Special project or activity Meritorious project or activity To partially or fully offset the costs of any Council permit, licence or resource consent fees (within 3 months of the project or activity) The remission of hall rental (within 3 months of the project or activity) | <ol style="list-style-type: none"> Capital expenditure Expenses incurred for school curriculum activities Normal operating expenses Grants will not be paid retrospectively other than for hall hire or for the cost of a permit, licence or resource consent fee | <ol style="list-style-type: none"> 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. <p>Failure to do so may exclude the applicant from any further application.</p> <ol style="list-style-type: none"> All monies that are not used for the purpose applied are to be returned to the Community Grants Fund. <p>Failure to do so may exclude the applicant from any further application.</p> |
| PCB | Discretionary Grants | <p>Applications that support:</p> <ul style="list-style-type: none"> Community groups contributing directly to wider community wellbeing – environmental, social, cultural and economic (this relates to community groups specifically set up to help people in the community and/or improve the local environment. It does not include business development initiatives) Individual young people or youth organisations where there is an opportunity to excel at a range of cultural, educational and sporting requirements Progressing the activities of community groups in the areas of culture, sport and recreation that advance the general enjoyment and wellbeing of the community (this relates to groups that while not having a particular focus on improving social wellbeing, do contribute to the general feel and enjoyment of the community) | \$500 max | <ol style="list-style-type: none"> Applicants must reside in Paekakariki Churches and schools will be eligible in special circumstances Groups or individuals that are unable to receive sufficient grants from other sources because of the timeframe or because they are otherwise ineligible. Groups must be non profit making. Purely recreational adult groups shall be eligible in relation to youth, the aged, people with disabilities or the socially disadvantaged or for unique historic occasions. | <ol style="list-style-type: none"> Unique or infrequent events that are historically important to the area Special events that will promote the area and enhance opportunities within the area Activities that encourage the development of cultural, sports, environmental, social or educational activities within the local district. Unique and specially meritorious events that meet none of these criteria, at the discretion of the Community Board Grant to partially or fully offset the cost of any Council permit, licence or resource consent fees on the basis that the proposed activity falls into a “worthy cause” category. The remission of hall rental for “worthy causes” in line with Council policy that all remissions of hall rentals be accounted for by being funded as grants from approved grants budgets under the control of the Council or Community Board. | <ol style="list-style-type: none"> Applications relating to sporting activities where there is potential for these to be funded by SPARC Major items of capital expenditure costing over \$2,000 Expenses incurred for school curriculum activities The PCB does not accept retrospective applications unless the Board agrees there are exceptional circumstances. Costs already incurred will not normally be considered for grants. | <ol style="list-style-type: none"> All applicants are required to report either verbally or in writing to the Board on the use of the funds, within three months of the completion of the activity, outlining the benefits gained by the individual. <p>Failure to do so will exclude the applicant for two years from any further application.</p> <ol style="list-style-type: none"> Any money not used for the purpose applied for is required to be repaid to the PCB Discretionary Grants Fund. <p>Failure to do so will exclude the applicant for two years from any further application.</p> |

| Board | Name of grant | General purpose | Maximum amount/frequency | Eligible groups | Eligible purposes | Ineligible purposes | Accountability requirements |
|-------|----------------------|--|--------------------------|---|---|--|---|
| WCB | Promotion Fund | Groups or individuals who, through their activities, are promoting the Waikanae ward. | No maximum amount | | <ol style="list-style-type: none"> 1. Applications must be for promotions within the Waikanae ward. 2. Applications will be considered for "events based" activities. 3. Applications will be considered for exceptional circumstances. 4. notwithstanding the above, the WCB has the right if justification can be proven, to make a grant outside the criteria. <p>The application must promote Waikanae by:</p> <ol style="list-style-type: none"> 1. Contributing to making Waikanae a Good Place to Live; or 2. Contributing to making Waikanae an Active Community; or 3. Attracting visitors to the area; or 4. Promoting Waikanae as a visitor destination. | <ol style="list-style-type: none"> 1. Applications will not be considered retrospectively | <ol style="list-style-type: none"> 1. Successful applicants will be asked to provide a report on how the grant was spent, within six months of receipt of the grant. |
| WCB | Discretionary Grants | Groups or individuals who promise a future input into the development of community, cultural or sports activities within the district. | \$500 max | <ol style="list-style-type: none"> 1. Applicants must reside in the Waikanae ward. 2. Groups must be non-profit making. | <ol style="list-style-type: none"> 1. Community, cultural or sports purposes, including travel both within NZ and overseas. 2. Groups or individuals who are unable to receive sufficient grants from other sources because of the time frame or because they are otherwise ineligible. 3. Grants to partially or full offset the cost of any Council permit, licence or resource consent fees on the basis that the proposed activity falls into a "worthy cause" category. 4. The remission of hall rental for "worthy causes" in line with Council policy that all remissions of hall rentals be accounted for by being funded as grants from approved grants budgets under the control of the Council, Wards Committee or Community Board. 5. Notwithstanding the above criteria, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria. | <ol style="list-style-type: none"> 1. Capital expenditure. 2. Expenses incurred for school curriculum activities. 3. Grants will not be considered retrospectively. | <ol style="list-style-type: none"> 1. Applicants must provide evidence that the money was spent for the purpose granted, within six months of receipt of the grant. |

Comparison of Community Board Grant criteria Paekākāriki, Paraparaumu/Raumati, Waikanae and Ōtaki

A summary of key points follows:

- Frequency of grants:
 - o OCB says only 1 application within a 12 month period
 - o PRCB says only 1 application within a 3 year period, except for Council permits, licences, hall hire fees
 - o PCB and WCB make no mention of it

- Appearing at Board meetings to speak to applications:
 - o OCB says applicant must attend meeting
 - o PRCB says applicant must attend meeting, and if no representation is made then application may not be considered
 - o PCB says applicant is “asked” to attend
 - o WCB says applicant is “encouraged” to attend

- Eligible purposes:
 - o PRCB says applications for offsetting costs of Council licenses, permits etc, and applications for remission of hall hire, must be made within three months of the activity
 - o No other CB has any time restriction for this type of application

- Ineligible purposes:
 - o PRCB does not consider applications for “normal operating expenses”
 - o No other CB has this criteria

- Accountability requirements:
 - o OCB
 - report back can be written or verbal (i.e. at a Board meeting)
 - report back is due within two months of the use of the grant
 - applicants failing to meet accountability criteria will be excluded from any further applications for two years
 - o PRCB
 - report back can be written or verbal
 - report back is due within two months of the use of the grant
 - applicants failing to meet accountability criteria may be excluded from any further applications (no time frame specified)
 - o PCB
 - report back can be written or verbal
 - report back is due within three months of the use of the grant
 - applicants failing to meet accountability criteria will be excluded from any further applications for two years
 - o WCB
 - report back can be written or verbal
 - report back is due within six months of receipt of the grant
 - no mention is made of consequences of not reporting back

 - o For all four CBs, money not used for the purpose applied for is to be repaid
 - o Failure to do so will exclude the applicant from any further applications for two years (OCB and PCB), unspecified time frame (PRCB), not mentioned (WCB)

**PARAPARAUMU/RAUMATI COMMUNITY BOARD
COMMUNITY GRANTS**

Accountability Report Back

You/your organisation received a grant from the Paraparaumu/Raumati Community Board recently. As part of the acceptance of this grant we require you to:

- attend a meeting of the Paraparaumu/Raumati Community Board and give a verbal report on how the money was spent; **and/or**
- complete the Accountability Report Back and attach copies of receipts of payments and any other financial information if applicable.

Could you please complete this form within **two months** of the use of the grant and return to the address listed below.

NOTE: You must return this form in order to be considered for future funding.

Name of Individual/Organisation: _____

Amount of Grant: \$ _____ Date Received: _____

Project/Event for which grant was made: _____

Please give details of how the grant money was spent? _____

What benefits did you receive from this grant money? _____

Please provide details stating when and how you provided the benefits to the Paraparaumu/Raumati area as proposed in your application.

NOTE: If the money has not been spent please explain why and your intentions for the money.
Please sign below: (2 signatories required for organisations only)

Grant Recipient: _____ Second Contact: _____

Signature: _____ Signature: _____

Position: _____ Position: _____

Date: _____ Date: _____

Please return to: Jayne Nock, Kāpiti Coast District Council, Private Bag 60 601, Paraparaumu

**PARAPARAUMU/RAUMATI COMMUNITY BOARD
COMMUNITY GRANTS – APPLICATION FORM**

CRITERIA FOR COMMUNITY GRANTS

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

Eligible Organisations/Individuals

1. The organisation/individual must undertake its activities in the Paraparaumu/Raumati area. The Board may consider financial assistance for events occurring outside the Paraparaumu/Raumati Community where it is shown the community will benefit.
2. Eligible organisations include those that provide cultural, sports, environmental or social services to the Paraparaumu/Raumati 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 Paraparaumu/Raumati Community. The Board may consider financial assistance for events occurring outside the Paraparaumu/Raumati 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 Paraparaumu/Raumati 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 or activity;
2. Special project or activity;
3. Meritorious project or activity;
4. To partially or fully offset the cost of any Council permit, licence or resource consent fees*;
5. The remission of hall rental*.

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

**PARAPARAUMU/RAUMATI COMMUNITY BOARD
COMMUNITY GRANTS – APPLICATION FORM**

Ineligible Purposes

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

Maximum Grant

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

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

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 Paraparaumu/Raumati 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. The applicant or a representative must attend the Paraparaumu/Raumati 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.

NOTE: The above conditions and criteria do not preclude the Paraparaumu/Raumati Community Board from considering any application at its discretion.

Applications are to be addressed to:

Jayne Nock
Kāpiti Coast District Council, Private Bag 60 601, Paraparaumu

Please Note:

Applications must be forwarded to the Kāpiti Coast District Council at least 8 working days prior to the Paraparaumu/Raumati Community Board meeting date in order to meet the report deadline.

Meetings of the Paraparaumu/Raumati Community Board are held every six weeks.

**PARAPARAUMU/RAUMATI COMMUNITY BOARD
COMMUNITY GRANTS – APPLICATION FORM**

Applicant Details

Name:

Organisation (if applicable):

Address:

Daytime Contact Phone: Email:

Why do you need this funding? (Please attach further information that will help your application)

.....

When do you need it (start date)?

What are the expected benefits to you (the applicant)?

.....

What benefits can you provide to the Paraparaumu/ Raumati area as a result of providing you with this grant?

.....

Costs (travel, accommodation etc)

Income (fundraising, grants, saving)

| | | | |
|--------------|-----------|--------------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| Total | \$ | Total | \$ |

**PARAPARAUMU/RAUMATI COMMUNITY BOARD
COMMUNITY GRANTS – APPLICATION FORM**

How much are you applying for? Total \$.....

Are you GST Registered? Yes / No

What other funds have been sought for this project / activity? (Please list)

.....

Please list any grants received from the Paraparaumu/Raumati Community Board in the past 3 years?

.....

Declaration

I certify that the information provided above is accurate:

Signature:

Date:

| | |
|------------------------------------|---|
| <p>Send application to:</p> | <p>Jayne Nock Kāpiti Coast District Council Private Bag 60 601 Paraparaumu</p> |
|------------------------------------|---|

(Please attach any supporting information that will help your application)

Please supply bank account details for Direct Credit payment if application is successful.

| | | | | | | | | | | | | | | | | | | | |
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Bank: Branch:

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