

Chairperson and Subcommittee Members
GRANTS ALLOCATION SUB-COMMITTEE

20 SEPTEMBER 2011

Meeting Status: **Public**

Purpose of Report: For Decision

COMMUNITY GRANTS SCHEME

PURPOSE OF REPORT

1. This report provides a synopsis and analysis of the 55 applications received for the Community Grants Scheme 2011, to assist the Subcommittee's decisions when allocating funds.

SIGNIFICANCE OF DECISION

2. The Council's significance policy is not triggered.

BACKGROUND

3. The Community Grants Scheme aims to build community capacity by providing 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. \$25,000 is available for allocation. 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

2010 applications requesting extension

6. Three applicants from the 2010 funding round were unable to spend their funding within the 2010/2011 period allocated (Table 1). These groups 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 these extensions be approved.

TABLE 1: 2010 APPLICATIONS REQUESTING EXTENSION

Organisation	Project/Activity	Comment
Nga Manu \$1,000	Transport subsidy for low decile schools to visit the Sanctuary	Have used part of the funding. Request an extension.
Integrated Dance \$600	Dance workshops for physically and mentally disabled people	Verbally request an extension.
Friends of Waikanae Domain \$1,000	2009 grant was extended to 2010 year to develop a community garden	This group was granted an extension in 2009/10, as Council had not yet developed its policy on community gardens and no land was allocated. In 2011, no garden had been established but the group is working with Council staff on this.

2011/12 Applications

7. Fifty five applications were received for this round, with a total amount of \$51,599 requested to support community social activities. Forty seven applications totalling \$42,599 are deemed eligible. Nine are deemed ineligible. These are outlined in Table 2. The table includes recommendations for referrals to a more appropriate funding scheme that may support their requests.

TABLE 2: 2011 APPLICATIONS DEEMED INELIGIBLE

No	Organisation/Group	Reason for Request	Comment and Recommendation
3	Otaki Players Society	Advertising and publicity	Art activities are an ineligible activity under the Grant criteria. Refer to Creative Communities Grant.
9	Waitohu Home & School Association	Fireworks Extravaganza	This event is primarily a leisure/entertainment annual event which is ineligible for this grant. Refer to Ōtaki Community Board..
14	Eventz NZ Trust (Womens Tri)	Cost associated with the Event	Fitness/sports activities are an ineligible activity under the Grant criteria. This event has been granted \$5,000 for this financial year in the 2011/12 Annual Plan.
37	St Peters Hall Trust	Sound, lighting and curtains	Capital expenditure including facility improvements is an ineligible activity under the Grant criteria. Refer to Paekākāriki Community Board.

No	Organisation/Group	Reason for Request	Comment and Recommendation
42	Ngahina Kindergarten	Storage units	Organisations receiving central government funding including preschools are ineligible for this grant. Capital expenditure is ineligible. Refer to Paraparaumu/Raumati Community Board.
44	Kenakena Parent Network	Kenakena Fireworks Fiesta	This event is primarily a leisure/entertainment annual event which is ineligible for this grant. Refer to Paraparaumu/Raumati Community Board.
48	Coasters Musical Theatre	Repair Driveway	Capital expenditure is an ineligible activity under the Grant criteria.
52	Foster Hope Charitable Trust	Care packs	The application was incomplete.
53	Elizabeth Marie Pack	Commemorative portrait of Sir Jon Trimmer	Art activities are an ineligible activity under the Grant criteria. Refer to Creative Communities Grant.

8. Two options are proposed to address the over subscription of the Scheme:

Option 1: Allocate funds in an equal manner, for example all eligible applicants would get funding, with \$374.60 subtracted from each request to cover the shortfall.

Option 2: Allocate funds to groups who meet more than three 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.

9. It is recommended that the Committee use Option 2 to allocate the funding. Table 3 lists the eligible applications that meet three or more of the above criteria.

TABLE 3: APPLICATIONS THAT MEET 3 OR MORE CRITERIA

Rating: Meets 3 or more criteria		
No.	Organisation	Amount
1	Combined Lions Clubs of Kapiti	\$1,000
2	Kapiti Women's Centre	\$1,000
5	Otaki Community Network (Tuesday group)	\$698
8	Otaki Women's Health Group	*\$1,000
7	Kapiti Vaulting Club inc	\$1,000
11	Moa Community Orchard	\$1,000
12	Ariel Community Care Inc	\$1,000
15	Heart of Otaki Community Trust	\$1,000
17	Adult Literacy Aotearoa	\$1,000
19	Kapiti VIP	\$400
20	Iwi Social Services	\$1,000
24	Kapiti Community Enterprises Trust	*\$1,000
26	Age Concern	\$1,000
27	Kapiti Cardiac Club	*\$841
29	Kapiti Choices Inc	\$800
30	Youth Quest Trust	*\$1,000
32	Compass Health Kapiti	\$1,000
33	Kapiti Supergrans	\$1,000
36	Wellington Multiple Sclerosis Society (Local branch)	\$1,000
38	Union of Fathers	\$1,000
39	Kapiti Toy Library	\$500
41	Disability Information and Equip Centre	\$1,000
43	Kapiti Community Foodbank	\$1,000
46	Cobwebs Community Trust Otaki	\$1,000
47	Otaki Toy Library	*\$1,000
49	House of Hope	\$1,000
50	Presbyterian Support Central (Local branch)	\$1,000
54	English language Partners	\$800
55	Birthright Otaki	\$1,000
TOTAL		\$27,039.00

10. The amount sought is slightly over the available funding. It is recommended that five of these applications be adjusted as parts of the applications are ineligible. Table 4 outlines these applicants, the possible adjustments and the new total with adjustments made.

TABLE 4: POSSIBLE ADJUSTMENTS

No.	Organisation	Amount Requested	Possible Adjustment
8	Otaki Women's Centre	\$1000	Advertising only \$657
24	Kapiti Community Enterprises Trust	\$1000	Admin only \$500
27	Kapiti Cardiac Club	\$841	Publicity and Poster only \$700
30	Youth Quest Trust	\$1000	Admin only \$500
	Otaki Toy Library	\$1000	Admin only \$500
The new total with recommended adjustments			\$25,055.00

11. Table 5 outlines 14 applications that are eligible and meet two of the criteria.

TABLE 5: APPLICATIONS THAT MEET 2 OF THE CRITERIA

Rating: Meets 2 criteria		
No.	Organisation	Amount
6	Kapiti Family Centre	\$1,000
10	Alverno Trust	\$500
13	Fun for you Trust	\$1,000
16	Sands Kapiti	\$700
18	Kapiti WEA	\$600
22	Seniornet Waikanae/Otaki Inc	\$1,000
23	Victim Support	\$1,000
28	Soroptimist International (Kapiti)	\$1,000
31	Paekakariki Surf Club [already funded through AP]	\$1,000
34	Kapiti Coast U3A	\$1,000
35	Kapiti Infant Massage	\$1,000
40	Kapiti Time Bank	\$1,000
45	Seniornet Kapiti Inc	\$1,000
51	Self Defence	\$1,000
TOTAL		\$12,800

12. Three applications are eligible and meet one of the criteria (Table 6).

TABLE 6: APPLICATIONS THAT MEET 1 OF THE CRITERIA

Rating – meets 1 criteria		
No.	Organisation	Amount
4	Parents Inc /Attitude	\$992
21	Paraparaumu Scout Hall	\$768
25	Raumati Swimming Club Inc	\$1,000
TOTAL		\$2,768

Financial Considerations

13. A total of \$25,000 (not exceeding \$1000 per group) is allocated to not-for-profit organisations that strengthen the community's capacity in improving social wellbeing.

Legal Considerations

14. There are no legal considerations.

Delegation

15. 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

16. The Grants Allocation Subcommittee membership is made up of three Councillors, two appointed community representatives and one iwi representative.

Consultation

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

Eligible applicants will be invited to speak to their application at the Grants Allocation Meeting on Tuesday 20 September 2011.

Policy Implications

18. There are no policy implications.

Publicity Considerations

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

RECOMMENDATIONS

20. The Grants Allocation Subcommittee grants an extension to organisation listed in Table 1 of this report for the upcoming 2012 accountability period.
21. The Grants Allocation Subcommittee allocates monies to applications that meet 3 or more criteria as listed in Table 3 of this report with adjustments to those applications listed in Table 4 of this report.

Report prepared by:

Tania Parata

Social Wellbeing Advisor

Approved for submission by:

Gael Ferguson

Group Manager Strategy and Partnerships

ATTACHMENTS:

APPENDIX A: COMMUNITY GRANTS SCHEME CRITERIA
APPENDIX B: SUMMARY OF APPLICATIONS RECEIVED

APPENDIX A

Community Grants Scheme Criteria Information

The Community Grants Scheme will be allocated in September of 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 which:

- improving the quality of life of the participants;
- encouraging participants to define and achieve their own outcomes;
- encouraging greater participation in the community;
- encouraging co-operation and collaboration between community organisations and
- have wide community involvement.

Who May Apply

The scheme is for non-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 project of \$500 to help with administration costs. Applications are eligible to receive funding from the Community Grants Scheme once 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 Council from community nomination and one representative appointed by Te Whakaminenga o Kāpiti, will investigate all applications making allocation decisions.

In assessing application the committee will be looking 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