

Chairperson and Community Board Members
WAIKANAЕ COMMUNITY BOARD

13 SEPTEMBER 2016

Meeting Status: **Public**

Purpose of Report: For Decision

PROPOSED CHANGES TO THE CRITERIA FOR THE PROMOTION AND DISCRETIONARY GRANT FUNDS

PURPOSE OF REPORT

- 1 This report seeks the Waikanae Community Board's agreement to the proposed changes in funding criteria for the Waikanae Promotion Fund and the Waikanae Discretionary Grants Fund. The proposed changes seek to reduce the administrative burden for those applicants for whom the Community Board is likely to approve funding every year, by allowing them to apply for three years of annual funding once every three years.

Delegation

- 2 The Waikanae Community Board has the delegated authority as at Part D Community Boards of the Governance Structure:
10.11 Community Grants
Authority to approve criteria for the allocation of community-based grant funds as approved through the Annual Plan process or the LTP process.

BACKGROUND

- 3 A number of organisations make funding requests to the Waikanae Promotion Fund or the Discretionary Grants Fund each year. Four organisations in particular have been successful in their applications for three or more consecutive years, up to and including the 2015/16 year. These organisations, and the years and amounts of funding received are listed in Appendix One to this report.
- 4 The Community Board acknowledges the likelihood of continuing to support these worthy causes and has requested that Council officers look at ways to ease the administrative burden of these often small and solely voluntary organisations by removing the need for them to submit a detailed funding application every year.

CONSIDERATIONS

- 5 The funding criteria for both the Waikanae Promotions Fund and the Waikanae Discretionary Grants Fund have been amended so that the organisations named in Appendix One can apply for three years of annual funding in one application. The funding applied for must be used for the same purpose each year.
- 6 If an organisation is successful in seeking three years of funding in one application, the funding will be paid one year at a time, and the following year's approved funding will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year's funding.

- 7 The amended criteria for both the funds are attached as Appendices Two and Three to this report.

Financial Considerations

- 8 There are no new financial considerations arising from this report as, regardless of how many years' funding is approved in advance, the annual amounts of funding available in any one year from the Waikanae Promotions Fund and the Waikanae Discretionary Grants Fund will be determined by the approved annual budgets for those years.
- 9 In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

SIGNIFICANCE OF ENGAGEMENT

- 10 This matter has a low level of significance under the Council Policy.

RECOMMENDATIONS

- 11 That the Waikanae Community Board approves the proposed changes to the funding criteria for the Waikanae Promotion Fund and the Waikanae Discretionary Grants Fund.

Report prepared by:

**Approved for
submission by:**

**Approved for
submission by:**

**Ian Clements
Corporate Advisor**

**Wayne Maxwell
Group Manager
Corporate Services**

**Max Pedersen
Group Manager
Community Services**

ATTACHMENTS:

- Appendix 1 List of organisations that are eligible to apply for three years' funding in one application
- Appendix 2 Waikanae Promotion Fund criteria
- Appendix 3 Waikanae Discretionary Grants Fund criteria

WAIKANAЕ COMMUNITY BOARD - ORGANISATIONS RECEIVING CONSECUTIVE ANNUAL FUNDING FOR AT LEAST THE LAST THREE YEARS				
(all amounts GST exclusive)				
Name/org	Fund	Amount	Year	Purpose
Lions Club of Waikanae	Promotional	3,400.25	2009/10	Super Garden Trail 2010
Lions Club of Waikanae	Promotional	3,284.00	2010/11	Super Garden Trail 2011
Lions Club of Waikanae	Promotional	3,500.00	2011/12	Super Garden Trail 2012
Lions Club of Waikanae	Promotional	2,500.00	2012/13	Super Garden Trail 2013
Lions Club of Waikanae	Promotional	2,500.00	2013/14	Super Garden Trail 2014
Lions Club of Waikanae	Promotional	3,500.00	2014/15	Super Garden Trail 2015
Lions Club of Waikanae	Promotional	3,500.00	2015/16	Super Garden Trail 2016
Parkinsonism Society Kapiti / Horowhenua	Discretionary	500.00	2011/12	Providing care service
Parkinsonism Society Kapiti / Horowhenua	Promotional	500.00	2012/13	Providing care service
Parkinsonism Society Kapiti / Horowhenua	Discretionary	500.00	2013/14	Providing care service
Parkinsonism Society Kapiti / Horowhenua	Discretionary	500.00	2014/15	Rent for their office
Parkinsonism Society Kapiti / Horowhenua	Discretionary	500.00	2010/11	Rental costs of office in Aputa Place
Parkinsonism Society Kapiti / Horowhenua	Discretionary	500.00	2015/16	Rental for office space in Waikanae
Waikanae Community Patrol	Promotional	2,410.00	2010/11	Two Members to the Community Patrols of NZ National Training Seminar 2011
Waikanae Community Patrol	Promotional	500.00	2011/12	Two Members to the Community Patrols of NZ National Training Seminar 2012
Waikanae Community Patrol	Promotional	1,400.00	2012/13	Two Members to the Community Patrols of NZ National Training Seminar 2013
Waikanae Community Patrol	Promotional	1,002.02	2013/14	Two members to the Community Patrols of NZ National Training Seminar 2014
Waikanae Community Patrol	Promotional	754.00	2014/15	Two Members to the Community Patrols of NZ National Training Seminar 2015
Waikanae Community Patrol	Promotional	1,500.00	2015/16	Two Members to the Community Patrols of NZ National Training Seminar 2016
Waikanae Music Society	Promotional	750.00	2013/14	2013 Music Society Brochure
Waikanae Music Society	Promotional	750.00	2014/15	2015 Music Society Brochure
Waikanae Music Society	Promotional	1,400.00	2015/16	2016 Music Society Brochure

WAIKANAĒ COMMUNITY BOARD PROMOTION FUND – CRITERIA

Priority

Groups or individuals who, through their activities, are promoting the Waikanae Ward.

Eligibility Criteria

1. Applicants 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 criteria, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.

Applications must include an outline of the expected benefits to the Waikanae Ward.

Does the application promote Waikanae by:

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.

To allow the Community Board to forward plan they encourage organisations to provide an annual calendar of events and activities, and to note the activities which they may need funding for.

Applicants must provide at least 3 quotes for any items to be purchased with the grant money.

Applicants are to give full details of the reason for application, and amount requested, and to note any other applications for funding currently sought from other bodies.

Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to ONLY funding the organisation as a whole.

Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year's funding. First-time applicants to the Promotion Fund will not be eligible for three years of annual funding.

In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for funding from the Waikanae Community Board for the same activities.

Accountability

Successful applicants will be asked to provide a report on how the grant was spent, within **six months** of receipt of the grant.

Successful applicants must contact the Community Board immediately if, for any reason, they are unable to use the grant funding for the purposes for which it was originally approved.

Procedure for applications

Applications are to be made on the approved application form and addressed to: Jayne Nock, Kāpiti Coast District Council, Private Bag 60601, Paraparaumu 5254 or email: jayne.nock@kapiticoast.govt.nz

Please note – Applications will not be considered retrospectively and must be received by the Kāpiti Coast District Council prior to the event taking place and at least eight working days before the Community Board meeting date.

**WAIKANAЕ COMMUNITY BOARD
PROMOTION FUND – APPLICATION FORM**

Purpose of fund

To support groups or individuals who, through their activities, are promoting the Waikanae Ward.

Applicant details

Name:

Organisation (if applicable):

Address:
.....

Daytime contact phone:

Email:

Which of the following criteria does your application fit? (please tick)

- Promotions within the Waikanae Ward
- "Events based" activities
- Exceptional circumstances

Why do you need this funding? (If necessary, attach further information to support your application)

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When do you need it (start date)?

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

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What are the expected benefits to the Waikanae area?

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.....
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Costs (travel, accommodation etc)

Income (from fundraising, grants, savings etc)

Total	\$	Total	\$

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

Are you applying for three years of funding?	Yes / No	If yes, what is the amount being applied for in each year?	\$.....
			\$.....
			\$.....

Are you GST registered? Yes / No

Are you an incorporated society? Yes / No
If yes, please attach a current Certificate of Incorporation

Please list any grants received from the Waikanae Community Board over the last three years, and any funding applications made to other entities:

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Declaration: *I certify that the information provided above is accurate:*

Signature: **Date:**

Please attach a “Calendar of Events and Activities” for this year, and note the activities which you may require funding for. Send this calendar, any supporting information and your application to:

Jayne Nock, Executive Secretary
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

Applications must be forwarded to the Kāpiti Coast District Council at least 8 working days prior to the Waikanae Community Board meeting date, in order to meet the reporting deadline.

***Please attach a bank deposit slip
to enable payment to be made if application is successful***

**WAIKANAĒ COMMUNITY BOARD
DISCRETIONARY GRANTS – CRITERIA**

Priority

Groups or individuals who promise a future input into the development of community, cultural or sports activities within the district.

Eligibility Criteria

1. Applicants must reside in the Waikanae Ward.
2. Groups must be non-profit making.
3. Applications may only be made once in a 12 month period, calculated from the date funding was last received, except in exceptional circumstances and at the Board's discretion.

Applications will be considered for:

1. Community, cultural or sports purposes, including travel both within New Zealand 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 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.
4. The remission of hall rental for "worthy causes" in line with Council policy that all remissions of hall rentals are accounted for by being funded from approved grants budgets.
5. Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to ONLY funding the organisation as a whole.
6. Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year's funding. First-time applicants to the Discretionary Grants Fund will not be eligible for three years of annual funding.
7. Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for funding from the Waikanae Community Board for the same activities.

Ineligible purposes

1. Capital expenditure.
2. Expenses incurred for school curriculum activities.
3. Grants will not be considered retrospectively, and must be received by the Kāpiti Coast District Council prior to the event taking place and at least eight working days before the Community Board meeting date.
4. Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for further funding from the Waikanae Community Board for the same activities.

Notwithstanding all of the above, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.

WAIKANAĒ COMMUNITY BOARD DISCRETIONARY GRANTS – CRITERIA

Grant allocation guidelines

In order to ensure that funds are managed carefully throughout the entire financial year, funds for sporting or travel activity will generally have a maximum amount payable as follows:

For sports/competitions (including associated travel costs):

- \$100 Participation in a national or international event without selection (i.e. if you pay you can participate)
- \$200 Competing in a national event (after selection)
- \$500 Competing in an international event (after selection)

For travel:

- \$200 To attend coaching/training clinics out of Waikanae (national or international), which will benefit more members of the community
- \$200 Attending national AGMs (or similar) for Waikanae community groups
- \$250 Attending national AGMs (or similar) for very active or highly beneficial Waikanae community groups

For all other applications, the maximum grant payable is \$500 per grant.

Applicants must provide at least three quotes for any items to be purchased with the grant money.

Note – all applications must include full supporting documentation.

Consideration of Grants

Grants will be considered quarterly and at each meeting the Board will allocate up to 25% of the annual budget, with the exception of the last meeting of the financial year, which may allocate all remaining funds available.

In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

Accountability

Applicants must provide evidence that the money was spent for the purpose granted, within **six months** of receipt of the grant.

Procedure for applications

Applications are to be made on the approved application form and addressed or emailed to:

Jayne Nock
Executive Secretary
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

jayne.nock@kapiticoast.govt.nz