

**Chairperson and Committee Members**  
GRANTS ALLOCATION COMMITTEE

25 AUGUST 2016

Meeting Status: **Public**

Purpose of Report: For Decision

## **COMMUNITY GRANTS SCHEME 2016**

### **PURPOSE OF REPORT**

- 1 This report provides a summary of the 40 applications for the Community Grants Scheme 2016. The report will assist the Community Grants Allocation Committee to make decision regarding the allocation of funds.

### **DELEGATION**

- 2 The Grants Allocation Committee has delegated authority to consider this matter under part 7.1 of section B.7 of the Governance Structure:

*7. The Committee will have the authority to assess all applications and allocate funds for the following grant programmes:*

*7.1 Community grants – the aim is to strengthen local communities by providing financial support through this programme. Funding is provided to not-for-profit organisations to assist in the achievement of a social environment that ensures the Kāpiti District is a good place to live for all sectors of the community. The programme will provide grants to not-for-profit organisations which provide local, community based services in response to an identified need.*

### **BACKGROUND**

- 3 The Community Grants Scheme provides funding assistance to organisations and groups to support community based projects, programmes and events which contribute to achieving positive social outcomes for residents of Kāpiti Coast District.
- 4 The grant is available to any not-for-profit organisation or group that provides a local service that contributes to community wellbeing and development and is responsive to an identified need.

#### *Changes to Criteria*

- 5 As a result of implications and feedback arising from granting processes in 2015, some changes have been implemented to the criteria to better reflect the purpose of the fund and better articulate the expectations of the Scheme, these include:
  - better defined outcomes that align with the Council's Long Term Plan outcomes
  - eligibility purposes are better defined
  - more clarity added to ineligible items pertaining to capital items and specifications on rent, subscriptions and wages.

- the maximum grant available has increased from \$1,000 to \$2,000 to accommodate current prices and outlays as there had been no change to the maximum since 1998.
- 6 These changes were made as a result of workshops with the Chair and deputy Chair of the Grants Allocation Committee. The new criteria can be found at Appendix A of this report.

## 2016 COMMUNITY GRANTS APPLICATIONS

- 7 Forty applications were received for the 2016 round (a summary of all applications is at Appendix B). It is important to note that two applications were received after the close date and have been considered as eligible applications throughout this report, these are:
- 8 Application 40, Te Ara Korowai was received on the 15<sup>th</sup> of August due to some postal errors in spite of the application been posted on the 2<sup>nd</sup> of August ( 2 days before the closed date.
- 9 Application 17, Kāpiti Toy Library was one day late in submitting their application and provided an email explanation and can found at Appendix C of this report.

### *Total Funds Available*

- 10 There is a total of \$40,000 available for 2016. This amount includes 2015/2016 unallocated funds of \$6,857 that were rolled over to this year's round.
- 11 Five applications are deemed ineligible based on criteria specified in the Community Grant Scheme conditions.

### *Ineligible Applications*

- 12 Of the forty applications received for the 2016 round five applications are deemed ineligible based on criteria specified in the Community Grant Scheme conditions. The table below (Table 1) outlines the ineligible applications and includes recommendations for referral to a more appropriate funding scheme.

**TABLE 1: 2016 APPLICATIONS DEEMED INELIGIBLE**

<b>Application Number</b>	<b>Organisation/ Group</b>	<b>Reason for request:</b>	<b>What the fund <u>cannot</u> be used for:</b>
5	Big Bang Adventure	First aid services for the Big Bang sporting Event  <b>Amount requested \$2000</b>	Sports and fitness, leisure and art activities. Refer to Community Board funding
6	Coastella	Community music workshops and performances  <b>Amount requested \$2000</b>	Sports, fitness, leisure and art activities. Refer to Creative Communities Scheme.
13	Kāpiti Junior	Assist with costs of sending	Sports, fitness, leisure and art activities.

	Hockey Club	representatives to tournaments  <b>Amount requested \$1500</b>	Refer to Creative Communities Scheme. Refer to appropriate Community Board fund.
35	Waikanae Bridge Club	Assist with costs to install LED lighting.  <b>Amount requested \$1500</b>	Sports, fitness, leisure and art activities. Refer to Creative Communities Scheme. Refer to Waikanae Community Board fund.
39	Zeal Education Trust	Assist with costs to purchase music equipment and generator for music box.  <b>Amount requested \$2000</b>	Significant capital expenditure and infrastructure costs. Refer to Community Board Funding.

## ISSUES AND OPTIONS

### *Allocating Funding*

- 13 Thirty five applications are deemed eligible with a total of \$62,195 requested from a total fund pool of \$40,000. The 2016 Community Grant Scheme is oversubscribed by \$22,195.
- 14 In order to allocate funding in accordance with the criteria and the Committee assessment procedure (outlined in Appendix A) while not exceeding the total amount of \$40,000. Two options are proposed.

### Option 1

- 15 Allocate funds to eligible applications that meet all four conditions outlined in the Scheme's outcomes, these are:
- Building resilient, sustainable communities
  - Encouraging greater community participation
  - Improving the quality of life of the participants
  - Working in partnership with a range of community groups including iwi.
- 16 Applying option 1 would result in 26 applications receiving a share of the total pool available, while 9 applications would receive no funding as they meet only some (3 or less) of the outcomes outlined above. This is examined in more detail in Table 2 of this report.

### Option 2

- 17 Allocate funds to all eligible applications regardless of how many outcomes they meet. All 35 applications would receive part funding resulting in a deduction of \$652 per application (with one exception as the total amount is similar to the

deducted amount and would result in the applicant receiving \$26). This option is examined in more detail in Table 2.

- 18 It is important to note that applying option 2 may result in some organisations not receiving enough funds to complete their project or activity outlined in their application.

### Applying options 1 and 2 to applications

- 19 The figure below is a colour key to assist with interpreting Table 2 which shows a comparison of option 1 and option 2 with each eligible application along with an overall total of each option.

**FIGURE 1:**

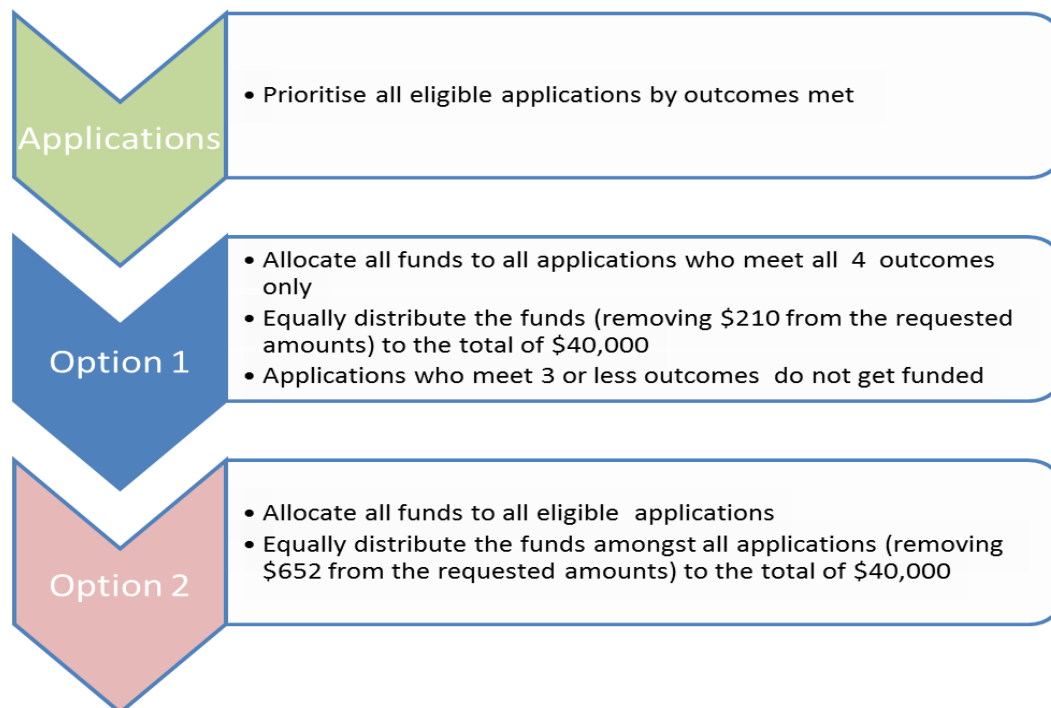


TABLE 2: Applications prioritised by criteria and cross referenced with options 1 and 2.

Applications that meet all criteria:				
App No.	Organisation/Group	Amount Requested	Recommended Amount (option 1)	Recommended Amount (option 2)
1.	Adult Literacy Kāpiti	\$2,000	\$1,790	\$1,383.50
2.	Age Concern	\$1,500	\$1,290	\$883.50
3.	Arthritis New Zealand	\$1,500	\$1,290	\$883.50
4.	Autism New Zealand	\$2,000	\$1,790	\$1,383.50
8.	Combined Lions Club of Kapiti	\$1,000	\$790	\$383.50
9.	Cross Roads Christian Community Trust	\$2,000	\$1,790	\$1,383.50
10.	English Language Partners NZ Trust	\$1,450	\$1,240	\$833.50
11.	Foster Hope Charitable Trust	\$2,000	\$1,790	\$1,383.50
12.	House of Hope	\$2,000	\$1,790	\$1,383.50
14.	Kapi-Mana Multiples	\$1,690	\$1,480	\$1,073.50
15.	Kāpiti Living Without Violence	\$2,000	\$1,790	\$1,383.50
16.	Kāpiti WEA Inc	\$2,000	\$1,790	\$1,383.50
18.	Kāpiti Women's Centre	\$2,000	\$1,790	\$1,383.50
21.	New Zealand Council of Victim Support Groups Inc	\$2,000	\$1,790	\$1,383.50
23.	Ōtaki Community Network Forum (Tuesday Group)	\$860	\$650	\$243.50
24.	Ōtaki Community Patrol	\$2,000	\$1,790	\$1,383.50
25.	Ōtaki Senior Citizens Association Inc	\$2,000 *only part of the application is eligible	\$545.00 *part fund eligible purposes only	\$545.00 *part fund eligible purposes only
26.	Ōtaki Women's Health Group	\$2,000	\$1,790	\$1,383.50
30.	Parkinsonism Society Kāpiti/Horowhenua Inc	\$2,000	\$1,790	\$1,383.50
32.	Te Newhanga Kāpiti Community Centre	\$1,455	\$1,245	\$838.50
33.	The Parenting Place - Attitude Youth Division	\$2,000	\$1,790	\$1,383.50
34.	The Shed Project	\$2,000	\$1,790	\$1,383.50
36.	Waikanae Cameo Society Inc	\$1,200	\$990	\$583.50
37.	Wellington Multiple Sclerosis Society Inc	\$2,000	\$1,790	\$1,383.50
38.	Youthquest Kāpiti Charitable Trust	\$2,000	\$1,790	\$1,383.50
39.	Te Ara Korowai	\$2,000	\$1,790	\$1,383.50
<b>SUB TOTAL</b>		<b>\$46,655</b>	<b>\$39,950</b>	<b>\$29,787</b>
Meet 3 or less criteria				
App No	Organisation/Group	Amount Requested	Recommended Amount (Option 1)	Recommended Amount (Option 2)
7.	Coast Access Radio Trust	\$2,000	0	\$1,383.50
17.	Kāpiti Toy Library	\$1,600	0	\$983.50
19.	Mookalucky Productions	\$2,000	0	\$1,383.50
20.	Movement Youth on the Coast	\$2,000	0	\$1,383.50
22.	No 49 (District of Kāpiti) Squadron, Air Training Corps	\$2,000	0	\$1,383.50
27.	Paekākāriki School PTA	\$2,000	0	\$1,383.50
28.	Paekākāriki Station Precinct Trust	\$1,322	0	\$705.50
29.	Paraparaumu Playcentre	\$643	0	\$643.00
31.	Programmes for Kāpiti Cancer patients	\$1,975	0	\$1,358.50
<b>SUB TOTAL</b>		<b>\$15,540</b>	<b>0</b>	<b>\$10,608</b>
<b>Overall Total</b>		<b>\$62,195</b>	<b>\$39,950</b>	<b>\$40,395</b>
		<b>Overall amount</b>	<b>Option 1</b>	<b>Option 2</b>

## Extension request

- 20 Last year's recipients Parent to Parent, have requested an extension to use the funds in 2016 due to constraints outlined in their email request outlined in Appendix D. To date Parent to Parent have used \$398 of the \$1000 grant.
- 21 The extension request from Parent to Parent does not impact on current funding levels of the Scheme as the funds are already allocated from last year's pool.
- 22 It is recommended that the extension be granted for training purposes outlined in Appendix D and an accountability form be submitted in November 2016.

## CONSIDERATIONS

### Policy considerations

- 23 Grants area allocated in accordance with the criteria and assessment procedure which is outlined in Appendix A of this report.

### Legal considerations

- 24 There are no legal considerations

### Financial considerations

- 25 A total of \$40,000 is available for 2016. This amount includes 2015/2016 unallocated funds of \$6,857 that were rolled over to this year's round.

### Tāngata whenua considerations

- 26 A representative appointed by Te Whakaminenga o Kāpiti is an active member of the Committee.

## SIGNIFICANCE AND ENGAGEMENT

### Degree of significance

- 27 This matter has a low level of significance under Council policy.

### Consultation already undertaken

- 28 The Chairperson and Deputy Chair have completed an initial screening process of all applications received to help inform eligibility of applications.
- 29 The Grants Allocation Committee members will consider all eligible applications and contact may be made with applicants to clarify information as appropriate.

### Engagement planning

- 30 An engagement plan is not needed to implement this decision.

**Publicity**

- 31 The appropriate Council communication channels will be used to announce the successful organisations and groups.
- 32 Unsuccessful applicants will be informed of the Grants Allocations Committee final decision by e-mail.

**RECOMMENDATIONS**

- 33 That the Grants Allocation Committee deems the applications identified in Table 1 as ineligible and does not consider them for funding under this Scheme.
- 34 That the Committee applies Option 1 as the recommended option for allocating funds to organisations based on outcomes met.
- 35 That the Committee approves the request from Parent to Parent, to carry over the grant allocated in 2015/2016 funding round for uses described in Appendix D.

<b>Report prepared by</b>	<b>Approved for submission</b>	<b>Approved for submission</b>
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**ATTACHMENTS**

- APPENDIX A: Community Grants Scheme Criteria
- APPENDIX B: Summary of Applications
- APPENDIX C: Letter from Kāpiti Toy Library
- APPENDIX D: Parent to Parent extension request