

**Chairperson and Community Board Members**  
WAIKANAE COMMUNITY BOARD

30 OCTOBER 2012

Meeting Status: Public

Purpose of Report: For Decision

**WAIKANAE COMMUNITY BOARD DISCRETIONARY GRANT  
ALLOCATION GUIDELINES**

**PURPOSE OF REPORT**

- 1 The Waikanae Community Board's Discretionary Grants fund is already oversubscribed. This report provides options for a transparent methodology for allocating grants from this fund.

**SIGNIFICANCE OF DECISION**

- 2 The Council's significance policy is not triggered by the report.

**BACKGROUND**

- 3 The Waikanae Community Board has three different funds from which it can allocate grants. Requests to the Discretionary Grants Fund and the Waikanae Promotion Fund can be made throughout the year and are considered at each regular Board meeting. The Capital Improvement Grants are usually considered once each financial year. The budgets for the three funds in the 2012-2012 financial year are:

- Discretionary Grant \$ 5,843
- Waikanae Promotion Fund \$32,721
- Waikanae Capital Improvement \$32,721

- 4 As a comparison to the grants from Paraparaumu/Raumati Community Board's where the criteria is similar to the Discretionary Grant, their budget for this financial year is \$20,370. However the Paraparaumu/Raumati Community Board has no other community funds available and limits all grants to a maximum of \$500.
- 5 During the 2010-2011 and 2011-2012 financial years the Waikanae Promotion Fund was under spent and used to provide funding for applications made to the Discretionary Grant at the last meeting of each year.
- 6 While there is a limit of \$500 for individual grants from the Discretionary Grants Fund, there is no limit to how much is allocated in total at each meeting of the Board. It is therefore possible to allocate all the funds available early in the financial year and have no funds available for subsequent applicants.

- 7 The following outlines the amount available in the Discretionary Grants Fund as at 30 October 2012, and the amount being requested at the Board meeting of 30 October 2012:

Total fund for the year	\$5,843
Already allocated	\$2,697
Balance available for granting	\$3,146
Applications pending	\$5,177.50

- 8 It can be seen that more than \$2,000 over what is available is being applied for, with eight months still remaining in the current financial year.
- 9 With the increase in funding requests to the Waikanae Community Board, the Discretionary Fund is being put under pressure. This fund is used for a range of activities such as below (with some examples):[SLT comment: include table of the last 3 years as an appendix to demonstrate the range of things funded]
- Attending competitions – international, national (sports and non-sports competitions)
  - Staging local events – Rest home games, cycling events, women’s triathlon
  - Attending seminars/training – Outward Bound, AGMs, Academy of physical education, attendance at sporting academies
  - Providing operational costs to community groups – costs for rental space, providing portable score boards
  - Supporting non-for-profit groups to stage shows e.g. Camellia Society
  - Supporting the arts – bringing musicians to Waikanae
- 10 Applicants often seek funding for the maximum \$500 amount, as the activities for which funding is sought usually cost more than the amount being requested.
- 11 Applications made to the Discretionary Grants Fund that should be considered under the Promotion Fund are reallocated either before the meeting or at the Board’s request. This is done when the Board considers that the application promotes Waikanae as a great place to visit, live and play.
- 12 Applicants who apply for funding from the Discretionary Grants Fund often have timelines that are created at shorter notice than those making applications to the Waikanae Promotion Fund or through the Capital Improvement Grant process. Requests are often made to support participation in an event that will take place within two months.
- 13 The Board prefers to avoid considering grants retrospectively. It has done so on some occasions but only if the application is submitted prior to the event taking place. Retrospectively considering an application does not provide the applicant with any surety over the outcome of the request.
- 14 Over the last two years, funds from the Waikanae Promotion Fund have had to be re-allocated to the Discretionary Grants Fund in order to meet the funding

requests. Any amount not spent in either of these two budgets is not carried forward into the following year. [SLT comment: compare the size of the fund with other Community Boards funding]

- 15 The Capital Improvement Fund is used for assisting capital projects based in the Waikanae Community Board area. This process is run only once or twice each year. Considering requests for grants from this fund allows the benefits from each of the various requests to be compared to others.

## CONSIDERATIONS

### Issues

- 16 The Board would like a methodology to assist in ensuring that the funds are allocated in a way that most benefits the community.
- 17 There are various options available to ensure that more residents are supported in their endeavours, although each has disadvantages as well as advantages when compared to the current system.
- 18 The options for consideration are as follow:[SLt comment: there are 2 other options besides the following 2 – change the apportionment btwen the Promotion and Discretionary budgets, or ask Council for more money]

#### Option 1: Quarterly allocation of 25% of the annual grant budget

- 19 Requests would be considered once in each quarter and only 25% of the budget allocated at each meeting.
- 20 The benefit of this is that with more grants being considered at once it would be possible to allocate funds to match the benefits to the community and individuals each time. This may not create a fair allocation throughout the year, but would be an improvement on the way that grants are allocated currently.
- 21 There will be a higher impact on the Board meetings that consider these applications due to the larger number being considered at once, so at every second meeting the agenda would need to be restricted to the consideration of grant applications.
- 22 In considering the current round of applications, this would set a limit for the board of \$1,048 at this meeting and for allocation at the February and May 2013 meetings

#### Option 2: Allocate amounts based on agreed criteria

- 23 Most applications are for assistance with travel, for attendance at sports events, or a combination. Setting criteria around how much is allocated to these requests would ensure that more applications can receive some support. Some examples are provided.
- 24 For sports/competitions this may be set to:
  - \$100 Participation in a national or international event without selection (i.e. if you pay you can enter)

- \$200 Competing in a national event (after selection) or an international event (without selection)
- \$500 Competing in an international event (after selection).

25 For travel:

- \$200 Attending coaching/training clinics out of Waikanae (national or international, and 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 and highly beneficial Waikanae community groups, such as the Waikanae Community Patrol.

If this criteria was applied for the allocation of grants as discussed in report Corp-12-692, approximately \$2,187 would be allocated if all requests were accepted, leaving \$958.50 available for following meetings.

Option 3: Reallocate funds.

- 26 The Waikanae Community Board can allocate money to fund Discretionary Grant requests from the Promotion Fund. The Waikanae Community Board can not reallocate budget from the Capital Improvement Fund Grant.
- 27 If the Waikanae Community Board does use the Promotion Fund it may impact any promotional activities that the Waikanae Community Board may wish to support in the remainder of the financial year. The purpose of the Promotion Fund would therefore be undermined.

Option 4: Increase budget in following years

- 28 The Waikanae Community Board can submit to Council to increase the Discretionary Grant budget in the following Annual Plan. These grants are funded from local rates, so any increase to the total amount in the two funds will impact on the residents within the Waikanae Community Board area.
- 29 This option does not resolve issues the Waikanae Community Board is facing now.

### Financial Considerations

- 30 There are insufficient funds in the Waikanae Community Board's Discretionary Grants Fund to meet current requests.

### Legal Considerations

- 31 There are no legal considerations.

## Delegation

- 32 The Waikanae Community Board has the delegated authority as at section D.10.13 of the Governance Structure approved by Council on 5 April 2012:

*Authority to consider and approve the allocation of community-based funds as deemed appropriate under agreed criteria of both existing schemes and any granting schemes that may be approved through the Annual Plan process or the LTCCP process.*

## Consultation

- 33 Consultation on the budgets for the grants is done during the Long Term Plan and Annual Planning processes.

## Policy Implications

- 34 There are no policy implications.

## Tāngata Whenua Considerations

- 35 There are no iwi or Treaty of Waitangi issues.

## Publicity Considerations

- 36 Updates to the criteria for the grants will be made to the application forms and the Council's website.

## **RECOMMENDATIONS**

- 37 That the Waikanae Community Board sets limits for grants to the Discretionary Grant Fund as follows:

### 37.1 For sports/competitions (including travel):

\$100 Participation in a national or international event without selection (i.e. if you pay you can enter)

\$200 Competing in a national event (after selection)

\$500 Competing in an international event (after selection).

### 37.2 For travel:

\$200 Attending coaching/training clinics out of Waikanae (national or international, and 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.

Or:

- 38 That the Waikanae Community Board considers requests for grants from the Discretionary Grant Fund quarterly, and allocates a maximum of 25% of the annual budget at each meeting with the exception of the last meeting of the financial year, which may allocate all remaining funds in that fund.

**Report prepared by:**

**Approved for submission by:**

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Corporate Services**

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Restricted