

Chairperson and Community Board Members
 PAEKĀKĀRIKI COMMUNITY BOARD

18 NOVEMBER 2014

Meeting Status: **Public**

Purpose of Report: For Decision

CONSIDERATION OF FUNDING APPLICATIONS

PURPOSE OF REPORT

1. Two applications for Discretionary Grants have been received from:
 - Combined Lions Clubs of Kāpiti;
 - The Chameleons Drama Group

SIGNIFICANCE OF DECISION

2. The recommendations in this report do not trigger the Council's significance policy.

BACKGROUND

3. This is the third allocation of grants for the 2014/2015 years.

CONSIDERATIONS

Issues and Options

4. Grants are allocated in accordance with established criteria (copy **attached**).
5. Two applications have been received for funding from the Discretionary Grants Fund.
6. The applicants have been advised of the criteria and meeting date by email.

Applications from the Community Grant Fund:

7. Combined Lions Clubs of Kāpiti

The Combined Lions Clubs of Kāpiti have applied for a grant of \$500 to assist with the cost of purchasing plastic bags for the 2014 Lions Foodbank Collection. NB: this application can be considered under Eligible Purposes 4: Unique and specially meritorious project, activity or event that meet none of these criteria, at the discretion of the Community Board.

8. The Chameleons Drama Group

The Chameleons Drama Group have applied for a grant of \$400 to assist with the cost of employing professional film editors. NB: this application can be considered under Eligible Purposes 4: Unique and specially meritorious project, activity or event that meet none of these criteria, at the discretion of the Community Board.

FINANCIAL CONSIDERATIONS

2014/2015 Budget Allocation	Total Allocated To Date	Total Available for Distribution
\$3,200	\$1,000	\$2,200

9. Below are the successful applicants from the 2014/2015 year for the Board's information:

Date	Recipient	Amount	Purpose of Grant	Report Back
15 July 2014	Michael O'Leary	\$500	to assist with the costs of researching and writing a short history of Paekākāriki	
7 October 2014	Jan Nisbet	\$500	to assist with the costs of attending the 2Walk & Cycle 2014 conference in Nelson	

DELEGATIONS

10. The Community Boards are delegated to:

5.7 Consider and approve the allocation of community-based grant funds as deemed appropriate under their agreed criteria of both existing schemes and any granting schemes that may be approved through the Annual Plan process or the Long Term Council Community Plan (LTCCP) process.

OTHER CONSIDERATIONS

11. There are no legal, consultation, policy implications, publicity or any other considerations related to this report.

RECOMMENDATION

12. That the Paekākāriki Community Board approves of a funding application for \$_____ from the Combined Lions Clubs of Kāpiti to assist with the cost of purchasing plastic bags for the 2014 Lions Foodbank Collection.
13. That the Paekākāriki Community Board approves of a funding application for \$_____ from The Chameleons Drama Group to assist with the cost of employing professional film editors.

Report prepared by:

Approved for submission by:

Marg Harris
EXECUTIVE SECRETARY
INFRASTRUCTURE SERVICES

Sean Mallon
GROUP MANAGER
INFRASTRUCTURE SERVICES

ATTACHMENTS:

Community Fund Grants Criteria

Grant Applications:

- Combined Lions Clubs of Kāpiti
- The Chameleons Drama Group

CRITERIA FOR COMMUNITY GRANTS

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

Eligible Organisations/Individuals

1. The organisation/individual **must reside** in the Paekākāriki area. The Board may consider financial assistance for events occurring outside the Paekākāriki Community where it is shown the community will benefit.
2. Eligible organisations include those that provide cultural, sports, environmental or social services to the Paekākāriki 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 Paekākāriki Community. The Board may consider financial assistance for events occurring outside the Paekākāriki 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 Paekākāriki 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, activity or event that are historically important to the area;
2. Special project, activity or event that will promote the area and enhance opportunities within the area;
3. Activities that encourage the development of cultural, sports, environmental, social or educational activities within the local district.
4. Unique and specially meritorious project, activity or event that meet none of these criteria, at the discretion of the Community Board;
5. Grant to partially or fully offset the cost of any Council permit, licence, resource consent fees* or remission of hall rental, on the basis that the proposed activity falls into a 'worthy cause' category.

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

Ineligible Purposes

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

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

Maximum Grant

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

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 Paekākāriki 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. Applications must include a bank deposit slip.
3. The applicant or a representative must attend the Paekākāriki 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.

The above conditions and criteria do not preclude the Paekākāriki Community Board from considering any application at its discretion.

Applications must be made on the approved application form and addressed to:

Marguerita Harris
Executive Secretary, Infrastructure Services
Kāpiti Coast District Council
Private Bag 60-601
PARAPARAUMU 5254

marguerita.harris@kapiticoast.govt.nz