

**Chairperson and Committee Members**  
GRANTS ALLOCATION COMMITTEE

30 AUGUST 2018

Meeting Status: **Public**

Purpose of Report: For Decision

## **COMMUNITY GRANTS SCHEME 2018**

### **PURPOSE OF REPORT**

- 1 This report provides a summary of the 43 applications received for the Community Grants Scheme 2018. The report will assist the Community Grants Allocation Committee to make decisions regarding the allocation of funds.
- 2 This report also seeks a decision on granting an extension and an exemption at the request of two organisations.

### **DELEGATION**

- 3 The Grants Allocation Committee has delegated authority to consider this matter.

### **BACKGROUND**

- 4 The Community Grants Scheme, in its current contestable format, has been available to the community since 1998. The Scheme aims to provide financial support for community based projects and programmes that contribute to positive social outcomes for Kāpiti communities.
- 5 The Scheme is available to not-for-profit organisations and groups that provide community and social services to Kāpiti residents. Since 2017, the maximum amount available is \$2,000 per application (from \$1,000) with a total of \$33,578 available per annum.
- 6 The funds must be used for eligible purposes set out in the criteria (attached as Appendix A) and must be responsive to an identified social need. Each initiative must contribute to supporting community wellbeing and development, through the following outcomes:
  - Building resilient and 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.

### **Community Grants Applications 2018**

- 7 This year the Scheme was opened on the 2nd of July 2018 with 43 applications received. Although not all of the applications meet the eligibility criteria, over \$75,600 is requested from an available fund of \$33,578. The Scheme is oversubscribed by approximately \$42,000. This is more than double the amount of funding available.

- 8 To support the decision making process each Grants Allocation Committee member has received full copies of all applications prior to the meeting date and has an opportunity to make direct contact with applicants if they have further questions. Additionally, applicants will be invited to speak to their application during public speaking time at the Community Grants meeting.
- 9 A summary of all 2018 Community Grants applications are attached as Appendix B of this report.

### Issues and Options

- 10 Council staff have assessed all applications against eligibility criteria to help inform decisions on funding but acknowledge that final funding allocation is at the discretion of the Committee.
- 11 The assessment found that:
- 19 applications are deemed eligible and meet the Scheme's criteria; these are outlined in the following section. However 2 applications will require further consideration and are explored in more detail in paragraph 13 and 16 of this report.
  - 8 applications are incomplete. These are outlined in TABLE 2 of this report.
  - 16 applications are deemed ineligible for this Scheme. A number of applications look to be more appropriate for other council grants. All ineligible applications are outlined in TABLE 3 along with suggestions for referral to a more appropriate funding scheme.

### *Eligible Applications*

- 12 The following applications meet the eligible criteria and outcomes specified in the conditions of the Scheme and are recommended as recipients for the 2018 Community Grants Scheme.

**TABLE 1: Community Grants 2018: Eligible Applications**

No.	Organisation/ Group	Reason for request	Amount requested
2.	Adult Literacy Aotearoa (Kāpiti) Inc.	To help provide on-going support for tutors and volunteers, also funding assistance to help promote the services of Adult Learning Support	\$2,000
5.	Cross Roads Christian Community Trust	To help with administration costs and petrol costs	\$2,000
6.	Heart Kids Wellington	To help provide care packs and petrol vouchers for the families of children with congenital and acquired heart disease	\$2,000
7.	KapiMana Multiples	To help with the costs of household hampers and merino clothing for families with multiples	\$1,800
13.	Kāpiti Summer School Charitable Trust	To help with the costs of marketing the Summer School	\$2,000
15.	Kāpiti Women's Centre	To help with the costs of the annual centre worker volunteer training programme- Working with Women- communication, confidence and care	\$2,000
17.	Kāpiti Youth Employment Foundation	To assist with the costs associated with coordination and delivery of a work ready event with local colleges.	\$2,000

No.	Organisation/ Group	Reason for request	Amount requested
18.	Kidz Need Dadz Wellington	To help with community activities, Dadzkare meetings and Kidzkare and Social Worker	\$2,000
20.	Lifeline Foundation Charitable Trust	To assist with support of on-going services of Lifeline services	\$2,000
21.	Little LEGO Library	To assist with the costs of development of an OT programme and resources to support children with special needs	\$1,550
22.	Little Sprouts Charitable Trust – Kāpiti Branch	To help with health and safety items for packs which go to Kāpiti families who are in need, items include merino sleeping bags, thermometer, smoke alarms and electrical socket covers	\$2,000
30.	Ōtaki Women's Health Group	To help with the administrative costs, advertisement and printing costs	\$1,000
32.	Parenting Place – Attitude Youth Division	To help with the costs of handbooks and presentations to three colleges in Kāpiti in 2019	\$2,000
33.	Parent to Parent Wellington	To help with the costs for parents and full-time caregivers of children with special needs/health impairments to attend a Champion your needs course.	\$2,000
36.	Raumati South Residents Association	To help with the costs of the Argentine Ant Baiting Programme in Raumati South	\$1,000
40.	The Kāpiti AED Trust	To help with administration costs and training costs	\$840
42.	Victim Support Kāpiti-Mana	To help with costs associated with the Volunteer Programme in the Kāpiti Area	\$2,000
			\$30,190

- 13 Two applications are deemed eligible based on the criteria but other factors are outlined below to assist with decision making:

#### Kāpiti Citizens Advice Bureau

No.	Organisation/Group	Reason for request	Reason for further consideration	Amount requested
4.	Citizens Advice Bureau Kāpiti	To help with admin costs, rent, IT, stationery, and meeting costs	Recently received a special grant from KCDC. Consider partial funding	\$2,000

- 14 Earlier this year, the Kāpiti Citizens Advice Bureau (Kāpiti CAB) was unsuccessful in receiving on-going funding from Council to support their general operation. On 28 June 2018, the Council resolved to provide a one off grant of \$2,500 to the Kāpiti CAB.

- 15 The Committee may like to consider partially funding the Kāpiti CAB's application as they have received Council funding in July 2018. Options for partially funding this application are outlined in the Options section of this report.

## Well-Able (formerly the Kāpiti Disability Information and Equipment Centre)

No.	Organisation/Group	Reason for request	Reason for further consideration	Amount requested
43.	Well-Able	To help with the costs of revamping the current Disability Awareness Course for Council staff, as well as developing self-teaching resources that can be provided to different groups within the community	Well-Able receive payment from KCDC to deliver the Disability Awareness Training course. Consider partial funding	\$2,000

- 16 Well-Able has been a recipient of significant on-going council financial support for a number of years. Council's financial support assisted with projects and general operation of the service. This year, Well-Able was unsuccessful in receiving continued council financial support for their operation.
- 17 Well-Able's application includes requesting funds to update disability training for council staff. The training is a requirement for council staff of which the council pay a professional fee for. This part of the application may be seen as drawing two incomes from the same source for the same purposes or double dipping.
- 18 For the reasons given above the Committee may like to consider partially funding Well-Able. Options for partially funding this application are outlined in the Options section of this report.

#### 19 *Incomplete Applications*

- 20 This year, the Scheme was open for five weeks to enable organisations to collate required information. During this time support and advice from council staff was available upon request. The Scheme's information requirements are also highlighted on the final page of the application as a final check list but we still received a considerable number of incomplete applications.
- 21 Eight applications were submitted missing important information or organisational sign off. A majority of these applications were received on the day the Scheme closed preventing the ability to request and receive the required information before the Scheme closed.
- 22 Typically, grant applicants are required to provide appropriate financial information and two organisational signatures. These prerequisites support due diligence practices and provide valuable information to support funding requests.
- 23 At the time of writing this report, four of six Committee members endorsed the Chair's decision to deem applications ineligible for the purposes of being incomplete. These are outlined in the table below.

**TABLE 2: Community Grants 2018: Incomplete Applications**

No.	Organisation/Group	Reason for request	Information Missing
1.	Actively Coping with Cancer	To assist with costs of providing an intro six week programme and monthly classes  <b>Amount requested \$1,970</b>	Current statement of income and expenditure
8.	Kāpiti Boomerang Bags	To help with the costs of having a paid coordinator  <b>Amount requested \$2,000</b>	Current statement of income and expenditure
9.	Kāpiti Coast Chinese Community Trust	To establish a Kāpiti based dance team from school aged children to young adults to learn and perform contemporary Chinese dance styles  <b>Amount requested \$2,000</b>	Incomplete financial details and missing current statement of income and expenditure
10.	Kāpiti Coast Workers Educational Association	To help with the printing costs for the first semester brochures, signage to advertise and a new computer  <b>Amount requested \$2,000</b>	Incomplete financial details
14.	Kāpiti Toy Library	To purchase new toy resources  <b>Amount requested \$1,650</b>	Incomplete financial details
19.	Legacy Sisterhood Empowerment	To help with the costs of resources for the programme including journals  <b>Amount requested \$2,000</b>	Incomplete financial details and missing current statement of income and expenditure
41.	The Shed Project Kāpiti	To help with the costs of producing a CD for the Avalanch band, helping with an art exhibition and purchasing tools for their training programmes  <b>Amount requested \$2,000</b>	Incomplete financial details and missing current statement of income and expenditure
11.	Kāpiti Community Connect	To help with the costs of having a snow day which will include actual snow, snow machine and an ice skating rink  <b>Amount requested \$2,000</b>	Incomplete financial details and missing current statement of income and expenditure

*Ineligible Applications*

24 A total of 16 applications are deemed ineligible based on the Scheme's criteria specifications. The ineligibility reason and in some cases a referral to a more appropriate funding scheme, are detailed in the following table.

**TABLE 3: Community Grants 2018: Ineligible Applications**

No.	Organisation/ Group	Reason for request	Reason for ineligibility: what the fund <u>cannot</u> be used for:
3.	Big Bang Adventure Charitable Trust	To help with the costs of first aid services for the event which will be provided by the Ōtaki Surf Lifesaving Club  <b>Amount requested \$1,500</b>	Sports and fitness, leisure and art activities

12.	Kāpiti Districts Aero Club	To help with the costs of running the Kāpiti Aero Club Young Eagles Programme  <b>Amount requested \$2,000</b>	Sports and fitness, leisure and art activities
16.	Kāpiti Women's Choir	To help with the costs of music purchase, NZ Choral Federation fees and administration costs and also rental for the practices  <b>Amount requested \$1,581</b>	Sports and fitness, leisure and art activities. Refer to Creative Community Grants
34.	Project Litefoot Trust	To help three community sports clubs in Kāpiti by installing energy saving LED's water saving devices and waste minimisation projects  <b>Amount requested \$1,939</b>	Sports and fitness, leisure and art activities. Refer to Waste Minimisation Grants
25.	Ōtaki Bowling Club	To help with the costs of buying some new modern bowls, which will be used as the Club Sets that new members can use  <b>Amount requested \$2,000</b>	Sports and fitness, leisure and art activities
27.	Ōtaki Dance Group	To help with the costs of a new computer that will store the dance music  <b>Amount requested \$800</b>	Sports and fitness, leisure and art activities
28.	Ōtaki Indoor Bowling Club	To help with the costs of hiring the hall for the 2019 season  <b>Amount requested \$500</b>	Sports and fitness, leisure and art activities. Refer to Community Board Funding or Halls Remission Grant Scheme
31.	Paekākāriki Station Precinct Trust	To complete the second stage of the mural that is situated along the arts walk  <b>Amount requested \$2,000</b>	Sports and fitness, leisure and art activities. Refer to Creative Community Grants
35.	Reikorangi Residents Assn	To help with the costs of hall hire and the Spring Fling Community Fair and social occasion to raise funds for a new playground at the reserve  <b>Amount requested unsure</b>	Waikanae Community Board Funding or Halls Remission Grant Scheme
37.	Te Horo Country Market	To help with the costs of purchasing two warning signs with bases/stands and traffic cones to assist with parking at the monthly markets  <b>Amount requested \$602</b>	Outside the scope of this Scheme, further consideration required to understand: <ul style="list-style-type: none"> <li>not-for profit and non-profit vendors status</li> <li>meeting mandated regulatory and road safety requirements</li> </ul>
39.	Te Rito o Te Kura Charitable Trust	To help with costs of delivering a two day workshop to make environmentally sustainable dishcloths and the development and creation of a Māori resource book for this workshop  <b>Amount requested \$2,000</b>	Only partially meets the criteria. Refer to Waste Minimisation or Greener Neighbourhood grants
23.	Mary Potter Hospice	To help with the costs of the running the community group. This includes lunches and transport for attendees  <b>Amount requested \$2,000</b>	Funds cannot be used for travel, catering and alcohol costs

24.	Midlands Garden Social Committee, Kāpiti Retirement Trust	To help with the costs of installing a main control system that will simplify the operation of the new TV and sound system and also purchasing new speakers.  <b>Amount requested \$1,998</b>	Unsure what the social service may be, funds cannot be used for significant capital expenditure and infrastructure costs
26.	Ōtaki College Reunion Committee	To help with costs associated with hosting of the 60 <sup>th</sup> Reunion of Ōtaki College  <b>Amount requested \$2,000</b>	Unsure what the social service may be, it appears from the financial details that there may be more income than projected costs
29.	Ōtaki Timebank	To help with the costs of a part-time paid coordinator to help bring some important initiatives to fruition  <b>Amount requested \$2,000</b>	Funds cannot be used for rent, subscriptions or wages not directly related to a project, programme or event
38.	Te Kōhanga Reo o Raukawa	To help with the costs of the opening of the new purpose built whare on the grounds of Te Pou o Tainui Marae  <b>Amount requested \$900</b>	Unsure what the social service may be, funds cannot be used for catering and alcohol costs

## OPTIONS

### *Option for allocating funds*

- 25 To allocate the total amount of \$33,578 the following option is proposed.
- 26 Allocate funds to all eligible applications from TABLE 1: Community Grants 2018: Eligible Applications, as these applications meet the Scheme's criteria and have supplied all required information. The total amount requested is \$30,190.
- 27 This will leave a remaining amount of \$3,338, the Committee can choose to:
- 27.1 Not allocate the balance of \$3,388 this year and look to accrue monies to grow the total available from \$33,578 to \$36,966 in 2019 Community Grants Scheme.
- Or
- 27.2 Allocate the remaining funds (\$3,388) to Well-Able and Kāpiti Citizens Advice Bureau which will result in partial funding of these applications. The Committee may consider a clean split of \$1,694 each.

### *Issues*

#### *Exemption request from Air Training Corp Association of New Zealand Inc (ATCANZ), Kāpiti*

- 28 In 2016, ATCANZ, Kāpiti Branch received \$1,280 from the Community Grant Scheme to assist with costs of First Aid Training for up to 20 Air Training Corps cadets.
- 29 The following year ATCANZ did not submit an accountability report back or any correspondence to inform council that it was unable to meet this requirement. Making the ATCANZ ineligible from receiving future funding from the Scheme.
- 30 In August 2018, the ATCANZ contacted the council to explain that under current circumstances they are unable to provide evidence of expenditure related to the

grant or provide accountability. The ATCANZ have written a letter requesting to be excused from the accountability expectations from the 2016 Community Grant.

- 31 A copy of the letter from the current Chairperson of the ATCANZ Kāpiti Branch is included at Appendix C. This letter also outlines a new process which ensures that the ATCANZ meet their grant accountability obligations in the future.
- 32 Council staff recommend that the exemption be considered to allow the ATCANZ to apply for future funding from the Scheme.

#### *Extension request Parkinson's New Zealand*

- 33 In 2017, Parkinson's New Zealand received a grant of \$2,000 to assist with production and distribution of a newsletter.
- 34 As a result of an organisational change Parkinson's NZ were unable to produce all of their monthly newsletters. This resulted in an under-spend of their grant.
- 35 Parkinson's New Zealand have requested an extension until the end of October 2018 to spend the balance, the balance is \$816.19. This written request is attached as Appendix D of this report.
- 36 Council staff recommended that an extension be granted for purposes outlined in Appendix D and an accountability report back be submitted in November 2018.

#### Policy considerations

- 37 Grants are allocated in accordance with the criteria and assessment procedure which is outlined in Appendix A of this report

#### Legal considerations

- 38 There are no legal considerations.

#### Financial considerations

- 39 A total of \$33,578 is available for 2018

#### Tāngata whenua considerations

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

### **SIGNIFICANCE AND ENGAGEMENT**

#### Degree of significance

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

#### Consultation already undertaken

- 42 The Grants Allocation Committee members will consider all eligible applications and contact may be made with applicants to clarify information as appropriate.

#### Engagement planning

- 43 An engagement plan is not needed to implement this decision



## Publicity

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

## RECOMMENDATIONS

- 46 That the Grants Allocation Committee deems the applications identified in TABLE 2 and TABLE 3 as ineligible and does not consider them for funding under this Scheme.
- 47 That the Grants Allocation Committee approves funding for the following eligible organisations and use their delegated authority to award funding amounts to support requests:

No.	Organisation/ Group	Reason for request	Amount requested	Amount awarded (To be decided on the day of the meeting)
2.	Adult Literacy Aotearoa (Kāpiti) Inc.	To help provide ongoing support for tutors and volunteers, also funding assistance to help promote the services of Adult Learning Support	\$2,000	
4.	Citizens Advice Bureau Kāpiti	To help with admin costs, rent, IT, stationery, and meeting costs  *Recently received a special grant from KCDC. Consider partial funding	\$2,000  Staff recommendation \$1,694	
5.	Cross Roads Christian Community Trust	To help with administration costs and petrol costs	\$2,000	
6.	Heart Kids Wellington	To help provide care packs and petrol vouchers for the families of children with congenital and acquired heart disease	\$2,000	
7.	KapiMana Multiples	To help with the costs of household hampers and merino clothing for families with multiples	\$1,800	
13.	Kāpiti Summer School Charitable Trust	To help with the costs of marketing the Summer School	\$2,000	
15.	Kāpiti Women's Centre	To help with the costs of the annual centre worker volunteer training programme- Working with Women- communication, confidence and care	\$2,000	
17.	Kāpiti Youth Employment Foundation	To assist with the costs associated with coordination and delivery of a work ready event with local colleges.	\$2,000	
18.	Kidz Need Dadz Wellington	To help with community activities, Dadzkare meetings and Kidzkare and Social Worker	\$2,000	
20.	Lifeline Foundation Charitable Trust	To assist with support of on-going services of Lifeline services	\$2,000	

No.	Organisation/ Group	Reason for request	Amount requested	Amount awarded (To be decided on the day of the meeting)
21.	Little LEGO Library	To assist with the costs of development of an OT programme and resources to support children with special needs	\$1,550	
22.	Little Sprouts Charitable Trust – Kāpiti Branch	To help with health and safety items for packs which go to Kāpiti families who are in need, items include merino sleeping bags, thermometer, smoke alarms and electrical socket covers	\$2,000	
30.	Ōtaki Women's Health Group	To help with the administrative costs, advertisement and printing costs	\$1,000	
32.	Parenting Place – Attitude Youth Division	To help with the costs of handbooks and presentations to three colleges in Kāpiti in 2019	\$2,000	
33.	Parent to Parent Wellington	To help with the costs for parents and full-time caregivers of children with special needs/health impairments to attend a Champion your needs course.	\$2,000	
36.	Raumati South Residents Association	To help with the costs of the Argentine Ant Baiting Programme in Raumati South	\$1,000	
40.	The Kāpiti AED Trust	To help with administration costs and training costs	\$840	
42.	Victim Support Kāpiti-Mana	To help with costs associated with the Volunteer Programme in the Kāpiti Area	\$2,000	
43.	Wellable	To help with the costs of revamping the current Disability Awareness Course for Council staff, as well as developing self-teaching resources that can be provided to different groups within the community	Wellable receive payment from KCDC to deliver the Disability Awareness Training course. Consider partial funding	\$2,000 Staff recommendation \$1,694
			Total amount requested <b>\$34,190</b>	Total:
			Total amount (With staff recommended amounts) <b>\$33,578</b>	

48 That the Committee approves an exemption for accountability from the 2016 Community Grants Scheme at the request of Air Training Corp Association of New Zealand Inc. Kāpiti Branch.

49 That the Committee approves the request for an extension from Parkinson's New Zealand to use the remaining of their 2017 Community Grant this year.

<b>Report prepared by</b>	<b>Approved for submission</b>	<b>Approved for submission</b>
Claire Rewi	Janice McDougall	Kevin Black
<b>Programme Advisor(Social)</b>	<b>Acting Group Manager Corporate Services</b>	<b>Acting Group Manager Strategy &amp; Planning</b>

## **ATTACHMENTS**

APPENDIX A: Community Grants Scheme Criteria

APPENDIX B: Summary of all applications to the 2018 Community Grants Scheme

APPENDIX C: Letter from Air Training Corp Association of New Zealand Inc. Kāpiti Branch (ATCANZ)

APPENDIX D: Parkinson's New Zealand extension request



## Information about the Community Grant Scheme

Kāpiti Coast District Council is pleased to open its Community Grant Scheme for Grants of up to \$2,000 are available to support community based projects, programmes and events which contribute to achieving positive social outcomes for people living on the Kāpiti Coast District<sup>[1]</sup>.

### Who can apply?

Any organisation or group applying for the grant must;

- be **not-for-profit**;
- provide a local service that contributes to community wellbeing and development;
- be **responsive** to an identified need

### What are the conditions?

The Community Grant will be designated to the purpose of one or more of the following outcomes:

1. Building resilient, sustainable communities
2. Encouraging greater community participation
3. Improving the quality of life of the participants
4. Working in partnership with a range of community groups, including iwi.

---

<sup>[1]</sup> The Kāpiti Coast District boundaries cover Paekākāriki to the South and Ōtaki to the North.

### **What can the grant be used for?**

Funds **can** be used for:

1. Seeding grants.
2. New programmes, projects or events.
3. Improvements or enhancements to existing programmes.
4. Skill development of programme participants.
5. Training needs of workers.
6. Publicity or education material directly related to the aim of the programme.
7. Equipment which is necessary to achieve the outcomes of the programme, specified in the application.
8. Transport services where some disability is involved.
9. Transport to events where some disability is involved.
10. Administration costs.

### **What can't the grant be used for?**

Funds **cannot** be used for:

- A. Purposes that do not directly relate to the social activity/programme or event outlined in the application.
- B. Sports, fitness, leisure and arts activities (where these are covered by other Council funding schemes).
- C. Significant capital expenditure and infrastructure costs (i.e. buildings and facility improvements) that are subject to depreciation.
- D. Ongoing costs where the applicant is not meeting any of the costs.
- E. Rent, subscriptions or wages not directly related to the project, programme or event
- F. Travel, (excluding point 8 and 9 of what the above section)
- G. Debt servicing.
- H. Project or programmes which have already occurred.
- I. Catering and alcohol costs.

What happens after I have submitted my application?

- All applicants will receive an acknowledgement email on receipt of their application.
- All applications will be assessed by a council officer based on the criteria set.
- Eligible applicants will be invited to speak to their application at the Grants Allocation Committee meeting. A Council officer will allocate a timeslot for this.
- An officer report will be written to help the Grants Allocation Committee to make funding decisions.
- The final decision on allocation of funding is made by the Grants Allocation Committee members.

It is important to note that applications received after the close date will not be considered. A full report will be available on the Council website at [www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz)

In some cases the committee may be required to make a final decision around eligibility of applications. Applicants will be informed if this is the case.

For more information email [claire.rewi@kapiticoast.govt.nz](mailto:claire.rewi@kapiticoast.govt.nz) or call 04 296 4652.

	Organisation	Service Provided	Reason for Request	No of Clients	Amount Requested
1	Actively Coping with Cancer - Kapiti	Providing specific programmess for cancer patients and carefamily/friends support in gentle exercises (Tai Chi Qi Gong) along with mind/body health principles, stress management and relaxation.	To help with the costs of providing an intro six week programme and also for monthly continuity classes for those who have already attended the intro couse.	Between 21-40 people	\$1,970.00
2	Adult Literacy Aotearoa (Kapiti) Inc	Provides literacy and numeracy tuition to adults on the Kapiti Coast.	To help provide on going support for tutors and volunteers and also for funding assistance to help promote the services of Adult Learning Support.	Between 61-80	\$2,000.00
3	Big Bang Adventure Charitable Trust	Provide a sporting event that encourages active participation in outdoor activity and improving social and physical wellbeing.	To help with the costs of first aid services for the event which will be provided by the Ōtaki Surf Lifesaving Club	Over 80 people	\$1,500.00
4	Citizens Advice Bureau Kapiti	Assists more than 3500 Kapiti people with information and advice on a range of issues.	To help with the costs of rent, IT, Stationery and meetings costs.	Over 80 people	\$2,000.00
5	Cross Roads Christian Community Trust	A residential addictions/compulsions programme and Community Counselling Centre	To help with administration costs including stationery and photocopying. Transports Costs for the work vehicles.	Over 80 people	\$2,000.00
6	Heart Kids Wellington	Supports children born with congenital heart defects and acquired heart diseases throughtout their lives and provides support to their families.	To help provide care packs and petrol vouchers for the families.	Over 80 people	\$2,000.00
7	KapiMana Multiples	Is a voluntary, not-for-profit organisation of member families/whanau, including Committee members. They suport families with Multiples (twins, triplets).	To help with the costs of household hampers and merino clothing for babies.	Between 61-80	\$1,800.00
8	Kapiti Boomerang Bags	Kapiti Boomerang Bags were established in July 2017 with a goal of encouraging a more sustainable lifestyle to Kapiti residents.	To help with the costs of having a paid coordinator to help with Boomerang Bags and also to run small community events to members to collaborate and develop other sustainable initiatives.	Over 80 people	\$2,000.00
9	Kapiti Coast Chinese Community Trust	To cater for the social, sporting and culture needs of our growing Chinese and wider Community by providing Events, sporting events and social support.	To establish a Kapiti based dance team from school aged children to young adults to learn and perform contemporary Chinese dance styles at low costs.	Between 41-60	\$2,000.00
10	Kapiti Coast Workers Educational Association	Continueing education - short courses on a range of topics of interest.	To help with the printing costs for the first semester brochures, signage to advertise and a new computer.	Over 80 people	\$2,000.00
11	Kapiti Community Connect	KCC aims to provide the social wellbeing of the Community through activities and events that build social connection and personal resilience.	To help with the costs of having a snow day which will include actual snow, snow machine and an ice skating rink.	Over 80 people	\$2,000.00
12	Kapiti Districts Aero Club	Not for profit organisation that provides flight training services and aircraft hire to club members together with a range of aviation centred social activities.	To help with the costs of running the Kapiti Aero Club Young Eagles Programme.	Between 61-80	\$2,000.00
13	Kapiti Summer School Charitable Trust	Education classes in leisure activity to provide networking for residents.	To help with the costs of marketing the Summer School.	Between 41-60	\$2,000.00

14	Kapiti Toy Library	A toy library service where members are able to hire toys for a period of two weeks at a time. The service helps to encourage the community to lend and reuse allowing children access to a wider range of resources,	To purchase new toy resources.	Over 80 people	\$1,650.00
15	Kapiti Women's Centre	Is a drop in centre for women and their children in our Community. They provide a range of services either free or lost cost.	To help with the costs of the annual centre worker volunteer training programme - Working with Women - communication, confidence and care	Over 80 people	\$2,000.00
16	Kapiti Women's Choir	For over 30 years the Choir has entertained in rest homes, retirement villages and other community groups in Kapiti	To help with the costs of Music Purchase, NZ Choral Federation fees and administration costs and also rental for the practices.	Over 80 people	\$1,581.00
17	Kapiti Youth Employment Foundation	Is committed to helping 16-25 year olds transition into local employment.	To help with the costs of coordination and delivery of four speed dating style events.	Over 80 people	\$2,000.00
18	Kidz Need Dadz Wellington	Supporting fathers at all stages of their relationships with their whanau, children and spouse.	To help with community activities, Dadzkare meetings and Kidzkare and Social worker	Over 80 people	\$2,000.00
19	Legacy Sisterhood Empowerment	A 15 week programme designed to clean the woman of any dysfunctions she may have experienced or are facing to overcome, empower and heal.	To help with the costs of resources for this programme including journals.	Over 80 people	\$2,000.00
20	Lifeline Foundation Charitable Trust	Provide a 24/7 telephone and text helpline service and a Suicide crisis helpline.	To help with support of ongoing services around the Lifeline services.	Over 80 people	\$2,000.00
21	Little Lego Library	Provide LEGO sets as part of an occupational therapy programme to children with special needs	To help with the costs of development of OT programme and resources.Support for their website.		\$1,550.00
22	Little Sprouts Charitable Trust - Kapiti Branch	They provide free life changing baby packs with everything a baby needs to be healthy, safe and warm. The packs go to Kapiti families who are in read need and who make great use of these packs.	To help with health and safety items for the packs which include merino sleeping bags, thermometer, smoke alarms and electrical socket covers.	Between 21-40 people	\$2,000.00
23	Mary Potter Hospice	Provides high quality compassionate palliative care services, free of charge to all people who need our help in the Kapiti Community.	To help with the costs of the running the community group. This includes lunches and transport for attendees.	Over 80 people	\$2,000.00
24	Midlands Garden Social Committee - Kapiti Retirement Trust	Midlands Gardens elect a Social Committee which, in addition to fundraising, provides recreation activities, exercise activities and social activities for the residents.	To help with the costs of installing a main control system that will simplify the operation of the new TV and sound system and also purchasing new speakers.	Over 80 people	\$1,998.00
25	Ōtaki Bowling Club	Provides facilities and equipment for health and wellbeing for participants and the opportunity to socialise and makes friends within the Community.	To help with the costs of buying some new modern bowls, which will be used as the Club sets that new members can use.	Over 80 people	\$2,000.00
26	Ōtaki College Reunion Committee	Organising a 60th Reunion for Ōtaki College	To help with costs associated with hosting the 60th Reunion of Ōtaki College	Over 80 people	\$2,000.00
27	Ōtaki Dance Group	Provide a place for people to dance and have lessons. Every dance night is full of tuiton, fellowship, fun and laughter.	To help with the costs of a new computer that will store the dance music.	Between 41-60	\$800.00
28	Ōtaki Indoor Bowling Club	Provides facilities and equipment for health and wellbeing for participants and the opportunity to socialise and makes friends within the Community.	To help with the costs of hiring the hall for the 2019 Season.	Between 21-40 people	\$500.00

29	Otaki Timebank	Timebank is a fantastic way to build resilience in a community, for people to support each other and know who needs help.	To help with the costs of a part-time parid coordinator to help bring some important initiatives to fruition.	Between 61-80 people	\$2,000.00
30	Ōtaki Women's Health Group	Provides sexual health services, cervical screening, Counselling and health information and support. They also manages the facility Otaki Community Health Centre.	To help with the administrative costs, advertisement and printing costs.	Over 80 people	\$1,000.00
31	Paekakariki Staton Precinct Trust	To restore and preserve the Historic Railway Station in Paekakariki, and to have the building open to the members of the public and local community so they can visit and learn.	To complete the second stage of the mural that is situated along the arts walk.	Over 80 people	\$2,000.00
32	Parenting Place - Attitude Youth Division	Supports parents and young people through a range of parenting education and life skill programmes.	To help with the costs of handbooks and presentations to three Colleges in Kapiti in 2019.	Over 80 people	\$2,000.00
33	Parent to Parent Wellington	To provide ongoing support for our programmes, training and services offered to parens who have childrent with special needs/health impairments and the local community.	To help with the costs for parents and full-time caregivers to attend a Champion Your needs course.	Between 61-80 people	\$2,000.00
34	Project Litefoot Trust	A programme designed to help community sports clubs reduce their environment impact, freeing up money in the process.	To help three community sports club in Kapiti by installing energy saving LED's, water saving devices and waste minimisation projects.	Over 80 people	\$1,939.00
35	Reikorangi Residents Assn	Community Group	To help with the costs of hall hire and the Spring Fling Community Fair and social occasion to raise funds for a new playground at the reserve.	Between 61-80 people	\$2,000.00
36	Raumati South Residents Association	The objective of the association is to identify, protect, and enhance the unique character and heritage of Raumati South and promote the value of residents as identified in the surveys.	To help with the costs of the Argentine Ant Baiting Programme south of Menin Road.	Between 21-40 people	\$1,000.00
37	Te Horo Country Market	Provides a place where anyone can sell their produce, crafts etc - held once a month.	To help with the costs of purchasing two warning signs with bases/stands and traffic cones to assist with parking at these markets.	Over 80 people	\$602.00
38	Te Kōhanga Reo o Raukawa	Is a total immersion environment situated at Te Pou o Tainui Marae in Otaki. They provide full early childhood care.	To help with the event costs of the opening of the new purpose built whare on the grounds of Te Pou o Tainui Marae.	Between 21-40 people	\$900.00
39	Te Rito o Te Kura Charitable Trust	They are a local Kura Māori in Ōtaki with community ties across education, environmental restoration, arts, external agengies and hāpu iwi groups	To help with costs of running a two day workshop that teaches how to make environmentally sustainable dishclothes and the development and creation of a Māori resource book for this workshop	Between 61-80 people	\$2,000.00
40	The Kapiti AED Trust	Have raised funds to get eight public 24/7 heart defibrilators in Waikanae, Peka Peka and Te Horo and are now focusing on training people to use them.	To help with administration costs and also training.	Over 80 people	\$840.00
41	The Shed Project Kapiti	We provide service to the disability sector and training for youth who struggle with the education system. Vocational, training, creative arts and employment.	To help with the costs of producing a CD for the Avalanch band, helping with an art exhibition and purchasing tools for their training programmes.	Between 61-80 people	\$2,000.00
42	Victim Support Kapiti-Mana	Provides vital support services to Victims of serious crime, trauma, and suicide, available 24/7, wherever Victim needs us.	To help with contribution towards the Volunteer Programme in the Kapiti Area.	Over 80 people	\$2,000.00







## Kapiti Branch Air Training Corp Association of New Zealand Inc



To Claire Rewi and the board committee,

First of all, I would like to thank you for your ongoing support of our cadets and officers' First Aid Training through the Community Grants Scheme as the benefits of this certification extend far beyond our unit and help build a safer community.

I am writing to give my sincere apology regarding the non-performance of my former Committee. I took over earlier this year at the request of the Unit Commander Flight Lieutenant Phil Bake, and my new Treasurer and I have discovered an alarmingly poor performance by some members of the former Executive Committee.

I am sad to say that our cadets, officers and by extension our community have missed out on the essential First Aid Training in 2017 and we have found a fraudulent issue relating to cash handling amounting to over Five thousand Dollars of missing funds! This matter is currently in the hands of the Police so I cannot elaborate.

We now find ourselves in a tricky situation where we are unable to provide accountability for the 2016 grant as no training was done with this grant in 2017 and the funds have disappeared.

It is with great humility that I give you once again my apologies and ask that we may be excused from the accountability expectations.

In order to avoid this scenario to ever happen again, we have the following transparency processes in place:

- We have reduced our cash transactions and have now tightened up its handling procedures, moving towards online transactions.
- We have stronger security around bank account withdrawal/ payment procedures with two mandatory signatories overseen by another two members of the committee at all time.
- Our accounts are monitored on a weekly basis.
- We operate on a monthly budget and keep within a strict limit of affordability.

We were lucky to have found this before the Squadron became insolvent and we are now working closely with our cadets and families to fundraise very actively.

We have created a plan which will allow a minimum of a year's sustainability where basics costs are covered, during which we can focus and rebuild a strong squadron unit.

We have applied for funding from the Kapiti Rotary Club, fundraised with the Kapiti Lions delivering yellow pages. We are also in the process of organising more fundraisers (Quiz night, Movie fundraiser, sausage sizzle, etc)

At No 49 (District of Kapiti) Squadron, we believe strongly in our youths and their potential to develop and become valued members of our community.

To support this growth, we provide First Aid Training, leadership training skills, we teach and nurture self-discipline, social responsibility, determination and reliability to name a few.

Your financial support is really needed and valued for us to carry on this fantastic work with our Youth of the Kapiti Coast, building good Citizens, and Leaders for tomorrow. It is our hope that you will allow us to apply for the Community Grants scheme again this year.



Kapiti Branch  
Air Training Corp Association of New Zealand  
Inc



I would like to thank you in advance for your time and your consideration in our application.

Barry Timms

Chairperson

ATCANZ Kapiti Branch

No. 49 (District of Kapiti) Squadron

AIR TRAINING CORPS

## Samara Shaw

---

**From:** Sherilee Kahui <grants@parkinsons.org.nz>  
**Sent:** Tuesday, 7 August 2018 9:54 a.m.  
**To:** Claire Rewi  
**Subject:** Unspent grant

Tēnā koe Claire,

We still have \$816.19 left of our \$2,000.00 grant. This is due to our organisation change; we've not been able to keep up with production of our newsletter during this time of flux and settling. We anticipate being able to start this again in December. The grant was also meant to be used for rent of our Kāpiti office.

I'm wondering if we could please request an extension until the end of October. By then, we would have spent the balance of the grant on rent.

Thank you and look forward to hearing from you,

Sherilee

Sherilee Kahui  
Grant Applications Officer  
Parkinson's New Zealand  
04 801 8850

