

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

28 MARCH 2017

Meeting Status: **Public**

Purpose of Report: For Decision

## **CONSIDERATION OF FUNDING APPLICATIONS**

### **PURPOSE OF REPORT**

- 1 Two applications for Community Grants have been received from:
  - Kāpiti College Student Leadership Team; and
  - Kāpiti Coast Quilters.

### **DELEGATION**

2. The Paekākāriki Community Board has the authority to consider this matter under Part D of the Governance Structure for the 2016-2019 Triennium.

### **BACKGROUND**

- 3 This is the fifth allocation of grants for the 2016/2017 financial year.

### **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 Community Grants Fund.
- 6 The applicants have been advised of the criteria and meeting date *via* email.

#### Applications from the Community Grant Fund:

1. Kāpiti College Student Leadership Team:

The Kāpiti College Student Leadership Team have applied for a grant of \$500.00 to assist with a fund raising event in support of students needing financial assistance. *NB: this application can be considered under Eligible Purposes 3: Activities that encourage the development of cultural sports, environmental, social or educational activities within the local district.*

2. Kāpiti Coast Quilters:

The Kāpiti Coast Quilters have applied for a grant of \$500 to assist with promoting the group's exhibition in April 2017. *NB: this application can be considered under Eligible Purposes 3: Activities that encourage the*

*development of cultural sports, environmental, social or educational activities within the local district.*

## FINANCIAL CONSIDERATIONS

2016/2017 Budget Allocation	Total Allocated To Date	Total Available for Distribution
\$5,800	\$2,851	\$2,949

- 7 For this funding round, the total amount in grants being applied for from the Discretionary Fund is \$1,000.
- 8 Below are the successful applicants from the 2016/2017 year for the Board's information:

Date	Recipient	Amount	Purpose of Grant	Report Back
5 July 2016	Paekākāriki Playcentre	\$350	To assist with the purchase of new science equipment.	✓
5 July 2016	Parkinsons Society Inc	\$150	To assist with funding the community educators home visits and support group meetings.	✓
30 Aug 2016	Kidz Need Dadz	\$138	To assist with the continuation of its existing services	✓
30 Aug 2016	Age Concern Kapiti	\$138	To assist with the costs associated with the 2016 Kāpiti Elder Person of the year Award.	✓
22 Nov 2016	Paekākāriki 88.2FM	\$325	To assist with the costs of the 'jazz up your letterbox competition'.	
22 Nov 2016	Kāpiti College Get2Go	\$250	To assist with the costs of competing at the Nationals at Great Barrier Island in December.	✓
22 Nov 2016	Paekākāriki Informed Community Inc	\$500	To assist with the costs of creating a new Community website for Paekākāriki.	✓
22 Nov 2016	Circle of Fifths	\$500	To assist with the costs of hall hireage for their community production of The Tempest.	
14 Feb 2017	Paekākāriki School PTA	\$500	To assist with tuition costs for the school's Kapa haka group.	

## SIGNIFICANCE

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

## RECOMMENDATIONS

- 10 That the Paekākāriki Community Board approves of a funding application for \$\_\_\_\_\_ from Kāpiti College Student Leadership Team to assist with a fund raising event in support of students needing financial assistance.
- 11 That the Paekākāriki Community Board approves of a funding application for \$\_\_\_\_\_ from Kāpiti Coast Quilters to assist with promoting the group's exhibition in April 2017.

Report prepared by

Approved for submission

Approved for submission

**Marguerita Harris**  
Executive Secretary  
INFRASTRUCTURE  
SERVICES

**Max Pedersen**  
Group Manager  
COMMUNITY SERVICES

**Sean Mallon**  
Group Manager  
INFRASTRUCTURE  
SERVICES

## ATTACHMENTS:

- **Community Fund Grants Criteria**
- **Grant Applications:**
  - Kāpiti College Student Leadership Team
  - Kāpiti Coast Quilters
- **Accountability report:**
  - Paekākāriki Station Precinct Trust
  - Age Concern Kāpiti

**PAEKĀKĀRIKI COMMUNITY BOARD**  
**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](mailto:marguerita.harris@kapiticoast.govt.nz)