

Chairperson and Community Board Members
 WAIKANAE COMMUNITY BOARD

24 APRIL 2018

Meeting Status: **Public**

Purpose of Report: For Decision

CONSIDERATION OF FUNDING APPLICATIONS

PURPOSE OF REPORT

- 1 One application for funding has been received:

Promotion Fund

- Mahara Gallery

DELEGATION

- 2 The Waikanae Community Board has the delegated authority as at 'Part D Community Boards' of the Governance Structure:

"Approving criteria for and disbursement of community-based grant funds as approved through the Long Term Plan or Annual Plan."

BACKGROUND

- 3 This is the sixth Waikanae Community Board meeting of the 2017/2018 financial year.
- 4 The budget allocations for the 2017/2018 financial year for the Waikanae Promotion Fund, Discretionary Grants Fund and Waikanae Capital Improvement Grant are as follows:

Fund	2017/18 Budget Allocation	Total Allocated to Date	Total Unallocated to Date
Discretionary Grants Fund <i>Transferred from Promotion Fund</i>	\$6,268	\$7,648.20 -\$1,390.20	\$10.00
Waikanae Promotion Fund	\$35,098	\$19,987.58	\$15,110.42
Waikanae Capital Improvement Grant	\$35,098	\$10,000	\$25,098

- 5 An amount of approximately \$1.202 million is held in the Waikanae Capital Improvement Fund and this is expected to reduce to \$960,000 by the end of the financial year. (Please note that the money allocated for the Waikanae sign has been removed). The following table shows how the fund has been allocated:

Amount (\$000)	Purpose of Grant
1,208	Balance at 30 June 2016 as per Annual Report
50	Earnings during 2016/17
(56)	Expenditure during 2016/17
1,202	Balance at 30 June 2017 as per Annual Report
(254)	Pledged to the Mahara Gallery Trust
47	Interest earnings budgeted for the 2017/18 year
(35)	Budgeted grants for 2017/18
960	Forecast Balance as at 30 June 2018

CONSIDERATIONS

Issues

- 6 Grants are allocated in accordance with the specified criteria (**attached**).
- 7 The applicant has been advised of the criteria and meeting date by email.

Promotion Fund Grant

Mahara Gallery

- 8 Mahara Gallery have applied for a Promotion Fund grant of \$9,329 to assist with the costs of organising the annual Matariki Event.
- 9 A grant equating to \$9,329 has been presented for the Board's consideration and approval.

Fund	Total Unallocated to Date	Total Grants Requested
Discretionary Grants Fund	\$10.00	0
Waikanae Promotion Fund	\$15,110.42	\$9,329
Waikanae Capital Improvement Fund	\$25,098.00	0

Historical Grants

- 10 **Attached** to this report, as appendices, are tables showing all grants made in the 2017/2018 and 2016/2017 financial years.

SIGNIFICANCE OF ENGAGEMENT

- 11 This matter has a low level of significance under the Council Policy.

RECOMMENDATIONS

- 12 The Waikanae Community Board grants Mahara Gallery grant of \$..... from the Promotion Fund to assist with the cost of organising the annual Matariki Event.

Report prepared by:

**Approved for submission
by:**

**Approved for submission
by:**

Marguerita Harris
Executive Secretary
Infrastructure Services

Max Pedersen
Group Manager
Community Services

Sean Mallon
Group Manager
Infrastructure Services

ATTACHMENTS:

Criteria

- Promotion Grants Fund

Applications

- Mahara Gallery

Accountability Report Back

- Waikanae West Community Emergency Hub

Grants

- List of grants made in the 2017/18 year
- List of grants made in the 2016/17 year

WAIKANAĒ COMMUNITY BOARD PROMOTION FUND – CRITERIA

Priority

Groups or individuals who, through their activities, are promoting the Waikanae Ward.

Eligibility Criteria

1. Applications must be for promotions within the Waikanae Ward.
2. Applications will be considered for “events based” activities.
3. Applications will be considered for exceptional circumstances.

Applications must include an outline of the expected benefits to the Waikanae Ward.

Does the application promote Waikanae by:

1. Contributing to making Waikanae a Good Place to Live; or
2. Contributing to making Waikanae an Active Community; or
3. Attracting visitors to the area; or
4. Promoting Waikanae as a visitor destination.

To allow the Community Board to forward plan they encourage organisations to provide an annual calendar of events and activities, and to note the activities which they may need funding for.

Applicants must provide at least 3 quotes for any items to be purchased with the grant money.

Applicants are to give full details of the reason for application, and amount requested, and to note any other applications for funding currently sought from other bodies.

Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to **ONLY** funding the organisation as a whole.

Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year’s funding. First-time applicants to the Promotion Fund will not be eligible for three years of annual funding.

In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for funding from the Waikanae Community Board for the same activities.

Accountability

Successful applicants will be asked to provide a report on how the grant was spent, within **six months** of receipt of the grant.

Successful applicants must contact the Community Board immediately if, for any reason, they are unable to use the grant funding for the purposes for which it was originally approved.

**WAIKANAE COMMUNITY BOARD
PROMOTION FUND – CRITERIA**

Procedure for applications

Applications are to be made on the approved application form and addressed to:
Marguerita Harris, Kāpiti Coast District Council, Private Bag 60601, Paraparaumu 5254 or
email: marguerita.harris@kapiticoast.govt.nz

Notwithstanding all of the above, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.

Applications will not be considered retrospectively and must be received by the Kāpiti Coast District Council prior to the event taking place and at least eight working days before the Community Board meeting date.