

Chairperson and Community Board Members
PARAPARAUMU/RAUMATI COMMUNITY BOARD

7 FEBRUARY 2017

Meeting Status: **Public**

Purpose of Report: For Decision

CONSIDERATION OF APPLICATIONS FOR FUNDING

PURPOSE OF REPORT

1 Two applications for funding have been received:

- Kapiti Community Patrol
- Paraparaumu Beach Bowling Club

DELEGATION

2 The Paraparaumu/Raumati Community Board has delegated authority as at section D of the Governance Structure approved by Council on 20 October 2016:

- *Approving criteria for, and disbursement of, community-based grant funds as approved through the LTP or Annual Plan.*

BACKGROUND

3 An amount of \$21,893 is provided in the 2016/17 budget for the Paraparaumu/Raumati Community Grants Fund and is available for allocation in that financial year.

4 To date the amount of \$10,377.60 has been granted, leaving \$11,515.40 available for granting.

5 Accountability reports on grants allocated are required two months after the event or activity for which the grant was awarded takes place.

6 All applicants have been advised of the meeting date by email or mail.

CONSIDERATIONS

Policy considerations

7 Grants are allocated in accordance with established criteria (attached to this report as Appendix 1).

Applications to the Community Grants Fund

Kapiti Community Patrol

8 Funding of \$500 (ex GST) is sought to assist with the cost of livery and reflective safety markings for the Patrol's new vehicle.

9 This application can be considered under Eligible Purpose 2: *Special Project or Activity*.

Paraparaumu Beach Bowling Club

- 10 Funding of \$500 (ex GST) is sought to assist with the cost to compete in the National Interclub Playoffs, being held in Auckland commencing 3 March 2017.
- 11 The Paraparaumu Beach Bowling Club last received a grant from the Paraparaumu/Raumati Community Board in April 2016. Grant criteria state “The organisation/individual has not received financial assistance from the Paraparaumu/Raumati Community Board Community Grants Fund in the last twelve months”.
- 12 If this grant application were deferred for consideration until the next Board meeting on 21 March 2017, it would be retrospective to the event for which the funding is being sought. Grant criteria state that “Grants will not be paid retrospectively other than for hall hire or for the cost of a permit, licence or resource consent fee”.
- 13 Notwithstanding the above, grant criteria also state “The above conditions and criteria do not preclude the Paraparaumu/Raumati Community Board from considering any application at its discretion”.
- 14 Board members are aware of the circumstances of this application and have agreed to consider the application at their meeting of 7 February 2017, with the requirement that a representative from the Paraparaumu Beach Bowling Club attend the meeting and speak to the application.
- 15 This application can be considered under Eligible Purpose 2: *Special Project or Activity*.

Financial considerations

- 16 An amount of \$21,893 is provided in the 2016/17 budget for the Paraparaumu/Raumati Community Grants Fund. To date in the 2016/17 year funds have been allocated as follows:

Date	Recipient	Amount	Purpose of Grant	Report Back
09/08/16	Bluebird Theatre Group	\$235.40	To assist with the costs of producing ‘The Emperor and the Nightingale’ show, to be performed at the Kapiti Playhouse on 6 and 7 October 2016.	Received 07-12-16
09/08/16	Loved 4 Life	\$500	To assist with the costs of providing a quilt, knitted garments and meals to the families of newborn babies.	Received 03-10-16
09/08/16	Stella Nepia	\$500	To assist with the costs of participating in the National Gymnastic Championships in Invercargill, from 28 September – 2 October 2016.	December 2016 <i>Reminder sent 19/01/17</i>
09/08/16	NZ Deerstalkers Assn (Kapiti Branch)	\$392.20	To assist with the costs of purchasing a trauma first aid kit for use on remote-location hunting training trips.	October 2016 <i>Reminder sent 05/12/16</i> <i>Reminder sent 19/01/17</i>

Date	Recipient	Amount	Purpose of Grant	Report Back
09/08/16	Paraparaumu Beach Tennis Club	\$500	To assist with the costs for the Premier Women's Team to participate in the Premier One Competition in Wellington.	Received 13-12-16
09/08/16	Paraparaumu Scout Group	\$500	To assist with the costs for 10 scouts and two scout leaders to attend the NZ Scout Jamboree in Renwick, from 29 December 2016 – 7 January 2017.	March 2017
09/08/16	Raumati Village Business Association \$500	\$500	To assist with the costs of holding the Raumati Village Christmas Street Party on 24 November 2016, specifically the cost to provide a Traffic Management Plan which is required in order to obtain Council permission to close the road for the event, and the management of the road closure on the day.	January 2017
09/08/16	Guardians of the Kapiti Marine Reserve Committee	\$500	To assist with the costs of organising and hosting an inaugural meeting.	October 2016 <i>Reminder sent 05/12/16</i> <i>Reminder sent 19/01/17</i>
20/09/16	Age Concern Kapiti Coast Inc	\$500	To assist with the costs of funding the '2016 Elder Person of the Year' award	February 2017
20/09/16	Ken Ash	\$500	To assist with the costs of walking the 3,002km Te Araroa Trail as a fundraiser for the NZ Neurological Foundation.	January 2017
20/09/16	Alison Fitzmaurice	\$250	To assist with the costs of representing NZ in the Oceania Powerlifting Competition, to be held in Christchurch on 4 December 2016.	Received 21-12-16
20/09/16	Kapiti Citizens Service Trust	\$500	To assist with the costs of installing a new dishwasher at the Ocean Road Community Centre.	Received 27-01-17
20/09/16	Kapiti College Get2Go Team	\$500	To assist with the costs of competing in the national Get2Go Challenge grand final, to held on Great Barrier Island in December 2016.	February 2017
20/09/16	Pop-In Centre	\$500	To assist with the costs of renting a room at the Te Newhanga Kapiti Community Centre for the group's weekly meetings.	Received 27-01-17
20/09/16	Raumati Beach School	\$500	To assist with the costs of providing the traffic management plan required for the Community Christmas Parade on 26 November 2016.	January 2017

Date	Recipient	Amount	Purpose of Grant	Report Back
20/09/16	Stress Free Functions	\$500	To assist with the costs of providing a shade tent at the Teddy Bears Picnic to be held on 26 February 2017.	April 2017
20/09/16	Te Whare Tiaki/Kapiti Women's Refuge	\$500	To assist with the costs of providing petrol vouchers for volunteers	November 2016 <i>Reminder sent 19/01/17</i>
22/11/16	Kapiti Coast Quilters	\$500	To assist with the costs of holding the Kapiti Coast Quilt Exhibition at the Southward Theatre on 29 – 30 April 2017	Due June 2017
22/11/16	Kapiti Coast Rugby League Club 2004 Inc	\$500	To assist with the costs of paying for the fields at Matthews Park, which is the venue for the Horowhenua Kapiti Tag season	Received 19-01-17
22/11/16	Kapiti Food Fair	\$500	To assist with the costs of the entertainment programme at the Fair, to be held on 3 December 2016	Received 24-01-17
22/11/16	Kapiti Light Orchestra	\$500	To assist with the costs of purchasing music for the orchestra to rehearse and perform	Received 15-12-16
22/11/16	Kapiti Songsters Choir	\$500	To assist with the costs of hall rental fees at the Kapiti Uniting Parish Church	Due January 2017
	Total allocated to date	\$10,377.60		

17 The amount unallocated in the 2016/17 year is \$11,515.40.

18 The total of applications under consideration in this report is \$1,000 (excluding GST).

19 If all applications were granted in full this would leave \$10,515.40 available for allocation in the remainder of the 2016/17 financial year.

SIGNIFICANCE AND ENGAGEMENT

Degree of significance

20 This matter has a low level of significance under the Significance and Engagement Policy.

RECOMMENDATIONS

21 That the Paraparaumu/Raumati Community Board grants the Paraparaumu Beach Bowling Club \$..... to assist with the cost to compete in the National Interclub Playoffs, being held in Auckland commencing 3 March 2017.

- 22 That the Paraparaumu/Raumati Community Board grants the Kapiti Community Patrol \$..... to assist with the cost of livery and reflective safety markings for the Patrol's new vehicle.

Report prepared by	Approved for submission	Approved for submission
Tracey Ferry	Max Pedersen	Sean Mallon
Executive Secretary Community Services	Group Manager Community Services	Group Manager Infrastructure Services

ATTACHMENTS

- 1 Paraparaumu/Raumati Community Board – criteria for community grants
- 2 Grant applications:
 - Kapiti Community Patrol
 - Paraparaumu Beach Bowling Club
- 3 Accountability reports:
 - Bluebird Theatre
 - Alison Fitzmaurice
 - Kapiti Citizen Service Trust
 - Kapiti Coast Rugby League Club 2004 Incorporated
 - Kapiti Food Fair
 - Kapiti Light Orchestra
 - Kapiti Toy Library
 - Christine Lenk
 - Paraparaumu Beach Tennis Club
 - Parkinsonism Society Kapiti/Horowhenua Incorporated
 - “Pop-In” Centre

PARAPARAUMU/RAUMATI COMMUNITY BOARD COMMUNITY GRANTS – APPLICATION FORM

CRITERIA FOR COMMUNITY GRANTS

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

Eligible Organisations/Individuals

1. The organisation/individual must undertake its activities in the Paraparaumu/Raumati area. The Board may consider financial assistance for events occurring outside the Paraparaumu/Raumati Community where it is shown the community will benefit.
2. Eligible organisations include those that provide cultural, sports, environmental or social services to the Paraparaumu/Raumati 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 Paraparaumu/Raumati Community. The Board may consider financial assistance for events occurring outside the Paraparaumu/Raumati 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 Paraparaumu/Raumati 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 or activity;
2. Special project or activity;
3. Meritorious project or activity;
4. To partially or fully offset the cost of any Council permit, licence or resource consent fees*;
5. The remission of hall rental*.

* within the current financial year of the project or activity

PARAPARAUMU/RAUMATI COMMUNITY BOARD COMMUNITY GRANTS – APPLICATION FORM

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 Paraparaumu/Raumati 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 Paraparaumu/Raumati 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 Paraparaumu/ Raumati Community Board from considering any application at its discretion.

Applications are to be addressed to:

Tracey Ferry, Executive Secretary
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

tracey.ferry@kapiticoast.govt.nz

PLEASE NOTE:

Applications must be received by the Kāpiti Coast District Council at least 8 working days prior to the Paraparaumu/Raumati Community Board meeting date, in order to meet the reporting deadline.

Meetings of the Paraparaumu/Raumati Community Board are held every six weeks.