

Chairperson and Community Board Members
WAIKANAĒ COMMUNITY BOARD

12 MARCH 2019

Meeting Status: **Public**

Purpose of Report: For Decision

CONSIDERATION OF APPLICATIONS FOR FUNDING

PURPOSE OF REPORT

- 1 Five applications for funding have been received:

Discretionary Fund

- Waikanae Estuary Care Group Inc
- Menzshed Kapiti
- Kapiti Boxing Club

Promotion Fund

- Waikanae Beach Tennis Club
- Kapiti Boxing Club

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 fifth Waikanae Community Board meeting of the 2018/2019 financial year.
- 4 The budget allocations for the 2018/2019 financial year for the Waikanae Promotion Fund, Discretionary Grants Fund and Waikanae Capital Improvement Grant are as follows:

Fund	2018/19 Budget Allocation	Total Allocated to Date	Total Unallocated to Date
Discretionary Grants Fund	\$6,268	\$1,712.50	\$4,555.50
Promotion Fund	\$35,100	\$7,800	\$27,300
Capital Improvement Grant	\$35,100	\$0	\$35,100

- 5 An amount of approximately \$1.294 million is held in the Waikanae Capital Improvement Fund and this is expected to reduce to \$1.053 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 funds have been allocated:

Amount (\$000)	Purpose of Grant
1,203	Balance at 30 June 2017 as per Annual Report
114	Earnings during 2017/18
-23	Expenditure during 2017/18
1.294	Balance at 30 June 2018 as per Annual Report
-254	Pledged to the Mahara Gallery Trust
48	Interest earnings budgeted for the 2018/19 year
-35	Budgeted grants for 2018/19
1.053	Forecast Balance as at 30 June 2019

CONSIDERATIONS

Issues

- 6 Grants are allocated in accordance with the specified criteria (**attached**).
- 7 The applicants have been advised of the criteria and meeting date by email.
- 8 Grants equating to \$3,350 has been presented for the Board's consideration and approval.

Discretionary Fund Grant

Waikanae Estuary Care Group Inc

- 9 Waikanae Estuary Care Group have applied for a Discretionary Fund grant of \$500 to assist with hui costs to discuss the Waikanae River master plan.

Menzshed Kapiti

- 10 Menzshed Kapiti have applied for a Discretionary Grant of \$300 on behalf of Kate Hartmann and Sue Lusk for reimbursement of costs in providing the 2018 Xmas community event.

Kapiti Boxing Club

- 11 Kapiti Boxing Club have applied for a Discretionary Fund grant of \$500 to assist with purchasing award medals and sound system costs for a Kapiti Boxing event on 30 March.

Promotion Fund Grant

Waikanae Beach Tennis Club

- 12 Waikanae Beach Tennis Club have applied for a Promotion Fund grant of \$1,550 to pay for a professional tennis instructor and encourage participation of more local children.

Kapiti Boxing Club

- 13 Kapiti Boxing Club have applied for a Promotion Fund grant of \$500 to assist with hiring costs for the Waikanae Memorial Hall and providing a Doctor for the Kapiti Boxing event on 30 March.

Fund	Total Unallocated to Date	Total Grants Requested
Discretionary Grants Fund	\$4,555.50	\$1,300
Waikanae Promotion Fund	\$27,300.00	\$2,050
Waikanae Capital Improvement Fund	\$35,100.00	-

Historical Grants

- **Attached** to this report, as appendices, are tables showing all grants made in the 2018/2019 and 2017/2018 financial years; and the 3-yearly list of grants 2017-2019.

SIGNIFICANCE AND ENGAGEMENT

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

RECOMMENDATIONS*Discretionary Fund*

- 15 The Waikanae Community Board grants Waikanae Estuary Care Group Inc a Discretionary Fund grant of \$..... to assist with hui costs to discuss the Waikanae River master plan.
- 16 The Waikanae Community Board grants Menzshed Kapiti, on behalf of Kate Hartmann and Sue Lusk a Discretionary Fund grant of \$..... as reimbursement costs for the 2018 Xmas community event.
- 17 The Waikanae Community Board grants Kapiti Boxing Club a Discretionary Fund grant of \$..... to assist with purchasing award medals and sound system costs for a Kapiti Boxing event on 30 March.

Promotion Fund

- 18 The Waikanae Community Board grants Waikanae Beach Tennis Club a Promotion Fund grant of \$..... to pay for a professional tennis instructor and encourage participation of more local children.
- 19 The Waikanae Community Board grants Kapiti Boxing Club a Promotion Fund grant of \$..... to assist with costs for hiring the Waikanae Memorial Hall and providing a Doctor for Kapiti Boxing event on 30 March.

Report prepared by

Approved for submission

Approved for submission

Tracey Waye
Executive Secretary
Place & Space

Sean Mallon
Group Manager
Infrastructure Services

James Jefferson
Group Manager Place & Space

ATTACHMENTS

Criteria

- Discretionary Grants Fund
- Promotion Grants Fund

Grants

- List of grants made in 2018/2019
- List of grants made in 2017/18 year
- 3-yearly list of grants 2017-2019

APPLICATIONS:

Discretionary Fund

- Waikanae Estuary Care Group Inc
- Menzshed Kapiti
- Kapiti Boxing Club

Promotion Fund

- Waikanae Beach Tennis Club
- Kapiti Boxing Club

Accountability report backs

- Combined Lions Clubs of Kapiti
- The Kapiti AED Trust
- Discover Kapiti Heritage Group
- Kapiti NZ Camellia Society

WAIKANAE COMMUNITY BOARD DISCRETIONARY GRANTS – CRITERIA

Priority

Groups or individuals who promise a future input into the development of community, cultural or sports activities within the district.

Eligibility Criteria

1. Applicants must reside in the Waikanae Ward.
2. Groups must be non-profit making.
3. Applications may only be made once in a 12 month period, calculated from the date funding was last received, except in exceptional circumstances and at the Board's discretion.

Applications will be considered for:

1. Community, cultural or sports purposes, including travel both within New Zealand and overseas.
2. Groups or individuals who are unable to receive sufficient grants from other sources because of the time frame or because they are otherwise ineligible.
3. Grants to partially or fully offset the cost of any Council permit, licence or resource consent fees on the basis that the proposed activity falls into a "worthy cause" category.
4. The remission of hall rental for "worthy causes" in line with Council policy that all remissions of hall rentals are accounted for by being funded from approved grants budgets.
5. 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.
6. 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 Discretionary Grants Fund will not be eligible for three years of annual funding.

Ineligible purposes

1. Capital expenditure.
2. Expenses incurred for school curriculum activities.
3. Grants 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.
4. 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 further funding from the Waikanae Community Board for the same activities.

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

WAIKANAЕ COMMUNITY BOARD DISCRETIONARY GRANTS – CRITERIA

Grant allocation guidelines

In order to ensure that funds are managed carefully throughout the entire financial year, funds for sporting or travel activity will generally have a maximum amount payable as follows:

For sports/competitions (including associated travel costs):

- \$100 Participation in a national or international event without selection (i.e. if you pay you can participate)
- \$200 Competing in a national event (after selection)
- \$500 Competing in an international event (after selection)

For travel:

- \$200 To attend coaching/training clinics out of Waikanae (national or international), which will benefit more members of the community
- \$200 Attending national AGMs (or similar) for Waikanae community groups
- \$250 Attending national AGMs (or similar) for very active or highly beneficial Waikanae community groups

For all other applications, the maximum grant payable is \$500 per grant.

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

Note – all applications must include full supporting documentation.

Consideration of Grants

Grants will be considered quarterly and at each meeting the Board will allocate up to 25% of the annual budget, with the exception of the last meeting of the financial year, which may allocate all remaining funds available.

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.

Accountability

Applicants must provide evidence that the money was spent for the purpose granted, within **six months** of receipt of the grant.

Procedure for applications

Applications are to be made on the approved application form and addressed or emailed to:

Tracey Waye
Executive Secretary
Kāpiti Coast District Council
Private Bag 60 601
Paraparaumu 5254

tracey.waye@kapiticoast.govt.nz

WAIKANAЕ 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.

Procedure for applications

Applications are to be made on the approved application form and addressed to Tracey Waye: Kāpiti Coast District Council, Private Bag 60601, Paraparaumu 5254 or email: tracey.waye@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.

WAIKANAЕ COMMUNITY BOARD
LIST OF GRANTS MADE IN THE 2018/2019 YEAR¹

Summary:

Fund	2018/19 Budget Allocation	Total Allocated to Date	Total Unallocated to Date
Discretionary Grants Fund	\$6,268	\$1,712.50	\$4,555.50
Waikanae Promotion Fund	\$35,100	\$7,800	\$27,300.00
Waikanae Capital Improvement Grant	\$35,100	-	-

Waikanae Capital Improvement Grant:

Date	Recipient	Amount	Purpose of Grant	Report Back
-	-	-	-	-
	TOTAL WCIF	\$35,100	Balance \$	

Discretionary Grants Fund:

Date	Recipient	Amount	Purpose of Grant	Report Back
26/7/18	Lions Club of Waikanae	-\$500.00	Refund due to Lions Club receiving a Capital Improvement grant for an AED defibrillator	Refund returned July 2018
28/8/18	Kidz Need Dadz Kapiti	\$500.00 (Year 2)	To assist with the costs of running a Father's Day event for 2017, 2018 and 2019.	Due March 2019
28/8/18	Lions Club of Waikanae Inc	\$400.00 (Year 1)	To assist with the costs of purchasing collection bags for the Club's annual Foodbank Collection (2018, 2019 and 2020)	Received 24/01/2019
28/8/18	*Kapiti Youth Support	\$312.50	To assist with costs associated with the Youth Art Exhibition in the 2018 Kapiti Coast Arts Trail.	Due Feb 2019
29/1/19	Rose Biddiscombe	\$500.00	To assist with costs of representing New Zealand at the Taekwondo World Championships in Germany in April 2019.	Due Dec 2019
29/1/19	Kapiti Branch of Camellia Society Inc	\$500.00	To assist with its 2018 Camellia Show event.	Received 28/02/2019
	Total Discretionary	\$1712.50	Balance \$4,555.50	

Waikanae Promotion Fund:

Date	Recipient	Amount	Purpose of Grant	Report Back
28/8/18	Legacy (Eleanor Reo)	\$200	To assist with venue, promotion banners,	Received

¹ All amounts are GST exclusive

Date	Recipient	Amount	Purpose of Grant	Report Back
			whiteboard and stationery costs	19/09/2018
28/8/18	Waikanae Rugby Club (Chiefs Under 13s)	\$1,500	To assist with costs of competing in the NZ Junior Rugby Festival in Taupo	Due Feb 2019
3/10/18	Waikanae Music Society	\$1,800 (Year 2)	To assist with funding towards the printing of the 2019 Annual Concert brochure for the Waikanae Music Society.	Due April 2019
3/10/18	Waikanae Boating Club	\$3,000 (Year 2)	To assist with the costs of running the Fishing for Youth Day in 2019.	Due Sept 2019
20/11/18	Discover Kapiti Heritage Group	\$500	To assist with the promotion of a history and heritage event on Wellington Anniversary weekend in January 2019.	Received 20/02/2019
20/11/18	Tutere Gallery & Creative Space	\$300	To assist with materials and time for the Amistice Day poppy installation at the Waikanae Beach Domain on 11 November 2018.	Received 22/11/2018
29/1/2019	Coastella Community Music Initiative	\$500	To assist with workshops to encourage the development of emerging young artists in the community.	Due July 2019
	TOTAL Promotions	\$7,800	Balance \$27,300	

WAIKANAЕ COMMUNITY BOARD
LIST OF GRANTS MADE IN THE 2017/2018 YEAR¹

Summary:

Fund	2017/18 Budget Allocation	Total Allocated to Date	Total Unallocated to Date
Discretionary Grants Fund	\$6,268	\$8,848	-\$2,580
Waikanae Promotion Fund	\$35,098	\$31,276	\$3,822
Total Grant Allocation for 2017/2018 year	\$41,366	\$40,124	\$1,242

Waikanae Capital Improvement Grant <i>Balance of \$1,242 transferred to the Capital Improvement Fund</i>	\$35,098	\$23,993	\$11,105 \$1,242 \$12,347
---	----------	----------	---------------------------------

Waikanae Capital Improvement Grant:

Date	Recipient	Amount	Purpose of Grant	Report Back
31/7/17	Ngatiawa Retreat	\$10,000	To assist with the upgrade of the sewage system.	Received 1/09/2018
31/5/18	Advertising WCIF	\$277		N/A
19/06/18	Lions Club of Waikanae	\$1,000	To assist with the purchase of an AED defibrillator.	Received 26/07/2018
19/06/18	Waikanae Playcentre	\$6,000	To assist with re-roofing costs for the playcentre building.	Due Dec 2018
19/06/18	Kapiti Coast Museum Inc	\$1,716	To assist with the purchase/installation of a replacement heat pump.	Received 11/10/2018
19/06/18	Reikorangi Residents Assn	\$5,000	To assist with construction costs for a public toilet at Mangaone South carpark	Due Dec 2018
19/06/18	Transferred from Promotion Fund	-\$1,242	To ensure the Promotion Fund monies were not lost.	N/A
	TOTAL WCIF	\$22,750.78	Balance \$12,347.22	

Discretionary Grants Fund:

Date	Recipient	Amount	Purpose of Grant	Report Back
31/7/17	Waikanae Estuary Care Group	\$500	To assist with the costs of building two wooden garden sheds.	Received 29/05/2018
31/7/17	Kidz Need Dadz	\$500	To assist with the costs of running a Father's Day Event. (Year One)	Received February 2018
14/7/17	Cheyenne Brown	-\$500	Refund due to Choral Festival trip 2015 not going ahead.	Refund returned 14/7/2017

¹ All amounts are GST exclusive

Date	Recipient	Amount	Purpose of Grant	Report Back
31/7/17	Cheyenne Brown	\$100	To assist with the costs of going to Thailand with her Kapa Haka Group.	Due January 2018
5/9/17	Paul Fallon	\$500	To assist with the costs of attending the Wheelchair Basketball Nationals.	Received 2/07/2018
5/9/17	Lincoln Parker	\$500	To assist with the costs of attending the Halberg Junior Disability games.	Received 10/07/2018
5/9/17	Kāpiti MenzShed	\$500	To assist with the costs of developing a second growing area.	Received 12/05/2018
17/10/17	Kapanui School	\$500	To assist with the costs of purchasing new uniforms.	Received 1/12/2017
17/10/17	Combined Lions Club of Kapiti	\$333	To assist with the costs of purchasing bags for the foodbank collection.	Received 14/2/2018
17/10/17	Rotary Club of Waikanae	\$500	To assist with sending two students to the Rotary Science & Tech Forum.	Received 19/4/2018
28/11/17	Waikanae Lions Club	\$315.20	To assist with the costs of hiring the Senior Citizens Hall for the annual Xmas community lunch.	Received 26/1/2018
28/11/17	Menzshed Kapiti	\$500	To assist with the cost of building materials for rat traps.	Received 12/05/2018
28/11/17	WREMO	\$900	To assist with the costs of purchasing emergency water supply tanks.	Received 10/4/2018
28/11/17	Joseph Mansell	\$500	To assist with travel costs to the USA attending the United Nations Youth Model Conference at Harvard University.	Received 17/12/2018
13/3/18	Waikanae Surfing Club	\$500	To assist with the cost of members attending a Level 1 Surf Coaching Course.	Received 20/12/2018
13/3/18	Meghan Walker-Cudby	\$500	To assist with the costs associated with attending the Sydney Royal Easter Show and grand nationals in March 2018.	Due Oct 2018
13/3/18	Teddy Bears Picnic Kapiti	\$500	To assist with the costs associated with the annual Teddy Bears Picnic Kapiti.	Due Aug 2018
13/3/18	Amelia Fitton	\$250	To assist with attendance costs for a week long course at the National Scout Aviation School.	Received 15/05/2018
13/3/18	Lucy Griggs	\$250	To assist with travel costs to Sweden and participating in a film/music workshop exchange.	Received 15/05/2018
13/3/18	<i>Transferred from Promotion Fund</i>	<i>-\$1,390.20</i>	<i>To cover shortfall.</i>	<i>N/A</i>
June 2018	Kapiti Ballet Society	\$500	To assist with the costs of running the Annual Dance Competition in 2017, 2018 and 2019.	Due May 2019

Date	Recipient	Amount	Purpose of Grant	Report Back
19/06/18	Lions Club of Waikanae	\$500	To assist with installation of an AED defibrillator unit in the Waikanae Community Hall.	N/A
19/06/18	Mokana Eruini	\$200	To assist with training/travel costs of attending the National Under 15s basketball tournament in Auckland.	Due Dec 2018
19/06/18	<i>Transferred from Promotion Fund</i>	<i>-\$1,190</i>	<i>To cover shortfall.</i>	<i>N/A</i>
	Total Discretionary	\$6,268	Balance \$0	

Waikanae Promotion Fund:

Date	Recipient	Amount	Purpose of Grant	Report Back
18/7/17	Waikanae Chartered Club	-\$5,000	8Ball Nationals event was cancelled – grant unspent	Refund received 18/7/2017
31/7/17	Kapiti Youth Support	\$500	To assist with participating in the Kapiti Coast Arts Trail.	Received 8/06/2018
31/7/17	Royal NZ Plunket Society	\$500	To assist with the costs of purchasing new resources.	Received 31/10/2017
31/7/17	Waikanae Arts & Crafts Society Inc	\$6,600	To assist with the costs of purchasing a heat pump.	Received Jan 2019
31/7/17	Coast Access Radio Trust	\$1,600	To assist with the costs of installing and purchasing building signage	Received 9/05/2018
31/7/17	Waikanae Boating Club	\$3,000	To assist with the costs of running the Fishing for Youth Day. (Year One)	Received 10/05/2018
5/9/17	Kapiti Branch of NZ Camellia Society	\$520.20	To assist with the costs of hiring the Waikanae Memorial Hall	Received 30/1/2018
17/10/17	Waikanae Music Society	\$1,700	To assist with the costs of their brochure. (year one)	Received 11/05/2018
17/10/17	Coastella	\$500	Waikanae School (refunded see below)	N/A
28/11/17	Ariel Community Care	\$8,752.18	To assist with the costs for the Waikanae Show 2018	Due July 2018
9/2/18	Coastella	-\$575	Refund return due to the Waikanae Schools non-attendance (\$500 plus GST - \$575)	<i>Refund returned 9/2/2018</i>
13/3/18	The Phonic Posse	\$500	To assist with costs associated with organising a charity fiesta in Mahara Place Square.	Due October 2018
13/3/18	<i>Transferred to Discretionary Fund</i>	<i>\$1,390.20</i>	<i>To cover shortfall.</i>	<i>N/A</i>
24/4/18	Mahara Gallery	\$8,129	To assist with the cost of organising the annual Matariki Event.	Due October 2018

Date	Recipient	Amount	Purpose of Grant	Report Back
24/4/18	Friends of Waikanae Town Centre	\$200	To assist with the costs of an online survey and printing 2000 fliers.	Received 28/06/2018
June 2018	Waikanae Lions Club	\$3,500	To assist with printing/advertising for the Waikanae Lions Super Garden Trail (2017, 2018 and 2019)	Due May 2019
19/06/18	Waikanae Support Hub	\$850	To assist with advertising/promotion provided by Waikanae Support Hub	Received 7/01/2019
19/06/18	<i>Transferred to Discretionary Fund</i>	\$1,190	<i>To cover shortfall.</i>	<i>N/A</i>
19/06/18	<i>Transferred to Capital Fund</i>	\$1,241	<i>To ensure the Promotion Fund monies are not lost</i>	<i>N/A</i>
TOTAL Promotions		\$35,098	Balance \$0	

WAIKANAЕ COMMUNITY BOARD
LIST OF 3-YEARLY GRANTS

		2017/2018	2018/2019	2019/2020
Kidz Need Dadz (Sept event)	Discretionary	\$500 (paid Aug 2017)	\$500 (paid Aug 2018)	\$500
Waikanae Lions Club (Nov event)	Promotion	\$3,500 (paid June 2017)	\$3,500 (paid June 2018)	\$3,500
Kapiti Ballet Society (July event)	Discretionary	\$500 (paid June 2017)	\$500 (paid June 2018)	\$500
Waikanae Boating Club (Feb/Mar event)	Promotion	\$3,000 (paid Sept 2017)	\$3,000 (paid Oct 2018)	\$3,000
Waikanae Music Society (October)	Promotion	\$1,700 (paid Oct 2017)	\$1,800 (paid Oct 2018)	\$1,900
		2018/2019	2019/2020	2020/2021
Lions Club of Waikanae Inc	Discretionary	\$400 (paid Aug 2018)	\$400	\$400