

Chairperson and Subcommittee Members
GRANT ALLOCATION SUB-COMMITTEE

6 AUGUST 2013

Meeting Status: **Public**

Purpose of Report: For Decision

COMMUNITY GRANTS SCHEME

PURPOSE OF REPORT

- 1 This report provides a summary and analysis of the 59 applications received for the Community Grants Scheme 2013. This report will assist the Subcommittee's decision when allocating funds.

SIGNIFICANCE OF DECISION

- 2 This report does not trigger the Council's Significance Policy.

BACKGROUND

- 3 The Community Grants Scheme aims to build community capacity. This Scheme provides funding assistance to eligible applicants whose activities, projects or programmes support community social wellbeing. Up to \$1,000 (or up to \$500 for administration purposes) is available for each group or organisation that:
 - is not for profit;
 - provides a local community based social service activity; and
 - is responsive to an identified need.
- 4 All Grants Allocation Subcommittee members have been provided with copies of all applications submitted for the Community Grants Scheme 2013. These were issued 10 working days before the Subcommittee meeting.
- 5 There is \$32,703 available for allocation in the 2013/14 round. Grants are allocated in accordance with the criteria, and the Subcommittee assessment procedure is outlined at Appendix A.
- 6 A summary of all applications received is at Appendix B.

CONSIDERATIONS

- 7 Fifty nine applications were received for this round, with a total amount of \$53,277 requested to support community social activities. Fifty four applications totalling \$48,311 are deemed eligible. Five are deemed ineligible. Table 1 outlines these and includes some recommendations for referral to a more appropriate funding scheme that may support their requests.

Table 1: 2013 APPLICATIONS DEEMED INELIGIBLE

No.	Organisation/Group	Reason for Request	Comments
9	Capital & Coast DHB Pulmonary Rehabilitation	Transport services where there is some level of disability.	Applicants receiving substantial central government funding are ineligible.
16	Judith Fuge Dance School	29 students to perform at Disneyland park stage in Los Angeles.	Judith Fuge Dance School is a company that is not a non-profit organisation. This may fit better with the Creative Community Grants or Community Boards.
24	Kāpiti Music Centre Trust	To purchase instruments and equipment	Arts activities are not eligible for this scheme. Refer to Creative Communities Scheme
31	Mulled Wines Concerts in Paekākāriki	Classical and Jazz concert	Arts activities are not eligible for this scheme. Refer to Creative Communities Scheme
57	Whirlwind Trust	Hosting a multimedia variety concert	Arts activities are not eligible for this scheme. Refer to Creative Communities Scheme

- 8 In previous years the Grants Allocation Subcommittee has been presented with two options to assist in allocating funds. These two options are again proposed to allocate funding for the Community Grants Scheme 2013:

Option 1: Allocate funds to all eligible applicants for eligible purposes, dividing the total amount of \$32,700 equally between the 54 applications. This makes the sum of no more than \$605 available to each applicant.

Option 2: Allocate funds to organisations in proportion to the number of grants criteria they meet. The grants criteria are;

- improve the quality of life of the participants;
- encourage participants to define and achieve their own outcomes;
- encourage greater participation in community life;
- encourage co operation and collaboration between community organisations;
- have wide community involvement.

Allocate all funds requested to organisations that meet more than three grants criteria totalling \$29,147.17. Allocate 21.4% of funds requested to organisations that meet two or three grants criteria totalling \$3,555.50 (this is highlighted as the blue columns in Table 2). The grand total of this option is \$32,702.70.

- 9 Table 2 lists the eligible applications and categorises eligible applications by number of criteria met; more than 3 criteria, 2 or 3 criteria and 1 criteria. It also illustrates proportions as outlined in option 2 of this report.

TABLE 2: 2013 APPLICATIONS BY CRITERIA MET:

Applications that meet more than 3 criteria		
No.	Organisation	Amount requested (\$)
2	Adult Literacy Aotearoa (Kapiti)	\$800
3	Age Concern	\$1,000
5	Alzheimers Wellington	\$500
6	Ames Street Greenest Street Team	\$994.17
7	Atareira (formerly Schizophrenia Fellowship)	\$1,000
8	Birthright Otaki Inc	\$1,000
11	Combined Lions Club of Kāpiti	\$662
12	Cross Roads Christian Community Trust	\$500
13	Foster Hope	\$1,000
14	House of Hope Trust	\$1,000
15	Jtd Solutions Ltd (Joining the dots)	\$500
22	Kapiti Impact Trust, Ngahina Family Centre	\$1,000
25	Kapiti Seed Store and Seedy Sunday Kāpiti	\$1,000
26	Kapiti SuperGrans Charitable Trust	\$1,000
27	Kapiti Time Trading Inc (Kapiti Timebank)	\$1,000
29	Kapiti Women's Health Collective (Inc) - Kapiti Women's Centre	\$1,000
33	Otaki Community Cobwebs Trust	\$1,000
34	Otaki Community Network Forum (Tuesday Group)	\$792
35	Otaki Women's Health Group	\$1,000
37	Parkinsonism Society Kapiti/Horowhenua Incorporated	\$1,000
41	Sands Kāpiti	\$800
42	Special Olympics Kapiti	\$1,000
44	Te Ara Korowai Inc (formerly Kapiti Crossroads Trust and Kapiti Choices)	\$599
47	Te Whare Tiaki Wahine Refuge - Kapiti Site	\$1,000
48	The Local Table (Cooking Competition -Season 2)	\$1,000
50	The Parenting Place (Formerly Parents Inc.)	\$1,000
51	Victim Support - Kāpiti	\$1,000
53	Waikanae Gymnastic Club	\$1,000
54	Waimeha Lagoon Greenest Neighbourhood Group	\$1,000
55	Well Elder Counseling Trust	\$1,000
56	Wellington Multiple Sclerosis Society Inc	\$1,000
58	Youth Quest Trust Kapiti	\$1,000
Sub total		\$29,147.17

Applications that meet 2 or 3 criteria			
No.	Organisation	Amount requested (\$)	Allocate funds proportion (21.4%)
4	Alverno Retreat Trust	\$500	\$107
10	Christian Restoration Centre Trust (operating as The Centre Church)	\$1,000	\$214
17	Kaleidoscope	\$1,000	\$214
18	Kapiti Amateur Radio Society	\$1,000	\$214
19	Kapiti Boxing Club 2004 Inc	\$1,000	\$214
20	Kapiti Coast Museum Inc	\$288	\$61.60
21	Kāpiti Coast Workers Educational Association	\$1,000	\$214
23	Kapiti Infant Massage	\$1,000	\$214
28	Kapiti Toy Library	\$500	\$107
30	MenzShed Kapiti Incorporated	\$1,000	\$214
36	Paraparaumu District - Girl Guides	\$480	\$102.70
39	Rotary Club of Waikanae	\$847	\$181.20
40	Royal New Zealand Plunket Society Manawatu/ Whanganui Area	\$1,000	\$214
43	Swim Kenakena	\$1,000	\$214
45	Te Ara Tipu Community Programmes	\$1,000	\$214
46	Te Newhanga Kapiti Community Centre	\$1,000	\$214
49	The Mulcher Club Waikanae Beach	\$1,000	\$214
52	Waikanae Beach Community Gardening Trailer	\$1,000	\$214
59	Kapiti Coast U3A Inc	\$1,000	\$214
Sub Total		\$16,615	\$3,555.50
Applications that meet less than 2 criteria			
No.	Organisation	Amount requested (\$)	
1	49 Squadron Air Training Corps (District of Kapiti)	\$1,000	
32	Nga Manu Nature Reserve	\$1,000	
38	Raumati South Kindergarten	\$549	
Sub total		\$2,549	

Financial Considerations

- 10 A total of \$32,703 (not exceeding \$1,000 per group) is available in 2013/14 for Community Grants.

Legal Considerations

- 11 There are no legal considerations.

Delegation

- 12 The Grants Allocation Subcommittee has delegated authority to consider this matter under section 7 of Part C.1.1 of the Governance Structure:

8. Authority to assess all applications and allocate the Fund in accordance with the following grant programmes:

8.1 Community Grants.

Consultation

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

Policy Implications

- 14 There are no policy implications.

Publicity Considerations

- 15 There is an opportunity for positive publicity about the grant recipients and how their work contributes to community social wellbeing.

RECOMMENDATIONS

- 16 The Grants Allocation Subcommittee allocates monies to all eligible applications as outlined in Option 2 and detailed in Table 2 (highlighted in blue) of report SP-13-945, spending all funds available in the Community Grants Scheme 2013/14.

Report prepared by:

Approved for submission by:

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ATTACHMENTS:

APPENDIX A: COMMUNITY GRANTS SCHEME CRITERIA

APPENDIX B: SUMMARY OF APPLICATIONS

APPENDIX A

COMMUNITY GRANTS SCHEME CRITERIA

Community Grants Scheme Criteria Information

The Community Grants Scheme will be allocated each year. If in the opinion of the Grants Allocation Subcommittee the fund should not be fully expended, applications will be sought in the following March or money carried over to the following year.

General Statement

The Kapiti Coast District Council aims to strengthen local communities by providing financial support through the Community Grants Scheme. Funding is provided to organisations to assist in the achievement of a social environment that ensures the Kapiti Coast District is a good place to live for all sectors of the community especially families and children, youth and older people.

Operational Definitions

The Community Grants Scheme is for community based social service activities that:

- improve the quality of life of the participants;
- encourage participants to define and achieve their own outcomes;
- encourage greater participation in the community;
- encourage cooperation and collaboration between community organisations; and
- have wide community involvement.

Who May Apply

The scheme is for not- for-profit organisations which provide local, community based services in response to identified needs.

All applicant organisations must provide evidence of a sound management structure, including good financial management, and appropriate community representation.

Maximum Funding

This Scheme provides grants to a maximum of \$1,000 to support projects and a grant of \$500 to assist with administration costs. Applications are eligible to receive funding from the Community Grants Scheme only once in Council's financial year.

Eligible Purposes

- Training needs for workers
- Equipment which is necessary to achieve the outcomes of the programme
- Publicity or educational material directly related to the aims of the programme
- Transport services where some disability (social or physical) is involved
- Transport to events where some disability (social or physical) is involved
- Improvements or expansions to existing programmes
- Skill development of programme participants
- Seeding grants
- Administration costs (up to \$500)
- New programme, projects or events

Ineligible Purposes

- Applications for purposes that do not directly relate to the scheme
- Sports, fitness and leisure or arts activities

- Applicants receiving substantial central government funding (e.g. schools, pre-schools, hospitals)
- Capital expenditure including all items of a capital nature (i.e. buildings, facility improvement, computers, photocopiers, chairs) that are subject to depreciation.
- Ongoing costs where the applicant is not meeting any of the costs
- Rent, wages or subscriptions
- Individuals
- Travel
- Debt servicing
- Projects or programmes which have already occurred
- Catering costs.

Accountability

The grant must be used for the approved purpose. If the recipients wish to spend the money on another purpose, permission must be sought from the Grants Allocation Subcommittee.

Any funds which have not been used within one year of receipt must be returned to the Kāpiti Coast District Council.

All recipients must complete and return an accountability form giving a brief description of the benefits that have been achieved because of the grant and provide a detail account of expenditure including receipts.

The Accountability form must be returned within six months of receipt of grant.

Assessment Procedure

A committee, comprising of three Councillors, two community representatives chosen by community nominations and one representative appointed by Te Whakaminenga o Kāpiti, will investigate all applications and make final decisions.

In assessing application the committee will be look at:

- the aims and objectives of the applicant organisation/group
- the project which the grant is requested
- how the application fits with the scheme criteria
- the identification and evaluation of local needs
- the use of any previous money granted by Council
- the level of community involvement in the project
- how the project will improve the quality of the service
- how the project will extend the service provided
- the expected outcomes of the service/activity/project
- how the service/project encourages involvement in community life
- how the service/project will benefit people living on the Kāpiti Coast