Chairperson and Community Board Members
PAEKĀKĀRIKI COMMUNITY BOARD

26 MARCH 2019

Meeting Status: **Public**

Purpose of Report: For Decision

CONSIDERATION OF FUNDING APPLICATIONS

PURPOSE OF REPORT

1   One application for a Community Grant has been received from:

- Julie Warren, Paekākāriki History Group.

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 sixth allocation of grants for the 2018/2019 financial year.

CONSIDERATIONS

Issues and Options

4   Grants are allocated in accordance with established criteria (copy attached).

5   One application has been received for funding from the Community Grants Fund.

6   The applicant has been advised of the criteria and meeting date via email.

Application from the Community Grants Fund:

1.   Paekākāriki History Group

To assist with the costs of developing a heritage trail in Paekākāriki comprising numbered interpretation panels at key heritage sites. *NB: this application can be considered under Eligible Purposes 2: Special project or activity.*

Financial Considerations

2017/2018 Budget Allocation	Total Allocated To Date	Total Available for Distribution
$5,792.00	$3,540.00	$2,252.00

7   For this funding round, the total amount in grants being applied for from the Discretionary Fund is $500.00.

8   Below are the successful applicants to date for the 2018/2019 year for the Board's information:

Date	Recipient	Amount	Purpose of Grant	Report Back
17 July 2018	Kāpiti Sumer School Charitable Trust	$500.00	To assist with marketing for the Kāpiti Summer School, 12-20 January 2019.	√
21 August 2018	Kidz Need Dadz Wellington	$150.00	To assist with the annual Kidz Need Dadz Wellington Fathers' Day community event at Kāpiti 10-Pin Bowling.	√
21 August 2018	LEGO GO Club	$500.00	To assist the LEGO GO Club with project costs.	
13 November 2018	Jenny Clark and Mike Freeman	$150.00	To assist with the costs of purchasing photos from Archives New Zealand to support their application to Council to register the Holtom's Buildings and adjacent shops as a historic precinct.	
13 November 2018	Sylvia Bagnall	$390.00	To assist with the costs of promotion and advertising the Heritage Group annual weekend.	√
11 December 2018	Paekākāriki Bowling Club	$500.00	To assist with the costs of installing the Paekākāriki Bowling Club's defibrillator in a locked box on the outside of the Bowling Club building so it is accessible to the public in an emergency.	
12 February 2019	Coastella Community Music Initiative	$500.00	To assist with the costs of visiting artists to give workshops, perform concerts and engage with students at primary schools on the Kāpiti Coast.	
12 February 2019	Kāpiti Community Patrol	$350.00	To assist with the costs of running expenses for the patrol vehicle.	
12 February 2019	Mulled Wine Concerts	$500.00	To assist with the costs of advertising concerts in 2019.	

SIGNIFICANCE

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

RECOMMENDATIONS

10   That the Paekākāriki Community Board approves a funding application for $_____ from the Paekākāriki History Group to assist with the costs of developing a heritage trail in Paekākāriki comprising numbered interpretation panels at key heritage sites.

Report prepared by   **Approved for submission**   **Approved for submission**

Judy Rennie   Natasha Tod   Sean Mallon

Executive Secretary   **Group Manager**   **Group Manager**
Regulatory Services   **Regulatory Services**   **Infrastructure Services**

ATTACHMENTS

- **Community Fund Grants Criteria**

- **Grant Application:**
  - Paekākāriki History Group

- **Accountability Reports:**
  - Willow Harper – Campe Estate Grant
  - Jordan Burge, Kāpiti College Kapa Haka Group
  - Kidz Need Dadz Kāpiti
  - Harriet Wills – Campe Estate Grant – Kapiti College Trip to Ecuador and Galapagos Islands
  - Paekākāriki Anzac Committee

- **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 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

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 two 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:

Judy Rennie
Executive Secretary, Regulatory Services
Kāpiti Coast District Council
Private Bag 60-601
PARAPARAUMU 5254

judy.rennie@kapiticoast.govt.nz