

Chairperson and Community Board Members
PAEKĀKĀRIKI COMMUNITY BOARD

17 JULY 2018

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:

- Kāpiti Summer School Charitable Trust.

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 first 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.

Applications from the Community Grant Fund:

1. Kāpiti Summer School Charitable Trust

Funding of \$500.00 has been requested to assist with the costs of marketing for the Kapiti Summer School, 12-20 January 2019. *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	\$0	\$5,792

- 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 from the 2017/2018 year for the Board's information:

Date	Recipient	Amount	Purpose of Grant	Report Back
8 August 2017	Kidz Need Dadz Kāpiti	\$500	To assist with a Father's Day event on 3 September 2017	✓
19 September 2017	Slade O'Rorke-St John	\$300	To assist with costs associated with his attendance at the Wheelchair Basketball NZ Championships on 23-24 September 2017 in Tauranga.	✓
19 September 2017	Paekākāriki Orchards & Gardens Group	\$500	To assist with purchasing gardening materials and supplies for the preparation of its community garden.	✓
31 October 2017	Kāpiti Gymsports	\$100	To assist with consent fees associated with building an extension to Gym Sports facility.	
31 October 2017	Zephyr Wills	\$300	To assist with purchasing a viola bow.	✓
31 October 2017	Kāpiti College Kapa Haka Group	\$1,000	To assist with travel to Thailand in December as part of its international student exchange.	
31 October 2017	Kāpiti College (Get2Go Team)	\$400	To assist with the costs of attending the Get2Go Grand Final on Great Barrier Island in December 2017.	✓
12 December 2017	NO GRANT APPLICATIONS RECEIVED			
27 February 2018	Low Carbon Kāpiti	\$250	To assist with the costs of a community project to build a lego display of what the Kāpiti Coast will look like in the future.	
27 February 2018	Paekākāriki Informed Community Inc.	\$500	To assist with the costs of an additional turntable for use at Paekākāriki FM.	
17 April 2018	Kāpiti Coast No More Meth	\$500	To assist with costs to enable people to attend a weekly drug and alcohol support programme.	
17 April 2018	Paekākāriki Housing Trust	\$250	To assist with costs of holding a community hui in June 2018.	
17 April 2018	Paekākāriki ANZAC Committee	\$500	To assist with costs of holding the 2018 ANZAC Parade.	
29 May 2018	Paekākāriki Community Trust	\$340	To assist with a village event in St Peter's Hall	

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 Kāpiti Summer School Charitable Trust for assistance with marketing for the Kapiti Summer School, 12-20 January 2019.

Report prepared by Approved for submission Approved for submission

Judy Rennie

Natasha Tod

Max Pedersen

**Executive Secretary
Regulatory Services**

**Group Manager
Regulatory Services**

**Group Manager
Community Services**

ATTACHMENTS

- **Community Fund Grants Criteria**
- **Grant Applications:**
 - Kāpiti Summer School Charitable Trust
- **Accountability Reports:**
 - None.

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