

Chairperson and Committee Members

**ENVIRONMENT AND COMMUNITY DEVELOPMENT COMMITTEE**

**17 MARCH 2011**

Meeting Status : Public

Purpose of Report: For Decision

**COMMUNITY FINANCIAL SUPPORT**

**PURPOSE OF REPORT**

- 1 This report provides recommendations and supporting information for implementation of the Community Financial Support Review. The Review examined the Community Financial Support part of the Supporting Social Wellbeing Activity. Community Financial Support is funding from the Activity which assists community organisations to meet the priority needs of the local community.

**SIGNIFICANCE OF DECISION**

- 2 The Council's significance policy is not triggered.

**BACKGROUND**

- 3 As part of the 2009 Community Plan, the Council approved a full review of the following funding programmes (refer SP-09-614 of 27 August 2009):
  - community contracts
  - emergency service/miscellaneous grants
  - employment initiatives fund
  - community grants scheme
- 4 The key findings of the review were presented to the Environment and Community Development Committee in July 2010 (refer SP-10-947). The Committee adopted a framework for the future provision of community financial support and approved the next steps to look at the impact on current programmes and contracts and options for implementation.
- 5 A background paper that includes a description of the programmes, the findings of the review and the adopted framework is at Appendix 1.
- 6 This report provides recommendations in relation to funding for each of the programmes and for contract arrangements for organisations.

## CONSIDERATIONS

7 The assessment and development of recommendations is covered in this section in the following order:

- A. Identified community priorities and issues
- B. Models for future Council funding
- C. Assessment of current programmes
  - i) Community contracts
  - ii) Emergency services/miscellaneous grants
  - iii) Employment Initiatives Fund
  - iv) Community Grants and Project Support
- D. New funding priorities

### A. Identified Community Issues and Priorities

8 The following is a summary of issues and priorities drawn from the Community Outcomes and Community Plan 2009 and subsequent emerging issues through the Annual Plans. General priorities are overarching constant priorities for the community which support community organisations to meet the needs of the local community. Specific priorities arise in the community and can change over time.

#### SUMMARY COMMUNITY ISSUES AND PRIORITIES 2011

##### **General Priorities**

- resilience, social cohesion and inclusion
- the capacity of the community to respond to change
- the capacity of community groups to meet needs
- opportunities and spaces to share resources and knowledge
- making use of local 'human resource' skills, wisdom and creativity for the community
- working collaboratively and cooperatively

##### **Specific priorities:**

- access to services and facilities – transport, information, availability, especially health services
- community safety
- access to good community information and community spaces
- housing choices
- local employment choices
- access to local and regional recreation facilities/programmes
- a place that works for young people
- the role of older people in the Kāpiti community

## B. Models for future funding

- 9 The following models have been developed for future funding based on the possible roles for the Council.
- 10 *Core service contract*: if the Council has an ongoing role in supporting a service in this area, it is deemed a core service. For core services it is appropriate to enter into an ongoing contract which is regularly reviewed against performance.
- 11 *Priority service contract*: if the Council has a role in supporting a service in this area that meets needs identified in the current Community Plan then it is deemed a priority service. For these services it is appropriate to enter into a limited term contract which is reviewed on a regular basis against priorities (in line with Community Plan timeframes) and performance.
- 12 *Project seeding contract*: if the Council has a role in supporting the establishment of a project that would address a specific priority (as identified in the Community Plan) then it is deemed a project seeding contract. For these projects it is appropriate to offer a limited term contract which is reviewed after one year, with the Council working with the project organisation to secure alternative ongoing funding.
- 13 *Capacity building*: the Council has identified a key role in assisting community groups and organisations to develop skills and attract funding. This can be done through the provision of services and the provision of financial support through grants.

## C. Assessment of current programmes

- 14 The assessment has looked at:
  - the role of the Council in this area
  - current service/providers addressing this priority and their effectiveness
  - other potential services/providers
  - recommended way forward
- 15 The assessment has looked at the funding that is available across the programmes and makes recommendations on the areas that Council should be focusing funding, on the core and priority services that are meeting needs, and on some potential changes to funding direction and funding diversion.
- 16 The pool of funding available through the current programmes in the draft 2011/2012 Annual Plan is:

• Community contracts	\$310,000
• Emergency services/misc grants	\$ 15,000
• Employment Initiatives Fund	\$ 20,000
• Community grants	<u>\$ 25,000</u>
TOTAL	\$370,000

17 The following table summarises the recommendations relating to each of the programmes and potential new funding priorities. Each of these is discussed in detail in the following sections.

**Table 1: Summary of funding recommendations**

	<b>Confirm funding 2011/12 Draft Annual Plan</b>	<b>Discontinue &amp; reprioritise funding for 2011/12</b>
Core service contracts: <ul style="list-style-type: none"> <li>• NZ Surf lifesaving (for Ōtaki and Paekākāriki surf lifesaving)</li> <li>• Kāpiti Citizens Advice Bureau</li> <li>• Ōtaki Citizens Advice Bureau</li> <li>• Kāpiti Community Centre</li> </ul>	\$87,492	
Priority service contracts: <ul style="list-style-type: none"> <li>• Kāpiti Community Health Group Trust</li> <li>• Disability Information and Equipment Centre</li> </ul>	\$41,952	
Refocus priority service contract: <ul style="list-style-type: none"> <li>• Kāpiti Safer Community Trust</li> </ul>	\$82,983	
Short term contract then discontinue <ul style="list-style-type: none"> <li>• Youth Development Trust</li> </ul>	\$11,167	\$11,167
Discontinue contracts: <ul style="list-style-type: none"> <li>• Sport Wellington</li> <li>• Kāpiti Emergency Medical Service</li> </ul>		\$76,024
Provide recreation and leisure planning and support in house	\$59,223	
Discontinue Emergency Services/Miscellaneous Grants		\$15,000
Discontinue Employment Initiatives Fund		\$20,000
Continue Community Grants for this financial year then review	\$25,000	
New priority projects: <ul style="list-style-type: none"> <li>• Health shuttles</li> <li>• Volunteer Kāpiti</li> <li>• Youth Employment issues</li> <li>• Disability issues</li> <li>• Youth Development</li> </ul>	\$61,167 (plus \$25,000 from Supporting Social Wellbeing budget – ex Funding Advice Service)	

**i) Community contracts**

18 The following have been assessed as core services on the basis that they provide a necessary service, the main funding comes from local government and they are the only providers of the service. It is recommended that these organisations be offered ongoing contracts with a review every three years against performance objectives (as per the contract):

• NZ Surf Lifesaving (for Ōtaki and Paekākāriki surf lifesaving)	\$17,826 each
• Kāpiti Citizens Advice Bureau	\$11,987
• Ōtaki Citizens Advice Bureau	\$11,987
• Kāpiti Community Centre	<u>\$27,866</u>
TOTAL	\$87,492

19 It is further recommended that these organisations be offered an initial contract for four years with a right of renewal for every three years – this will align them with Community Plan timeframes. The Council would require reporting and a review of contract objectives annually. Currently they are required to report six monthly.

20 The following have been assessed as priority services on the basis that they are meeting priorities identified in the Community Outcomes and Community Plan and that they are the only providers of the service. It is recommended that these organisations be offered limited term contracts with a review against community priorities and performance objectives (as per the contract) at the end of the contract term:

• Kāpiti Community Health Group Trust	\$11,935
• Disability Information and Equipment Centre	<u>\$30,017</u>
TOTAL	\$41,952

21 It is further recommended that these organisations be offered a contract for four years to align them with Community Plan timeframes. The Council would require reporting and a review of contract objectives annually. Currently they are required to report six monthly.

22 The following contracts have been assessed as requiring further consideration and are discussed in more detail below:

• Kāpiti Safer Community Trust	\$82,983
• Sport Wellington	\$59,223
• Youth Development Trust	\$22,334
• Kāpiti Emergency Medical Service	<u>\$16,801</u>
TOTAL	\$181,341

*Kāpiti Safer Community Trust*

23 The Council has had a long relationship with the Trust. As the name implies, the Trust was established as part of a national initiative to reduce crime and increase the safety of the Kāpiti Coast District. The Trust has increasingly focused its work on early intervention for families and has provided valuable support to young people and their

families. Over time, central government funding has increased for this family support role and decreased for crime prevention planning and initiatives.

- 24 Community safety is clearly a high priority for the District. Therefore, it is recommended that the funding is targeted directly for crime prevention planning and initiatives which link closely to Council's core responsibilities for safe open spaces, including support for Neighbourhood Support, the Community Patrols and other place-based initiatives. At the same time, the Council will work with the Trust to ensure they receive adequate funding from other sources for their family support and early intervention programmes.
- 25 It is recommended that the Kāpiti Safer Community Trust be offered a limited term (one year) priority service contract for \$82,983, with the potential to extend that to a three year contract depending on their performance in relation to new contract objectives for community safety.

### *Sport Wellington*

- 26 There has been much discussion about the future direction of this spending in recreation. Currently, the contract supports Sports House and capacity building work in the recreation sector within the District. Sports House has two long standing tenants and is also used by a number of other sport and recreation organisations for administrative support services.
- 27 The Council has identified a need to further clarify its role in the recreation and leisure area and to link this more closely to the effective use of the Council's recreational assets.
- 28 There are two possible options for use of this funding:
  - extend Sport Wellington's contract as a priority service contract; or
  - provide a refocused service in-house.
- 29 The objectives for the Sport Wellington/Sport Kāpiti contract were reviewed in April 2010 and made more specific (in line with the resolutions of this Committee in March 2010 – refer SP-10-809). Sport Kāpiti has been delivering on these objectives. However, there has been some additional consideration of the Council's role in the recreation and leisure area. If the service was brought in-house, the focus would be to work directly with associations (and, where appropriate, clubs) to:
  - make effective use of existing Council facilities
  - plan for future requirements
  - provide advice and support in relation to capacity building.
- 30 Given the funding available, an in-house service would not be a full time service. It would also mean the likely discontinuation of Sports House. There are potential alternative spaces to Sports House that the current tenants could use, including existing club rooms and the Artificial Turf Trust building at Mazengarb Park, soon to be constructed. The Council might be approached to fund groups who currently receive support/service from Sports House for things such as subsidised rentals or administrative services (eg photocopying, meeting space, mail box).
- 31 It is recommended that the contract for Sport Wellington is not renewed at the end of the 2011 financial year and that the funding is brought in-house to provide a recreation and leisure planning and support service.

### *Youth Development Trust*

- 32 The Council has supported the Youth Development Trust for some time and has benefited from this investment. More recently, the Trust has had financial difficulties and provides a lesser service in the District. The funding was reduced accordingly. There are now no Project K schools in our District. Ōtaki College has the Stars programme and Paekākāriki School has KiwiCan. Increasingly, the schools report that they would like more flexible programmes than those provided by the Trust. There are many providers of youth development programmes in the District.
- 33 It is recommended that the Youth Development Trust be offered a contract for six months only to December 2011 for \$11,167. The remaining funding is more appropriately incorporated into the overall youth funding programme which will be informed by the Youth Action Plan.

### *Kāpiti Emergency Medical Service*

- 34 The Kāpiti Emergency Medical Service provides a very valuable service to the southern part of the District. Over the years that the Council has provided financial and advocacy support for the service, it has grown from strength to strength. This organisation is now robust and mature and does not need seed funding. There are many other organisations that have greater need of Council support. It is recommended that the Council not negotiate a new contract and that this funding be diverted into other priority areas such as the Kāpiti and Ōtaki health shuttles (see paragraph 43).

### **ii) Emergency services/Miscellaneous grants**

- 35 The funding for Wellington Free Ambulance (\$6,000), St Johns (\$3,000) and Life flight Trust (\$6,000) has been provided on an annual basis for over ten years. It is not tied to the provision of services in the District and it is unclear what benefits the District receives from these grants. It is recommended that this funding be diverted into other priority areas.

### **iii) Employment Initiatives Fund**

- 36 This fund was instigated over ten years ago. Employment issues have changed in the District over the last ten years but the fund has not significantly changed. The Council is currently engaged with a number of other agencies in a youth employment project that is focused on the long term; helping young people in the District transition successfully from school to employment or further education or training. The District has had trouble accessing resources for youth transition services.
- 37 It is recommended that the Employment Initiatives Fund be discontinued and the funding used to support other priority employment projects such as the Youth Employment Project (see paragraph 49).

### **iv) Community Grants and Project Support**

- 38 The community grants provide some level of financial support for organisations to assist them with administration and projects/programmes. The maximum grant amounts are small and have not changed for at least five years. The level of overall funding for this programme has not changed for ten years, apart from CPI adjustments in the last few years. The criteria, size of grants, and processes associated with this funding have not

supported the funding being allocated in a strategic way. There is also no opportunity to fund significant projects that address specific community priorities.

- 39 The options for community grants and project support are:
- continue with the current community grant scheme but increase the maximum amount available for individual grants and refine the criteria – this could include reserving specific amounts for administration and project funding
  - divert all community grant funding to priority project funding – with the projects determined by the Council as part of the Annual/Community Plan process.
- 40 The community grants scheme provides one of the only sources of funding for small organisations and often makes a significant difference to them. If this scheme was discontinued, some of these groups would find it difficult to access funding from other sources. However the capacity of the Council to provide project support funding to priority areas or to address emerging issues is limited – it is currently provided through existing budgets where possible, by seeking external funding or encouraging submissions to the Annual Plan. The size of the current community grants budget is not sufficient to fund both community grants and project support.
- 41 It is recommended that the community grants scheme be continued for the 2011/12 financial year and that the criteria are reviewed to ensure it is addressing priority areas. It is further recommended that the budget for this programme is reviewed as part of the 2012 Community Plan to ensure the appropriate level of funding to provide both capacity building and project support.

#### **D. New funding priorities**

- 42 Through the assessment process a number of new funding priorities have been identified:
- Health shuttle services
  - Volunteer Kāpiti
  - Employment issues
  - Disability issues
  - Youth Development

##### *Health Shuttle services*

- 43 The Kāpiti and Ōtaki health shuttles have both been recently established in response to community concerns about travel to regional health services both north and south of the District. They both operate on resources provided by community organisations and volunteers and their funding future is uncertain. In other areas these services are funded by District Health Boards.
- 44 It is recommended that the Kāpiti and Ōtaki health shuttle services be offered a limited term (one year) project seeding contract of \$7,500 each, with the Council working with the services to secure alternative sustainable funding.

##### *Volunteer Kāpiti*

- 45 The Council has provided Volunteer Kāpiti with \$25,000 over two years for their establishment (refer SP-10-799). The service opened in June 2010 and has been

operating successfully since then. The office is open three days a week and employs a part time Manager supported by volunteers. As at the end of January, Volunteer Kāpiti had 36 member organisations, and had interviewed 76 volunteers, many of whom have been referred to more than one role.

- 46 The establishment of this service was seen as an important vehicle for building the capacity of individuals and community groups in the District. Volunteer Kāpiti is also developing a role in funding advice by providing some support for individual community groups around funding and by co-hosting with the Department of Internal Affairs a 'Fit for Funding' workshop in February. On International Volunteer Day in November 2010 they organised "Making the Most of Volunteers". They plan to hold at least four training forums this financial year covering topics such as "Working with the Media" and "Governance."
- 47 Volunteer Kāpiti also plans to have a service available to the Ōtaki community within the first four months of 2011.
- 48 It is recommended that Volunteer Kāpiti be offered a limited term (one year) priority service contract for \$25,000, with the potential to extend to a three year contract depending on their performance against contract objectives relating to the provision of support for volunteer organisations and community groups in the District. This funding is from another area in the Social Wellbeing budget (ex - funding advice service).

#### *Employment issues*

- 49 As noted in paragraph 37, youth employment is an issue of considerable concern in the District. The Council is currently engaged with Work and Income, Nature Coast, the Kāpiti Chamber of Commerce, Whitireia Polytechnic, and a number of training providers on getting young people into employment and helping young people in the District to transition successfully from school to employment or further education or training. The District has had trouble accessing resources for youth transition services.
- 50 It is recommended that \$20,000 funding be provided for the Youth Employment Project, to seed fund/support a youth transition service in the District. The Council will work with the Project Working Group to determine the most effective use for this funding.

#### *Disability Issues*

- 51 Having a large older population means that the District has proportionately more people with disabilities, as the prevalence of disability increases sharply with age. The Council has, to date, provided only a small amount of funding for disability related projects. The Disability Reference Group (DRG) provides a valuable service, giving expert advice on Council projects. The signing of a memorandum of understanding with the Council in 2010 reflects the maturing relationship. The DRG is currently developing a work plan to address specific disability issues.
- 52 It is recommended that \$15,000 funding be retained for projects that address issues for people with disabilities. These will be developed in consultation with the Disability Reference Group and the Disability Information and Equipment Centre.

#### *Youth Development*

- 53 Youth development and youth participation are important elements in making the Kāpiti Coast a place that works for young people. The Council provided one year only funding of \$50,000 to Kāpiti Youth Support in 2010/11 for youth development. The Council also

has a range of other funding for youth projects and events and is in the process of developing a Youth Action Plan with the Youth Council. The plan will allow young people to determine their priorities for funding for youth development under the supporting social wellbeing activity budget.

- 54 It is recommended that \$11,167 (the balance of the Youth Development Trust contract) for 2011/12 and \$22,334 for subsequent years be retained for projects relating to youth development. Specific projects will be determined as part of the Youth Action Plan. It is recommended that any other funding decisions in relation to youth development be put on hold until the Action Plan is developed.

### Financial Considerations

- 55 There is no recommended change to total funding for Community Financial Support for the Draft Annual Plan 2011/2012. There are recommendations to change funding within the four programmes and to individual contracts.

### Legal Considerations

- 56 New contracts will need to be drafted for the amounts and terms decided.

### Delegation

- 57 The Environment and Community Development Committee has delegated authority to consider this matter. Reference Section B.1, 7.1 of the Governance Structure which reads:

#### **Policy development**

*7.1 Authority to develop (within any wider existing strategic framework) policies and work programmes that support the social, economic, environmental and cultural*

#### **Grants Funding and Contracts for Service**

*7.8 Authority to receive and approve (as required) annual reports, budgets and plans from organisations funded by the Council through grants funding and contracts for service.*

- 58 This delegation does not include authority to approve the contracts. Therefore this report includes a recommendation to the Council that the decision to approve the contracts is made under the Council's authority.

### Consultation

- 59 Communication has continued with Community Contract holders throughout the review. Decisions made at this Committee meeting will be communicated to current and potential new contract holders. They will have an opportunity to submit on any areas of concern through the 2011/12 Annual Plan process.

### Policy Implications

- 60 The Framework adopted as a result of the Community Financial Support Review has informed the recommendations.

## Publicity Considerations

- 61 The decisions will be publicised within the communication regarding the Draft Annual Plan. Regular recipients of community financial support will be informed of the decisions and their opportunity to submit on these.

## CONCLUSION

- 62 The Community Financial Support Review has provided the opportunity to assess the range of programmes currently delivered and how the Council could support emerging community priorities and issues. The recommendations cover continuing some current contracts and making significant changes to other contracts and programmes.

## RECOMMENDATIONS

- 63 That the Committee confirms Community Financial Support funding for 2011/12 as per the following table:

	<b>Confirm funding for 2011/12 Draft Annual Plan</b>	<b>Discontinue &amp; reprioritise funding for 2011/12</b>
Core service contracts: <ul style="list-style-type: none"> <li>• NZ Surf lifesaving (Ōtaki &amp; Paekākāriki)</li> <li>• Kāpiti Citizens Advice Bureau</li> <li>• Ōtaki Citizens Advice Bureau</li> <li>• Kāpiti Community Centre</li> </ul>	\$87,492	
Priority service contracts: <ul style="list-style-type: none"> <li>• Kāpiti Community Health Group Trust</li> <li>• Disability Information and Equipment Centre</li> </ul>	\$41,952	
Refocus priority service contract <ul style="list-style-type: none"> <li>• Kāpiti Safer Community Trust</li> </ul>	\$82,983	
Short term contract then discontinue <ul style="list-style-type: none"> <li>• Youth Development Trust</li> </ul>	\$11,167	\$11,167
Discontinue contracts: <ul style="list-style-type: none"> <li>• Sport Wellington</li> <li>• Kāpiti Emergency Medical Service</li> </ul>		\$76,024
Provide Recreation planning & support in-house	\$59,223	
Discontinue Emergency Services/Miscellaneous Grants		\$15,000
Discontinue Employment Initiatives Fund		\$20,000
Continue Community Grants	\$25,000	
New priority projects: <ul style="list-style-type: none"> <li>• Health shuttles</li> <li>• Volunteer Kāpiti</li> <li>• Youth Employment issues</li> <li>• Disability issues</li> <li>• Youth Development</li> </ul>	\$61,167 (plus \$25,000 from Supporting Social Wellbeing budget – ex Funding Advice Service)	

64 That the Committee recommends to the Council that they approve the following funding contracts:

<b>Organisation</b>	<b>Amount of contract</b>	<b>Term of contract</b>
Surf lifesaving New Zealand - Ōtaki	\$17,826	Ongoing contracts with review every three years against performance. Note that the initial review will occur in year four to align with Community Plan timeframes. Annual reporting and review of objectives.
Surf lifesaving New Zealand - Paekākāriki	\$17,826	
Kāpiti Citizens Advice Bureau	\$11,987	
Ōtaki Citizens Advice Bureau	\$11,987	
Kāpiti Community Centre	\$27,866	
Kāpiti Community Health Group Trust	\$11,935	Limited term four year contract with review against performance and community priorities at end of term. Extension of contract considered as part of Community Plan process. Annual reporting and review of objectives.
Disability Information and Equipment Centre	\$30,017	
Kāpiti Safer Community Trust	\$82,983	Limited term (one year) contract with the potential to extend that to a three year contract depending on performance.
Youth Development Trust	\$11,167	Extension of current contract to 31 December 2011.
Kāpiti Health Shuttle (Red Cross)	\$7,500	Limited term (one year) contract
Otaki Health Shuttle (St Johns)	\$7,500	
Volunteer Kāpiti	\$25,000	Limited term (one year) contract with the potential to extend that to a three year contract depending on performance.

**Report prepared by:**

**Approved for submission by:**

**Cath Edmondson**

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**ATTACHMENTS:**

**Appendix 1: Background Paper Community Financial Support Review**

**BACKGROUND PAPER  
COMMUNITY FINANCIAL SUPPORT**

This paper provides a summary of the Community Financial Support Review 2010. Community Financial Support is funding which assists community organisations to meet the priority needs of the local community.

**Community Financial Support Review 2010**

As part of the 2009 Community Plan, the Council approved a full review of the following funding programmes (SP-9-614):

- community contracts
- community grants scheme
- employment initiatives fund
- emergency service/miscellaneous grants

A brief description of these programmes is at Attachment 1.

The review covered the following areas:

- Objectives – are they being met? How do they align with the Council’s strategic direction?
- Trends in application and approvals
- Assessment of the impact of funded activities on social wellbeing
- Processes of assessment, approval and accountability
- Comparison with policies and processes used by other Council in the region

The key findings of the review, as presented to Environment and Community Development Committee in July 2010 were (SP-10-947):

- Activities are not explicitly aligned with the Community Outcomes nor the Community Plan timeframes
- There is inconsistency in the level of delivery against desired outcomes
- There is a reliance on the funding, even if very small, for some groups but not all
- Most groups have other sources of funding
- Funding is generally not linked to capacity building
- There is no significant funding available to seed projects that address community issues as they are identified.
- Process improvements are needed to support better allocation, accountability and comparability of the funding decisions.

The Committee adopted a framework for the future provision of community financial support and approved the next steps (SP-10-947) to look at the impact on current programmes and contracts and options for implementation. This paper is part of this work. The following is a summary of the framework. The full framework is at Attachment 2.

The aim of the framework is to assist community organisations to meet the priority needs of the local community.

Key principles are:

- helps meet identified priority needs in the community
- helps achieve Community Outcomes through partnerships between the Council and community groups
- supports capacity building in the community
- enables the community to leverage resources from other sources

Allocation of funds will:

- support independence/interdependence of community organisations
- be provided in a responsive and timely way
- be provided in a transparent and consistent way and be seen as having a high level of integrity
- have accountability measures that are appropriate to the level of funding
- be reviewed regularly in line with the Community Outcomes and the Community Plan

In addition to the findings of the Review, the framework has guided the development of options and recommendations through assessing:

- Community issues and priorities from the Community Outcomes and Community Plan 2009 and subsequent Annual Plan
- How these could be best addressed and what is the role of Council, and
- The effectiveness of the current programmes in addressing the issues and priorities

## **DESCRIPTIONS OF CURRENT FUNDING PROGRAMMES**

### **1. COMMUNITY CONTRACTS**

Community Contracts are a group of contracts with eleven community organisations to provide a range of services. These are a preferred group, with significant Council energy put into maintaining a working relationship. This includes regular meetings, reporting, and joint projects. Contractors are also key sources of community information.

Decisions to fund each organisation have largely been individual over time, with no overall strategy. Each contract has specific objectives relating to the organisation and the type of service they are delivering under the contract. These are jointly reviewed on an annual basis. Individual contract objectives are related back to the Community Outcomes mainly at a high level.

There are no specific eligibility criteria. The contract holders must report to the Council at six monthly intervals about their activities relating to the contract. The reporting for the six month period from January to June also requires annual financial statements.

As noted above, the decisions to establish contracts have been individual over time. Reasons for establishing contracts include:

- Service provision: some contract holders provide services which the Council may otherwise provide, such as the Citizens Advice Bureaux;
- Increasing services available in the District: the Kāpiti Coast misses out on some services, often due to the District's demographics. Repeatedly not meeting the funding criteria for services has a compounding effect on the level of service the District receives. Social agencies consistently report that Kāpiti residents seek help later than neighbouring areas and as a result present with more complex needs, across the sectors of health, education, justice and welfare;
- Historical: some essential services are traditionally resourced by councils such as beach safety and information provision;
- Proximity: the Council has identified service gaps, often due to the distance from the service provider and decided to provide funding to help fill these, such as emergency service provision;
- Strong community concern: the Council has responded to strong community feelings and/or a need to advocate for these concerns.

Table one lists the current contract holders.

**Table 1: Description of Current Community Contracts**

<b>External Agency/Partner</b>	<b>Brief description of service</b>	<b>Comment</b>	<b>Funding Contract*</b>
Citizens Advice Bureau Kāpiti	Information, advice, referral and advocacy services based in Coastlands.	Traditionally TLAs support Bureau by providing accommodation and/or funding.	\$10,800
Citizens Advice Bureau Ōtaki	Information, advice, referral and advocacy services based in Ōtaki town centre.	As above.	\$10,800
Disability Information & Equipment Centre – Kāpiti	Information on disability, disability equipment and disability support services. Based in the Kāpiti Community Centre.	In acknowledgement of the large older population and resulting higher disability levels in Kāpiti, funding was increased in 2007.	\$27,000
Kāpiti Community Centre Inc	A facility that provides rooms and spaces for community meetings, networks and activities - a focus for community initiated activities.	In recognition of the increased strain on the Centre, funding was increased in 2007. Traditionally, many TLAs support Community Centres.	\$25,000
Kāpiti Emergency Medical Service Trust	A Kāpiti based emergency medical service - now a partner in the new pilot Urgent Community Care service.	Council has shown a particular interest in emergency services.	\$15,000
Kāpiti Health Group Trust	Advocacy for better health and disability services and outcomes, information on health and related issues. A key partner in the Health Hub Project.	This funding decision was in response to the failed attempt to have the Regional Hospital based in Keneperu.	\$11,000
Kāpiti Safer Community Trust	Promotion and coordination of crime prevention initiatives in the District; provision of support services for families in need; truancy services to schools, Strengthening Families. Delivers the Crime Prevention Plan which includes support for Neighbourhood Support and Community Patrols.	Around the country TLAs have supported Safer Community Councils though some have internalised their Crime Prevention work. Council chose to continue to outsource this work in 2008 when considering funding from the Crime Prevention Unit.	\$74,800
Sport Wellington	Promotion of sport and physical activity, in the District and Region. Provides the Sports House.	Is directly funded by some but not all councils in the region. Works with all councils in the region to deliver recreation and leisure programmes	\$55,000
Surf Life Saving Ōtaki	Professional life guard services over the summer holidays on Ōtaki Beach.	Traditionally TLAs support beach safety – filling a gap in Central government funding.	\$16,000
Surf Life Saving Wellington	Professional life guard services over the summer holidays at Paekākāriki.	Traditionally TLAs support beach safety – filling a gap in Central government	\$16,000

		funding.	
Youth Development Trust Wellington	Delivers programmes for youth within the District: Project K and the Stars Programme.	Compared to other TLAs, Kāpiti makes a significant contribution. The Trust has delivered a proportionately larger number of programmes in Kāpiti compared to the rest of the region.	\$20,000
<b>Total</b>			<b>\$281,400</b>

\* Contracts from 1 July 2007, adjusted annually

## 2. COMMUNITY GRANTS SCHEME

The Council makes \$25,000 per annum available to not-for-profit organisations through the Community Grants Scheme. Groups can apply for up to a maximum of \$1,000 and, if eligible, are able to reapply every year. Administration grants are limited to a maximum of \$500.

The Scheme is run in the same timeframe as the Employment Initiatives Fund. The Scheme is usually advertised in August, decisions made in October and funding made available generally by November.

The aim of the Scheme is to strengthen local communities by providing financial support to assist in the achievement of a social environment that ensures the Kāpiti Coast District is a good place to live for all sectors of the community especially families and children, young people and older people.

The Scheme is for community based social services activities which:

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

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

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

Eligible purposes include:

- training needs of workers
- equipment which is necessary to achieve the outcomes of the programme
- skill development of programme participants
- 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
- seeding grants
- administration costs (up to \$500)

- new programmes, projects or events
- improvement or expansions to existing programmes

The Community Grants Scheme Allocation Sub-Committee has the task of distributing funds. The Sub-Committee is elected every triennium and currently is made up of three Councillors, a Te Whakaminenga o Kāpiti representative and two community representatives. The Sub-Committee sets the eligibility criteria.

The funds are generally distributed one of two ways.

- Option 1: To generally give every eligible applicant some money.
- Option 2: To make decisions based factors such as the type of group that the applicant services, or on the types of projects that they would like to support. Once that decision is made, applicants are given the full amount requested.

Over the past six years the Sub-Committee has distributed funds using option

### **3. EMPLOYMENT INITIATIVES FUND**

The Council makes \$20,000 per annum available to support projects to improve employment opportunities for local people, especially those considered to be disadvantaged in seeking work. The Fund is run in conjunction with the Community Grants Scheme. It is usually advertised in August, decisions made in October and funding made available generally by November.

The fund is allocated to projects which:

- improve the employment opportunities of people in Kāpiti Coast;
- target training towards employment covering work readiness, personal work habits, skill acquisition and development, and work experience which enhances employability;
- target those groups who are considered at the time to be disadvantaged in seeking work e.g. youth, women returning to the work force, long term unemployed;
- work in partnership with central government funding;
- preferably provide a community benefit such as work on community facilities.

The fund is available to groups which:

- have clear goals and objectives with measurable employment related targets;
- have a primary purpose of increasing the employment opportunities of the trainees;
- have a history of successful placement of trainees in employment or higher level training;
- are recognised as a quality provider as evidenced by recognition from the NZ Qualifications Authority and/or are supported by other agencies such as Department of Conservation, NZ Employment Service, Community Funding Agency;
- are considered to be financially viable and well managed as illustrated by the business plan, budgets, annual report and audited statement of accounts.

The Employment Initiatives Fund Sub-Committee has the task of distributing funds. The Sub-Committee is appointed at the beginning of the triennium and is currently made up of five councillors. Like the Community Grants Scheme there are generally two allocation options:

- Option 1: To give every eligible applicant some money.

- Option 2: To make a decision based on the type of group that the applicant services, or on the types of projects that they would like to support. Once that decision is made, applicants are given the full amount requested.

Over the past six years the Sub-Committee has distributed funds using both option one and two.

#### **4. EMERGENCY SERVICES GRANTS**

There are three annual grants which are not community contracts. These organisations receive funding annually but currently have no contract and do not report on activities.

- Wellington Free Ambulance                      \$6000
- Life Flights Trust                                      \$6000
- St Johns Ōtaki                                          \$3000

These grants were set up over ten years ago, initially for the first two organisations as a result of withdrawal of funding by Greater Wellington. A grant was extended to St Johns Ōtaki in recognition of the different coverage area.

## ATTACHMENT 2

## FRAMEWORK FOR COMMUNITY FINANCIAL SUPPORT

### PART A: AIMS AND PRINCIPLES

The **aim** of community financial support is to assist community organisations to meet the priority needs of the local community.

The **key principles** for community financial support are that it:

- helps meet identified priority needs in the community
- helps achieve Community Outcomes through partnerships between the Council and community groups
- supports capacity building in the community
- enables the community to leverage resources from other sources

In allocating financial support the Council will ensure that it:

- supports independence/interdependence of community organisations
- is provided in a responsive and timely way
- is provided in a transparent and consistent way and is seen as having a high level of integrity
- has accountability measures that are appropriate to the level of funding
- is reviewed regularly in line with the Community Outcomes and the Community Plan.

### PART B: ASSESSMENT PROCESS

A need is identified or Council is approached for support. Sources for this include:

1. through Community/Annual Plan development and submissions
2. in research/consultation for example Local Services Mapping, Older Persons' Forums, Youth Survey
3. raised by public, elected members, community groups, government agencies

The Council will undertake an assessment process examining two key areas:

#### 1. Verification of need and priority

The assessment will look at:

- evidence of need and level of community support
- alignment with Community Outcomes and Community Plan

#### 2. How the need can be addressed and resourced

The assessment will look at:

- existing activity/services in this area locally and regionally
- relationship to current central government policy/role
- relationship to current council policy/role including what other councils do

Outcomes from the assessment will determine Council's role in addressing the need. Options for that role can be one or more of the following:

- Direct financial support
- In kind support such as subsidised rental
- Advocacy, advice and facilitation

The assessment will help determine that type of financial support Council, which could range from:

- Direct service provision
- Direct funding to an organisation to provide a service, where there is only one provider
- A contestable process to provide a service where there is more than one potential provider
- Direct funding to an organisation to seed fund a project, where an appropriate organisation has been identified

- A contestable process to seed fund a project, where an appropriate organisation has not been identified
- Funding for capacity building

Throughout the assessment process the Council will work with the community to identify and gain support through other sources such as central government agencies, other funders, Community Boards, community groups and the private sector

Draft document