

**Chairperson and Community Board Members**  
PAEKĀKĀRIKI COMMUNITY BOARD

13 NOVEMBER 2018

Meeting Status: **Public**

Purpose of Report: For Decision

## **CONSIDERATION OF FUNDING APPLICATIONS**

### **PURPOSE OF REPORT**

- 1 Two applications for a Community Grant have been received from:
  - Jenny Clark and Mike Freeman
  - Sylvia Bagnall.

### **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 second 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 Two applications have been received for funding from the Community Grants Fund.
- 6 The applicants have been advised of the criteria and meeting date via email.

#### Applications from the Community Grants Fund:

1. Jenny Clark and Mike Freeman

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. *NB: this application can be considered under Eligible Purposes 2: Special project or activity.*

2. Sylvia Bagnall

To assist with the costs of promotion and advertising the Heritage Group annual weekend. *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	\$1,150.00	\$4,642

7 For this funding round, the total amount in grants being applied for from the Discretionary Fund is \$350.00.

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.	

## 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 Jenny Clark and Mike Freeman 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.

11 That the Paekākāriki Community Board approves a funding application for \$\_\_\_\_\_ from Sylvia Bagnall to assist with the costs of promotion and advertising the Heritage Group annual weekend.

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

Judy Rennie

Natasha Tod

Kevin Black

**Executive Secretary  
Regulatory Services**

**Group Manager  
Regulatory Services**

**Acting Group Manager  
Strategy and Planning**

## ATTACHMENTS

- **Community Fund Grants Criteria**
- **Grant Applications:**
  - Jenny Clark and Mike Freeman
  - Sylvia Bagnall
- **Accountability Reports:**
  - Paekākāriki Informed Community Incorporated

## 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](mailto:judy.rennie@kapiticoast.govt.nz)