

Chairperson and Community Board Members
WAIKANAE COMMUNITY BOARD

13 MARCH 2018

Meeting Status: **Public**

Purpose of Report: For Decision

CONSIDERATION OF APPLICATIONS FOR FUNDING

PURPOSE OF REPORT

- 1 Six applications for funding have been received:

Discretionary Grant Fund

- Waikanae Surfing Club
- Meghan Walker-Cudby
- Teddy Bears Picnic Kapiti
- Amelia Fitton

Promotion Fund

- Lucette (Lucy) Griggs
- The Phonic Posse

DELEGATION

- 2 The Waikanae Community Board has the delegated authority as at 'Part D Community Boards' of the Governance Structure:

"Approving criteria for and disbursement of community-based grant funds as approved through the Long Term Plan or Annual Plan."

BACKGROUND

- 3 This is the fifth Waikanae Community Board meeting of the 2017/2018 financial year.
- 4 The budget allocations for the 2017/2018 financial year for the Waikanae Promotion Fund, Discretionary Grants Fund and Waikanae Capital Improvement Grant are as follows:

Fund	2017/18 Budget Allocation	Total Allocated to Date	Total Unallocated to Date
Discretionary Grants Fund	\$6,268	\$5,648.20	\$619.80
Waikanae Promotion Fund	\$35,098	\$18,097.38	\$17,000.62
Waikanae Capital Improvement Grant	\$35,098	\$10,000	\$25,098

- 5 An amount of approximately \$1.202 million is held in the Waikanae Capital Improvement Fund and this is expected to reduce to \$960,000 by the end of the

financial year. (Please note that the money allocated for the Waikanae sign has been removed). The following table shows how the fund has been allocated:

Amount (\$000)	Purpose of Grant
1,208	Balance at 30 June 2016 as per Annual Report
50	Earnings during 2016/17
(56)	Expenditure during 2016/17
1,202	Balance at 30 June 2017 as per Annual Report
(254)	Pledged to the Mahara Gallery Trust
47	Interest earnings budgeted for the 2017/18 year
(35)	Budgeted grants for 2017/18
960	Forecast Balance as at 30 June 2018

CONSIDERATIONS

Issues

- 6 Grants are allocated in accordance with the specified criteria (**attached**).
- 7 All applicants have been advised of the criteria and meeting date by email.

Discretionary Fund Grant

Waikanae Surfing Club

- 8 Waikanae Surfing Club has applied for a Discretionary Fund grant of \$500.00 to assist with the cost of members attending a Level 1 Surf Coaching Course.

Meghan Walker-Cudby

- 9 Meghan Walker-Cudby has applied for a Discretionary Fund grant of \$500.00 to assist with costs associated with attending the Sydney Royal Easter Show and grand nationals in March 2018.

Teddy Bears Picnic Kapiti

- 10 Tracey Wakefield has applied for a Discretionary Fund grant of \$500.00 per year for the next three years ie. 2019-2021 to assist with costs associated with the annual Teddy Bears Picnic Kapiti.

Amelia Fitton

- 11 Amelia Fitton has applied for a Discretionary Fund grant of \$250.00 to assist with attendance costs for a week long course at the National Scout Aviation School.

Promotion Fund Grant

Lucette (Lucy) Griggs

- 12 Lucy Griggs has applied for a Promotion Fund grant of \$500.00 to assist with travel costs to Sweden and participating in a film/music workshop exchange.

- 13 The Phonic Posse
Tim Brown has applied for a Promotion Fund grant of \$500.00 to assist with costs associated with organising a charity fiesta evening in Mahara Place Square.
- 14 Grants equating to \$2,250 have been presented for the Board's consideration and approval.

Fund	Total Unallocated to Date	Total Grants Requested
Discretionary Grants Fund	\$619.80	\$1,250
Waikanae Promotion Fund	\$17,000.62	\$1,000
Waikanae Capital Improvement Fund	\$25,098.00	0

Historical Grants

- 15 **Attached** to this report, as appendices, are tables showing all grants made in the 2017/2018 and 2016/2017 financial years.

SIGNIFICANCE OF ENGAGEMENT

- 16 This matter has a low level of significance under the Council Policy.

RECOMMENDATIONS

- 17 The Waikanae Community Board grants Waikanae Surfing Club a discretionary grant of \$..... to assist with the cost of members attending a Level 1 Surf Coaching Course.
- 18 The Waikanae Community Board grants Meghan Walker-Cudby a discretionary grant of \$..... to assist with costs associated with attending the Sydney Royal Easter Show and grand nationals in March 2018.
- 19 The Waikanae Community Board grants Teddy Bears Picnic a discretionary grant of \$..... for the next three years ie. 2019-2021 to assist with costs associated with the annual Teddy Bears Picnic Kapiti.
- 20 The Waikanae Community Board grants Amelia Fitton a discretionary grant of \$..... to assist with attendance costs for a week long course at the National Scout Aviation School.
- 21 The Waikanae Community Board grants Lucy Griggs a promotion fund grant of \$..... to assist with travel costs to Sweden and participating in a film/music workshop exchange.
- 22 The Waikanae Community Board grants The Phonic Posse a promotion fund grant of \$..... to assist with costs associated with organising a charity fiesta evening in Mahara Place Square.

Report prepared by:

**Approved for submission
by:**

**Approved for submission
by:**

Marguerita Harris
Executive Secretary
Infrastructure Services

Max Pedersen
Group Manager
Community Services

Sean Mallon
Group Manager
Infrastructure Services

ATTACHMENTS:

Criteria

- Discretionary Grants Fund
- Promotion Grants Fund

Applications

- Waikanae Surfing Club
- Meghan Walker-Cudby
- Teddy Bears Picnic Kapiti
- Amelia Fitton
- Lucy Griggs
- The Phonic Posse

Accountability Report Back

- Kapanui School
- Parkinson's Kapiti/Horowhenua
- Waikanae Montessori Preschool
- [Kāpiti](#) Chorale Inc
- [Kāpiti](#) Branch NZ Camellia Society
- Waikanae Arts & Crafts Society Inc
- Kidz Need Dadz Wellington
- Waikanae Lions Club
- Combined Lions Club of Kapiti
- Mahara Gallery Trust

Grants

- List of grants made in the 2017/18 year
- List of grants made in the 2016/17 year

**WAIKANAĒ COMMUNITY BOARD
DISCRETIONARY GRANTS – CRITERIA**

Priority

Groups or individuals who promise a future input into the development of community, cultural or sports activities within the district.

Eligibility Criteria

1. Applicants must reside in the Waikanae Ward.
2. Groups must be non-profit making.
3. Applications may only be made once in a 12 month period, calculated from the date funding was last received, except in exceptional circumstances and at the Board's discretion.

Applications will be considered for:

1. Community, cultural or sports purposes, including travel both within New Zealand and overseas.
2. Groups or individuals who are unable to receive sufficient grants from other sources because of the time frame or because they are otherwise ineligible.
3. Grants to partially or fully offset the cost of any Council permit, licence or resource consent fees on the basis that the proposed activity falls into a "worthy cause" category.
4. The remission of hall rental for "worthy causes" in line with Council policy that all remissions of hall rentals are accounted for by being funded from approved grants budgets.
5. Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to ONLY funding the organisation as a whole.
6. Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year's funding. First-time applicants to the Discretionary Grants Fund will not be eligible for three years of annual funding.

Ineligible purposes

1. Capital expenditure.
2. Expenses incurred for school curriculum activities.
3. Grants will not be considered retrospectively and must be received by the Kāpiti Coast District Council prior to the event taking place and at least eight working days before the Community Board meeting date.
4. Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for further funding from the Waikanae Community Board for the same activities.

Notwithstanding all of the above, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.

WAIKANAĒ COMMUNITY BOARD DISCRETIONARY GRANTS – CRITERIA

Grant allocation guidelines

In order to ensure that funds are managed carefully throughout the entire financial year, funds for sporting or travel activity will generally have a maximum amount payable as follows:

For sports/competitions (including associated travel costs):

- \$100 Participation in a national or international event without selection (ie. if you pay you can participate)
- \$200 Competing in a national event (after selection)
- \$500 Competing in an international event (after selection)

For travel:

- \$200 To attend coaching/training clinics out of Waikanae (national or international), which will benefit more members of the community
- \$200 Attending national AGMs (or similar) for Waikanae community groups
- \$250 Attending national AGMs (or similar) for very active or highly beneficial Waikanae community groups

For all other applications, the maximum grant payable is \$500 per grant.

Applicants must provide at least three quotes for any items to be purchased with the grant money.

Note – all applications must include full supporting documentation.

Consideration of Grants

Grants will be considered quarterly and at each meeting the Board will allocate up to 25% of the annual budget, with the exception of the last meeting of the financial year, which may allocate all remaining funds available.

In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

Accountability

Applicants must provide evidence that the money was spent for the purpose granted, within **six months** of receipt of the grant.

Procedure for applications

Applications are to be made on the approved application form and addressed or emailed to:

Marguerita Harris
Executive Secretary
Kāpiti Coast District Council
Private Bag 60 601
Paraparaumu 5254

marguerita.harris@kapiticoast.govt.nz

WAIKANAĒ COMMUNITY BOARD PROMOTION FUND – CRITERIA

Priority

Groups or individuals who, through their activities, are promoting the Waikanae Ward.

Eligibility Criteria

1. Applications must be for promotions within the Waikanae Ward.
2. Applications will be considered for “events based” activities.
3. Applications will be considered for exceptional circumstances.

Applications must include an outline of the expected benefits to the Waikanae Ward.

Does the application promote Waikanae by:

1. Contributing to making Waikanae a Good Place to Live; or
2. Contributing to making Waikanae an Active Community; or
3. Attracting visitors to the area; or
4. Promoting Waikanae as a visitor destination.

To allow the Community Board to forward plan they encourage organisations to provide an annual calendar of events and activities, and to note the activities which they may need funding for.

Applicants must provide at least 3 quotes for any items to be purchased with the grant money.

Applicants are to give full details of the reason for application, and amount requested, and to note any other applications for funding currently sought from other bodies.

Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to ONLY funding the organisation as a whole.

Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year's funding. First-time applicants to the Promotion Fund will not be eligible for three years of annual funding.

In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for funding from the Waikanae Community Board for the same activities.

Accountability

Successful applicants will be asked to provide a report on how the grant was spent, within **six months** of receipt of the grant.

Successful applicants must contact the Community Board immediately if, for any reason, they are unable to use the grant funding for the purposes for which it was originally approved.

Procedure for applications

Applications are to be made on the approved application form and addressed to: Marguerita Harris, Kāpiti Coast District Council, Private Bag 60601, Paraparaumu 5254 or email: marguerita.harris@kapiticoast.govt.nz

Notwithstanding all of the above, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.

Applications will not be considered retrospectively and must be received by the Kāpiti Coast District Council prior to the event taking place and at least eight working days before the Community Board meeting date.