
TAWA COMMUNITY GRANTS

1. Purpose of Report

This report

- provides recommendations for the distribution of the Tawa Community Grants
- provides recommendations for the distribution of funds donated by the Tawa Roller Skating Club.

2. Recommendations

It is recommended that the Grants Subcommittee:

1. *Receive the information.*
2. *Use the officers' recommendations in the schedule attached as Appendix 2 as a guide to allocating a grant amount for the applications made under Tawa Community Grants.*
3. *Agree to recommend to the Chief Executive for funding any projects that are considered suitable to receive funds donated by the Tawa Roller Skating Club.*

3. Background

The Tawa Community Grants Fund is designed to provide assistance for local Tawa voluntary projects. The fund provides \$15,000 per annum for projects from community organisations that meet general and specific criteria (attached as Appendix 1).

In addition to the Tawa Community Grants, \$7,652.17 (incl. GST) is available from funds donated by the Tawa Roller Skating Club for projects benefiting Tawa youth. The Tawa Community Board agreed on 9 November 2006 that these funds would be distributed in the form of grants. The Tawa Community Board Grants Subcommittee can provide advice to the Chief Executive on how the funds are to be dispersed. Should there be funds remaining following the application process, a second round of applications will be called for in the 2007/08 financial year.

4. Discussion

Officers' recommendations regarding the applications submitted are attached as Appendix 2. The original information provided by applicants has been forwarded to Subcommittee members in a separate book. If members of the Subcommittee require more information on applications prior to the grants meeting, they can contact the grants team, who will work on providing this in time for the meeting.

The recommendation sheet gives each applicant's organisation name, a brief project description, the total project cost, amount requested, criteria and strategic fit reference (which includes any concerns about criteria fit and risk management issues), a priority level based on strategic and criteria fit, and maximum and minimum levels of recommended funding.

The recommended amounts are the result of an assessment process which included consultation with all or some of the following; the applicant, persons or organisations referred to in the application, Council officers, and persons operating or knowledgeable about similar services to that of the applicant. The assessment process may result in the applicant providing revised or extra material (most commonly relating to accounts or budgets) that will be presented at the meeting in support of officers' recommendations.

The grading A, B or C is determined by criteria fit or concerns. Any criteria concerns held after the initial assessment of a project are noted on the sheet. Some recommendations may be subject to change depending on responses received after this report has been written.

Maximum and minimum levels of funding are suggested which will indicate:

- the minimum amount needed for the activity to proceed; or
- a range in line with past precedents; or
- a range that reflects the level of fit with criteria

A lower level of funding than this minimum level would normally be considered inadequate. An amount higher than the maximum level recommended would be considered out of line with past precedents, or would put too much pressure on the funds available to other projects.

The grants team collects statistical information to provide an overview of spending after the allocations have been made, to help give an indication of the type of projects most funded and the age groups that receive most benefit.

5. Conclusion

The Subcommittee is asked to consider the applications and decide whether or not it is appropriate to fund the applicants and for what amount.

Contact Officer: *Katharine Macann, Acting Grants Team Leader*

Supporting Information
<p>1) Strategic Fit / Strategic Outcome <i>Tawa Community Grants are allocated to support outcomes from the Social and Recreation strategic area.</i></p>
<p>2) LTCCP/Annual Plan reference and long term financial impact <i>Tawa Community grants come under project C678.</i></p>
<p>3) Treaty of Waitangi considerations <i>Any grants application that could have implications for Maori are referred to WCC Treaty Relations Office for recommendations. The Treaty Relations Office is sent the full list of applicants and projects for comments.</i></p>
<p>4) Decision-Making <i>This is not a significant decision.</i></p>
<p>5) Consultation</p> <p>a) General Consultation <i>The Grants Team sends the full list of applicants and projects for comment to appropriate Council officers prior to presentation to the Subcommittee. Applicants and persons or organisations referred to in the applications and others may be spoken to for comments where appropriate.</i></p> <p>b) Consultation with Maori <i>The WCC Treaty Relations Office is sent the full list of applicants and projects for comment prior to presentation to committee.</i></p>
<p>6) Legal Implications <i>N/A</i></p>
<p>7) Consistency with existing policy <i>The grant pools have been created to assist community initiatives in line with Council strategy.</i></p>

Appendix 1: Grants Criteria

Generic Grants Criteria:

1. Project makes a positive contribution to achieving the Council's Strategic Outcomes and Points of Difference as listed in the Council's current Annual Plan.
2. Project is Wellington based and primarily benefits the people of Wellington (exceptions may be made for projects based elsewhere in the region but which significantly benefit residents of Wellington City).
3. Applicant is a legally constituted community group or organisation, not an individual or individuals.
4. Applicant group provides evidence of (or, if a new group, systems for): sound financial management, good employment practice (where applicable), clear and detailed planning, clear performance measures, demonstrated ability to report back on past funding as appropriate.
5. Projects will not be funded for the same purpose more than once in any financial year.
6. Failure to report adequately on past Council funding can result in a group being considered ineligible for future funding.
7. Project is physically and financially accessible either by a wide range of persons or by the intended users.
8. Project shows evidence of community support, collaboration and building partnerships with other organisations (e.g. letters of support from other organisations/leaders).
9. Applicant must demonstrate that the project expands the capacity, range or level of similar types of services in the community and that there was user input into identifying the need for the project.
10. The principal intent of the project is not for private or commercial pecuniary gain, though it may be that such gains occur as a side effect of the project.
11. Application demonstrates an awareness of the Treaty of Waitangi, in particular when involving Mana whenua and Taura Here.

Specific criteria relating to Tawa Community Grants:

12. Applicant is based in Tawa and the project directly benefits residents in the Tawa Ward.
13. Applicant group must not have excess reserve funds.
14. Preference for projects to be completed within 12 months.
15. Preference for new or expanded activities.
16. Grants will not be made for purposes that the Tawa Community Board considers to be subsidising subscriptions, rent or debt will not be supported except in exceptional circumstances.
17. Grants may be made for charitable, educational, welfare, community development, cultural, recreational, sporting, activity development, equipment or training programmes.
18. Preference will be given to grants that assist the development of economically or socially disadvantaged groups.
19. Applications for individuals representing New Zealand in a recognised sporting, cultural or other approved event may be considered.