

Grants Allocation Committee Meeting

PUBLIC BUSINESS AGENDA

A Grants Allocation Committee Meeting
will be held at the Sport & Events Centre,
Mossop Road, Tokoroa
on Wednesday 29 May 2019
Commencing at 10.30am

OUR VISION

“Healthy people thriving in a safe, vibrant and sustainable community.”

Grants Allocation Committee

Reporting to - Council

Constitution - four Councillors and Mayor (ex officio)

Meeting frequency - twice a year

Objective - to distribute grant and loan monies within the guidelines of the Council and outside funding agencies

Scope of activity - to consider and make grant allocations and loans within guidelines set down by the funding agency, including Creative New Zealand and the South Waikato District Council, and ensure the schemes are administered equitably

Power to act - limited to matters listed within the Committee's scope of activity

Management responsibility - Group Manager Community

Attendees

Members	Chairperson	A Bell
	Councillors	W Cook T Lee P Schulte
	Mayor (ex Officio)	J Shattock
Staff	Community Projects Coordinator	M Togia
	Community Support Assistant - Minutes	C Tanoa

Agenda Confirmed by:

B Smit
Chief Executive

*RECOMMENDATIONS contained in Reports are NOT to be construed as COUNCIL DECISIONS.
Refer to Council Minutes for RESOLUTIONS.*

Order of Business

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1. **Apologies**

2. **Confirmation of Agenda**

3. **Conflicts of Interest**

4. Confirmation of Minutes

4.1 Confirmation of Minutes - Public

Document Information

Report To: Grants Committee
Meeting Date: Wednesday, 29 May 2019
Author: A Bell
Author Title: Chairperson
Report Date: Monday, 13 May 2019

Purpose of Report

This report is for information purposes only.

The purpose of this report is to present past Minutes.

Recommendation

Grants Allocation Committee Meeting - Thursday 27 November 2018

Public Business

That the Minutes of the Public Business of the Grants Allocation Committee Meeting held on Thursday 27 November 2019 are confirmed as a true and accurate record and the Recommendations therein approved.

Attachment

Minutes

Grants Allocation Committee Meeting

PUBLIC BUSINESS AGENDA

A Grants Allocation Committee Meeting
was held in the Rotary Room, Sport and Events Centre,
Mossop Road, Tokoroa
on Tuesday 27 November 2018
Commencing at 10.30am

Attendees

Members	Chairperson	A Bell
	Councillors	W Cook P Schulte
	Mayor (ex Officio)	J Shattock
Staff	Community Projects Co-ordinator Community Support Manager Community Support Assistant - Minutes	M Togia A Flett C Tanoa

1. Apologies

18/362 Resolved

[/]

That apology from Cr Lee is received and sustained.

2. Confirmation of Agenda

18/363 Resolved

Cr Schulte / Her Worship

That the Agenda, as circulated, be confirmed.

3. Conflicts of Interest

There were no conflicts of interest declared.

4. Confirmation of Minutes

18/364 Resolved

Cr Cook / Cr Bell

That the Minutes of the Public Business of the Grants Allocation Committee Meeting held on Wednesday 6 June 2018 are confirmed as a true and accurate record and the Recommendations therein approved.

5. Reports

5.1 Community Development Grant Allocations - October 2018

Document Information

Report is taken as read.

18/365 Resolved

Cr Bell / Cr Cook

1. *That Report No 2018-461146, Community Development Grant Allocations - October 2018, be received.*
2. *That funding allocations documented in the following attachment 'Community Development Grant Schedule - October 2018, be accepted and granted to successful applicants.*

Community Development Grants Schedule - October 2018
\$39,700.00

	Organisation	Full Cost of Project	Amount Requested	Amount Allocated	Description of Project	Referred to:
CDG181001	Tokoroa Community Gardens Trust	\$16,538.23	\$16,538.23	\$6,000.00	Resourcing and insurance	Cr Bell
CDG181002	Rangatahi Support Trust	\$129,528.00	\$5,528.00	\$5,000.00	Emergency overnight shelter	Cr Schulte
CDG181003	Ka Pai Kai South Waikato	\$2,135.65	\$2,135.65	\$1,500.00	Kitchenware to support the operations of the kitchen	Cr Bell
CDG181004	The Timber Museum of New Zealand Trust	\$5,370.00	\$4,370.00	\$3,000.00	To construct a new website for the Museum	Cr Shattock
CDG181005	Parenting Place Charitable Trust	\$6,812.40	\$2,000.00	\$0.00	Attitude Life Skills Presentations for South Waikato Schools 2019	Cr Lee
CDG181006	Parkinson's New Zealand	\$44,928.00	\$10,000.00	\$5,000.00	Parkinson's Community Educator salary	Cr Cook
CDG181007	South Waikato Arts Trust	\$4,100.00	\$3,100.00	\$1,000.00	To replace 20 seats	Cr Cook
CDG181008	Waikato River Trails Trust	\$19,773.00	\$1,381.00	\$1,000.00	New event costs - Summer Sizzler - Traffic Management costs	Cr Shattock
CDG181009	Project Litefoot Trust	\$9,316.00	\$2,500.00	\$0.00	LiteClub - South Waikato 2019	Cr Lee
CDG181010	House of Science South Waikato	\$21,414.96	\$6,000.00	\$2,700.00	Take science kits into Tokoroa schools	Cr Cook
CDG181011	Tokoroa Senior Citizens and Welfare Centre Inc	\$40,590.94	\$8,250.94	\$6,000.00	Wages for the Centre Manager and rental costs	Cr Bell
CDG181012	Asthma & Respiratory Services Waikato Inc	\$200,000.00	\$5,000.00	\$2,000.00	Contribution towards operating costs	Cr Lee
CDG181013	South Waikato Community Collective	\$4,900.00	\$4,000.00	\$2,500.00	Children's Day and Honouring Youth Awards - 2019	Cr Schulte
CDG181014	Bluelight Ventures Inc	\$16,229.81	\$5,977.81	\$4,000.00	Cost for the Camp, bus, food and holiday activities	Cr Schulte
	TOTAL amount remaining for allocation				-	
	TOTAL Requested / Allocated	\$521,636.99	\$76,781.63	\$39,700.00	\$0.00	

The Meeting closed at 11.28am.

A Bell
CHAIRPERSON

5. Reports

5.1 Community Development Grant – May 2019

Document Information

Report To:	Grants Committee
Meeting Date:	Wednesday, 29 May 2019
Author:	Moetu Togia
Author Title:	Project Coordinator
Report Date:	Friday, 3 May 2019

Purpose of Report

This report requires a decision from Council.

This Committee is required to allocate Community Development Funds for the May 2019 Grants round.

Background

The issues discussed in this report is aligned with the Council vision, community outcomes, Council policies and the Council Strategy.

Grants Promotion

Promotion of the Community Development Grants along with the Creative Communities Scheme began, following the closing of the previous round in October 2018 through social media, the South Waikato District Council website, in the public libraries, Council offices and word of mouth.

Staff met with and fielded phone calls from several organisations (local and regional). By end of closing 12 applications were received for assessment.

The total amount of funding for the 2019/20 financial year is \$80,000.00. This is split equally across two separate funding rounds.

In essence, there is **\$39,878.21.00** (GST excl) available for allocation in this round (less advertising, catering and venue hireage costs).

Discussion

There are 12 applications received in this round, requesting a total amount of **\$377,781.90**.

There were 10 applications received online, with one hardcopy and one emailed application. The online application process has significantly improved the processing of the applications. The Committee have been provided full details of each application along with its respective support documentation and, a matrix sheet for the assessment process.

Recommendation

1. *That Report No 2019–478623, Community Development Grants – May 2019, be received.*
2. *That funding allocations documented in the following attachment 'Community Development Grant Schedule – May 2019 be accepted and granted to successful applicants.*

Attachments

Community Development Grant Schedule – May 2019

Grants and Loans Policy

Community Development Grants Schedule - May 2019								\$39,878.21	
Ref #	Organisation	Full Cost of Project	Amount Requested	Amount Allocated	GST registered	Description of Project	Speak to application	Referred to:	Matrix mark
CDG1905001	Tokoroa Kart Club	\$1,932.00	\$1,932.00		Not registered	EMC Ambulance + Staff for 4 days	Yes	Cr Schulte	
CDG1905002	Waikato River Trails Trust	\$25,102.00	\$1,585.00		Yes	Summer Sizzler event costs	Yes	Cr Cook	
CDG1905003	Tokoroa Community Foodbank Trust	\$10,159.00	\$4,000.00		Yes	Admin/overhead expenses	No	Cr Bell	
CDG1905004	The South Waikato Arts Trust	\$4,540.90	\$4,540.90		Yes	Upgrade to lighting in Theatre	No	Cr Lee	
CDG1905005	Micamp Trust	\$10,000.00	\$10,000.00		Yes	Heating for meeting/recreation hall +	Yes	Mayor Shattock	
CDG1905006	United Community Centre	\$11,346.00	\$3,446.00		No	Operational costs	Yes	Cr Schulte	
CDG1905007	Life Education Trust Central Plateau	\$148,200.00	\$8,000.00		Yes	Operational costs	Yes	Cr Schulte	
CDG1905008	Waotu-Puketurua Playcentre	\$21,923.00	\$5,000.00		No	Playground upgrade	Yes	Cr Cook	
CDG1905009	St Pius Indoor Bowling Club	\$1,350.00	\$1,350.00		No	Hall hire	No	Cr Bell	
CDG1905010	Project Litefoot Trust	\$10,545.00	\$2,634.00		Yes	Liteclub - South Waikato	No	Mayor Shattock	
CDG1905011	CNI Kindergarten Trust - Central Kids David Henry	\$14,776.00	\$14,000.00		Yes	Cultural entranceway	Yes	Cr Bell	
CDG1905012	Waikato Youth Empowerment Trust	\$117,908.00	\$5,000.00		Yes	STARS programme	Yes	Cr Lee	
	TOTAL amount remaining for allocation								
	TOTAL Requested / Allocated	\$377,781.90	\$61,487.90	\$0.00					

Grants and Loans Allocation Policy

Responsibility:	Community Services Manager
First Adopted:	9 October 2003 (375/03)
Historic revision dates:	14 June 2007 (07/212) 9 October 2008 (08/298) 6 October 2011 (11/325) 17 May 2012 (12/180) 11 October 2012 (12/396), 23 October 2014
Next review date:	
Review Date:	19 April 2018
Review Frequency:	Three yearly, prior to Long Term Plan review
Approval authority:	Council
Consultation required:	(Special Consultative Procedure - if required as part of the LTP)
Record number:	DocSet ID number - 109397
Associated documents:	N/A

Policy Objectives

To provide assistance to community organizations in a financially prudent manner.

Principles

The principles of Section 14 of the Local Government Act 2002 apply, relating to Grants Committee decisions.

A local authority must manage its revenue, expenditure and general financial dealings prudently, and in a manner that promotes the current and future interests of the community (Section 101, Local Government Act 2002).

In discharging its responsibilities, Council must ensure that money provided to organizations is spent for the purpose intended and that money loaned must have adequate security to minimize loss to Council and the community.

Definitions

Grant

A gift in cash or in kind to an organization for a specific purpose to pursue its objectives for the benefit of the community. The value of an “in kind” grant will not be deducted from the Community Grants budget, however will be taken into account when decisions regarding allocations are made.

Donation

A gift in cash or kind to enable an organization to pursue its objectives for the benefit of the community. The gift is not for a specific purpose.

Allocating Body

Any committee of and/or Council appointed for the purpose of allocating grants or loans, or agreeing to act as guarantor under this Policy.

Organization

Any community group or not-for-profit organization applying for, or in receipt of, a Council grant or other benefit.

Creative Communities Scheme

Funds received from Creative New Zealand for support of the arts in the South Waikato District, for distribution by the allocating body.

Background

Council is an integral part of a community and, in discharging its role of enabling local decision making and action by and on behalf of communities and promoting the Council's community outcomes, Council needs to provide adequate opportunity to assist the community to achieve its outcomes. In doing so, Council recognizes a level of commitment through grant funding.

Council also has a Leisure Arts and Cultural Loan fund that is able to be used to assist cultural and leisure activities.

Policy Statement

1.0 Allocation in Annual Forecast

- 1.1 The annual budget for Community Grants will be as determined by Council in its Annual plan and long term council plan each year, but normally within a range of 0.5% to 1% of the previous financial year's total rates levy. This amount is to include recreation and social grants, Mayoral Grants and grants for events sponsorship.
- 1.2 Fifteen percent of the annual Community Grants budget will be available throughout the financial year for allocation as agreed by the Mayor and Deputy Mayor. To guide budgets for the Community Grant allocation rounds (April and September), the remaining 85% will be split evenly between the two allocation periods.
- 1.3 The Creative Communities and Community Grants will be allocated by two independent committees in accordance with the requirements outlined by Creative New Zealand for the Creative Communities Scheme. However, both committees will meet on the same day to allocate funds and the same timeframes and process will be used for administration purposes. Meeting will take place twice in September and April each financial year.

2.0 Purpose of Grants

- 2.1 The allocating body shall consider the respective roles of central and local government in allocating funds.
- 2.2 Any grant shall recognize the outcomes for the community and strategies outlined in the Long Term Plan.

- 2.3 Council's Community Grants budget shall include only grants for events, sponsorship, Community Grants and the Mayoral Grant.
- 2.4 The use of grants will be maximized, subject to the community deriving benefit from Council funding to the activity to warrant Council's involvement.
- 2.5 The allocating body shall not make a grant for any purpose which, in its opinion, would be regarded as unbecoming to the community.

3.0 Guidelines –Community Grants

3.1 The Organization

- 3.1.1 The organization must have its focus within the South Waikato District.
- 3.1.2 The organization should not be a commercial organization, i.e. not primarily intended as a profit-making organization.
- 3.1.3 The organization shall provide information on the purpose for which the grant has been applied, and a statement of the organization's financial situation.
- 3.1.4 The organization can apply for multiple projects on one application form.
- 3.1.5 Council will not fund the same project twice in the same financial year.

3.2 Acceptance of Applications

- 3.2.1 Applications for Council's Community Grants will only be referred to the allocation committee for consideration if the following criteria are met.
 - 1. Efforts have been made to seek other grants through external funders
 - 2. Supporting letter/s are attached
 - 3. Applications are signed by the Chairperson or delegated authority
 - 4. Quotes or proof of current pricing are attached (no older than three months)
 - 5. A set of annual accounts (or bank statements if annual accounts unavailable) are attached
 - 6. Application in its entirety is received prior to the close off time and date
 - 7. The organization has provided accountability reports for all past Community Grants (received in the last five years)
 - 8. All applications must be submitted online effective May 2019
 - 9. All applications must provide information around other assistance given by Council to the organization for the year the grant is requested
- 3.2.2 If the application does not meet the requirements as stated above, the organization will be notified of why the application wasn't considered. If in time to resubmit with appropriate changes and meet requirements the application will be referred to members of the allocating body. If not in time to resubmit prior to the closing date, the organization will be encouraged to review their request and apply to the next grants round.

3.3 Level of Assistance/Allocation

- 3.3.1 In considering whether to make a grant and/or the amount of grant, other assistance given by Council to the organization shall be taken into account, including any rates remission, reduced rentals for land and buildings, subsidized fees and charges, or other such benefits.
- 3.3.2 The level of allocation should take into account the funds raised by, and volunteer input into, the organization through its own volunteer efforts and other external charitable funding. Council endeavors to top up funding and not be the sole contributor to projects. As a result Council aims to

provide no more than 70% of total project costs to any one application. Council should not be considered the first port for grant funding.

- 3.3.3 The assessed benefits, and the impact on the community in terms of numbers of persons assisted or participating, should be considered.

3.4 Priorities

- 3.4.1 Funding may take priority for organizations:

- To help them get an event or programme started.
- To help them become self-sufficient.
- To meet community needs where funding provisions are not adequate

- 3.4.2 Preference may be given for facilities and programmes that are to be shared by more than one group, and upgrades of existing facilities and/or improve the safety and wellbeing of users.

4.0 Accountability Requirements

- 4.1 On notification of allocation, the successful group will be required to file an invoice to Council for the allocated amount within a month of the notification date. Council will then pay all allocated monies for that grant round. Successful organizations will be notified of the accountability requirements attached to the grant at the time of payment.

- 4.2 Organizations will be required to complete accountability reports. Organizations will be required to report nine months after receiving the grant or within three months of the completion of the project, whichever is the shorter.

- 4.3 The accountability report will require the group to demonstrate progress toward achieving their goals.

The report should include:

- Purpose of project.
- Outcomes/results to date or at conclusion of project.
- Timing of reporting (in relation to project stage).
- Narrative on what the project has achieved.
- Evidence of what the grant has been spent on (with bank statements or receipt indicating use of funds)

5.0 Use of Monies

- 5.1 Monies allocated by Council that are not used for the purpose specified by the organization must be returned to Council within 12 months of the grant being received.

- 5.2 Where an organization uses granted monies for a purpose other than that allocated, a five year stand-down period in which the organization cannot apply to the Community Grant fund shall apply and the organization may be required to return the said monies.

6.0 Appropriate Schemes

- 6.1 Council endeavors to distribute funds in the most efficient and effective manner therefore those organizations wishing to apply for funds of \$500 or less should approach or write to the Mayor requesting a Mayoral Donation. This can take place throughout the year and Council staff will redirect those grant applicants that are more suitable for Mayoral Donations.

- 6.2 The Creative Communities Scheme is for those organizations that aim to increase participation in the arts, increase the range and diversity of the arts available to the community and enhance and strengthen the local arts sector. An organization with a project that aligns with the above should apply to the Creative Communities Scheme and not Community Grants.
- 6.3 If an organization does not meet the requirements of the Creative Communities Scheme and is seeking a contribution between \$500 and \$10,000 to a project that works towards Council's community outcomes, an application should be made to Community Grants.
- 6.4 If an organization does not meet the requirements of the Creative Communities Scheme and is seeking a contribution above \$10,000 to a project that works towards Council's community outcomes an application to be considered for a Leisure, Arts and Cultural Loan should be made.

7.0 Mayoral Donations

- 7.1 A separate account called the "Mayoral Donations Account", created by retaining 15% of the annual Community Grants budget, will be held for distribution by agreement between the Mayor and Deputy Mayor (see Clause 1.2 above).
- 7.2 After the Community Grants have been allocated, any unallocated balance shall be transferred to the Mayoral Donations Account.
- 7.3 Any unexpended balance at the end of the financial year from the Mayoral Donations Account will be available for allocation in the next financial year.

8.0 Leisure, Arts and Cultural Loan Fund

- 8.1 The Leisure, Arts and Cultural Loan Fund shall be used to fund leisure, arts and culture.
- 8.2 The Council may make loans from the above fund up to a value of \$20,000. The loan fund will be subject to the same criteria as the Community Grants Fund.
- 8.3 Interest rates for loans from the Leisure, Arts and Cultural Loan Fund shall be set by Council on a case by case basis.
- 8.4 Interest rates will be gradually increased over the first three years of the repayment period. In following years the interest rate will be set at Council's internal borrowing rate.
- 8.5 Recipient groups of the Leisure, Arts and Cultural Loan Fund will be required to present annual accounts to Council upon request.

8.6 Criteria for Loans from the Leisure, Arts and Cultural Loans Fund

- 8.6.1 Loans may require security at the allocating body's discretion. The allocating body may require the organization to meet the costs of arranging security.
- 8.6.2 The following information may be required in support of any loan application:
- An Income and Expenditure Statement and Statement of Assets and Liabilities for the preceding financial year, and preferably for three preceding years.
 - A budgeted Income and Expenditure Forecast for future years showing the full impact of loan payments on the organization's finances.
 - Such other information as the allocating body deems fit.
- 8.6.3 Standard conditions of any guarantee are:
- The organization must provide audited or satisfactory verified financial statements within three months of the end of the organization's financial year for the duration of the guarantee.

- The organization must obtain all necessary regulatory permits or consents before commencing any construction work associated with the guarantee.
- Such other conditions as the allocating body deems fit.

8.6.4 Any principal and interest accrued from loans to the Leisure, Arts and Cultural Loan Fund shall be paid back into the Fund.

Relevant Delegations

Expenditure delegations – per Council's Delegation Manual.

Grants Committee - To consider and make grant allocations and loans within guidelines set down by the funding agency, including Leisure, Arts and Culture Fund and the South Waikato District Council, and ensure the schemes are administered equitably.

References and Relevant Legislation

Local Government Act 2002

Council's Delegations Manual

Annotations

<u>Res No</u>	<u>Date</u>	<u>Subject/Description</u>
370/03	25/09/03	Grants Committee recommended to Council
375/03	09/10/03	Adopted by Council
	24/08/03	Policy amended
307-8/04	24/08/04	Policy amended and Schedule added
132/06	23/03/06	Reconfirmed/amended
07/212	14/06/07	Amended Policy adopted
08/298	09/10/08	Amended Policy adopted
11/325	06/10/11	Amended Policy adopted
12/180	17/05/12	Amended Policy adopted
12/396	11/10/12	Amended Policy adopted and Schedule removed
C14/49	23/10/2014	Amended Policy adopted
18/102	19/04/2018	Amended Policy adopted

Council Outcomes

- Growth - Activities and strategies that facilitate sustainable economic growth and lift community pride.
- Resilience - A resilient district with good infrastructure, services, a sound financial position, rates affordability and a healthy environment that has the ability to anticipate, resist, respond to and recover from significant change or events.
- Relationships - Strong relationships with Iwi and Māori, Pacific Peoples and community and business groups that can achieve growth and a resilient community.