

Grants Allocation Committee Meeting

PUBLIC BUSINESS AGENDA

A Grants Allocation Committee Meeting
will be held in the Council Chamber,
Torphin Crescent, Tokoroa
on Wednesday 8 June 2022
Commencing at 11.00am

OUR VISION

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

Grants Allocation Committee

Reporting to	Council
Constitution	Four Councillors Community representatives as required Mayor – Ex Officio

Meeting Frequency

As required

Objective

To distribute grant and loan monies within the guidelines of 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

As above

Management Responsibility

Group Manager Community and Corporate

Attendees

Members	Chairperson	T Lee
	Councillors	A Jansen P Schulte S Wallace
	Mayor (ex Officio)	J Shattock
Staff	Community Programme Coordinator	R Smith
	Executive Support Team Leader (Minutes)	B Morunga

Agenda Confirmed by:

M Taris

Interim Chief Executive

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

Order of Business

1.	Apologies	4
2.	Confirmation of Agenda	4
3.	Conflicts of Interest	4
4.	Confirmation of Minutes	5
4.1	Confirmation of Minutes - Public	5
5.	Reports	9
5.1	Round 2 Community Development Grant Allocations 2021/22.....	9

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 Allocation Committee

Meeting Date: Wednesday, 8 June 2022

Author: Cr Thomas Lee

Author Title: Chairperson

Report Date: Wednesday, 25 May 2022

Purpose of Report

This report is for information purposes only.

The purpose of this report is to present past Minutes.

Recommendation

Creative Community Scheme Committee – Wednesday 3 November 2021

Public Business

That the Minutes of the Public Business of the Creative Communities Scheme Committee held on Wednesday 3 November 2021 are confirmed as a true and accurate record and the Recommendations therein approved.

Grant Allocation Committee Meeting

PUBLIC BUSINESS MINUTES

A Grant Allocation Committee Meeting
was held in the Council Chamber,
Torphin Crescent, Tokoroa
on Wednesday 3 November 2021
Commencing at 11.00am

Attendees

Members	Chairperson	T Lee
	Councillors	A Jansen S Wallace P Schulte
	Mayor (ex Officio)	J Shattock
Staff	Community Programme Coordinator	R Smith
	Executive Support Team Leader – Minutes	B Morunga

1. Apologies

No apologies were received.

2. Confirmation of Agenda

The Agenda was confirmed with no amendments.

3. Conflicts of Interest

No conflicts of interest were declared.

4. Confirmation of Minutes

Matters Arising

There were no matters arising.

Matters of Fact

There were no matters of fact raised.

21/304 Resolved**Cr Wallace / Cr Jansen**

That the Minutes of the Public Business of the Grants Allocation Committee Meeting held on Wednesday 26 May 2021 are confirmed as a true and accurate record and the Recommendations therein approved.

5. Reports**5.1 Community Development Grant Allocations – November 2021**

The Report was taken as read.

21/305 Resolved**Cr Wallace / Cr Jansen**

1. That Report No 2021–569875, Community Development Grant Allocations – November 2021, be received.
2. That funding allocations documented in the following attachment 2021/2022 Rd1 Community Development Grant Allocation Schedule for November 2021 be accepted and granted to successful applicants.

All in favour / Carried

GRANTS ALLOCATION SCHEDULE – NOVEMBER 2021					TO ALLOCATE: \$45,000
Application ID	Organisation	Full Cost of Project	Amount Requested	Amount Allocated	Description of Project
CDG 210933203	Arapuni Village	\$3,387.00	\$2,637.00	\$1,800.00	Outdoor automated external defibrillator
CDG 210816802	Asthma & Respiratory Services (Waikato) Inc	\$196,000.00	\$5,000.00	\$1,000.00	Continue delivery services
CDG 210947544	Air Training Cadets	\$6,739.00	\$1,759.00	\$1,400.00	Replace vinyl flooring
CDG 210938023	Bluelight Ventrues	\$840.00	\$840.00	\$500.00	Printing and production costs for street smart handbooks
CDG 210422903	CNI Tokoroa Early Learning Centre	\$17,350.00	\$10,000.00	\$2,685.00	Replace 5 Heat Pumps
CDG 210945903	Graeme Dingle	\$52,606.00	\$9,000.00	\$4,000.00	Support for STARS Programme
CDG 210906165	House of Science	\$2,500.00	\$2,500.00	\$2,000.00	Purchase new Science Kit
CDG 210426214	Life Education Trust Central Plateau	\$149,730.00	\$6,000.00	\$3,000.00	Operational costs
CDG 210937651	Nga Waka Māori Reservation Trust	\$97,000.00	\$10,000.00	\$2,500.00	Top up account to help with Marae rebuild

CDG 210906300	Pacifica Tokoroa	\$13,000.00	\$5,000.00	\$2,000.00	PACIFICA Annual Conference and Annual General Meeting 2022
CDG 210926837	Parkinsons NZ Charitable Trust	\$43,680.00	\$5,000.00	\$1,500.00	Contribute to Nurse salary
CDG 211035800	Pet Animal Welfare Shops (PAWS) Trust	\$25,000.00	\$10,000.00	\$5,000.00	Free desexing campaign
CDG 210927647	Royal New Zealand Plunket Trust	\$5,816.00	\$3,000.00	\$2,500.00	Support education of whanau and caregivers of under 5's
CDG 210942063	Rangiura Trust Board	\$56,560.00	\$11,560.00	\$5,000.00	Essential replacement generator
CDG 210510942	Ruru Te Tupuna Kohanga Reo	\$3,100.00	\$1,600.00	\$1,600.00	Purchase two computers for Kohanga resources
CDG 210942839	South Waikato Shining Light in the Dark	\$16,000.00	\$1,850.00	\$0.00	Traffic management of an event
CDG 210926545	Tokoroa & Districts Aero Club	\$5,146.64	\$4,457.84	\$2,500.00	Training Aircraft access
CDG 202127090	Tokoroa Kart Club	\$4,075.00	\$4,075.00	\$2,000.00	Purchase radio's for Officials
CDG 210941126	Tokoroa Senior Citizens	\$10,317.16	\$10,317.16	\$3,000.00	Operational costs
CDG 210840610	Youthline	\$6,338.00	\$3,000.00	\$1,000.00	Contribute to operating Youthline service

The meeting closed at 1.53 pm

T Lee
CHAIRPERSON

5. Reports

5.1 Round 2 Community Development Grant Allocations 2021/22

Document Information

Report To:	Grants Allocations Committee (GAC)
Meeting Date:	Wednesday, 8 June 2022
Author:	Honey Smith (Rangimarie)
Author Title:	Community Programme Coordinator/Grants Coordinator
Report Date:	Monday, 16 May 2022

Purpose of Report

This report requires a decision from the Community Development Grant (CDG) Allocations Committee. This Committee is required to allocate the 2021/2022 Rd2 Community Development Grants.

Recommendation

1. *That Report No 2022-587430, Round 2 Community Development Grant Allocations 2021/22, be received.*
2. *That funding allocations documented in the following attachment 2021/2022 Rd2 Community Development Grant Allocation Schedule, be accepted and granted to successful applicants.*

Background

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

Grants (Community Development Grants and Creative Communities Scheme)

Twice a year, Council administers the Community Development Grants and, on behalf of Creative New Zealand, the Creative Communities Scheme.

Twice a year, on behalf of Creative New Zealand, Council administers the Creative Communities Scheme.

Promotion for this grant stream was advertised through social media platforms, mainstream media and the South Waikato District Council website. Funding workshops were not able to be held due to COVID-19 restrictions.

The closing date for this funding was Friday 29 April 2022 at 4pm.

The funds available to allocate for 2021/22 Rd2 is \$45,000.00, less advertising and administration costs.

In total, 16 Community Development Grant applications were received, with all applications going to the Grants Committee for consideration. Ten (10) individual applicants will be presenting to support their application. A speakers list and timetable follow.

Speaker/Organisation	Time
CNIT Balmoral Kindergarten	11.00am
Putaruru Pioneers Leisure Marching	11.15am
Sonnett Olls	11.30am
South Waikato Menzshed	11.45am
South Waikato Senior Net Inc	12.00pm
Te Awhi Mai Te Kohanga Reo	12.15pm
BREAK	12.30-1.00pm
The Good Shepherd Society	1.00pm
Tokoroa Bluelight Ventures	1.15pm
Transform Aotearoa	1.30pm
United Community Centre	1.45pm

Issues

There was an issue of the wrong allocation date detailed on the application form and website. This caused a stressful situation for an applicant before corrections could be made. All efforts will be made to ensure data is correct before publishing.

Discussion

The eligible applications have requested a total amount of **\$164,125.16** with the total costs of projects at **\$259,156.24**.

Applications	Percentage
Online	62.5
Hard copy	31.25
Emailed	6.25

Staff have provided full details of each application along with its respective support documentation and a partially completed matrix form for the assessment process. The Committee are required to complete their portion of this form as part of their evaluation.

Attachments

Community Development Grant 2021/2022 Rd2 Allocation Schedule for Wednesday 8 June 2022
Grants and Loans Policy – DocSet ID 109397

Community Development Grant 2021/2022 Rd2 Allocation Schedule

2021/22

Rd2

COMMUNITY DEVELOPMENT GRANT (CDG)

Allocation Date: 8th June

2022

To allocate: \$45,000.00

Reference	ORGANISATION	TOTAL COST OF PROJECT	AMOUNT REQUESTED	AMOUNT ALLOCATED	DESCRIPTION OF PROJECT
CDG 220442045	CNIT Balmoral Kindergarten	\$ 11,448.21	\$ 10,000.00		To assist with the installation of drop down outdoor blinds for our veranda area
CDG 220425192	Graeme Dingle Foundation	\$ 58,014.00	\$ 10,000.00		Seeking support for delivery costs of our Kiwi Can Programme at Tokoroa Central School and Tainui Full Primary
CDG 29042228	Putaruru Pioneers Leisure Marching	\$ 1,200.00	\$ 1,200.00		For set up, uniforms, boots, facility hire
CDG 220441668	Samoa Taumafai Aoga Amata	\$ 7,912.16	\$ 7,912.16		2 x Desktops, 1-ipad, panels for our Aoga Amata
CDG 20576470	Sonnett Olls	\$ 4,000.00	\$ 4,000.00		Operational costs, materials, paints, for Art Therapy classes.
CDG 20603562	South Waikato Menzshed Inc	\$ 1,400.00	\$ 1,200.00		To purchase pallet packing for our store
CDG 2245755	South Waikato Senior Net Incorporated	\$ 11,829.00	\$ 10,000.00		Replace out of date computer equipment.
CDG 220437252	Te Awhi Mai Te Kōhanga Reo	\$ 74,100.00	\$ 74,100.00		Fencing for new property
CDG 220334474	Te Rau Āwhina Womens Refuge	\$ 2,699.00	\$ 2,699.00		Purchase a freezer
CDG 220354010	Te Tamawai Trust	\$ 14,000.00	\$ 10,000.00		Funding to subsidise 4 classes of our Taku Wairua Kura Program in Tokoroa Primary Schools.
CDG 121151720	The Good Shepherd Society	\$ 10,896.00	\$ 10,896.00		Seeking a grant for 50% of the first year rent on Opportunity Shop.
CDG 220328085	Tokoroa Bluelight Ventures	\$ 34,553.87	\$ 6,000.00		To help with operation cost of programs, events and wages.
CDG 220440477	Tokoroa Community Foodbank Trust	\$ 6,750.00	\$ 3,000.00		We are applying for a grant towards Administration expenses such as power, telephone, insurance, volunteer expenses and r&m for the foodbank premises keeping it open 5 days a week.

CDG 05362255	Tokoroa Kart Club	\$ 2,208.00	\$ 2,208.00		To have an amulance and medic on site for racing at the Spring Series.
CDG 220442343	Transform Aotearoa	\$ 700.00	\$ 700.00		An art based program titled - Ko Wai Ahau/ Who am I
CDG 220245544	United Community Centre	\$ 17,446.00	\$ 10,210.00		Overheads, operational costs and volunteer expenses
	Total requested/ allocated	\$259,156.24	\$164,125.16	\$0.00	\$45,000.00

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 (C14/049), 19 April 2018 (18/102)
Next review date:	
Review Date:	
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 organisations 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 organisations is spent for the purpose intended and that money loaned must have adequate security to minimise loss to Council and the community.

Definitions

Grant

A gift in cash or kind to an organisation 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 organisation 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

Organisation

Any community group or not-for-profit organisation 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 recognises 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 recognise 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 maximised, 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 Organisation

- 3.1.1 The organisation must have its focus within the South Waikato District.
- 3.1.2 The organisation should not be a commercial organisation, i.e. not primarily intended as a profit-making organisation.
- 3.1.3 The organisation shall provide information on the purpose for which the grant has been applied, and a statement of the organisation's financial situation.
- 3.1.4 The organisation 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.
- Efforts have been made to seek other grants through external funders
 - Supporting letter/s are attached
 - Applications are signed by the Chairperson or delegated authority
 - Quotes or proof of current pricing are attached (no older than three months)
 - A set of annual accounts (or bank statements if annual accounts unavailable) are attached
 - Application in its entirety is received prior to the close off time and date
 - The organisation has provided accountability reports for all past Community Grants (received in the last five years)
 - All applications must be submitted online effective May 2019
 - 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 organisation 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 organisation 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 organisation shall be taken into account, including any rates remission, reduced rentals for land and buildings, subsidised 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 organisation 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 organisations:

- 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 organisations will be notified of the accountability requirements attached to the grant at the time of payment.

4.2 Organisations will be required to complete accountability reports. Organisations 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 organisation must be returned to Council within 12 months of the grant being received.

5.2 Where an organisation uses granted monies for a purpose other than that allocated, a five-year stand-down period in which the organisation cannot apply to the Community Grant fund shall apply and the organisation 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 organisations 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 organisations 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 organisation with a project that aligns with the above should apply to the Creative Communities Scheme and not Community Grants.

- 6.3 If an organisation 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 organisation 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 organisation 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 organisation's finances.
 - Such other information as the allocating body deems fit.
- 8.6.3 Standard conditions of any guarantee are:
- The organisation must provide audited or satisfactory verified financial statements within three months of the end of the organisation's financial year for the duration of the guarantee.
 - The organisation 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
C14/049	23/10/14	Amended Policy adopted
18/102	19/04/18	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.