
REPORT 1
(1215/12/04IM)

TAWA COMMUNITY GRANTS

1. Purpose of Report

This report provides recommendations for the distribution of the Tawa Community Grants and proposes a change to the timing of the closing date for Tawa Community Grants from 2012/13.

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 2012.*
3. *Agree to move the closing date for Tawa Community Grants applications from 2012/13 onwards.*

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 Tawa based community organisations that meet general and specific criteria (attached as Appendix 1).

4. Discussion

The information provided by applicants has been forwarded to members of the Tawa Community Board Grants subcommittee. Officers recommendations for allocation of grants are attached as Appendix 2.

The recommendation sheet gives each applicant's organisation name, a brief project description, the total project cost, amount requested a recommended level of funding.

The recommendations are informed by an analysis of the project plan, which includes an assessment of the associated budget and the financial viability of the group applying for funds. In most cases Officers will contact the applicant to discuss the project.

The number of applications showed a 62.5% increase this year, from 16 in 2011 to 26, this included eight organisations who had not applied before.

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.

5. Timing- Tawa Community Grants

Currently Tawa Community Grants has one grant round every year which closes on the last working day of January with decisions made by the grants subcommittee around six weeks later.

Feedback received from applicants and through participants in grants seminars has indicated that the timing of the existing January round is problematic because of the summer holiday break. Most organisations, particularly those with volunteer boards and committees effectively close down over the six to eight week holiday period. Officers propose two options.

Option 1

Retain existing timing, closing date last working day of January, for a meeting of Tawa Grants subcommittee in March.

- Increase levels of promotion of the grant fund, starting in December, with a funding seminar in Tawa in mid January.
- A second round, should funds be available could be scheduled for April.

Option 2

Closing date last working day in February, for a meeting of the Tawa Grants subcommittee in April.

- The grant round would be promoted from December onwards, with a funding seminar in Tawa in late January/early February.
- A second round, should funds be available could be scheduled for May.

6. 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.

The Subcommittee is asked to agree to the change in timing of the grant rounds to a closing date on the last working day of February (as described in option 2) from 2012/13.

Contact Officer: *Mark Farrar, Team Leader Grants*

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 Team 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.