
REPORT 1
(1215/52/03/IM)

ADDITIONAL GRANTS ROUND – ALLOCATION OF UNSPENT FUNDS

1. Purpose of Report

This report provides recommendations for the distribution of unspent funds remaining in some of the Council's grants pools at the conclusion of 2005/06 schedule of grants rounds.

2. Recommendations

It is recommended that the Subcommittee:

1. *Receive the information.*
2. *Use the officers' recommendations in the schedule attached as Appendix 1 as a guide to allocating a grant amount for the applications made under the following grants pools:*
 - *Community Grants (C1 – C36)*
 - *Youth Initiatives Grants (Y1 – C12)*
 - *Arts and Cultural Grants (A1 – A3)*
 - *Environmental Grants (E1).*

3. Background

The Council provides grants as a means to enable community organisations to achieve initiatives and services that align with the Council's strategic direction. Grants are available for a number of different initiatives including ones focused on supporting communities and youth, creating safer communities, protecting the environment, promoting arts and culture (including Maori arts), and running community festivals. The Council has held all of its scheduled grants rounds for 2005/06. Some of the grants pools, however, still have unspent funds available for allocation.

3.1 Risk Assurance Review

The Council's Risk Assurance Team has recently undertaken a review of the Grants Team's policies and procedures for accepting, assessing and distributing grants funds. As a result of this review, some areas of the Grants process are being adjusted to ensure they are as robust as they can be. This includes the process for accepting late and "out-of-time" applications.

Previously, "out-of-time" applications have been considered outside of a scheduled grants round if unallocated funds are still available in the relevant grants pool. As part of the review it was decided that, rather than limit the availability of unspent funds to those who apply "out-of-time", an additional grants round would be held which any community group/organisation would have equal opportunity to apply to. This additional grants round was advertised in early April and closed on 28 April 2006.

At the time of the advertisement, the Council was clear that it had funds remaining in the Community and Youth Initiative Grants pools. Confirmation of unspent funds in the Environmental, Strategic, Arts and Culture, Community Festivals and Maori Arts pools was dependent on the completion of the final scheduled rounds for these pools. Allocations for these pools have now been held, and funds are remaining in all of these pools except for the Arts and Culture Grants pool. All of the funds available in the Safer Communities Grants pool were also expended within the scheduled rounds.

4. Discussion

The following amounts are available for allocation:

- \$34,022 Community Grants
- \$21,195 Youth Initiative Grants
- \$115,000 Strategic Grants
- \$15,062 Environmental Grants
- \$24,500 Community Festivals Grants
- \$11,540 Maori Arts Grants
- \$1,746 Salary Grants
- \$1,823 Hillary Commission

The general and specific criteria for these grants pools are attached as Appendix 2.

51 applications were received by 28 April 2006, for the following:

- 36 Community Grants (including one application referred from Strategic Grants to Community Grants by the Subcommittee on 10 May 2006)
- 12 Youth Initiatives Grants
- 3 Arts and Cultural Grants (including Community Festivals Grants).

An Environmental Grants application submitted to the April grants round was also deferred for consideration to this meeting, as the Subcommittee requested additional information. The full application is attached as Appendix 3.

4.1 Application Assessment

Officer recommendations on the applications submitted are attached in Appendix 1 for the Subcommittee's consideration. The original information provided by applicants has been forwarded to Subcommittee members in a separate book.

Following the officers' assessment of the applications, some applications have been referred to different grants pools as they better fit the criteria of that pool.

As limited funds are available, officers have taken particular care to recommend a level of priority for each application. The grading A, B or C is predominantly determined both by criteria fit and strategic alignment. Any criteria concerns held after the initial assessment of a project are noted on the sheet.

The recommendation sheet provided in Appendix 1 gives each applicant's name, which funding pool they have applied to, a brief project description, the total project cost, amount requested, criteria and strategic fit reference, a priority level based on strategic and criteria fit, and a minimum level of recommended funding.

Recommendations given are the result of an assessment process which can include consultation with all or some 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 revised or extra material about an application (most commonly relating to accounts or budgets) that will be presented at the meeting. Some recommendations may be subject to change where questions have been answered satisfactorily. in support of the officers' recommendations.

Tags to ensure money is used appropriately may be suggested in certain circumstances should funding be approved. This is usually in cases where applicants need to use funds for a specific aspect of their budget or are awaiting confirmation of sufficient other funds to proceed.

A minimum level of funding is suggested which will indicate:

- the minimum amount needed for the activity to proceed; or
- an amount in line with past precedents; or
- an amount that reflects the level of fit with general and strategic criteria.

A lower level of funding than this minimum level would normally be considered inadequate. Where the applicant's expectations exceed Council's capacity to fund it may show nil.

For the Subcommittee's information, 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 received for the additional grants round, which has been scheduled to allow community groups and organisations apply for unspent funds remaining in some of the Council's grants pools.

Contact Officer: *Adele Gibson, Acting Grants Team Leader*

Supporting Information

1) Strategic Fit / Strategic Outcome

The Council's grants pools are allocated to support outcomes from across the Council's current key achievement/strategy areas.

2) LTCCP/Annual Plan reference and long term financial impact

The Council grants schemes that have unspent funds remaining in them relate to the following annual plan projects:

- *C475 Youth Initiative Grants*
- *C130A Community Grants*
- *C469 Strategic Grants*
- *C428 Environmental Grants*
- *C468 Community Festivals Grants*
- *C424 Maori Arts Grants*
- *C476 Salary Grants*

3) Treaty of Waitangi considerations

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.

4) Decision-Making

This is not a significant decision.

5) Consultation

a) General Consultation

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.

b) Consultation with Maori

The WCC Treaty Relations Office is sent the full list of applicants and projects for comment prior to presentation to committee.

6) Legal Implications

N/A

7) Consistency with existing policy

The grant pools have been created to assist community initiatives in line with Council strategy.

Appendix 1

Generic Grants Criteria:

1.	Project makes a positive contribution to achieving Council's Strategic Outcomes and Points of Difference.
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.	Project is physically and financially accessible either by a wide range of persons or by the intended users.
4.	Project shows evidence of community support, collaboration and building partnerships with other organisations (e.g. letters of support from other organisations/leaders).
5.	Applicant must demonstrate that the project expands the capacity, range or level of similar types of services in the community.
6.	Applicant is a group or organisation, not an individual or individuals.
7.	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.
8.	Applicant demonstrates that there was user input into identifying the need for the project.
9.	Projects will not be funded for the same purpose more than once in any financial year. (Note: different aspects of the same project may be eligible for more or different grants).
10.	Application demonstrates an awareness of the Treaty of Waitangi, in particular when involving Manawhenua and Taura Here.
11.	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.

Specific criteria relating to Community Grants

•	Project encourages growth of communities and participation in community life.
•	Preference for projects that assist the development of economically or socially disadvantaged groups in the community.

Specific criteria relating to Youth Initiatives Grants

•	Project is aimed at keeping youth/rangatahi safe.
•	Project encourages youth/rangatahi to develop their full potential as individuals and members of the community.
•	Project encourages youth/rangatahi to participate in community networks and/or in the decision making and development of their city.
•	Project welcomes values and celebrates a diversity of cultures.

Specific criteria relating to Environmental Grants

•	Project has positive impacts upon Council's Strategic Outcomes in relation to the environment (e.g. bio-diversity, eco-systems, landscape and natural heritage, waste minimisation, water conservation, fuel use/alternative transportation, eco-design etc.)
•	Project enhances, restores or protects the environment within Wellington City.
•	Project promotes environmental sustainability or understanding of environmental values.

Specific criteria relating to Arts and Cultural Grants

•	Project is consistent with Wellington City Council Arts and Culture Strategies and enhances the quality of life for residents of Wellington.
•	Project enhances the effectiveness of established arts organisations and/or increases participation in the arts.
•	Project preserves and enhances Wellington's role as Arts and Cultural Capital of New Zealand.
•	Project is community based and has a budget of over \$1000.
•	Project acknowledges community diversity and civic pride.
•	Project promotes and enhances the arts and culture of Mana whenua and Nga mata waka (all peoples) and expressions of cultural diversity in the city.

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| <ul style="list-style-type: none">• Project attracts visitors to Wellington and has a positive economic benefit for the city. |
| <ul style="list-style-type: none">• Project encourages use of public spaces. |
| <ul style="list-style-type: none">• Project promotes excellence in the Arts and may provide opportunities for mentoring and apprenticeship. |

Specific criteria relating to Maori Arts Grants

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| <ul style="list-style-type: none">• Project demonstrates an emphasis on traditional or contemporary Maori cultural influences. |
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Specific criteria relating to Community Festival Grants

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| <ul style="list-style-type: none">• Applicant group is based in a geographic community (such as a suburb) or a community of interest (such as an ethnicity). |
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Specific criteria relating to Strategic Grants

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| <ul style="list-style-type: none">• Project is sustainable without further top-ups from Council. |
| <ul style="list-style-type: none">• Project provides benefits to the wider community rather than individuals or particular sectors. |
| <ul style="list-style-type: none">• Applicants should not be government agencies or limited liability companies. |

Specific criteria relating to Hillary Commission Grants

Applicants could apply for funding if:

- they were a sport, fitness or physical leisure organisation and / or
- their project had a sport, fitness or leisure component, and
- they were a non-profit organisation, and
- they could contribute a significant part of the total cost of the project, and
- they were able to account for their organisation's funds.
- they had submitted a report (or accounted for) any previous grant under this scheme.

Appendix 3