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**ORDINARY MEETING**

**OF**

**TAWA COMMUNITY BOARD GRANTS SUBCOMMITTEE**

**AGENDA**

**Time:** 07.00 pm  
**Date:** Thursday, 7 April 2016  
**Venue:** Tawa Community Centre  
5 Cambridge Street  
Tawa  
Wellington

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**MEMBERSHIP**

Graeme Hansen  
Margaret Lucas (Chair)  
Jack Marshall  
Alistair Sutton  
Robert Tredger

**Have your say!**

*You can make a short presentation to the Community Board Members at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 803-8334, emailing [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz) or writing to Democratic Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number and the issue you would like to talk about.*

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## **1 Meeting Conduct**

### **1.1 Apologies**

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

### **1.2 Conflict of Interest Declarations**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

### **1.3 Confirmation of Minutes**

There are two sets of minutes for confirmation. The minutes of the meetings held on 27 March 2014 and 26 March 2015 will be put to the Tawa Community Board Grants Subcommittee for confirmation.

### **1.4 Public Participation**

A period of at least 10 minutes shall be set aside near the beginning of Tawa Community Board meetings to enable members of the public to make statements about any matter that may be of importance to the residents of Tawa. The total time set aside for public participation may be extended with the majority agreement of the Board. A member of the public wishing to raise a substantive matter should be invited to present it under deputations.

### **1.5 Deputations**

Unless the meeting determines otherwise, a limit of 10 minutes in total shall be placed on the members of the deputation addressing the meeting. No deputation shall be received by the Board unless an application stating the purpose of the deputation has been received by the Chief Executive and the Chairperson's approval has been obtained.

### **1.6 Items not on the Agenda**

Any item not on the agenda may only be discussed if a motion to discuss the item is passed by a unanimous resolution of the meeting; and:

1. The item is a minor item relating to the general business of the local authority; and
2. The Chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting but no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting for further discussion; and
3. The Chairperson explains to the meeting why the item is not on the agenda and the reason why discussion of the item cannot be delayed.



## 2. Reports

### TAWA COMMUNITY GRANTS FEBRUARY 2016

#### Purpose

1. This report provides information on applications to the Tawa Community Grants 2016.

#### Summary

2. The Council provides grants to assist community groups to undertake projects that meet community needs. Grants are also a mechanism for achieving the Council's objectives and strategic priorities, especially those priorities that rely on community organisations carrying out specific activities.
3. The Tawa Community Grants Fund is designed to provide assistance for local Tawa community projects.

#### Recommendations

That the Tawa Community Board Grants Subcommittee Grants subcommittee:

1. Receive the information.
2. Agree to fund applicant organisations as listed below:

1	He Whanau Manaaki o Tararua Free Kindergarten Association Incorporated	Concrete paving	\$1,250	\$500	Contribution to improvements to outdoor area.
2	New Zealand Secondary Students' Choir	New Zealand Secondary Students' Choir International Representation: Tawa Members	\$2,000	\$0	Lower priority given other demand on funding, group can fundraise for costs of tour.
3	Pop-In Community Playgroup (umbrella-TawaLinden Anglican Church)	Christmas Parade Animals	\$400	\$200	Contribution to costs of activity at Tawa community event.

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**Item 2.1**

4	Rotary Club of Tawa Charitable Trust	Tawa Business Centre Hanging Flower baskets 2016 funding	\$3,000	\$2,000	Wide community benefit, positive feedback, support for replanting of hanging baskets.
5	Royal New Zealand Plunket Society Incorporated	Community Support Coordinator (CSC) Tawa and six parent education courses held in Tawa	\$4,440	\$600	Contribution to community support co-ordinator hours working with groups in Tawa
6	St Francis Xavier School	Ukulele Club	\$2,035	\$1,000	School based ukulele club, aim to involve wider community, instruments will be shared.
7	Tawa Basketball Club Incorporated	2016 Tawa Basketball Club Inc. Social League	\$2,000	\$0	Lower priority given demand on funding, the social league can be funded through user pays and other fundraising activity.
8	Tawa Central Kindergarten - He Whaau Manaaki O Tararua Free Kindergarten Assoc Inc	Replacement Couches	\$1,684	\$500	Contribution to costs of furniture for kindergarten, community benefit.
9	Tawa College	Restorative Practice Training	\$2,600	\$2,000	Community wide approach to addressing behaviour, broad community benefit, support for work in local schools.
10	Tawa College	Survivor Challenge	\$500	\$0	Support for fundraising - lower priority.



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11	Tawa Community Gardens (Umbrella- Tawa Progressive and Ratepayers Assn)	Tawa Community Garden Stage 3	\$850	\$500	Contribution to community garden, contributing to insurance and other costs.
12	Tawa Community Light Party (Umbrella- Tawa New Life Church)	Tawa Community Light Party	\$900	\$850	Support for community event, to support healthy options; fruit, water or for technical costs (sound etc).
13	Tawa Community Patrol Charitable Trust	Patrol Car Operating Expenses	\$2,500	\$2,500	Support for active volunteer run community patrol.
14	Tawa Schools and Community Music Festival (Umbrella- Tawa College)	Tawa Goes To Town, Tawa Schools and Community Music Festival	\$5,000	\$3,000	Wide community benefit, high community participation, potential support for venue costs through Council subsidy.
15	Tawa Squash Rackets Club Incorporated	Membership Access Software Upgrade	\$1,304	\$0	Lower priority, club has ability to fund these improvements from trading and membership income.
16	Tawa Youth and Families trust	Tawa Youth and Families Trust	\$2,000	\$750	Contribution to youth programme.
17	Wellington Red Hackle Pipe Band Inc	Wellington Red Hackle Pipe Cords	\$1,050	\$0	Lower priority given other applications.
		<b>Total</b>	<b><u>\$33,513</u></b>	<b><u>\$14,400</u></b>	

**Background**

4. The fund provides \$15,000 per annum for projects that meet the criteria for funding (Attachment 1).

## Discussion

5. These funds provide grants to community organisations for projects that meet the criteria for the fund. This 2016 funding round closed on 29 February 2016 and 17 applications have requested a total of \$33,513. The fund is promoted through Council channels, via local organisations, community newspapers and via the Tawa Community Board.
6. Recommendations (above and in attachment 2) list the applicant's organisation name, a brief project description, the total project cost, amount requested and general comments from Council Officers. Also included (in attachment 2) is the percentage of beneficiaries for the project the applicant has estimated are/will be from the Tawa area.
7. The recommendations are based on evidence of need, alignment with the Council's strategic goals, the criteria (attachment 1) and the likely effectiveness of funding the project. Officers also take into account the management of previous funding (through accountability reports).
8. The original information provided through online applications has been made available to members of the Subcommittee in a separate printed book; this includes previous accountability reporting.
9. The assessment process may include consultation with; the applicant, persons or organisations referred to in the application and Council officers. Applicants are given two working days where possible to respond to a request for more information.
10. To ensure funds are used appropriately, conditions may be suggested should funding be approved. This is usually in cases where applicants need to use funds for a specific aspect of their budget, to confirm with Council where activity might take place or if the group have not provided reporting on previous grants.

## Options

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

## Attachments

Attachment 1.	Tawa Community Grants Criteria	Page 12
Attachment 2.	Attachment 2- Recommendations	Page 15

Author	Mark Farrar, Team Leader Funding and Relationships
Authoriser	Greg Orchard, Chief Operating Officer

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## **SUPPORTING INFORMATION**

### **Consultation and Engagement**

The Funding 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.

### **Treaty of Waitangi considerations**

Any grants application that could have implications for Maori are referred to WCC Treaty Relations Team for comments.

### **Financial implications**

Tawa Community Grants come under project C678.

### **Policy and legislative implications**

Tawa Community Grants are allocated to support outcomes from the Social and Recreation strategic area.

### **Risks / legal**

NA

### **Climate Change impact and considerations**

NA

### **Communications Plan**

NA

#### **Tawa Community Grant Criteria**

1. The applicant is based in Tawa and the project directly benefits residents in the Tawa Ward.
2. The applicant group must not have excess reserve funds.
3. The preference is for projects to be completed within 12 months.
4. There is a preference for new or expanded activities.
5. Grants will not be made for purposes that the Tawa Community Board considers to be subsidising subscriptions, rent or debt - except in exceptional circumstances.
6. Grants may be made for charitable, educational, welfare, community development, cultural, recreational, sporting, activity development, equipment or training programmes.
7. Preference will be given to grants that help develop economically or socially disadvantaged groups.
8. Applications for individuals representing New Zealand in a recognised sporting, cultural or other approved event may be considered.

Your project will also need to meet the Social and Recreation Fund Criteria.

#### **Social and Recreation Fund Criteria**

Your project makes a positive contribution to achieving the Council's Strategic Outcomes.

Towards 2040: Smart Capital strategy

- People Centred City: Contributes to healthy, vibrant, affordable and resilient communities, with a strong sense of identity and 'place' expressed through urban form, openness and accessibility.
- Connected City: Supports a city with easy physical and virtual access to regional, national and global networks.
- Eco-City: Allows the city to proactively respond to environmental challenges and seize opportunities to grow the green economy.
- Dynamic Central City: Supports a central city of creativity, exploration and innovation, helping Wellington to offer the lifestyle, entertainment and amenity of a much bigger city.

Long Term Plan 2012-22 priorities

- An inclusive place where talent wants to live
- A resilient city
- A well managed city
- Annual Plan priorities for the relevant year.

The project is Wellington-based and mainly benefits the people of Wellington (exceptions may be made for projects based elsewhere in the region, but which significantly benefit Wellington City residents).

The applicant is a legally constituted community group or organisation

The applicant provides evidence of sound financial management, good employment practice, clear and detailed planning, clear performance measures, and reporting processes.

The applicant outlines how physical accessibility has been built into project development.

The applicant outlines how pricing has been set to ensure access by a wide range of people or by the intended users.

The project should show evidence of community support, collaboration, and building partnerships with other organisations (e.g. social media interest, letters of support from other organisations/leaders).

The applicant must show that the project discernibly improves community wellbeing and adds value to the range of similar types of services in the community.

Māori are often over-represented in many determinants of social deprivation. Outline how the specific needs of Māori have been incorporated into the planning of your project.

Emergent and innovative community projects can be supported through this fund. Applicants that apply under this category will need to demonstrate the transformative nature of the project.

#### **Focus areas**

Build capability and capacity within the community

Priority will be given to projects that:

- strengthen the local community, address local issues, strengthen and contribute to social wellbeing
- support volunteers and foster skill development and training for the community.

Promote personal and community safety

Priority will be given to projects that:

- support community activity that enhances Wellington as an International Safe Community
- support projects that enhance community safety and/or personal safety.

Physically active communities encouraging health and wellbeing

Priority will be given to projects that:

- target communities of interest, including youth and seniors.
- support the strategic planning of sports codes.

Youth

Priority will be given to projects that:

- involve young people in the development and delivery of the project
- help young people gain a better understanding of community, an increased sense of belonging as active citizens and positive contributors to society
- promote volunteer opportunities for young people.

Community preparedness

Priority will be given to projects that:

- strengthen local neighbourhood connectedness in an ongoing manner
- increase community resilience and emergency preparedness locally.



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Attachment 2

	Organisation	Project title	% from Tawa rate paying area	Total Cost	Amount requested	Recommended	Comments
1	He Whanau Manaaki o Tararua Free Kindergarten Association Incorporated	Concrete paving	90	\$1,450	\$1,250	\$500	Contribution to improvements to outdoor area.
2	New Zealand Secondary Students' Choir	New Zealand Secondary Students' Choir International Representation: Tawa Members	100	\$19,944	\$2,000	\$0	Lower priority given other demand on funding, group can fundraise for costs of tour.
3	Pop-In Community Playgroup (Umbrella- Tawa Linden Anglican Church)	Christmas Parade Animals	100	\$620	\$400	\$200	Contribution to costs of activity at Tawa community event.
4	Rotary Club of Tawa Charitable Trust	Tawa Business Centre Hanging Flower baskets 2016 funding	80	\$3,000	\$3,000	\$2,000	Wide community benefit, positive feedback, support for replanting of hanging baskets.
5	Royal New Zealand Plunket Society Incorporated	Community Support Coordinator (CSC) Tawa and six parent education courses held in Tawa	100	\$89,535	\$4,440	\$600	Contribution to community support co-ordinator hours working with groups in Tawa
6	St Francis Xavier School	Ukelele Club	100	\$2,035	\$2,035	\$1,000	School based ukelele club, aim to involve wider community, instruments will be shared.
7	Tawa Basketball Club Incorporated	2016 Tawa Basketball Club Inc. Social League	50	\$11,864	\$2,000	\$0	Lower priority given demand on funding, the social league can be self funded through user pays and other fundraising activity.
8	Tawa Central Kindergarten - He Whaau Manaaki O Tararua Free Kindergarten Assoc Inc	Replacement Couches	65	\$1,684	\$1,684	\$500	Contribution to costs of furniture for kindergarten, community benefit.
9	Tawa College	Restorative Practice Training	95	\$2,600	\$2,600	\$2,000	Community wide approach to addressing behaviour, broad community benefit, support for work in local schools.
10	Tawa College	Survivor Challenge	90	\$1,650	\$500	\$0	Fundraising activity, lower priority.
11	Tawa Community Gardens (Umbrella- Tawa Progressive and Ratepayers Assn)	Tawa Community Garden Stage 3	95	\$850	\$850	\$500	Contribution to community garden, contributing to insurance and other costs.
12	Tawa Community Light Party (Umbrella- Tawa New Life Church)	Tawa Community Light Party	85	\$2,700	\$900	\$850	Support for community event, to support healthy options; fruit, water or for technical costs (sound etc).
13	Tawa Community Patrol Charitable Trust	Patrol Car Operating Expenses	100	\$3,000	\$2,500	\$2,500	Support for active volunteer run community patrol.
14	Tawa Schools and Community Music Festival (Umbrella- Tawa College)	Tawa Goes To Town, Tawa Schools and Community Music Festival	95	\$53,534	\$5,000	\$3,000	Wide community benefit, high community participation, potential support for venue costs through Council subsidy.
15	Tawa Squash Rackets Club Incorporated	Membership Access Software Upgrade	60	\$1,695	\$1,304	\$0	Lower priority, club has ability to fund these improvements from trading and membership income.
16	Tawa Youth and Families trust	Tawa Youth and Families Trust	100	\$28,644	\$2,000	\$750	Contribution to youth programme.
17	Wellington Red Hackle Pipe Band Inc	Wellington Red Hackle Pipe Cords	25	\$1,050	\$1,050	\$0	Lower priority given other applications.
				<b>Total</b>	<b>\$33,513</b>	<b>\$14,400</b>	

Item 2.1 Attachment 2