

<b>Meeting</b>	Community Grants Committee
<b>Date</b>	Wednesday 21 August 2019
<b>Time</b>	10.00 am
<b>Venue</b>	Wairoa Room, Kaipara District Council Office – 42 Hokianga Road, Dargaville

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## **Open Agenda**

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### **Membership**

Chair: Deputy Mayor Peter Wethey  
Members: Councillor Victoria del la Varis-Woodcock  
Councillor Karen Joyce-Paki

**Lisa Hong, Governance Advisor**  
lhong@kaipara.govt.nz

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\* 'Attachment C – All applications' is provided under a separate cover.

## **Ordinary meeting of Community Grants Committee**

### **Wednesday 21 August 2019 in Dargaville**

#### **1 Opening**

##### **1.1 Karakia**

##### **1.2 Present**

##### **1.3 Apologies**

##### **1.4 Confirmation of agenda**

The Committee to confirm the Agenda.

##### **1.5 Conflict of interest declaration**

Elected members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as Councillors and any private or other external interest they might have. It is also considered best practice for those members to the Executive Team attending the meeting to also signal any conflicts that they may have with an item before Council.

#### **2 Public input**



### **3 Minutes**

#### **3.1 Community Grants Committee minutes 23 August 2018**

**General Manager Governance, Strategy and Democracy**

**1615.03**

##### **Recommended**

*That the minutes of the Community Grants Committee meeting held 23 August 2018 be noted.*



## Community Grants Committee

<b>Meeting</b>	Community Grants Committee
<b>Date</b>	Thursday 23 August 2018
<b>Time</b>	Meeting commenced at 3.00pm Meeting concluded at 5.30pm
<b>Venue</b>	Gateway North Conference Room – 1999 State Highway 1, Kaiwaka
<b>Status</b>	Unconfirmed

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**Minutes**

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**Membership****Chair:** Councillor Anna Curnow**Members:** Councillors Jonathan Larsen and Andrew Wade**Staff and Associates:**

Funding Co-ordinator, Community Relationships Manager, Governance Advisor (Minute-taker)

**Jason Marris**  
**General Manager Governance, Strategy and Democracy**

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Unconfirmed



**Miunutes of the Community Grants Committee meeting**  
**Thursday 23 August 2018 in Kaiwaka**

**1 Opening**

The meeting opened at 3.00pm.

The meeting adjourned at 3.00pm.

The meeting recommenced at 4.12pm.

**1.1 Present**

Councillors Anna Curnow (Chair), Jonathan Larsen and Andrew Wade.

**In Attendance**

Name	Designation	Item(s)
Darlene Lang	Community Relationships Manager	All
Jenny Rooney	Funding Co-ordinator	All
Lisa Hong	Governance Advisor	All (minute-taker)

**1.2 Apologies**

Nil.

**1.3 Confirmation of Agenda**

**Moved Curnow/Wade**

*The Committee confirmed the agenda, with the addition of a criteria prioritisation exercise.*

**Carried**

**1.4 Conflict of Interest Declaration**

Name	Item
Councillor Jonathan Larsen	Item 4.2 'Community Grants 2018 Applications' – Kaiwaka Fitness Centre is an associated organisation with the applicant Kaiwaka Sports Association
Councillor Anna Curnow	Item 4.2 'Community Grants 2018 Applications' – Dargaville Community Development Board is the umbrella organisation for the applicant Kaipara Arts Award

## 2 Deputations and Presentations

Nil.

## 3 Confirmation of Minutes

## 3.1 Community Grants Committee Minutes 09 February 2018

[Secretarial Note: Councillor Julie Geange, who served as Chair of the Community Grants Committee until April 2018, has confirmed these minutes as a true and accurate record.]

**Administration Manager 1615.02**

**Moved Curnow/Larsen**

*That the unconfirmed minutes of the Community Grants Committee meeting held on 09 February 2018 be received.*

**Carried**

## 4 Decision

## 4.1 Extension of expenditure period for Marohemo Hall Society Incorporated

**Governance Advisor 2109.01.05**

**Moved Curnow/Larsen**

*That the Community Grants Committee:*

- 1 *Receives the Governance Advisor's report 'Extension of expenditure period for Marohemo Hall Society Incorporated' dated 16 August 2018 and Attachments 1–2; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Approves a nine-month extension (to 31 March 2019) of expenditure period for the \$10,598.00 granted to Marohemo Hall Society Incorporated in the 2016/2017 round of Community Assistance Grant.*

**Carried**

## 4.2 Community Grants 2018 Applications

### Community Funding Co-ordinator 2109.01.02.04

[Secretarial Note: The Committee noted that Attachment 1 'Community Assistance Policy' states that 'Decision on Community Grant applications will be made by the Community Assistance Committee'. Staff clarified that this was a clerical error and the Policy should instead read 'Decision on Community Grant applications will be made by the Community Grants Committee'.]

#### Moved Larsen/Wade

That the Community Grants Committee:

- 1 Receives the Community Funding Co-ordinator's report 'Community Grants 2018 Applications' dated 10 August 2018 and Attachments 1—39; and
- 2 Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and
- 3 Awards the following unconditional grants for the 2018/2019 round of the Community Assistance Grant:

<b>Organisation</b>	<b>Amount Approved</b>
Ararua Hall Committee	\$ 1,300.00
Baylys Beach Society Incorporated	\$ 2,550.00
Dargaville Business Forum Inc	\$ 500.00
Dargaville Menz Shed	\$ 3,450.00
Hakaru Community Hall & Domain Society Inc	\$ 2,454.91
Kaiwaka War Memorial Hall	\$ 7,000.00
Kelly's Bay Improvement Society	\$ 6,700.00
Kumarani Productions Trust (AKA Circus Kumarani)	\$ 2,550.00
Mangawai Activity Zone Charitable Trust (MAZ)	\$ 750.00
Mangawai Museum and Historical Society Incorporated	\$ 1,649.15
Maungaturoto Library	\$ 1,646.40
Maungaturoto Residents Association	\$ 13,680.00
Mountains to Sea Conversation Trust	\$ 1,000.00
North Kaipara Agricultural Association Inc	\$ 2,867.64
Northern Wairoa Genealogy Society	\$ 438.88
Northern Wairoa A&P Association (Inc)	\$ 7,996.70
Paparoa Community Library Inc	\$ 12,216.08
Paparoa War Memorial Hall Society Inc	\$ 3,500.00
Ruawai Community Church	\$ 1,000.00
Ruawai Community Sports Club	\$ 10,000.00
Scout Association of NZ Inc - Dargaville Scout Group	\$ 1,400.00

<i>Upper Wairoa Memorial Park Assn Inc</i>	\$ 10,000.00
<b>Total</b>	<b>\$ 94,649.76</b>

- 3 Awards the following conditional grants for the 2018/2019 round of Community Assistance Grant, on the condition that the event proceeds:

<b>Organisation</b>	<b>Amount Approved</b>
<i>Dargaville Arts Association</i>	\$ 2,000.00
<i>Dargaville Dalmatian Cultural Club Inc</i>	\$ 2,425.12
<i>Kaipara Arts Awards 2018</i>	\$ 925.12
<b>Total</b>	<b>\$ 5,350.24</b>

Carried

#### 4.3 Licence to Occupy Review

Community Funding Co-ordinator 5105.09.02

Moved Larsen/Wade

That the Community Grants Committee:

- 1 *Receives the Community Funding Co-ordinator's Report 'Licence to Occupy Review' dated 10 August 2018; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Notes that staff will amend the Licence to Occupy Template; and*
- 4 *Notes that staff will continue converting historical Leases to Licences to Occupy; and*
- 5 *Notes that staff will develop and implement a robust monitoring programme.*

Carried

- 5 Closure

The meeting closed at 5.30pm.

Confirmed .....

Chair .....

**Kaipara District Council**

**Dargaville**

## 4 Decision



## **Community Assistance Policy – Licence to Occupy Review – recommendation to Council**

**Meeting:** Community Grants Committee  
**Date of meeting:** 21 August 2019  
**Reporting officer:** Jenny Rooney, Community Funding Co-ordinator

### **Purpose/Ngā whāinga**

To discuss and recommend to Council changes to the Community Assistance Policy.

### **Executive summary/Whakarāpopototanga**

This report seeks a recommendation to be taken to Council for the approval of the following changes to the Community Assistance Policy:

- When determining whether a peppercorn rental is appropriate or not, all new applications and the renewing of current Licences to Occupy will be assessed on a case by case basis. Factors that will be considered in the recommendation to Council includes factors such as the financial position of the Community Group and the benefits to the community. The Policy sets out the framework and staff will create guidelines to allow a more consistent application of the Policy.
- All recipients under this Policy are required to comply with the Smokefree Kaipara Policy.

The recommendations to the Community Assistance Policy will ensure the policy is up to date and is easy for Council staff to use when reporting to Council for new and renewed Licences to Occupy in the future.

### **Recommendation/Ngā tūtohunga**

That the Community Grants Committee:

- a) Recommends to Council to approve the amendments to the Community Assistance Policy as outlined in the Community Funding co-ordinator's report "Community Assistance Policy – Licence to Occupy Review – recommendation to Council" and below:
  - Page 5, table row "Licence to Occupy" new paragraphs (N° 5 and N° 8) :  
*"When determining whether a peppercorn rental is appropriate or not, all new applications and the renewing of current Licences to Occupy will be assessed on a case by case basis. Factors that will be considered in the recommendation to Council include factors such as the financial position of the Community Group and the benefits to the community."*
  - Page 4, new number 5 :  
*"All recipients under this Policy are required to comply with the Smokefree Kaipara Policy."*

### **Context/Horopaki**

The Community Grants Committee (the Committee) had requested the Licence to Occupy (LTO) Policy be amended to ensure a consistent process when considering the rental costs for new applications and the renewing of current LTOs. The recommended update to the Community Assistance Policy is:

*When determining whether a peppercorn rental is appropriate or not, all new applications and the renewing of current Licences to Occupy will be assessed on a case by case basis. Factors that will be considered in the recommendation to Council include factors such as the financial position of the Community Group and the benefits to the community.*

The other recommended update is to reflect the Smokefree Kaipara Policy that was adopted in 2018. That recommended update is:

*All recipients under this Policy are required to comply with the Smokefree Kaipara Policy.*

## Discussion/Ngā kōrerorero

### Options

Option 1: Approves recommendation of the amendments to the Community Assistance Policy.

Option 2: Approves recommendation to Council to the Community Assistance Policy with changes as recommended by the Community Grants Committee.

Option 3: Decline the recommendations of the amendments to the Community Assistance Policy.

### Policy and planning implications

The recommended amendments to the Community Assistance Policy will ensure the Policy is up to date and is easy for staff to use when reporting to Council for new and renewed LTOs in the future.

When determining the rental component of an LTO, the Policy sets the framework. Assuming approval of the Policy changes, staff will then create a guidance document that makes an assessment on the organisation and the various aspects of the operating environment such as financial position, benefits etcetera. This will ensure better consistency for decision-making on future LTOs.

### Financial implications

The amendment to the Community Assistance Policy will make it easier for Staff to make a recommendation to Council with regards to rental costs.

### Legal/delegation implications

There are no legal implications. The Community Grants Committee has delegated authority to review and recommend amendments to the Community Assistance Policy.

## Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

## Next steps/E whaiake nei


The Policy will be reported to Council for approval. Staff will draft guidelines to better inform decision-making.

## Attachments/Ngā tapiritanga

	Title
A	<a href="#">Community Assistance Policy - draft</a>

Jenny Rooney, 13 August 2019



 <b>KAIPARA DISTRICT</b> <small>Te Kaitiaki Take Kōwhiri</small>	<b>Title of Policy</b>	Community Assistance Policy		
	<b>Sponsor</b>	General Manager Community	<b>Adopted by</b>	Council
	<b>Author</b>	Natalie Robinson/Darlene Lang	<b>Date adopted</b>	14 August 2017
	<b>Type of Policy</b>	Community Assistance	<b>Last review date</b>	August 2017
	<b>File Reference</b>	2109.01	<b>Next review date</b>	August 2020

Document Control			
Version	Date	Author(s)	Comments
1 <sup>st</sup> Commenced	14 August 2017	Natalie Robinson and Darlene Lang	Approved by Council
2	10 August 2019	Jenny Rooney and Darlene Lang	Awaiting Approval from Council

## 1 Purpose

The purpose of this Policy is to create clear guidelines and an effective process to enable Council to assist community organisations to achieve their goals.

## 2 Objectives

The Community Outcomes as adopted by Council for the Long Term Plan 2018/2028 have informed the Objectives of this Policy. The Policy is intended to contribute to:

- A district with welcoming and strong communities;
- A district with plenty of active outdoor opportunities;
- A trusted Council making good decisions for the future.

## 3 Background

Kaipara District Council is committed to the Vision of 'Thriving Communities Working Together'. Council seeks to achieve this by assisting the community in developing and providing their own facilities and services, and building strong and welcoming communities.

Council is committed to recognising and supporting achievement; developing community leadership and self-reliance; assisting and supporting community involvement.

This Policy ensures that Council's contributions to communities are fair, consistent and strategically aligned to Council's Vision, Community Outcomes and the purposes of local government under the Local Government Act 2002.

### 3.1 Other Funding Options

This Policy is an umbrella framework that allows Council to consider requests for assistance under a number of separate schemes. Council also administers funding under the Mangawhai Endowment Lands Account (MELA) Policy. An application under this Policy may, if it meets the assessment criteria, be encouraged to apply under the MELA Policy. Council also administers a Rates Remission Policy which community groups may apply for. Community organisations can apply for Council's community facilities insurance, which may provide them with a reduced premium (community organisations must meet their own insurance costs).

The Northern Wairoa War Memorial Hall (also known as Dargaville Town Hall) is available at a discounted rate to community groups. Please contact Council's Administration department for further details and bookings.

Council administers a number of other funds, on behalf of other organisations who elect their own decision-makers, that assist specific community purposes, such as the Rural Travel Fund and the Creative Communities Grants.

Council can provide letters of support to community organisations seeking alternative funding sources. This role is delegated to the Mayor to sign off individual requests.

Council’s website ( [www.kaipara.govt.nz](http://www.kaipara.govt.nz) ) is updated regularly to provide information on other funding sources community organisations may be eligible for. Council officers are available to assist community organisations both under this Policy and other funding options. This may include helping source and apply for funding, as well as general advice and navigation of Council services.

**3.2 Fund Distribution**

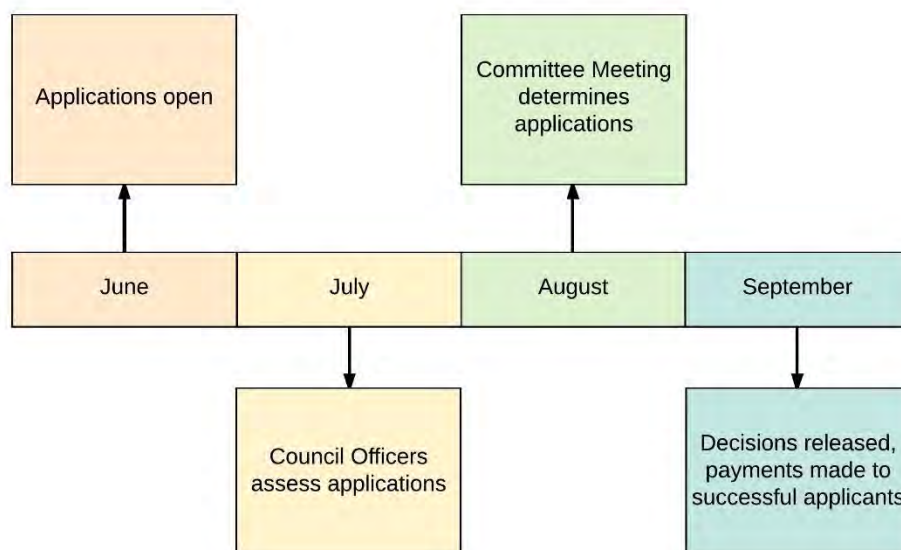
There is a need for a high level of transparency and accountability for the spending of public funds. To enable this standard to be met, accountability arrangements will be documented in a formal Contract between the community organisation receiving support and Council. The agreement will be appropriate to reflect the nature and level of support given.

Funding will be implemented through a Contract which will outline:

- The purpose for which the funding was provided;
- The conditions attached to the funding;
- Accountability requirements, including the methods to report back on the use of the funds;
- The steps Council will take if progress is not as planned.

**3.3 Timing of Applications**

The timing of community grants will be matched with the planning and budgeting cycles of the Council. Council will call for applications in June, and release decisions by September. Licences to Occupy and Contracts for Service may be applied for at any time, and will be considered by Council officers.



Decisions on Community Grant applications will be made by the Community Assistance Committee, who has delegated authority from Council to make decisions on applications. These decisions will be reported back to Council, and will be final. All Grants, new Licences to Occupy and Contracts for Service entered into during the year will be reported in the Annual Report for that year.

Application forms will be made available on Council's website and at Council offices when the funding round opens.

#### **4 General Assessment Criteria**

Council will consider the following when assessing applications received for community assistance. These are general criteria which community organisations applying for support need to demonstrate in their applications.

##### **4.1 *Benefit to the Kaipara, and contribute to Community Outcomes***

Kaipara District Council will provide assistance to community organisations as resources allow, and where this helps achieve the priorities specified in Council's Long Term Plan, the district's specified Community Outcomes and is not inconsistent with any other Council policies or plans.

Community assistance will be for organisations providing services or activities within the Kaipara district. Applications will be considered on merit and benefit to the community and/or the natural environment. Applications should be for services or projects not already provided by another group or agency.

##### **4.2 *Not-for-profit***

Council will only provide assistance to legally constituted not-for-profit entities, and there should be a volunteer component to the service.

##### **4.3 *Financial reporting***

All applications must be accompanied by an audited or reviewed Statement of Financial Position for the previous financial year, and a budget projection for the next financial year.

##### **4.4 *Central government funding***

Community organisations that receive the bulk of their funding from central government will not be eligible for grants.

##### **4.5 *Health and safety***

Applicants must comply with all legislative requirements.

##### **4.6 *Acknowledgement***

All successful applicants must acknowledge the support of Kaipara District Council on any correspondence, advertising or other publicity material.

##### **4.7 *Accountability Requirements***

All recipients under this Policy are required to enter into an Agreement or Contract with Council that outlines the terms and conditions of the approved assistance. Funds will not be provided

until both parties have signed the Agreement or Contract, which will outline, among other obligations:

- The purpose and conditions of the assistance;
- Accountability requirements, as determined by the level of assistance required.

## 5 **Smokefree requirements**

All recipients under this Policy are required to comply with the Smokefree Kaipara Policy.

## 6 **Specific Assessment Criteria for Funding Mechanisms**

<b>Funding Mechanism</b>	<b>Specific Assessment Criteria for Funding Mechanisms</b>
<b>Community Grants</b>	<ul style="list-style-type: none"> <li>• Intended to make a contribution to an organisation to support Council's Community Outcomes;</li> <li>• Intended to support events, services or activities that are of benefit to the community, and can demonstrate those benefits;</li> <li>• These grants will be funded via the Community Assistance Grants budget;</li> <li>• Can be for operational costs or capital projects;</li> <li>• Applications will be called for in June of each year.</li> </ul>
<b>Building and Resource Consents</b>	<ul style="list-style-type: none"> <li>• Intended to contribute to the costs incurred by community organisations through the resource and building consent processes where Council's Community Outcomes and the general assessment criteria are met;</li> <li>• The maximum grant payable for either a resource or building consent will be \$3,000;</li> <li>• Community organisations will be provided with free process guidance with consenting staff to a maximum of four hours per application, if required;</li> <li>• These grants will be administered as part of Council's operational budget;</li> <li>• Activity Managers will report quarterly to Council on all Expressions of Interest and applications made under this scheme.</li> </ul>
<b>Contract for Service</b>	<ul style="list-style-type: none"> <li>• Intended to fund a community group for delivery of a service which councils generally undertake, that provides benefit to the community and is available to members of the public e.g. maintenance of walking tracks, public toilets, provision of community libraries;</li> <li>• A Contract for Service can be applied for at any time;</li> <li>• Contracts for Service will be considered by Council officers, and either approved OR declined by an Activity Manager, depending on the type and level of service being offered, and available budget:</li> </ul>

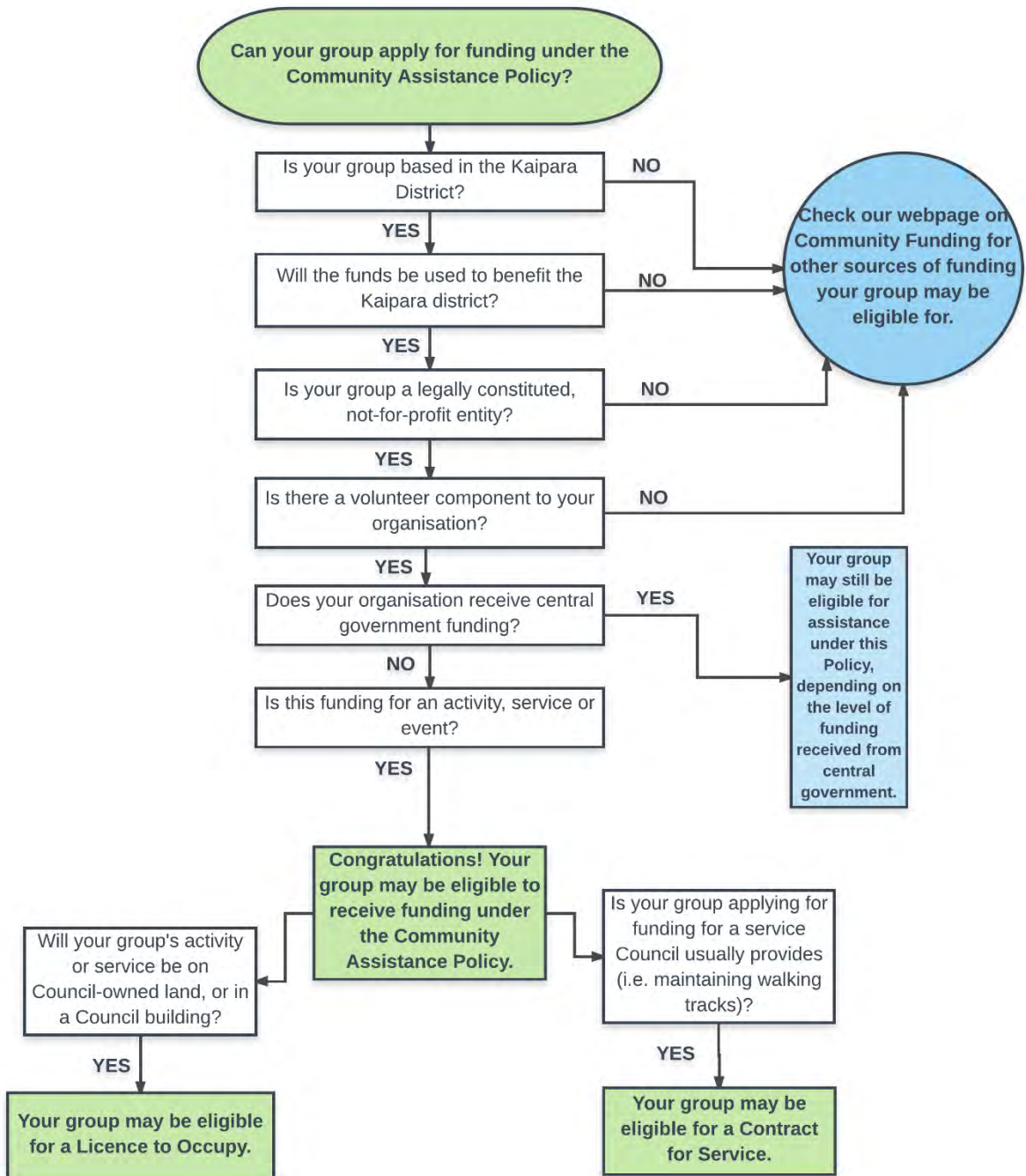
	<ul style="list-style-type: none"> <li>○ If approved, they will be administered as part of Council's operational budget;</li> <li>○ If <u>declined</u>, the organisation will be encouraged to apply (if eligible) for the next round of Community Grants funding through this Policy, or referred to other funding sources;</li> <li>○ The Activity Manager may be constrained from approving a Contract for Service, if the budget does not currently exist. The Activity Manager would then consider seeking an increase to their budget for the next planning and budgeting cycle.</li> <li>● Activity Managers will report to Council quarterly on all Expressions of Interest and applications.</li> </ul>
<p><b>Licence to Occupy</b></p>	<ul style="list-style-type: none"> <li>● This is an agreement for a not-for-profit community organisation to locate in or use Council-owned land, or a Council-owned building;</li> <li>● The facilities and activities of the organisation applying for a Licence to Occupy must be available to members of the public;</li> <li>● Applicants must demonstrate the organisation has the resources or ability to establish and operate on the land or in the building they have been granted the licence over;</li> <li>● A Licence to Occupy can be applied for at any time. Given the time and investment needed to comply with the conditions, an agreement in principle (Development Agreement) may be initially entered into;</li> <li>● <b>When determining whether a peppercorn rental is appropriate or not, all new applications and the renewing of current Licences to Occupy will be assessed on a case by case basis. Factors that will be considered in the recommendation to Council include factors such as the financial position of the Community Group and the benefits to the community.</b></li> <li>● Council will use a standard formal licence it has developed, which includes an accountabilities requirement clause and default/termination clause; and</li> <li>● Organisations are eligible to apply for other forms of community assistance, provided they comply with the specific criteria for each category.</li> <li>● <b>All Licence to Occupy applications will go to Council for approval.</b></li> </ul>

**7 Exceptions**

This Policy is not intended to fund applications for:

- Wages;
- Benefits to individuals;
- Central government funded services;

- Welfare services;
- Religion. This does not preclude religious organisations from applying, if they would otherwise meet the criteria in this Policy;
- Repaying or servicing debts;
- Projects which seek to redistribute funding to others.



## Community Grants 2019/20: Summary of Applications

Meeting: Community Grants Committee  
 Date of meeting: 21 August 2019  
 Reporting officer: Jenny Rooney, Community Funding Co-ordinator

### Purpose/Ngā whāinga

To provide the Community Grants Committee with the relevant information to award grants to community groups in the Kaipara District.

### Executive summary/Whakarāpopototanga

Forty-three applications have been received from community groups seeking funding from the Community Grants Fund. Four applications did not meet the criteria for funding and four applications were redirected to other Council funding sources for consideration.

The amount the Committee has to distribute in the 2019/2020 funding round is \$100,000.

### Recommendation/Ngā tūtohunga

That Community Grants Committee:

- a) Awards grants to the following applicants:

### Context/Horopaki

Forty-three community grant applications were received for this funding round. Three of these applications were redirected to the Mangawhai Endowment Lands Account (MELA) Committee to consider. The MELA Committee fully funded two applications and one was partially funded. The partially-funded application has been returned to this fund for consideration.

One application was redirected to the Resource/Building Consents Fund.

Four applications did not meet the criteria for consideration.

The total value of the community grant applications received is \$344,498.62, with applications received that meet the criteria (including the application returned from the MELA committee) totalling \$300,788.19. The amount available for allocation is \$100,000.

Ineligible applications totalled \$36,400.

A summary of the applications and previous successful applicants are set out in **Attachment 1**. The Community Assistance Policy with the criteria for determining the funding is set out in **Attachment 2**. All applications received are collated as **Attachment 3**.

Eligible applications	Amount
Ararua Hall Committee	\$2,038.74
Baylys Beach Community Centre Trust	\$24,250.00
Baylys Beach Society Inc.	\$2,544.00
Dargaville Arts Association	\$20,000.00

<b>Eligible applications</b>	<b>Amount</b>
Dargaville Community Cinema Charitable Trust	\$10,000.00
Dargaville Community Development Board (DCDB)	\$4,193.24
Dargaville Menz Shed	\$6,900.00
Epilepsy Association of New Zealand	\$2,000.00
First Dargaville Scout Group	\$6,000.00
Hakaru Hall and Domain Society Inc.	\$11,623.00
Kaihu Valley War Memorial Hall Inc.	\$8,841.00
Kaiwaka War Memorial Hall Association Inc. Society	\$25,000.00
Kauri Coast Recreational Society Inc.	\$7,000.00
Kumarani Productions Trust	\$3,965.16
Mangawhai Activity Zone Charitable Trust	\$2,030.00
Mangawhai Activity Zone Charitable Trust	\$9,600.00
Mangawhai Artists Inc.	\$1,782.34
Mangawhai Heads Volunteer Lifeguard Service Inc. <i>(partially funded by MELA)</i>	\$7,363.38
Mangawhai Tracks Charitable Trust	\$10,000.00
Maungaturoto Centennial Community Hall	\$12,139.43
Northern Wairoa Agricultural & Pastoral Association Inc.	\$5,146.00
Northern Wairoa Association Football Club Inc.	\$3,855.00
Northern Wairoa Genealogy Society Inc.	\$3,853.29
Northern Wairoa Maori & Pioneer Museum Society Inc. (Dargaville Museum)	\$16,576.18
Northland Field Days Inc.	\$7,699.58
Paparoa Medical Society	\$15,368.23
Pirikia Committee – Te Houhanga Marae	\$14,000.00
Pouto Marine Hall Incorporated	\$20,000.00
Ruawai Promotions Development Group	\$1,493.83
Te Iwi o Te Roroa	\$9,500.00
The Chamber of Commerce	\$5,000.00
The Helping Paws Charitable Trust	\$7,852.00
The Kauri Coast Promotion Society Inc.	\$2,700.00
Tinopai Community Hall Society Inc.	\$2,148.44
Volunteering Northland	\$2,500.00
Whitebait Connection	\$5,825.35
<b>Sub Total \$300,788.19</b>	

<b>Applications that do not meet the criteria</b>	<b>Amount</b>
Kings School of Dance <i>(ineligible- private school)</i>	\$10,000.00
Mangawhai Museum and Historical Society Inc. <i>(ineligible – contractor)</i>	\$4,800.00



Otamatea Community Services ( <i>ineligible – social service</i> )	\$20,000.00
Ruawai College Bee Club – Ministry of Education ( <i>ineligible – MOE</i> )	\$1,600.00
<b>Subtotal \$337,188.19</b>	
<b>Organisations redirected for funding consideration</b>	
Baylys Beach Community Centre Trust ( <i>redirected to Community Grants Resource Consent/Building Fund</i> )	\$3,000.00
*Mangawhai Historic Village Trust ( <i>funded through MELA grant</i> )	\$1,470.43
*Mangawhai Tennis Club ( <i>funded through MELA grant</i> )	\$2,840.00
<b>Total applied for \$344,498.62</b>	

\*Two applications were withdrawn as their applications were successfully funded by the MELA.

## Discussion/Ngā kōrerorero

### Options

1. Fully award grant funding as agreed by the Committee in the meeting.
2. Award grants as agreed by the Committee in the meeting but have funds remaining unallocated.

### Policy implications

Community grants are determined by criteria and processes defined in the Community Assistance Policy.

### Financial implications

There is a limited budget for community grants that will not be exceeded. Any unallocated funds will not roll over to the next financial year.

### Legal/delegation implications

There are no legal or delegation implications for Council when determining community grant applications.

## Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

## Next steps/E whaiake nei

The applicants will be notified whether their application has been successful or unsuccessful, and funding will be provided and accounted for in due course.

## Attachments/Ngā tapiritanga

Number	Title
1	<a href="#">Summary of Applications and Applications from previous funding rounds</a>
2	<a href="#">Community Assistance Policy</a>
3	All Applications (provided in a separate cover)


Jenny Rooney, 1 August 2019



**Community Grants 2019**

No#	Organisation	Amount applied for	Proposal	Meets Criteria	Financials	Quotes	Approved or Declined	Amount Approved	GST Reg	Constitution	Registration	Accountability Received	Comments
1	Ararua Community Hall	2,038.74	Hall Insurance & Power	Y	Y	N			Y	Y	Inc Society		Meeting minutes included
2	Baylys Beach Community Centre Trust	24,250.00	Electrical Wiring	Y	Y	Y			Y	Y	Inc Society & Charities Com		
3	Baylys Beach Society Inc.	2,544.00	Printing- 2000 colour pages \$1,980.00 & 3,000 coloured B&W pages - \$360.00 Seating Plaques \$204.00	Y	Y	Y			N	Y	Inc Society & Charities Com		
4	Dargaville Arts Association	20,000.00	Contribution towards the cost of producing the 2019 Dargaville Wearable Arts show. Marketing & promotional Costs - \$3,000.00 and Production, exhibition event and material costs \$17,000.00	Y	Y	Y			Y	Y	Inc Society		Resolution included
5	Dargaville Community Cinema Charitable Trust	10,000.00	Assistance with general operating costs	Y	Y	Y			Y	Y	Inc Society & Charities Com		
6	Dargaville Community Development Board (DCDB)	4,193.24	Contribution towards the operational costs for communications, postage, phones and internet, stationery and computer related operating expenses	Y	Y	Y			Y	Y	Inc Society & Charities Com		Minutes of Special meeting
7	Dargaville Menz Shed	6,900.00	Yearly Rental	Y	Y	Y			N	Y	Inc Society & Charities Com		Minutes of Meeting
8	Epilepsy Association of New Zealand	\$2,000.00	Fuel - \$1,400.00 Telecommunications (Mobile) \$600.00	Y	Y	Y			Y	Y	Inc Society & Charities Com		
9	First Dargaville Scout Group	6,000.00	Insurance Premium - \$2,800.00 KDC Rates \$3,200.00	Y	Y	Y			Y	Y	N Umbrellared		Umbrellared under The Scouting Assn of NZ
10	Hakaru Hall & Domain Society Inc.	11,623.00	Roof repairs \$1,470 Spouting \$950.00 Roof Painting \$5,500.00 Scaffolding \$2,803.00	Y	Y	Y			Y	Y	Inc Society		
11	Kaihu Valley War Memorial Hall Inc.	8,841.00	To repair a leak in the roof of the Kaihu Valley War Memorial Hall and to repair and replace the water tank and water supply plumbing to tank	Y	Y	Y			Y	Y	Inc Society & Charities Com		
12	Kaiwaka War Memorial Hall Assn Inc. Society	25,000.00	For earthworks and compact concrete slab	Y	Y	Y			Y	Y	Inc Society & Charities Com		
13	Kauri Coast Recreationl Society Inc.	7,000.00	Power costs for next year - \$4,000.00 and Insurance \$3,000.00	Y	N	Y			Y	Y	Inc Society & Charities Com		
14	Kings School of Dance	10,000.00	<b>Builders verbal estimation - \$10-15,000</b>	N- Private institution	N	N			N	N	N		
15	Kumarani Productions Trust	3,965.16	Yearly Rental	Y	Y	Y			Y	Y	Inc Society & Charities Com		Resolution included
16	Mangawhai Activity Zone Charitable Trust	2,030.00	Annual Service of artificial grass areas - \$730.00 and collection of our wast wheelie bins - \$1,300.00	Y	Y	Y			Y	Y	Inc Society & Charities Com		Extract from MAZ meeting minutes included
17	Mangawhai Activity Zone Charitable Trust	9,600.00	Towards cost of hold the annual "Bowl Jam" event	Y	Y	Estimated cost - previously funded by sponsorship			Y	Y	Inc Society & Charities Com		
18	Mangawhai Artists Inc.	1,782.34	Trailer hire from/to Mangawhai and Dargaville (exl bond) - \$285.00, Mileage at IRD rates mangawhai/Dargaville return 178km * 3@.76 + \$465.84 Printing of posters and catalogues \$1,091.50	Y	Y	Y			N	Y	Inc Society & Charities Com		
19	Mangawhai Heads Volunteer Lifeguard Service Inc.	7,363.38	<b>Secretarial fees - \$18,625.00;</b> Light, Power, Heating - \$3,058.58; Insurance -\$2,259.28; Security - \$2,045.52;	N -Secretarial Fees - \$18,625.00 Y- Balance	Y	Y			Y	Y	Inc Society & Charities Com		Resolution included. Redirected to MELA -partially funded \$6,322.25 and balance of \$7,363.38 for Community Grants consideration
20	Mangawhai Museum & Historical Society Inc.	4,800.00	<b>Funding for a cleaning contractor</b>	N	Y	Y			Y	Y	Inc Society & Charities Com		Extract from minutes
21	Mangawhai Tracks Charitable Trust	10,000.00	Contribution to timber and posts	Y	Y	Y			N	Y	Charities Comm		
22	Maungaturoto Centennial Community Hall	12,139.43	KDC Rates - \$4,152.70 Insurance - Crombie Lockwood - \$7,986.73	Y	Y	Y			Y	Y	Inc Society & Charities Comm		Copy of Meeting Minutes
23	Northern Wairoa Agricultural & Pastoral Association Inc.	5,146.00	No1 Showground Speaker System - \$3,718.00 No 2 Horse Ring Speaker - \$1,028.00 Two sets of Walkie/Talkie = 2 x 2 = 4 pieces - \$400.00	Y	Y	Y			N	Y	Inc Society & Charities Comm		Letter outlining the project & aims & objectives for the NW A&P Assn & Notice of Motion

24	Northern Wairoa Association Football Club Inc	3,855.00	Upgrade the filed lighting - amount required to complete purchase and install	Y	Y	Y			N	Y	Inc Society & Charities Comm	
25	Northern Wairoa Genealogy Society Inc	3,853.29	A3 Flatbed Scanner & 3 year Warranty -\$2,731.25 Archival Storage including Filing Cabinet - \$874.07 Prepaid stamped envelopes - \$247.97	Y	Y	Y			N	Y	Inc Society & Charities Comm	
26	Northern Wairoa Maori & Pioneer Museum Society Inc (Dargaville Museum)	16,576.18	Insurance Premium 2018/19 period - \$10,976.50 Insurance Premium 2019/20 period - \$16,576.18	2018/19- N 2019/20 - Y	Y	Y			Y	Y	Inc Society & Charities Comm	Support Letter from Museum President
27	Northland Field Days Inc	7,699.58	3 x Lifeguard 16 units	Y	Y	Y			Y	Y	Inc Society & Charities Comm	Extract from Minutes of Committee meeting
28	Otamatea Community Services	20,000.00	Contribution to operational costs	N - Social service	Y	N			Y	Y	Inc Society & Charities Comm	Provided proposed budget
29	Paparua Medical Society	15,368.23	Towards upgrading and sealing the rear carpark of the building at 1980 Paparua Valley Road	Y	Y	Y			Y	Y	Inc Society & Charities Comm	Resolution from Committee
30	Pirikia Committee - Te Houhanga Marae	14,000.00	Ride on Mower - \$10,000.00 Trimer - \$4,000.00	Y		Y			N	Y	Umbrella Te Houhanga Marae	Pirika Urupa Committee AGM minutes
31	Pouto Marine Hall Incorporated	20,000.00	Engineer/KDC Inspections - \$1,200.00; Digger, sink holes drainage - \$5,300.00; Concrete crib wall - \$1,800.00; Metal crtage - \$8,000.00; Labour - \$2,500.00; Boxing preparing crib walls - \$1,400.00	Y	Y	Y - hand written			N	N	Inc Society & Charities Comm	
32	Ruawai College Bee Club - Ministry of Education	1,600.00	1 x Honey Bee Extractor	N -MOE	N	N			N	N	N	
33	Ruawai Promotions and Development Group	1,493.83	Lettering & Border from graphic designer - \$215.63 Sign 2440 x 2440mm with router holes & beading - \$1081.00; 3x3m posts approx - \$69.00; 4x bags cement - \$78.20;	Y	Y	Y			N	y	Inc Society	
34	Te iwi o Te Roroa	9,500.00	Aquaponics System - \$8,345.00; Community garden Materials - \$1,155.00	Y	Y	Y			Y	Y	Charities Comm	
35	The Chamber of Commerce	5,000.00	Contribution towards the Business Excellence Awards	Y	Y	Y			Y	Y	Inc Society	Sponsorship Agreement between Northland Chamber of Commerce & KDC
36	The Helping Paws Charitable Trust	7,852.00	Kitty Litter -\$1,872.00 Dry Kitten Food -\$2,860.00 Wet Kitten Food -\$1,820.00 Orphaned Bird Food -\$1,300.00	Y	New entity - registered in 2019	Y			N	Y	Charities Comm	
37	The Kauri Coast Promotion Society Inc	2,700.00	A Portion of the overall costs to enable a seventh print of 15,000 Dargaville: Heart of Kauri Coast brochures	Y	Y	Y			N	Y	Inc Society	
38	Tinopai Community Hall Society Inc.	2,148.44	Renewal of Insurance for Tinopai Hall	Y	Y	Y			Y	Y	Inc Society	
39	Volunteering Northland	2,500.00	Contribution to two sessions: 2 x Training by Lead - \$1,800.00 2 x Material + Livestream by Cnorth - \$700.00	Y	Y				Y	Y	Inc Society & Charities Comm	Letters of support
40	Whitebait Connection	5,825.35	Contribution towards the Kai Iwi Lakes open day 2020	Y	Y	Y			Y	Y	Umbrella - Mountains to Sea	Mountains to Sea meeting Minutes
<b>Total applied for</b>		<b>\$337,188.19</b>										
<b>Organisations redirected to MELA &amp; Community Grants Resource &amp; Building Consents</b>												
41	Baylys Beach Community Centre Trust	3,000.00	Reimbursement of Council fees for Resource Consent	N resource consent	Y				Y	Y	Inc Society & Charities Com	Forwarded to Resource/Building Consents
42	Mangawhai Historic Village Trust	1,470.43	Computer hardware	Y	y	y			Y	Y	Inc Society	Redirected and funded by MELA
43	Mangawhai Tennis Club	2,840.00	Refurbishment of four Tiger Turf courts	Y	Y	Y			Y	Y		Redirected and funded by MELA
<b>Total applied for</b>		<b>\$344,498.62</b>										

	<b>Title of Policy</b>	Community Assistance Policy		
	<b>Sponsor</b>	General Manager Community	<b>Adopted by</b>	Council
	<b>Author</b>	Natalie Robinson/Darlene Lang	<b>Date adopted</b>	14 August 2017
	<b>Type of Policy</b>	Community Assistance	<b>Last review date</b>	August 2017
	<b>File Reference</b>	2109.01	<b>Next review date</b>	August 2020

Document Control			
Version	Date	Author(s)	Comments
1 <sup>st</sup> Commenced	14 August 2017	Natalie Robinson and Darlene Lang	Approved by Council
1.0			

## 1 Purpose

The purpose of this Policy is to create clear guidelines and an effective process to enable Council to assist community organisations to achieve their goals.

## 2 Objectives

The Community Outcomes as adopted by Council for the Long Term Plan 2018/2028 have informed the Objectives of this Policy. The Policy is intended to contribute to:

- A district with welcoming and strong communities; and
- A district with plenty of active outdoor opportunities; and
- A trusted Council making good decisions for the future.

## 3 Background

Kaipara District Council is committed to the Vision of 'Thriving Communities Working Together'. Council seeks to achieve this by assisting the community in developing and providing their own facilities and services, and building strong and welcoming communities.

Council is committed to recognising and supporting achievement; developing community leadership and self-reliance; assisting and supporting community involvement.

This Policy ensures that Council's contributions to communities are fair, consistent and strategically aligned to Council's Vision, Community Outcomes and the purposes of local government under the Local Government Act 2002.

### 3.1 Other Funding Options

This Policy is an umbrella framework that allows Council to consider requests for assistance under a number of separate schemes. Council also administers funding under the Mangawhai Endowment Lands Account (MELA) Policy. An application under this Policy may, if it meets the assessment criteria, be encouraged to apply under the MELA Policy. Council also administers a Rates Remission Policy which community groups may apply for. Community organisations can apply for Council's community facilities insurance, which may provide them with a reduced premium (community organisations must meet their own insurance costs).

The Northern Wairoa War Memorial Hall (also known as Dargaville Town Hall) is available at a discounted rate to community groups. Please Contact Council's administration department for further details and bookings.

Council administers a number of other funds, on behalf of other organisations who elect their own decision-makers, which assist specific community purposes, such as the Rural Travel Fund and the Creative Communities grants.

Council can provide letters of support to community organisations seeking alternative funding sources. This role is delegated to the Mayor to sign off individual requests.

Council’s website ( [www.kaipara.govt.nz](http://www.kaipara.govt.nz) ) is updated regularly to provide information on other funding sources community organisations may be eligible for. Council officers are available to assist community organisations both under this Policy and other funding options. This may include helping source and apply for funding, as well as general advice and navigation of Council services.

**3.2 Fund Distribution**

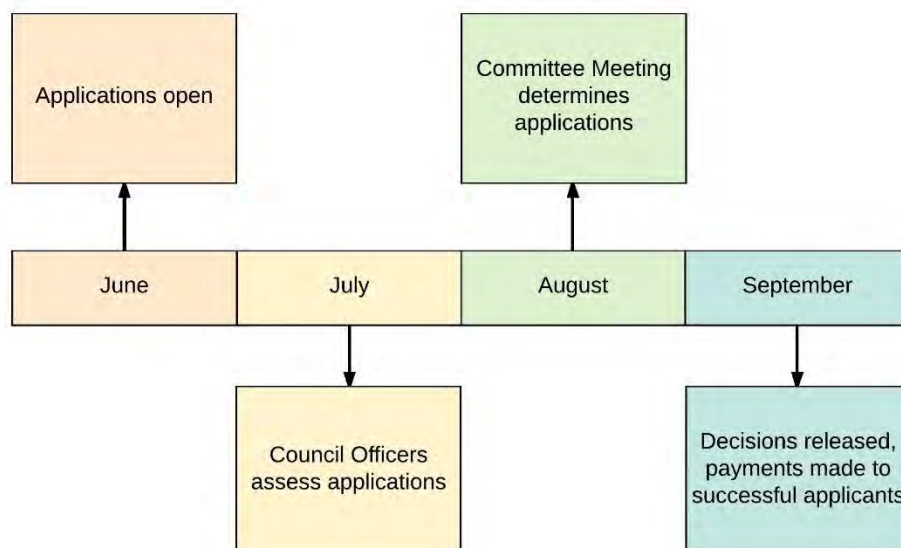
There is a need for a high level of transparency and accountability for the spending of public funds. To enable this standard to be met, accountability arrangements will be documented in a formal Contract between the community organisation receiving support and Council. The agreement will be appropriate to reflect the nature and level of support given.

Funding will be implemented through a Contract which will outline:

- The purpose for which the funding was provided;
- The conditions attached to the funding;
- Accountability requirements, including the methods to report back on the use of the funds;
- The steps Council will take if progress is not as planned.

**3.3 Timing of Applications**

The timing of community grants will be matched with the planning and budgeting cycles of the Council. Council will call for applications in June, and release decisions by September. Licences to Occupy and Contracts for Service may be applied for at any time, and will be considered by Council officers.



Decisions on Community Grant applications will be made by the Community Assistance Committee, who has delegated authority from Council to make decisions on applications. These decisions will be reported back to Council, and will be final. All Grants, new Licences to Occupy and Contracts for Service entered into during the year will be reported in the Annual Report for that year.

Application forms will be made available on Council's website and at Council offices when the funding round opens.

#### **4 General Assessment Criteria**

Council will consider the following when assessing applications received for Community Assistance. These are general criteria which community organisations applying for support need to demonstrate in their applications.

##### **4.1 *Benefit to the Kaipara, and contribute to Community Outcomes***

Kaipara District Council will provide assistance to community organisations as resources allow, and where this helps achieve the priorities specified in Council's Long Term Plan, the district's specified Community Outcomes and is not inconsistent with any other Council policies or plans.

Community assistance will be for organisations providing services or activities within the Kaipara district. Applications will be considered on merit and benefit to the community and/or the natural environment. Applications should be for services or projects not already provided by another group or agency.

##### **4.2 *Not-for-Profit***

Council will only provide assistance to legally constituted not-for-profit entities, and there should be a volunteer component to the service.

##### **4.3 *Financial Reporting***

All applications must be accompanied by an audited or reviewed Statement of Financial Position for the previous financial year, and a budget projection for the next financial year.

##### **4.4 *Central Government Funding***

Community organisations that receive the bulk of their funding from central government will not be eligible for grants.

##### **4.5 *Health and Safety***

Applicants must comply with all legislative requirements.

##### **4.6 *Acknowledgement***

All successful applicants must acknowledge the support of Kaipara District Council on any correspondence, advertising or other publicity material.

#### 4.7 Accountability Requirements

All recipients under this Policy are required to enter into an Agreement or Contract with Council that outlines the terms and conditions of the approved assistance. Funds will not be provided until both parties have signed the Agreement or Contract, which will outline, among other obligations:

- The purpose and conditions of the assistance;
- Accountability requirements, as determined by the level of assistance required.

#### 5 Specific Assessment Criteria for Funding Mechanisms

Funding Mechanism	Specific Assessment Criteria for Funding Mechanisms
<b>Community Grants</b>	<ul style="list-style-type: none"> <li>• Intended to make a contribution to an organisation to support Council's Community Outcomes;</li> <li>• Intended to support events, services or activities that are of benefit to the community, and can demonstrate those benefits;</li> <li>• These grants will be funded via the Community Assistance Grants budget;</li> <li>• Can be for operational costs or capital projects;</li> <li>• Applications will be called for in June of each year.</li> </ul>
<b>Building and Resource Consents</b>	<ul style="list-style-type: none"> <li>• Intended to contribute to the costs incurred by community organisations through the resource and building consent processes where Council's Community Outcomes and the general assessment criteria are met;</li> <li>• The maximum grant payable for either a resource or building consent will be \$3,000;</li> <li>• Community organisations will be provided with free process guidance with consenting staff to a maximum of four hours per application, if required;</li> <li>• These grants will be administered as part of Council's operational budget;</li> <li>• Activity Managers will report quarterly to Council on all Expressions of Interest and applications made under this scheme.</li> </ul>
<b>Contract for Service</b>	<ul style="list-style-type: none"> <li>• Intended to fund a community group for delivery of a service which councils generally undertake, that provides benefit to the community and is available to members of the public e.g. maintenance of walking tracks, public toilets, provision of community libraries;</li> <li>• A Contract for Service can be applied for at any time;</li> <li>• Contracts for Service will be considered by Council officers, and either approved OR declined by an Activity Manager, depending on the type and level of service being offered, and available budget:</li> </ul>

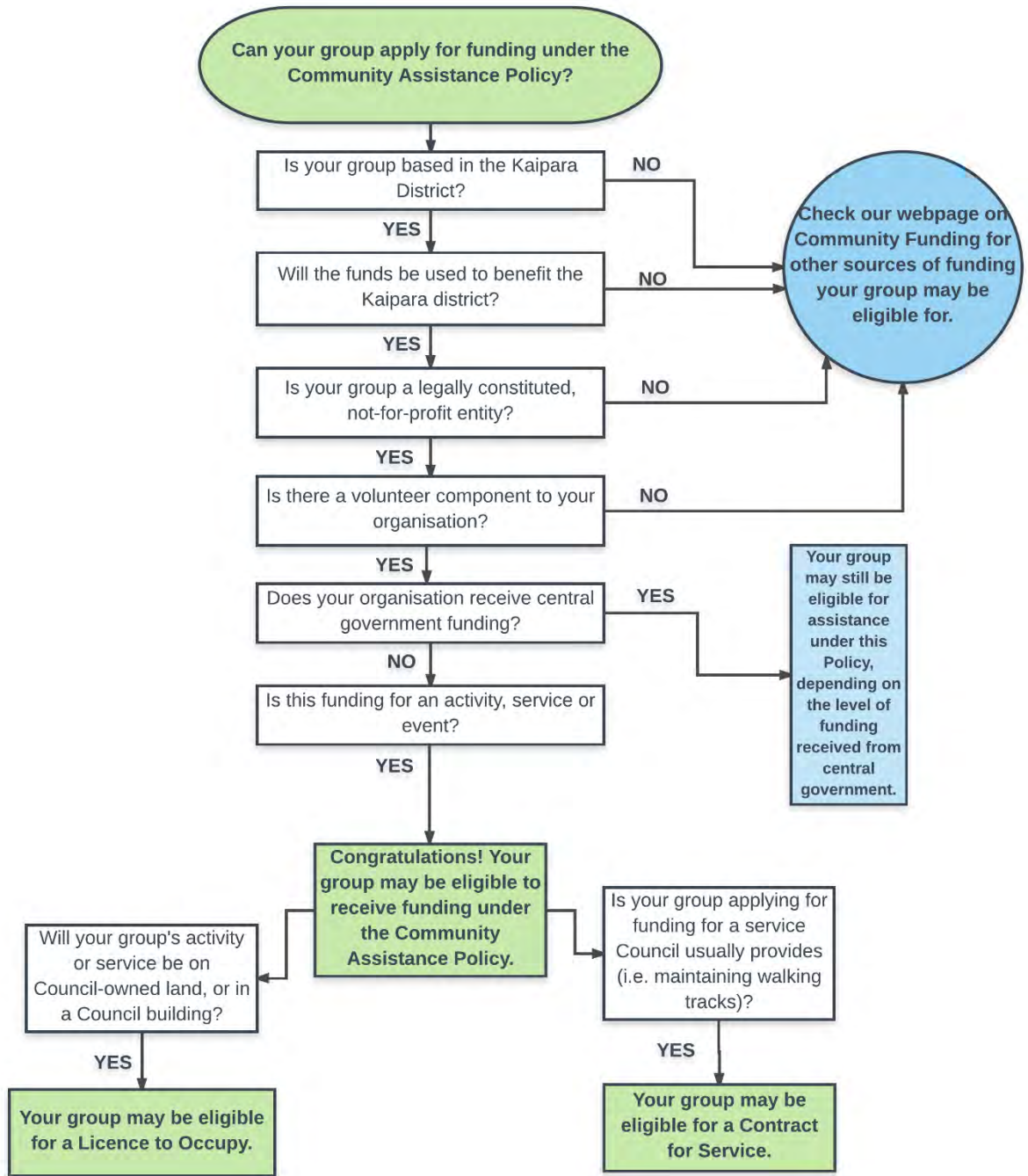


	<ul style="list-style-type: none"> <li>○ If approved, they will be administered as part of Council's operational budget;</li> <li>○ If <u>declined</u>, the organisation will be encouraged to apply (if eligible) for the next round of Community Grants funding through this Policy, or referred to other funding sources;</li> <li>○ The Activity Manager may be constrained from approving a Contract for Service, if the budget does not currently exist. The Activity Manager would then consider seeking an increase to their budget for the next planning and budgeting cycle.</li> <li>● Activity Managers will report to Council quarterly on all Expressions of Interest and applications.</li> </ul>
<p><b>Licence to Occupy</b></p>	<ul style="list-style-type: none"> <li>● This is an agreement for a not-for-profit community organisation to locate in or use Council-owned land, or a Council-owned building;</li> <li>● The facilities and activities of the organisation applying for a Licence to Occupy must be available to members of the public;</li> <li>● Applicants must demonstrate the organisation has the resources or ability to establish and operate on the land or in the building they have been granted the licence over;</li> <li>● A Licence to Occupy can be applied for at any time. Given the time and investment needed to comply with the conditions, an agreement in principle (Development Agreement) may be initially entered into;</li> <li>● Council will use a standard formal licence it has developed, which includes an accountabilities requirement clause and default/termination clause; and</li> <li>● Organisations are eligible to apply for other forms of Community Assistance, provided they comply with the specific criteria for each category.</li> </ul>

**6 Exceptions**

This Policy is not intended to fund applications for:

- Wages;
- Benefits to individuals;
- Central government funded services;
- Welfare services;
- Religion. This does not preclude religious organisations from applying, if they would otherwise meet the criteria in this Policy;
- Repaying or servicing debts;
- Projects which seek to redistribute funding to others.



## **Closure**

**Kaipara District Council  
Dargaville**