

## 7. YOUTH DEVELOPMENT SCHEME GUIDELINES

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### PURPOSE OF REPORT

1. The purpose of this report is to present all Community Boards with proposed guidelines and a suggested timeframe for the implementation of the Youth Development Scheme.

### EXECUTIVE SUMMARY

2. The Youth Development Funding Scheme currently operates within Riccarton/Wigram, Spreydon/Heathcote, Shirley/Papanui and Burwood/Pegasus. Funds have been both allocated and administered on an inconsistent basis across the various Board areas and have historically been directed for purposes ranging from attendance at sporting events to supporting cultural groups.
3. Over the past months there has been interest expressed by both Community Boards and staff to review the funding scheme criteria and to develop some consistencies across the Boards with regards to the allocation and administration of the fund.
4. Community and Recreation Unit staff have prepared draft guidelines for the Youth Development Scheme funding allocations and administration. These draft guidelines and criteria (**attached** to this report) are intended to provide Boards with a general framework on which to base their considerations for grant allocation from this scheme. In addition, it is suggested that consistency is maintained across all Boards by including applicants' names on reports. A copy of the application/accountability form along with a flow chart detailing the funding administration process is **attached**.
5. It is suggested that Youth Development Funding scheme applications are considered by each Community Board or the relevant sub committee on a quarterly basis. This will ensure that the efficient administration of the scheme is achieved by staff. In cases where there is an urgent application, reports on the request will be responded to accordingly.

### FINANCIAL AND LEGAL CONSIDERATIONS

6. Participating boards have already allocated funding to the Youth Development Scheme. Fendalton/Waimari and Hagley/Ferrymead may wish to consider participating in the scheme by allocating some of their discretionary funds for this purpose.

### STAFF RECOMMENDATIONS

It is recommended that the Board agree to accept the proposed guidelines and implementation timeframe for the Youth Development Scheme.

### CHAIRMAN'S RECOMMENDATION

1. That the staff recommendation be adopted.
2. That \$5,000 be allocated from the Board's 2005/06 discretionary budget to establish a Youth Development Scheme Fund.
3. That a Subcommittee of the Board Chairman, Deputy Chairman and one other member be authorised to consider and decide on applications received outside the quarterly reporting framework and that any decisions so made, be reported to the Board for record purposes.

## BACKGROUND TO THE YOUTH DEVELOPMENT SCHEME

7. Up until recently, the Youth Development Scheme has been available for young individuals and groups in the community to access for a range of purposes. While funds have typically been sourced from Board Project Funds for distribution, not all Community Boards have made provision for funding for this scheme. Additionally, funds have been allocated and administered on an inconsistent basis across the various Board areas.
8. Over the past months there has been interest expressed by both Community Boards and management to review the funding scheme criteria and to develop some consistencies across the Boards in the allocation and administration of the fund.
9. In response, the Senior Community Development Adviser undertook a collation of all information relating to the funding scheme across all Boards. Drawing from commonalities in the information gathered, guidelines for funding criteria, an application and accountability form and an administration process for all of the funds was developed. These are all attached.
10. Feedback on the drafts was then sought amongst the Community and Recreation Unit Funding Advisers, Community Development Advisers, the Principal Board Adviser and Board Secretary at Beckenham, and the Youth Development Funding Committee along with the Community Engagement Adviser at Shirley / Papanui. Suggested further alterations were made at that stage and the documents are now for consideration by Community Boards.
11. The proposed guidelines for the criteria and purpose of the Youth Development Scheme are intended to support Boards and Committees in their decision making process.

## OPTIONS

12. In relation to the proposed guidelines for the Youth Development Scheme there are two options available to the Board:

Option (a) That the Board decline the adoption of the proposed guidelines and the implementation and funding criteria for the scheme and maintain the status quo.

Option (b) That the Board adopt the proposed guidelines and the implementation and funding criteria for the scheme.

## PREFERRED OPTION

13. The preferred option is Option (b). Adopting the proposed guidelines will ensure that requests for assistance by individuals and groups through this fund are considered consistently across all Boards irrespective of geographical boundaries and that the scheme is managed and administered in the most effective and efficient way.