

**FENDALTON/WAIMAIRI COMMUNITY BOARD  
SMALL GRANTS FUND ASSESSMENT COMMITTEE  
AGENDA**

**MONDAY 3 SEPTEMBER 2012**

**3.45PM**

**IN THE BOARDROOM  
FENDALTON SERVICE CENTRE  
CORNER JEFFREYS AND CLYDE ROADS**

**Community Board:** Faimeh Burke (Chairperson), Sally Buck, Val Carter, Cheryl Colley, David Cartwright, Jamie Gough and David Halstead.

**Community Board Adviser**  
Edwina Cordwell  
Phone 941 6728 DDI  
Email: [edwina.cordwell@ccc.govt.nz](mailto:edwina.cordwell@ccc.govt.nz)

**PART A - MATTERS REQUIRING A COUNCIL DECISION  
PART B - REPORTS FOR INFORMATION  
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Due to a lack of quorum on 29 August 2012, the meeting of the Small Grants Fund Assessment Committee lapsed. However, informal discussion on recommended funding allocations by the three Committee members present at that time took place from 4.10 until 4.30pm.

**1. APOLOGIES**

Val Carter

**2. FENDALTON/WAIMAIRI COMMUNITY BOARD SMALL GRANTS FUNDING 2012/13 ALLOCATIONS**

<b>General Manager responsible:</b>	General Manager Community Services, Ph 941-8607
<b>Officer responsible:</b>	Lincoln Papali'i, Strategic Initiatives Manager
<b>Author:</b>	Ruby Tiavolo, Grants Adviser, Strategic Initiatives

**PURPOSE OF REPORT**

1. The purpose of this report is for the Fendalton/Waimairi Small Grants Fund Assessment Committee to allocate the Fendalton/Waimairi Small Grants Fund for 2012/13.

**EXECUTIVE SUMMARY**

2. This report provides information to Committee members on the applications received for the 2012/13 Small Grants Fund.
3. The total pool available for allocation in 2012/13, as outlined in the LTCCP, is \$72,529. Applications totalling \$164,159 were received. Current staff recommendations total \$72,529.
4. Separately circulated (as **Attachment 1**) is a decision matrix, which outlines the projects that funding is being sought for. Following staff collaboration meetings, staff have ranked all projects as either Priority 1, 2, 3 or 4 and have made funding recommendations.
5. Under the Small Grants Fund, organisations are asked to make applications for individual projects. On this basis, Organisations may have made more than one application in order to fund separate projects and deliver a range of services.

**FINANCIAL IMPLICATIONS**

**Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?**

6. Yes, see LTCCP pages 176 and 177 regarding community grants schemes including Board funding.

**LEGAL CONSIDERATIONS**

**Have you considered the legal implications of the issue under consideration?**

7. Yes. Community Board funding decisions are made under delegated authority from the Council. On Thursday 24 July 2008, the Council made the following resolution:

*That each of the Community Boards' 'Small [Grants] Fund Assessment Committees' have full authority to determine final funding decisions for their respective Community Board's 'Small [Grants] Fund Scheme' subject to full compliance with the Council's rules, policies and criteria for the 'Small Projects Fund Scheme.'*

**2. Cont'd**

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

**Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?**

8. Yes. Strengthening Communities Funding and Community Board Funding, see LTCCP pages 176 and 177 regarding community grants schemes, including Board funding.

**ALIGNMENT WITH STRATEGIES**

**Do the recommendations align with the Council's strategies?**

9. The funding allocation process carried out by Christchurch community boards is covered in the Council's Strengthening Communities Strategy.

**CONSULTATION FULFILMENT**

10. Not applicable.

**STAFF RECOMMENDATION**

It is recommended that the Fendalton/Waimairi Small Grants Fund Assessment Committee

- (a) Consider the projects contained in the Decision Matrix and approve allocations from the Fendalton/Waimairi Small Grants Fund for 2012/13.
- (b) Delegate authority to the Committee Chairperson and a member of the Committee to confirm the minutes of the meeting.

2. Cont'd

**BACKGROUND**

**Strengthening Communities Strategy**

11. The Council adopted the Strengthening Communities Strategy on 12 July 2007. The Strengthening Communities Grants Funding Programme comprises four funding schemes:
  - (a) Strengthening Communities Fund
  - (b) Small Projects Fund
  - (c) Discretionary Response Fund
  - (d) Community Organisations Loan Scheme
12. For detailed information on the Strengthening Communities Strategy's Outcomes and Priorities please see **Attachment 2**. The specific criteria for the Small Grants Fund is also attached, as **Attachment 3**. Board Objectives have also been used to assess projects and are referenced in the matrix.

**The Decision Matrix**

13. Information on the projects is presented in a Decision Matrix, as Attachment 1. To ensure consistency, the same Decision Matrix format and presentation has been provided to the Metropolitan Small Grants Fund Subcommittee and all local Small Grants Fund Assessment Committees.
14. Applications are project-based; information is provided that relates specifically to the project for which funding is being sought, not the wider organisation.
15. All applications appearing on the Decision Matrix have been assigned a Priority Rating. The Priority Ratings are:
  - Priority 1** Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.
  - Priority 2** Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
  - Priority 3** Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
  - Priority 4** Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities; or Insufficient information provided by applicant (in application and after request from Advisor) or Other funding sources more appropriate. Not recommended for funding.
16. Staff have used the following criteria to determine whether an application is a Priority One:
  - Impact the project has on the city
  - Reach of the project
  - Depth of the project
  - Value for Money
  - Best Practice
  - Innovation
  - Strong alignment to Council Outcomes and Priorities
  - Noteworthy leverage or partnership/match funding from other organisations or government departments.
17. No ineligible applications were received.

**2. Cont'd**

18. Small Grants Fund Assessment Committees have delegated authority from the Council to make final decisions on the Small Grants Fund for their respective wards. The Committee's decisions will be actioned following confirmation the decision meeting resolutions. All groups will then be informed of the decisions and funding agreements will be negotiated where relevant. All funding approved is for the period of September to August each year, therefore grants will be paid out in early September 2012 subject to the receipt of a valid signed funding agreement.