

Officer responsible Community Advocate	Author John Shanks, Board Secretary
Corporate Plan Output: Board Project Funds	

Board members will recall that at the Board meeting held on 3 February 1999, the Board resolved to appoint a subcommittee of the Chairman, Anna Crighton and Linda Rutland to consider applications for support from the Year 2000 fund and to make recommendations to the Board.

The Hagley/Ferrymead Community Board has for some years funded provision from its project funds each year to allow the Board to mark the Year 2000 in some special way. At the time of the February Board meeting, this fund stood at \$31,256.

The subcommittee appointed by the Board met on 16 April 1999 to consider this matter and to make recommendations to the Board on the process to be used for the distribution of this special fund.

The subcommittee reports to the Board as follows:

PROCESS FOR DISTRIBUTION

The subcommittee recommends that applications for this funding be invited from the community.

CRITERIA FOR DISTRIBUTION OF THIS FUND

1. Projects funded should provide a tangible and permanent reminder of the Year 2000.
2. Projects must be entirely related to the celebration of the Year 2000 and must be completed in the Year 2000.
3. Charitable or non-profit groups only will be supported. However, the subcommittee recommend an additional provision that "if you have a brilliant idea as an individual, contact the Linwood Service Centre and we will try to put you in touch with a suitable support organisation".
4. The funds available should be divided equally between the Hagley and the Ferrymead Wards.
5. Recipients of funding will be required to implement their project within either the Hagley or Ferrymead Wards.
6. Applications for this fund will be sought in the coming financial year and that, should requests of outstanding merit be received, the Board consider making additional funding provision for these requests in its Year 2000/01 project fund allocations.
7. Projects must be for the benefit and enjoyment of the community.

TIMELINE AND ADMINISTRATIVE ARRANGEMENTS FOR THIS FUNDING

The subcommittee recommends that the community be advised of the availability of this funding in the following ways:

1. By writing to potentially interested organisations.
2. By publicity in the Observer, Pegasus Post and to all residents' groups in both wards.
3. By means of a press release in the Christchurch Star.
4. By advertisements placed in the above newspapers and that editorial coverage be sought as well as the advertisements.
5. That applications for this fund close on Tuesday 31 August 1999.
6. That applicants must submit a budget and show how they propose to fund the balance of the project submitted. Owing to the small amount of funding available, it is not seen that this fund will be able to meet the full cost of a project, as there will be intense competition for the funds. It is suggested that the Board adopt as a guideline for this the wording "the intention of the Board is to encourage people in the community to celebrate the Year 2000 with a permanent reminder".
7. Half of the sum approved will be paid on approval, with a further payment of one quarter of the amount as a progress payment and payment of the final quarter to be made on the successful completion of the project.
8. In the event of a project not proceeding, the grant provided for this project must be returned to the Community Board.

FUTURE STEPS

The subcommittee agreed to hold its next meeting on Thursday 16 September 1999 at 12 noon at the Linwood Service Centre to consider funding applications received.

If necessary a further meeting could be held following this meeting to finalise decisions made. The intention is to place the funding recommendations before the October or November Board meeting for approval.

CONCLUSION

The subcommittee would invite the Board to provide further input on this matter and would seek any other suggestions that Board members may have.

Subcommittee

Recommendation:

1. That Board members provide any further input or suggestions on this proposal that they consider appropriate.
2. That the guidelines for this fund and the proposals for implementing its distribution as recommended above by the subcommittee be adopted by the Board.

Chairperson's

Recommendation:

For discussion