

17. PROJECT FUND ALLOCATION TIMETABLE 2002/03

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Corporate Plan Output: Advocacy	

The purpose of this report is to seek the Board's agreement on a process for the allocation of Project Funds for 2002/03.

**BACKGROUND**

Some members will be aware of the project funding process used for 2001/02 year. Following a debriefing session of Board members after the project funding meeting changes were made to the process.

**PROCESS**

**December** An information letter explaining the timetable for project fund allocation and a revised application form will be sent to Residents Associations, community groups and organisations, Board Members and staff at the Linwood Service Centre. Advertisements will also be placed in local newspapers. Applicants will be asked to provide information on what the money is sought for, what other input (including volunteer) will be used, legal status of the group and what other fundraising has been done towards the project. The Community Board has \$390,000 funding to allocate for the 2002/03 financial year that commences on 1 July 2002.

- In previous years this has been allocated in the following way.
- \$60,000 Discretionary Funding allocated at the monthly Board meetings during the year
  - \$40,000 Strengthening Communities funding allocated during the year.
  - \$290,000 Project Funding allocated at the 5 March 2002 meeting.

**February** Applications will close **Monday, 4 February**.  
  
Once applications close staff will complete an information sheet for each project funding proposal. It is intended that the information will include, who it is from, history of the funding, what the funding is sought for.

**Mon 25 February** Board members and staff will meet at a seminar meeting prior to the Board's special project funding meeting. The seminar meeting will make recommendations to the Board meeting on the project fund applications.

**March**  
**Tuesday 5 March** Special Board Project funding decision-making meeting.

**Recommendation:** That the information be received.