

3. BOARD FUNDING APPLICATION PROCESSES

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The purpose of this report is to provide Board members with an opportunity to review current practices when considering applications for funding.

A report (copy attached) outlining the current processes established by the previous Board was considered at the Finance and Policy Committee meeting held on 11 July 2002, and the following recommendations adopted by the Board at its meeting held on 30 July 2002:

- "1. *In view of some anomalies identified when considering the Council Community Funding Review report (i.e. double-dipping), a Disclosure Sheet be attached to the Board's current Funding Application form, asking applicants to:*
 - (a) *Please list all funding applications (current and planned) made to any of the following:*
 - Council
 - Spreydon-Heathcote Community Board
 - Other Community Boards
 - Other community funding agencies (i.e. Lotteries, etc.)
 - (b) *Please list affiliation with any other groups:*
 - Parent body
 - Trust
 - Church group
 - Regional/national organisation
 - Other
2. *That applications for funding from Council units will be in the form of a comprehensive report and, where appropriate, (3) quotes for work to be undertaken included.*
3. *In exceptional circumstances* (to be decided upon by the Chairperson and Deputy Chairperson), authority be delegated to the Board Chairperson, Deputy Chairperson and Community Advocate to approve grant applications not exceeding \$1,000, with Board members being provided with copies of the officer's report (including latest discretionary fund schedule) at least 48 hours prior to a decision being made on an application. Board members may request clarification of information and/or attend the funding meeting to consider the application, and should advise support (or otherwise) by telephone/email.*

** Exceptional circumstances do not include lack of forward planning on the part of the applicant, but may include a degree of unexpected urgency or where the matter is so very minor that it would be unreasonable for it to be considered by the Board.*
4. *Deputations in support of funding applications should be directed to the appropriate Board Committee. However, it is not sensible to introduce this process if the Board is about to undertake a review of the committees. Therefore, the Board should commence its review of committees immediately, so that the funding processes can be considered alongside the committee structure by way of a Special Board meeting to be held on 12 August 2002.*
5. *The Finance and Policy Committee to add to its Terms of Reference the following - Consideration of applications for Discretionary Funding not appropriate to be considered by any of the other Board committees."*

A copy of the funding application form incorporating the Disclosure information (as outlined above) is attached, noting recent modifications to include the Council's triple bottom line criteria. Also attached are copies of the following:

- A pamphlet created to assist applicants, outlining steps to be taken, criteria and answers to frequently asked questions. This will be updated once the funding process has been finalised.
- Process charts outlining what has been agreed to, to date (in bold), together with suggested remaining process to be followed (in italics).

Recommendation: For consideration.