

**RICCARTON/WIGRAM PROJECT PROPOSAL/AGREEMENT
MONITORING AND EVALUATION**

1. **Group:** The Salvation Army – Community and Family Services Hornby

Incorporated Society

Trust

Other (*please state*): Property Trust

2. **Grant:** \$11,000

3. **Project Timeline:**

One off grant

Time not applicable

Short term (less than 12 months):

Start: January 2003

End: April 2003

Extended term: Yes

No

Start: **End:**

4. **Project Allocation Conditions**

It was agreed that the Salvation Army would display acknowledgement of the Riccarton/Wigram's financial support for the refurbishment and upgrade of the foodbank.

5. **Background Information**

The Community and Family Services Centre has operated a foodbank at 23 Manurere Street, Hei Hei, for 10 years.

The aim of the project is to assist people who have come to the Centre asking for help to feed themselves and their dependents. This is the only foodbank in the western side of the city.

The foodbank operates as a community foodbank, assisting the needy clients of local churches and other community support agencies eg The Depression Support Group. At present an average of 60 substantial food parcels are distributed to local families and individuals each month, and the numbers are steadily increasing. The clients are interviewed to establish that there is a genuine need, assisted with applying for any unpaid entitlements and offered free budgeting advice from accredited advisers.

6. **Project Description (Aims/Objectives)**

An increasing usage over the last year has necessitated an expansion of storage and distribution area.

Aim; To provide strong, stable, large capacity shelving units to store food stocks of cans, bottles, packets and bags.

Aim; To provide a designated area for assessing clients entitlement to food assistance by the provision of multiple private interviewing rooms in which to discuss people's personal finances and food needs and to provide appropriate advice and encouragement.

Aim; To provide a monitored security alarm system for the foodbank and administration areas of the centre to secure after hours storage of foodbank supplies and client records.

7. Applicable Council Policies

- Community
- Children
- Youth
- Older Persons
- People with Disabilities
- Recreation and Sport
- Early Childhood Education
- Childcare Services
- Residents Groups
- Out of School Programmes
- Winning Women Charter
- Social Justice, Community Development and Social Issues
(Local Government Charter)
- Not Applicable

8. Community Board Objectives

- 2.1 Work with local communities and community organisations to increase the capacity of communities
- 2.2 Operate Council community funding schemes in ways which maximise their value to the communities
- 3.1 Develop and implement community planning processes
- 3.2 Build coalitions with and between community groups and other agencies
- 4.1 Ensure Council activities are based on community needs and capacities

9. Social Wellbeing Policy Outcomes

	Target Group	1	2	3	4	5	6	7	8
	Children								
✓	Low Income		✓			✓			
	Maori								
	Older Persons								
	People with Disabilities								
	Refugees/ Immigrants								
	Women								
	Youth								
✓	Other/State - Families		✓			✓			

10. Project Classification

- Skill Development/Leadership Training/Education
- Asset Development/Asset Purchase/
Equipment Resource
- Project/Support Costs:
 - Activity (leisure based outcome)
 - Activity (social support outcome)
 - Community Service
 - Promotion/Marketing/Publicity
 - Ethnic/Cultural
 - Art/Craft Delivery/Support
 - Environmental
 - Request for Personal Expenses
 - Request for operational costs
(power/rent/salary etc)

11. Community Actions Involved:

- Networking Social Action Equity
- Advocacy Support Volunteers Building trust
- Engaging community Prejudice breakdown Addressing isolation
- Conflict resolution Decision making Upskilling
- Relationship building Treaty issues
- Support cultural development/awareness

12. Social capital (investment) likely to be achieved:

- Community Upskilling Sustainability Partnership
- Governance Promotes Volunteerism Relationship Building
- Empowerment Creates Respect Participation
- Strengthening Communities

13. Project Budget

Project Expenditure	\$
Three offices	2,513.79
Shelving	1,053.09
Decorating	100.00
Electrical	184.56
Labour	3,660.00
Security System	520.00
Fittings	1,964.00

Project Revenue	\$

- Expenditure/Revenue checked Income and Expenditure Accounts
- Receipts/Quotes verified

14. Review Requirements/Update

	Report dates	Board Agenda
First review date	April 2003	
Second review date		
Third review date		
Fourth review date		

15. Expected Outcomes (Agreed with group):

- (a) The upgrading of storage and distribution area of the Hornby Community Foodbank so that more food can be stored for increasing demand.

How will this be met? Contracting qualified builders to refurbish current premises with suitable shelving that makes the foodbank no longer a potential occupational safety and health risk.

- (b) Confidential interview rooms to discuss with clients their financial situation while maintaining their right to privacy.

How will this be met? Contracting qualified builders to install walls, windows and other relevant structures according to plans.

- (c) Maintain security and confidentiality of clients.

How will this be met? The installation of an alarm system so that all records and other valuable resources are safely secured.

- (d) Strengthening the network of local community support agencies.

How will this be met? By providing a resource (food/budgeting/advice) to support the work of other agencies.

- (d) Valuing of volunteers.

How will this be met? By providing a safe and professionally suitable environment for them to work in.

16. Outcome Achievements

How do you rate the achievements of each outcome? Please fill in the table below with appropriate rating.

- Ratings: 1 = outcome was not achieved
- 2 = outcome was partially achieved
- 3 = outcome was achieved

Outcomes (a, b, c, d, e)	Ranking	Date when achieved	Comment

17. Additional Outcomes

- (a)
-
- (b)
-
- (c)
-

18. Project Expenditure

Complete Verified
Unspent
Action:

19. Recommendation/Future Directions

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20. Summary Report to:

- Advocacy Team
- Community Board
- Council/Sub-Committee