

2. 2005/06 PROJECT FUND ALLOCATION PROCESS

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PURPOSE OF REPORT

1. The purpose of this report is to outline the process for allocation of the Board's Project Fund for the 2005/06 year, and seek the Board's initial consideration of bids for same.

EXECUTIVE SUMMARY

2. A recent review has been undertaken on how community boards allocate funding, resulting in the attached matrix document requiring the following information:
 - § The name of the unit or group responsible for the project or service.
 - § A brief description of the project or service.
 - § Amount sought.
 - § Board outcomes to which the project/service can be linked.
 - § Whether the project/service will have a positive or negative affect on social, economic, environmental or cultural wellbeing.
 - § The policy or strategy to which the project/service can be linked.
 - § Need and/or community support – any relevant research or other evidence that identifies a need for the project/service.
 - § Assessment of the project's/service's viability and sustainability – eg unlikely to be viable as there are insufficient funds available to complete the project.
 - § Capable – this section reports on an assessment of the unit's/group's ability to complete the project or supply the service.
 - § Funding history – outlines whether the unit/group has received funding from the Board before or other Council funding; and whether accountability reports are on file.
 - § Priority – staff have previously met to rate priorities for each request.
3. The projects on the schedule have come from various sources – deputations to the Board during the year; community groups and/or individuals; Board members and staff. A number of items are a continuation of projects from the current year.
4. To assist the Board with allocation of its Project Fund to proposed projects, copies of the following are also attached:
 - § Board's Outcomes, Measures and Role
 - § Achievement of Board Outcomes to date
5. As current bids total \$339,916 it is suggested that all bids under \$5,000 be considered for pre-allocation to the Board's 2005/06 Discretionary Fund.

FINANCIAL AND LEGAL CONSIDERATIONS

6. Each year the Board is provided with a total of \$390,000 for allocation as follows:

	\$	\$
		390,000
Specifically tagged for projects aligned to Strengthening Communities (SCAP)	40,000	350,000
Discretionary Fund for disbursement throughout the year (can be up to a maximum of \$60,000 but traditionally \$50,000 or thereabouts)	50,000	300,000
Project Fund for allocation to projects meeting the Board's/community's outcomes and Council policies - \$50,000 of which is to be specifically tagged for supporting the salary of community workers.	300,000	Nil

7. The Board has delegated responsibility for allocating the SCAP funding to the SCAP Committee which has representatives from within the community as well as the Community Board.
8. The Board is required to allocate \$50,000 to specifically support the employment of community workers.
9. Traditionally, the Board would be provided with accountability reports at this time. However, as part of the new process, the Board will not consider accountability reports until July 2005.

STAFF RECOMMENDATION

That the Board consider the attached bids for its 2005/06 Project Fund, seek clarification of any points and request additional information with a view to finalising allocation of its 2005/06 Project Fund on 21 March 2005.