

## **Christchurch City Council**

# METROPOLITAN SMALL PROJECTS FUND SUBCOMMITTEE AGENDA

#### **TUESDAY 4 AUGUST 2009**

#### AT 9AM

## IN THE COUNCIL CHAMBER, GROUND FLOOR, CIVIC OFFICES

**Subcommittee:** The Mayor, Bob Parker (Chairperson),

Councillors Helen Broughton, Sally Buck, Ngaire Button, Barry Corbett, David Cox, Yani Johanson, Claudia Reid, Bob Shearing, Gail Sheriff, Mike Wall, Sue Wells,

Chrissie Williams and Norm Withers.

**Community Representatives** 

Trevor Cattermole, Jeremy Nurse, Ann Taylor, John Tyler, David Blackwell, Lynette Hardie-Wills.

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(Decision Matrix attached.)

#### 1. APOLOGIES

#### 2. METROPOLITAN SMALL GRANTS FUND 2009/10 ALLOCATIONS

General Manager responsible:	General Manager Community Services, DDI 941-8607	
Officer responsible:	Community Support Manager	
Author:	Ithor: Matthew Pratt, Funding Team Leader Community Grants Funding	

#### **PURPOSE OF REPORT**

1. The purpose of this report is to present information to the Metropolitan Small Projects Fund Subcommittee in regards to the applications received for the Metropolitan Small Grants Fund for 2009/10 and to seek approval for the allocations under delegated authority.

#### **EXECUTIVE SUMMARY**

- 2. This report provides information to Subcommittee members on the applications received for the Small Grants Fund.
- 3. In 2009/10 the total pool available for allocation is \$376,640. Applications totalling \$822,582 were received. The maximum amount able to be allocated to any one application is \$5,000.
- 4. **Appendix A** is a Decision Matrix (circulated separately), which outlines the projects that funding is being sought for. Following staff collaboration meetings, staff have ranked all projects as either Priority 1, 2, 3 or 4 and have made recommendations as to funding.
- 5. Projects were prioritised as follows:

#### **Priority 1**

Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities.

Highly recommended for funding.

#### **Priority 2**

Meets all eligibility criteria and contributes to Funding Outcomes and Priorities.

Recommended for funding.

#### **Priority 3**

Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications.

Not recommended for funding.

## **Priority 4**

Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities; or

Insufficient information provided by applicant (in application and after request from Advisor); or

Other funding sources more appropriate.

Not recommended for funding.

#### **BACKGROUND**

## **Strengthening Communities Strategy**

- 6. The Council adopted the Strengthening Communities Strategy on 12 July 2007. The Strengthening Communities Grants Funding Programme comprises four funding schemes:
  - (a) Strengthening Communities Fund
  - (b) Small Projects Fund
  - (c) Discretionary Response Fund
  - (d) Community Organisations Loan Scheme
- 7. The following funding outcomes have been used to evaluate and assess applications to the Small Grants Fund:
  - Support, develop and promote the capacity and sustainability of community recreation, sports, arts, heritage and environment groups.
  - Increase participation in, and awareness of, community, recreation, sports, arts, heritage and environment groups, programmes and local events.
  - Increase community engagement in local decision making.
  - Enhance community and neighbourhood safety.
  - Provide community based programmes which enhance basic life skills.
  - Reduce or overcome barriers to participation.
  - Foster collaborative responses to areas of identified need.
- 8. The following funding priorities have been taken into consideration when assessing applications:
  - Older Adults
  - Children and Youth
  - People with Disabilities
  - Ethnic and Culturally Diverse Groups
  - Disadvantaged and / or Socially Excluded
  - Capacity of Community Organisations, and
  - Civic Engagement.
- 9. The following criteria must be met by all applicants:
  - A community based not-for-profit community, recreation, sporting, arts, social service, environment or heritage organisation.
  - All groups applying for more than \$2000 must be incorporated under the Incorporated Societies Act 1908 or the Charitable Trusts Act 1957.
  - Be based in the Christchurch City Council area with funded programmes or services being provided primarily for Christchurch City Council residents.
  - Must have provided accountability reports for all previous Council funding and have no unresolved or outstanding accountability issues including outstanding debt to the Council.
  - Must have had the funding application approved at a properly convened committee meeting and in writing.
  - Must provide evidence of the need for the project.
  - Have appropriate financial management, accounting, monitoring and reporting practices.
  - Have sound governance and appropriate operational capability and capacity to deliver to the level as agreed.
  - Be able to commit to collaboration and partnering, where appropriate.
  - Groups receiving Council funding at a metropolitan level may only apply for local funding if the project is specifically local and no portion of it has been funded at the metropolitan level.
  - Community Boards may decide in conjunction with Council Units to deliver activities to their local communities.

#### THE DECISION MATRIX

#### **The Decision Matrix**

- 10. Information on the projects is presented in a Decision Matrix (separately circulated as **Appendix A**).
- 11. Applications are project-based; information is provided that relates specifically to the project that funding is being sought for, not the wider organisation. Under the Small Grants Funding Scheme, organisations were asked to make applications for individual projects. As such, organisations may have made more than one application in order to fund separate projects and deliver a range of services.
- 12. Staff held inter-unit collaboration meetings to ensure that projects were assessed and prioritised consistently. The meetings included staff members from the Community Grants Funding Team, Community Development team, the Safety team, the Art Gallery, and the Recreation and Sport Unit.
- 13. All applications appearing in the Decision Matrix have been assigned a Priority Rating. The Priority Ratings are:
  - **Priority 1** Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities.

Highly recommended for funding.

Priority 2 Meets all eligibility criteria and contributes to Funding Outcomes and Priorities.

Recommended for funding.

**Priority 3** Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications.

Not recommended for funding.

**Priority 4** Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities; or

Insufficient information provided by applicant (in application and after request from Advisor); or

Other funding sources more appropriate.

Not recommended for funding.

- 14. Staff have used the following criteria to determine whether an application is considered as Priority One:
  - Impact the project has on the city
  - Reach of the project
  - Depth of the project
  - Political sensitivity
  - Value for Money
  - Best Practice
  - Innovation
  - Strong alignment to Council Outcomes and Priorities, and
  - Noteworthy leverage or partnership/match funding from other organisations or government departments.

## **INELIGIBLE APPLICATIONS**

15. In total, 26 ineligible applications were received. They are as follows:

Name of Applicant	Project Cost	Amount Requested
Lyttelton Harbour Basin Network Meetings	\$5,549	\$5,000
Canterbury Mathematical Association (Cantamath)	\$31,000	\$5,000
Canterbury Mens Centre	\$5,000	\$5,000
Canterbury Step Out Trust	\$5,700	\$5,000
Christchurch Boys Choir	\$2,850	\$1,850
Christchurch School for Young Writers Inc	\$4,800	\$4,800
CPS - Institute for Child Protection Studies	\$24,984	\$5,000
Delta Community Support Trust	\$18,576	\$5,000
Early Childhood Resource Centre	\$24,960	\$5,000
Kidscan Charitable Trust	\$24,026	\$5,000
Kiwi Tag Canterbury	\$15,000	\$10,000
Lions Club of Christchurch Host	\$1,500	\$1,500
Lions Club of Christchurch Host	\$59,430	\$3,150
Newell House Trust	\$10,000	\$4,500
Southern DC3 Charitable Trust	\$6,000	\$5,000
Special Olympics Canterbury	\$5,124	\$4,949
The Sexual Abuse Survivors Trust	\$39,687	\$5,000
Womens Centre Incorporated	\$1,269	\$1,269
Womens Centre Incorporated	\$1,721	\$1,721
Woodend Bowling Club Inc	\$3,600	\$3,200
Balatino Dance Club Inc	\$59,019	\$5,000
Sumner Art Society	\$4,879	\$4,879
Te Awa O Te Ora Trust	\$3,290	\$3,290
Southern Zone Deaf Sports	\$3,128	\$2,000
West Melton Primary School	\$4,600	\$4,600
Philippine Culture & Sport	\$4,200	\$2,900

#### **FINANCIAL IMPLICATIONS**

16. \$376,640 is available for the Small Grants Fund Subcommittee to allocate. The Subcommittee has delegated authority to allocate these funds.

## Do the Recommendations of this Report Align with 2006-16 LTCCP budgets?

17. Yes.

## **LEGAL CONSIDERATIONS**

18. None.

Have you considered the legal implications of the issue under consideration?

19. N/A.

## ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

20. Aligns with Community Support Activity.

Do the recommendations of this report support a level of service or project in the 2006-16 LTCCP?

21. Yes – Community Grants.

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## **ALIGNMENT WITH STRATEGIES**

22. Strengthening Communities Strategy.

Do the recommendations align with the Council's strategies?

23. Yes.

## **CONSULTATION FULFILMENT**

24. N/A.

## STAFF RECOMMENDATION

It is recommended that the Metropolitan Small Projects Fund Subcommittee give consideration to the projects detailed in the attached Decision Matrix and approve allocations for the Metropolitan Small Grants Fund for 2009/10.