

**METROPOLITAN SMALL GRANTS FUND
SUB COMMITTEE
AGENDA**

WEDNESDAY 24 AUGUST 2011

AT 10AM

**IN THE BOARDROOM
LINWOOD SERVICE CENTRE
180 SMITH STREET, LINWOOD**

Community Board: Val Carter, Phil Clearwater, Chris Mene, Mike Mora, Pam Richardson, Paula Smith, Linda Stewart and Bob Todd.

Community Board Adviser
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**PART A - MATTERS REQUIRING A COUNCIL DECISION
PART B - REPORTS FOR INFORMATION
PART C - DELEGATED DECISIONS**

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24. 8. 2011

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- 1. APOLOGIES**

- 2. ELECTION OF A CHAIRPERSON**

3. METROPOLITAN SMALL GRANTS FUND 2011-12 ALLOCATIONS

General Manager responsible:	General Manager Community Services, Ph 941-8607
Officer responsible:	Acting Unit Manager Community Support
Author:	Pen Goldstone, Community Grants Adviser

PURPOSE OF REPORT

1. The purpose of this report is for the Small Grants Fund Sub-Committee to allocate the Metropolitan Small Grants Fund for 2011/12.

EXECUTIVE SUMMARY

2. This report provides information to Committee members on the applications received for the Metropolitan Small Grants Fund 2011/12.
3. The total pool available for allocation in 2011/12, as outlined in the LTCCP, is \$341,311. Eligible applications totalling \$469,364 were received. Current staff recommendations total \$208,875. This leaves an unallocated balance available of \$132,436 in the fund if staff recommendations are accepted in full.

4. Operational Procedures for Small Grants state that:

"Any Small (Projects) grant funds still with Council in fiscal month seven (7) of the financial year (January), whether by way of funding not being allocated at the time of the meeting or not being uplifted by grant recipients, without good reason, will remain in the Small (Projects) Fund and a further allocation round shall be convened."

5. If an alternative to a second round was preferred, then any option would need to go to Council as a Part A report. Two alternatives for any balance remaining after allocation on 24 August are:
 - (a) Any remaining balance becomes a savings and returns to the consolidated fund.
 - (b) Any remaining balance is transferred to Metropolitan Discretionary Response Fund 2011/12. The 2011/12 budget for Metropolitan Discretionary Response Fund is \$145,057.
6. The decision matrix (**separately circulated**) 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.
7. Under the Small Grants Fund, organisations are 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.

FINANCIAL IMPLICATIONS

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

8. Yes, see LTCCP pages 176 and 177 regarding community grants schemes including Board funding.

LEGAL CONSIDERATIONS

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

9. Yes. The Small Grants Fund Sub-Committee has the delegated authority from the Council to make the final decisions on these applications.

3. Cont'd

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

10. Yes. Strengthening Communities Funding and Community Board Funding, see LTCCP pages 176 and 177 regarding community grants schemes, including Board funding.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

11. The funding allocation process is covered in the Council's Strengthening Communities Strategy.

CONSULTATION FULFILMENT

12. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Small Grants Fund Sub-Committee:

- (a) Consider the projects contained in the attached Decision Matrix and approve allocations from the Metropolitan Small Grants Fund for 2011/12.
- (b) Delegate authority to the Committee Chairperson and a member of the Committee to confirm the minutes of the meeting.
- (c) Decide how to treat any unallocated funds of Metropolitan Small Grants Fund 2011/12 and if required, to make a recommendation to the Council as a Part A Report.

3. Cont'd

BACKGROUND

Strengthening Communities Strategy

13. 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 Grants Fund (Previously Small Projects Fund)
 - (c) Discretionary Response Fund
 - (d) Community Organisations Loan Scheme
14. For detailed information on the Strengthening Communities Strategy's Outcomes and Priorities please see **Attachment 1**. The specific criteria for the Small Grants Fund is also attached, as **Attachment 2**.

The Decision Matrix

15. Information on the projects is presented in a Decision Matrix, attached as Attachment 1. To ensure consistency, the same Decision Matrix format and presentation has been provided to the Metropolitan Small Grants Fund Sub-Committee and all local Small Grants Fund Assessment Committees.
16. Applications are project-based; information is provided that relates specifically to the project for which funding is being sought, not the wider organisation.
17. All applications appearing on 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.
18. Staff have used the following criteria to determine whether an application is a Priority 1:
 - Impact the project has on the city
 - Reach of the project
 - Depth of the project
 - Value for Money
 - Best Practice
 - Innovation
 - Strong alignment to Council Outcomes and Priorities
 - Noteworthy leverage or partnership/match funding from other organisations or government departments.

3. Cont'd

19. In total, five ineligible applications were received. Details of these applications are as follows:

Name of Applicant	Name of Project	Reason for Ineligibility
Canterbury Fiji Social Services Trust	Pacific Women's Domestic Skills Project	Duplication of project
Qiao Yi Lion Dance Team Christchurch	Chinese Lion Dance Open Day	Eligible for Creative Communities Fund
House of Kahn	House of Kahn youth parties	Ineligible Organisation
Halswell Women's Basketball Club Inc	Subsidising Affiliation Fees	Ineligible project
Studio Publica Ltd	Lets Go Out	Ineligible Organisation

20. The Small Grants Fund Sub-Committee has delegated authority from the Council to make final decisions on the Small Grants Fund. The Committee's decisions will be actioned immediately following the decision meeting. All groups will then be informed of the decisions and funding agreements will be negotiated where relevant. All funding approved is for the period of September to August each year, therefore grants will be paid out in early September 2011.