

**METROPOLITAN SMALL GRANTS FUND  
SUBCOMMITTEE  
AGENDA**

**FRIDAY 24 AUGUST 2012**

**AT 9.30AM**

**IN THE BOARDROOM  
PAPANUI SERVICE CENTRE  
CORNER LANGDONS ROAD AND RESTELL STREET  
PAPANUI**

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

**Community Board Adviser**  
Edwina Cordwell  
Phone 941 6728 DDI  
Email: [edwina.cordwell@ccc.govt.nz](mailto:edwina.cordwell@ccc.govt.nz)

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

<b>INDEX</b>		<b>PG NO</b>
<b>PART C</b>	<b>1. APOLOGIES</b>	<b>2</b>
<b>PART C</b>	<b>2. ELECTION OF A CHAIRPERSON</b>	<b>2</b>
<b>PART C</b>	<b>3. METROPOLITAN 2012/13 SMALL GRANTS FUND - ALLOCATIONS</b>	<b>2</b>

1. APOLOGIES

2. ELECTION OF A CHAIRPERSON

3. METROPOLITAN SMALL GRANTS FUND 2012/13 - ALLOCATIONS

<b>General Manager responsible:</b>	General Manager Community Services, Ph 941-8607
<b>Officer responsible:</b>	Strategic Initiatives Manager
<b>Author:</b>	Lincoln Papali'i, Strategic Initiatives Manager

**PURPOSE OF REPORT**

1. The purpose of this report is to provide information for the Metropolitan Small Grants Fund Subcommittee to allocate the Metropolitan Small Grants Fund for 2012/13.

**EXECUTIVE SUMMARY**

2. This report provides information to Subcommittee members on the applications received for the 2012/13 Metropolitan Small Grants Fund.
3. The amount of **\$341,311** is available for allocation from the 2012/13 Metropolitan Small Grants Fund. Eligible applications totalling \$649,885 were received. Current staff recommendations total \$341,311.

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 the Council as a Part A report.
6. **Attachment 1** presents the decision matrices outlining the projects that funding is being sought for. Following staff collaboration meetings, all projects have been assessed as either Priority 1, 2, 3 or 4, with recommendations for funding.
7. Under the Small Grants Fund, organisations are asked to make applications for individual projects. Organisations, where they deliver a range of services, may make more than one application in order to fund separate projects.

**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 Metropolitan Small Grants Fund Subcommittee 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, 177 and 182 regarding community grants schemes, including Board funding.

**ALIGNMENT WITH STRATEGIES**

**Do the recommendations align with the Council's strategies?**

11. Yes. The Community Grants funding programme is covered in the Council's Strengthening Communities Strategy.

**CONSULTATION FULFILMENT**

12. Not applicable.

**STAFF RECOMMENDATION**

It is recommended that the Metropolitan Small Grants Fund Subcommittee:

- (a) Consider the projects contained in the attached Decision Matrix and approve allocations from the Metropolitan Small Grants Fund for 2012/13.
- (b) Delegate authority to the Subcommittee Chairperson and a member of the Subcommittee to confirm the minutes of the meeting.

### 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 2**. The specific criteria for the Small Grants Fund is also attached, as **Attachment 3**.

##### 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 Subcommittee 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, two ineligible applications were received. Details of these applications are as follows:

<b>Name of Applicant</b>	<b>Name of Project</b>	<b>Reason for Ineligibility</b>
Aleet Productions	Southern Extreme	Not a legal entity
Canterbury Wheelchair Rugby Association	Wheelchair Rugby Championships Round 3	Event outside of timeframe

20. The Small Grants Fund Subcommittee has delegated authority from the Council to make final decisions on the Small Grants Fund. The Subcommittee's decisions will be actioned following confirmation of the decision meeting minutes. 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, with grants being paid out in early September 2012.