

11. 2. 2010

**AKAROA/WAIREWA COMMUNITY BOARD  
LYTTELTON/MT HERBERT COMMUNITY BOARD  
JOINT MEETING**

**2 DECEMBER 2009**

**Minutes of the Joint Meeting of the  
Akaroa/Wairewa Community Board and Lyttelton/Mt Herbert Community Board  
held on Wednesday 2 December 2009 at 9.34am  
in the Boardroom of the Akaroa Service Centre, Akaroa.**

**PRESENT:** Stewart Miller (Chairman), Paula Smith, Jeremy Agar,  
Jane Chetwynd, Doug Couch, Ann Jolliffe, Dawn Kottier,  
Bryan Morgan, Claudia Reid, and Pam Richardson.

The Board reports that:

**PART A – MATTERS REQUIRING A COUNCIL DECISION**

**1. SPARC RURAL TRAVEL FUND FOR BANKS PENINSULA WARD**

<b>General Manager responsible:</b>	General Manager Community Services DDI 941-8607
<b>Officer responsible:</b>	Recreation and Sport Unit Manager
<b>Author:</b>	Maggie Button, Community Activities Officer

**PURPOSE OF REPORT**

1. To assess funding applications and recommend to the Council a division of the funds from the 2009/10 SPARC Rural Travel Fund within the Banks Peninsula ward.

**EXECUTIVE SUMMARY**

2. SPARC Rural Travel Funds are provided to encourage participation in sport by young people living in rural communities. It is open to rural sports clubs and rural school teams in areas that have less than ten people per square kilometre. The fund is for young people aged between 5-19 years who require subsidies to assist with transport expenses to local sporting competitions. The fund is not available for travelling to regional or national events. A school club team is defined as one participating in regular local sport competitions in weekends, excluding inter-school and intra-school competitions during school time. A sports club is defined as participating in organised, regular sport competition through membership outside of school time. 'Local' for Peninsula young people means travelling to other sub-unions such as Ellesmere, Waihora, Lincoln and further afield to participate in regular competitions.
3. For the 2009/10 funding round, SPARC have allocated \$9,500 (excluding GST) for the Banks Peninsula area. The allocation is based on a population density formula for areas with less than ten people per square kilometre and therefore excludes Lyttelton and Governors Bay.
4. Five per cent of funds may be allocated to advertising. There is an extra amount of \$400 carried over from last year due to an over allocation for advertising. At the beginning of October 2009 two advertisements were placed, one in the Akaroa Mail and one in the Bay Harbour News, for a total cost of \$279. This leaves a balance of \$9,621 for distribution. All past applicants and the local schools have been mailed the funding application guidelines and emails have been sent out to sporting associations promoting the opportunity to apply.
5. The closing date of grant applications has been brought forward this year to 1 November to align with the funding allocation dates from SPARC. In the past the grant funding has been deposited into the Council account in August but applications were not called for until the following March.

1 Cont'd

6. This year only two clubs have applied - Diamond Harbour Rugby Football Club and Banks Peninsula Rugby Football Club. The Akaroa School has decided that with the use of the Heartlands van they no longer need the assistance. The Under 20 Trust have asked for last year's funds to be held over as, due to a change in youth leader, they were unable to field a football team for competition.

**FINANCIAL IMPLICATIONS**

7. The total amount available to distribute is \$9,621. The total amount of funds requested is \$8,500. Any unallocated funds will need to be returned to SPARC.

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

8. Yes, the funding has been provided to Christchurch City Council from SPARC and is aligned to the Council's community grants scheme on Page 185 of the 2009-2019 LTCCP; Community grants made on behalf of other organisations.

**LEGAL CONSIDERATIONS**

9. There are no legal considerations.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

10. This funding assists the Council to meet the community outcomes under Recreation on Page 54 of the 2009-2019 LTCCP - "More people participate in sporting activities" .

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

11. Yes, as above.

**ALIGNMENT WITH STRATEGIES**

12. The recommendations align with the Physical Recreation and Sport Strategy 2002, objective 4.1 "Sports clubs and associations are meeting the needs of the public."

**CONSULTATION FULFILMENT**

13. Not applicable.

**STAFF RECOMMENDATION**

It is recommended that the Akaroa/Wairewa Community Board and Lyttelton/Mt Herbert Community Board recommend that the Council approve the recommendations, contained in the **attached** matrix, for disbursement of the SPARC Rural Travel Fund for 2009/10.

**BOARD CONSIDERATION**

It was **decided** to ask staff to make enquiries through SPARC to ascertain if this funding could be used to assist Banks Peninsula youngsters who had to travel to an alternate club, to be able to partake in team sport. For example, a rugby player who may have to travel to the Waihora Rugby Club (at Tai Tapu) to be able to play, as the Banks Peninsula Rugby Club does not have a team of the correct age group.

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**Joint Akaroa/Wairewa and Lyttelton/Mt Herbert Community Boards 2.12.2009**

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**1 Cont'd**

**BOARD RECOMMENDATION**

The Boards **resolved** to recommend the following allocations for disbursement of the SPARC Rural Travel Fund for 2009/10, (as per the staff recommendation):

Recipient	Amount Allocated	Project
Diamond Harbour Rugby Football Club	\$3,500	To assist with the cost of transport for junior club teams to attend away games in the Ellesmere Rugby South Island Union competition.
Banks Peninsula Rugby Football Club	\$5,000	To assist with providing buses for Colts, Under 18 and Under 16 teams for Canterbury games. To assist with funding the Heartlands community van and travel expenses of car pooling to training and competitions for Under 14 and Under 13 teams.
TOTAL	\$8,500	

**PART C – REPORT ON DELEGATED DECISIONS TAKEN BY THE BOARD**

**2. APOLOGIES**

Nil.

The meeting closed at 9.48am.

**CONFIRMED THIS 9TH DAY OF DECEMBER 2009.**

**STEWART MILLER  
CHAIRMAN  
AKAROA/WAIREWA COMMUNITY BOARD**

**CONFIRMED THIS 15TH DAY OF DECEMBER 2009.**

**PAULA SMITH  
CHAIRPERSON  
LYTTELTON/MT HERBERT COMMUNITY BOARD**

**SPARC RURAL TRAVEL FUNDING APPLICATIONS 2009/2010 BANKS PENINSULA WARD OF THE CHRISTCHURCH CITY COUNCIL**

Name, of group applying	Amount requested	Amount allocated last funding round(\$)	Distance travelled for competitions (km)	Purpose of travel grant	Number of members in organisation	Number of members Aged 5-19 yrs	Staff recommendation
Diamond Harbour Rugby Football Club	\$3,500	\$2,496	50 to 230 kms (return)	To assist with the cost of transport for junior club teams to attend away games in the Ellesmere Rugby South Island Union competition area and to transport players from outside Diamond Harbour for practices.	100	65	\$3,500 <i>As requested</i>
Banks Peninsula Rugby Football Club	\$5,000	\$4,000	Up to 160 km (return) each trip	To assist with providing buses for Colts, Under 18 and Under 16 teams for Canterbury games To assist with funding the Heartlands community Van and travel expenses of car pooling to training and competitions for Under 14 and Under 13 teams.	150	100	\$5,000 <i>As requested</i>

**SPARC RURAL TRAVEL FUND SUMMARY REPORT 2008/2009 FOR BANKS PENINSULA WARD OF THE CHRISTCHURCH CITY COUNCIL**

Name, address and purpose of group applying in alphabetical order	Amount requested by group(\$)	Amount allocated to group(\$)	Distance travelled (km)	Purpose of travel grant	Total number of members in team/organisation	Number of participants aged 5-19 yrs
Akaroa Area School	1,500	1,500	Up to 150 km (return each trip)	To assist with after school travel costs and weekend team competitions in the local area plus travel to competitions in Christchurch and the Canterbury area.	133	66
Banks Peninsula Rugby Football Club	4,000.00	4,000.00	150 km (return) over the season	To assist with providing buses for the Under 18 and Under 16 teams and to assist with travel expenses of car pooling to training and competitions for all junior grades.	135	98
Diamond Harbour Rugby Football Club	3,500.00	2,496	Up to 150 kms (return) each trip	To assist with the cost of transport for junior club teams to attend away games in the Ellesmere area and to transport players from outside Diamond Harbour for practices.	100	60
Mt Herbert Under 20 Trust	3,000	1,076	100km return	To assist with travel for two new soccer teams to travel to Halswell competition		24

## SPARC RURAL TRAVEL FUND GUIDELINES 2009/2010

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## Introduction

### 1) Background

The Rural Travel Fund was developed in response to concerns raised by Territorial authorities about the lack of participation in sport by young people living in rural communities. Geographical isolation, urban drift, lack of employment opportunities and access to mainstream funding were identified as barriers to sport participation.

It has been agreed by SPARC that the Rural Travel fund shall once again be made available in 2009/2010 and is targeted at young people aged between 5 and 19 years. This is an interim measure until a rural participation strategy is fully developed and implemented.

The rural travel fund is designed to help subsidise travel for junior teams participating in local sport competition. The allocation of the fund is based on a population density formula for territorial authorities whom have less than 10 people per square kilometre based on 45c per capita with a baseline/minimum entitlement of \$9,500 (Source: Census Statistics 2006).

### 2) RURAL TRAVEL FUND ELIGIBILITY

Application for the rural travel fund is open to rural sports clubs and rural school teams with young people aged between 5 and 19 years who require subsidies to assist with transport expenses to local sporting competitions.

**Please note:** The rural travel fund is to be managed by the territorial authority and funding **should not** be provided for the purpose of travel to **regional** or **national** events.

### 3) Assessment Criteria

The following criteria shall be applied when considering applications for funding. School club teams and sport club teams are defined as:

*“a school club team participating in regular local sport competition in weekends, that excludes inter school and intra school competitions played during school time”*

and/or;

*“a sports club team participating in organised, regular sport competition through club membership outside of school time”*

### 4) Assessment process

Each territorial authority can decide on their own assessment process based on their own resources. It is up to each territorial authority to communicate the process to all applicants. Territorial authorities may wish to use an assessment committee process if there is an established funding committee.

### 5) Fund administration

Territorial authorities should satisfy themselves that the public money distributed for the fund has been used for the purpose for which it was intended. SPARC has produced these guidelines to provide authorities with information to assist with local decisions.

SPARC requires organisations that receive funding to return an accountability form to the appropriate territorial authority showing proof of purchases made within that period and attach any receipts.

**Please note:** If applicant organisations whom have received assistance do not return their accountability forms, it can jeopardise any future funding. Applicants **must** be able to account for the total amount allocated.

#### **6) Goods and Services Tax (GST)**

##### *GST registered organisations*

When a territorial authority makes a grant to a GST registered organisation the territorial authority must pay the grant plus GST. The grant recipient must then account for the GST to the Inland Revenue (IRD).

##### *Non-registered GST organisations*

If the grant recipient is not GST registered, the territorial authority will not add GST to the grant and therefore cannot claim back GST from the IRD.

#### **7) Accountability to SPARC**

The territorial authority shall return to SPARC the summary report and a completed reconciliation form to the report. The report should include a brief description about the benefits achieved through assistance provided from the rural travel fund. This report should be generated electronically and returned to SPARC by 30 June 2010. These templates have been emailed to you as word documents with these guidelines. *Please use these templates.*

#### **8) Partial expenditure of funds**

SPARC requires any unexpended funds be returned to the territorial authority for the reallocation of funding by that body. If the territorial authority still has unexpended funds as of 31 July 2010 the outstanding amount can be used in the following year.

#### **9) Fund promotion**

Territorial authorities may deduct up to 5% from the total allocation from SPARC to publicise the fund. It is important that the fund is well publicised locally and made available to school teams and sports clubs. All advertising, application forms and promotion shall refer to the fund as the SPARC Rural Travel Fund.

SPARC recommends that territorial authorities hold seminars for clubs and schools to clarify eligibility and community priorities. Regional sports trusts should be able to assist in promoting the fund and may have expertise to assist with running seminars.

#### **10) Customer support**

If there are any questions regarding the rural travel fund we have a FAQs section on the SPARC website at [www.sparc.org.nz](http://www.sparc.org.nz) that should be able to provide a response to questions. If you would like to speak to someone in person, please contact Fiona Ramsay at SPARC on 04 4965012 or email [fiona.ramsay@sparc.org.nz](mailto:fiona.ramsay@sparc.org.nz).

## APPENDICES SECTION

Application No. (office use only)

APPENDIX 1

**SPARC RURAL TRAVEL FUND APPLICATION FORM 2009/2010**

**A. Details**

Name of organisation: \_\_\_\_\_

Contact person: \_\_\_\_\_

Postal address: \_\_\_\_\_

PO Box address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**B. Contact Names**

**Please provide**

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

**C. Organisation Details**

1. How many members belong to your club/organisation?

2. Will the travel subsidy benefit participants aged between 5 & 19.

YES/ NO (If so how many participants) \_\_\_\_\_

3. Does your application involve a partnership with a local school  
YES/ NO

4. What is this funding going to be used for? (Briefly explain)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What percentage of your members live in the vicinity of the local authority you are applying to for the rural travel fund?

\_\_\_\_\_ %

**D. Financial Details**

1. Are you registered for GST? YES / NO

(If yes please write your GST Number in the space provided below)  
GST NO.

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2. How much money are you applying for? \$\_\_\_\_\_ (SPARC funding)

\$\_\_\_\_\_ (Other funders)

\$\_\_\_\_\_ (Your contribution)

\$\_\_\_\_\_ (TOTAL)

3. Have you applied to any other organisation for funding and if so what was the result (briefly explain)? Refer to Table 1 below.

Table 1

Organisation (including other councils)	Amount requested (\$)	Results date (if known)

4. Do you have endorsement of your local affiliated club/school for this application for funding? (this is only relevant if the group applying is the regional body).

YES/ NO (briefly explain and attach evidence of this)

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**E. Declaration**

**We hereby declare that the information supplied here on behalf of our organisation is correct?**

We consent to \_\_\_\_\_ authority collecting the personal contact details and information provided in this application, retaining and using these details and disclosing them to SPARC for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 1993.

1. Name: \_\_\_\_\_

Position in organisation/title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Name: \_\_\_\_\_

Position in organisation/title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach:**

1. A balance sheet from your organisation (ie. financial statement)
2. A deposit slip (in case your application is approved)
3. Evidence of your endorsement from your local affiliated club/school (if required)

**Checklist:**

1. Have you answered every question?
2. Have you attached the relevant documents with your application?
3. Send your application form with the relevant documents to your local authority by date \_\_\_\_\_.

## Rural Travel Fund Report Template

## APPENDIX 2

**SAMPLE RURAL TRAVEL FUND SUMMARY REPORT 2009/2010**

**The information outlined on the sample form is required on all summary reports. Please do not include GST in any of these amounts**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Name and address of organisation applying	Club or school?	Amount requested (\$)	Amount allocated (\$)	Distance travelled (km)	Purpose of travel grant	Total members in team/ organisation	No. of participants aged 5-19
Eastcoast Athletics <i>Te Araroa</i>	Sports club team	500	Nil	800km (*2 trips)	Travel to national athletics competition.	20	10
Far North Rugby Club <b>Whangarei</b>	Sports club team	250	250	100km (*10 trips)	Travel to Kamo to attend rugby games	50	38
Paeroa Squash Club <i>Paeroa</i>	Sports club team	500	500	80km (*30 trips)	To attend squash competitions in Paeroa.	54	45
Westcoast School Netball <i>West Coast</i>	School sports team	250	250	200km (*12 trips)	Travel for junior teams to compete in local netball competition.	50	30

*Rural Travel Fund Summary Report Notes 2009/2010*

**Column 1 & 2: Name and purpose of group:**

1. Please provide a clear identification of the organisation's purpose if not identified in the name (i.e. sport team, school team)
2. If your summary report is not in alphabetical order and an organisation has applied more than once indicate this in the summary report.

**Column 6: Purpose of travel subsidy:**

1. Please identify what the travel grant was for by providing a brief description of the reason for the grant (i.e. petrol, bus hireage, car expenses) to attend the competition.

**Column 8: Number of participants aged between 5 and 19 years of age**

1. Please indicate the number of participants aged between 5 and 19 years of age that the grant will benefit.

Accountability Form

APPENDIX 3

SPARC Rural Travel Fund 2009/2010 Accountability Form for RTF allocations

**Please attach:**

- Receipts of RTF allocations
- RTF bank account statements
- Any other supporting documentation

**(return to your territorial authority by 31 May 2010)**

**Name of organisation:** \_\_\_\_\_

**Amount of travel subsidy:** \_\_\_\_\_

**Estimated cost of travel per year for club/organisation:**  
\_\_\_\_\_

Please give details of how money was spent by providing a detailed breakdown of what the money was spent on (i.e. cost of petrol, cars and/or bus hire)

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**Distance travelled to local sport competition:**  
\_\_\_\_\_  
\_\_\_\_\_

**A BRIEF DESCRIPTION OF THE BENEFITS THAT HAVE BEEN ACHIEVED WITH THESE FUNDS?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTACHMENT TO CLAUSE 1

In your opinion did the rural travel fund assist your team/ organisation in order to increase participation in your local sport competition in rural areas?

**Comment**

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Name and signature of two people:

**First contact** \_\_\_\_\_ **Second contact** \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

*Return by 31 May 2010:  
Administrator*

***Territorial authority***

*Address*

*City*

## Reconciliation Form

## APPENDIX 4

Sample Rural Travel Fund Reconciliation 2009/2010  
(this format must be used)

Territorial authority name: \_\_\_\_\_

## Income

<b>2009/2010 received from SPARC</b>	Funds carried forward (from previous year)	(1)	\$0000.00
	Total received for the rural travel fund	(2)	\$0000.00
	Other income (if applicable)	(3)	\$0000.00
	<b>Sub Total</b>	<b>(A)</b>	<b>\$0000.00</b>

## Expenditure

<b>Committee approvals 2009/2010</b>	Subsidies approved	(1)	\$0000.00
	Promotion/ advertising	(2)	\$0000.00
	Funds carried over (unspent)	(3)	\$0000.00
	<b>Sub Total</b>	<b>(B)</b>	<b>\$0000.00</b>

TOTAL (A) - (B) \$0000.00

**Note:** Please attach a copy of this reconciliation form to your 2009/2010 rural travel fund summary report template.

**\*Totals A & B should be the same**  
**\*Reconciliation should balance with your summary report allocations**

**Administration****Q. What is the SPARC rural travel fund?**

A. The SPARC rural travel fund is a partnership between SPARC and territorial authorities to assist the development of junior sport in rural communities by providing a travel subsidy.

**Q. Who administers this funding?**

A. Administration is provided through territorial authorities.

**General****Q. Can individuals apply for funding?**

A. No, all applications must come from sports club teams, and school based teams. Funding should not be distributed to individual players, coaches or officials for the purpose of travel.

**Q. How are territorial authorities selected to participate in the rural travel fund?**

A. SPARC has selected territorial authorities based on a formula that takes into account population and population density. Eligible councils have a population density of less than 10 people per square kilometre.

**Q. Where can I get an application form?**

A. Application forms can be obtained from territorial authorities.

**Q. Who can apply to this fund?**

A. Organisations and schools with participants aged between 5 and 19 years playing sport for a club or school club team who meet the rural travel fund criteria.

**Q. A team has applied for funding to help pay for travel expenses to get to National Champs. Are they eligible?**

A. No they aren't. The fund is for travel to regular, local competition for e.g. Saturday morning or week night games.

**Q. Can we fund a school team for a one off or annual inter school competition?**

A. No, the fund is for travel to regular, local competition.

**Q. How can I find out about the criteria for the rural travel fund?**

A. Contact your territorial authority for more information.

**Q. Who should I contact at SPARC for more information?**

A. Please contact Fiona Ramsay at SPARC on 04 496 5012 or email [fiona.ramsay@sparc.org.nz](mailto:fiona.ramsay@sparc.org.nz)

## **What else can SPARC do for you?**

### ***Active Communities Investment***

Active Communities is a contestable fund in which SPARC seeks a broad portfolio of investments that are strategic and offer innovative solutions to problems of inactivity and low participation in sport and physical recreation.

Territorial (city and district councils), Regional Sports Trusts, recognised National Sport Organisations or National Recreation Organisations can apply for investment as part of or on behalf of wider stakeholder consortia.

Further information can be found at <http://www.sparc.org.nz/investment/active-communities/overview>.

### ***Push Play resources***

Push Play is a nationwide SPARC campaign to get more New Zealanders more active more often. Push Play is based on the fact that even small amounts of activity are good for your health and all it takes is 30 minutes a day.

There is a great range of Push Play merchandise and printed resources available to order and many of them are free and these can be ordered at SPARC Store <http://www.sparc.org.nz/about-sparc/sparc-store>.

### ***SPARC research***

SPARC leads strategic research in the sport and recreation sector to create a strong evidence base for policy and programme development.

For more information about the above investments and services, please contact Fiona Ramsay at SPARC on 04 496 5012 or [fiona.ramsay@sparc.org.nz](mailto:fiona.ramsay@sparc.org.nz).

You can also visit [www.sparc.org.nz](http://www.sparc.org.nz).