

**RICCARTON WIGRAM COMMUNITY BOARD
AGENDA**

EXTRAORDINARY MEETING

26 MAY 2009

AT 8.30AM

**IN THE BOARDROOM,
SOCKBURN SERVICE CENTRE
149 MAIN SOUTH ROAD, CHRISTCHURCH**

Community Board: Peter Laloli (Chairperson), Helen Broughton, Jimmy Chen, Beth Dunn, Judy Kirk, Mike Mora and Bob Shearing.

Community Board Adviser

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- PART A - MATTERS REQUIRING A COUNCIL DECISION
PART B - REPORTS FOR INFORMATION
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1. **APOLOGIES**2. **APPLICATION TO THE 2008/09 RICCARTON WIGRAM DISCRETIONARY RESPONSE FUND - YOUTH DEVELOPMENT FUND**

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

PURPOSE OF REPORT

1. The purpose of this report is to advise the Board of the criteria of the Discretionary Response Fund in relation to funding individuals.

EXECUTIVE SUMMARY

2. The Strengthening Communities Strategy, adopted by the Council on 12 July 2007, restructured the Council's Community Grants Schemes. The existing schemes were replaced with the following new schemes:

- Strengthening Communities Fund – Metropolitan and Local.
- Small Projects Fund – Metropolitan and Local (renamed Small Grants Fund as per the Council resolution of 27 November 2008).
- Discretionary Response Fund – Metropolitan and Local.

3. The purpose of the Discretionary Response Fund is to assist community groups where the project and funding request falls outside other Council funding criteria and/or closing dates. The Discretionary Response Fund is also for emergency funding for unforeseen situations.
4. The criteria for all of the Council's Community Grants states that "applications are invited from eligible community based not-for-profit groups", not from individuals. It goes on to state that "applications that do not meet the criteria will be deemed ineligible" therefore, any request for funding from an individual or for individuals will be deemed ineligible.
5. Specifically, the criteria for the Discretionary Response Fund (**Attachment One**) clearly states that the fund does not cover "Funding of Individuals (except for Youth Development Scheme)".
6. At the Riccarton/Wigram Community Services Committee meeting of 19 May 2009, the Committee resolved:

That the Committee recommends to the Board that the unallocated balance of the Youth Development Fund go towards funding Marie-Claire Brehaut and Shontayne Tuhoe and that the Board fund the remainder from the Board's Discretionary Fund.

7. As per the criteria of the Council's Community Grants Schemes, and as set out specifically in the criteria for the Discretionary Response Fund, the Riccarton/Wigram Community Board cannot fund individuals through the Discretionary Response Fund. However, the Board can fund individuals through the Youth Development Scheme.
8. The Strengthening Communities Strategy enables Community Boards to allocate from their Discretionary Response Fund "up to \$10,000" for Youth Development grants. This action was taken by the Riccarton/Wigram Community Board on 12 August 2008.
9. It must be noted that the Riccarton/Wigram Community Board have since spent the \$10,000 transferred to the Youth Development Fund and have subsequently (against staff advice and against the Council policy) transferred and spent an additional \$1,500 from their Youth Development Fund.

FINANCIAL IMPLICATIONS

10. There are no overall financial implications. At the time of writing, the Board has an unallocated balance of \$ 1,007 in its Discretionary Response Fund.

DO THE RECOMMENDATIONS OF THIS REPORT ALIGN WITH 2006-16 LTCCP BUDGETS?

11. Yes see page 176, regarding Board funding.

LEGAL CONSIDERATIONS

12. Under the Strengthening Communities Strategy Community Boards have full discretion over the use of the Board's Discretionary Response Funds.

HAVE YOU CONSIDERED THE LEGAL IMPLICATIONS OF THE ISSUE UNDER CONSIDERATION?

13. Not applicable.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

14. Not applicable.

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

15. Yes see page 176, regarding Board funding.

ALIGNMENT WITH STRATEGIES

16. Making a grant to an individual or individuals through the Discretionary Response Fund does not align with the Council's Strengthening Communities Strategy.
17. Transferring additional money from the Discretionary Response Fund to the Youth Development Fund does not align with the Discretionary Response Fund guidelines for community grant funding schemes which limits the Youth Development grant total to \$10,000.

Do the recommendations align with the Council's strategies?

18. The funding of individuals aligns with the Strengthening Community Strategy goals to:
- Increase participation in community recreation and sports programmes and events.
 - Improve basic life skills so that all residents can participate fully in society.

CONSULTATION FULFILMENT

19. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Board does not proceed to fund individuals from the 2008/09 Discretionary Response Fund or to transfer funds from the 2008/09 Discretionary Response fund to the 2008/09 Youth Development Fund.

Guide to Christchurch City Council's Community Funding Schemes



Discretionary Response Fund

Purpose

To assist community groups where the project and funding request falls outside other Council funding criteria and/or closing dates. This fund is also for emergency funding for unforeseen situations.

This fund covers:

- » Operational or project costs, incurred in the provision and delivery of the agreed initiative – for the twelve month period starting 1st July and ending 30th June
- » Costs that support the recognition, contribution and retention of volunteers

This fund does not cover:

- » A project that has been declined by other Council annual funding rounds.
- » Projects that are considered to be the primary responsibility of:
 - Central government
 - Some other funding body
 - A Council Unit
- » Retrospective costs or project or purchase costs incurred or settled before the agreed commencement date of the funding agreement
- » Debt servicing or re-financing costs
- » Stock or capital market investment
- » Capital purchases at metropolitan level (except for small equipment purchases, up to \$1000 per item, with an overall annual maximum of \$4,000)
- » Gambling or prize money
- » Entertainment costs (except for costs directly linked to volunteer recognition)
- » Funding of individuals (except for Youth Development Scheme)
- » Payment of any legal expenditure (except for issues of precedence previously supported by Community Boards)
- » Purchase of land and buildings
- » Activities or initiatives where the primary purpose is to promote religious ministry, political objectives, commercial or profit-oriented interests
- » Fundraising or general income-growth purposes
- » Medical or healthcare costs – including treatment and insurance fees
- » Money which will be re-distributed as grant funding, sponsorship, donations, bequests, aid funding or aid to other recipients
- » Payment of fines, court costs or mediation costs, IRD penalties or retrospective tax payments
- » Air travel, accommodation, hotel / motel expenses

Guide to Christchurch City Council's Community Funding Schemes

Process

Applications are open from 1st July each year. Once the annual allocation of funds is exhausted the fund is closed. See the Council website www.ccc.govt.nz to download an application form.

Applications may take up to eight weeks to be processed, dependant on the timing of Board and /or Council meetings.

Applications will be sorted into either metropolitan or local projects.

- » Metropolitan applications up to \$15,000 are delegated to staff metropolitan funding group.
- » Metropolitan applications above \$15,000 go to Metropolitan Funding Sub-Committee of Council.
- » Local applications will be assessed by staff and presented to the relevant Community Board for allocation.

Accountability and Compliance

- » Funding received is to be spent by 30th June.
- » Any alterations to the use of the funding must be discussed with council staff and agreed to or funding may be required to be returned.
- » An accountability form must be completed:
 - when funding is spent
 - or by 30th June the following year
 - or when another funding application is lodged and there are still outstanding funds from previous funding.

Future funding may be withheld if accountability requirements are not met.