

**COUNCIL 25. 10. 2012**

**COMMUNITY, RECREATION AND CULTURE COMMITTEE  
2. 10. 2012**

**A meeting of the Community, Recreation and Culture Committee  
was held in the No. 1 Committee Room  
on Tuesday 2 October 2012 at 9am.**

**PRESENT:** Councillor Yani Johanson (Chairperson),  
Councillors Peter Beck, Helen Broughton, Tim Carter, Barry Corbett, Jimmy Chen, Jamie  
Gough, and Glenn Livingstone (Deputy Chairperson).

**APOLOGIES:** Nil.

The Committee reports that:

**PART A - MATTERS REQUIRING A COUNCIL DECISION**

**1. CREATIVE INDUSTRIES SUPPORT GRANTS AND TRANSITIONAL CITY PROJECTS  
PROPOSED TERMS OF REFERENCE FUND DELEGATIONS**

<b>General Manager responsible:</b>	General Manager Strategy and Planning, DDI 941- 8281
<b>Officer responsible:</b>	Urban Design and Regeneration Unit Manager
<b>Author:</b>	Carolyn Ingles, Programme Manager Liveable Cities

**PURPOSE OF REPORT**

1. The purpose of this report is to consider and adopt Terms of Reference (TOR) for the Creative Industries Support Grants and the Transitional City Projects Fund and to establish an operational delegation for staff to administer those funds (up to a threshold of \$15,000).

**EXECUTIVE SUMMARY**

2. In response to the 2010 and 2011 earthquake and as set out in the draft Central City Recovery Plan, the 2012/13 annual plan funding was established for two funds:
  - (a) Creative Industries Support and Grants – to support the establishment of affordable studio, exhibition and retail solutions for the creative sector to help stem the loss of the sector in the city; and
  - (b) Transitional City Projects Fund - provide support to the community and private sector seeking to implement temporary projects which support Transitional City Objectives, in particular the types of projects that would activate vacant sites in the central city.
3. A responsive process is needed to ensure the funding is provided in a timely way and to continue to support groups in their own earthquake response. It is proposed to use the system and process set in place for the discretionary response funding, which is part of the community funding programme, although a more frequent application process is proposed to provide the responsiveness needed.
4. The two funds were anticipated in the Draft Central City Plan, and while not adopted by the government as part of its Recovery Plan, the continued significance of a transitional programme has been recognised. These two strands, which were funded as part of the 2012/13 Annual Plan provides a modest but significant funding pool that allows the Council to support creative activity within the Central City. However unlike most funds the needs of the Central City means that annual contestable processes are not the best way to make use of the innovative and creative opportunities that can – do emerge regularly. It is therefore anticipated that the two funds will be available, and that their TOR allows for the funds to be accessed on an as needed basis.

**1 Cont'd**

5. The report also proposes that for smaller amounts of funding (<\$15,000) delegations be established for staff to approve these. The delegation and size is consistent with the delegation in place for the Community Support Manager to make grants under the Discretionary Response Fund. The delegation also enables the Council to be responsive to good recovery initiatives as they emerge.

**FINANCIAL IMPLICATIONS**

6. See below.

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

7. The recommendations align with budgets provided in the 2012/13 annual plan.
8. The Creative Industries Support fund is \$520,000; \$30,000 of this fund has been recommended to the Council in a report for allocation to the Art Box initiative. It is proposed for the remaining \$490,000 that grants of up to \$15,000 would be available to the creative industries sector. Where applications are for projects in excess of \$15,000 this would be reported to the Council.
9. The Transitional City Projects Fund is \$145,000. It is proposed that this fund has two streams: \$45,000 to support a small number of moderate-sized events utilising vacant spaces and streets; and a \$100,000 fund for small projects for vacant spaces.

**LEGAL CONSIDERATIONS**

10. See below.

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

11. Clause 32 Schedule 7 of the Local Government Act 2002 enables the Council to delegate to officers any of its responsibilities, duties or powers except in respect of certain powers that are set out in that Clause. None of the exceptions are relevant to the delegations being discussed in this report.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

12. See below.

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

13. The Creative Industries Support and the Transitional City Projects Funds have been established as a result of the earthquakes of 2010 and 2011. The LTCCP and Activity Management Plans were prepared prior to the earthquakes and did not anticipate the need for such funds.

**ALIGNMENT WITH STRATEGIES**

14. See below.

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

15. The recommendations in the report align with the Christchurch Central Recovery Plan, the Central City Revitalisation Strategy and the Arts Policy and Strategy.

**CONSULTATION FULFILMENT**

16. Not required.

1 Cont'd

**STAFF RECOMMENDATION**

It is recommended that the Council:

- (a) Adopt the **attached** Terms of Reference for the Creative Industries Support Fund, and the Transitional City Projects Fund (as **attached**).
- (b) Delegate to the Urban Design and Regeneration Manager the authority to approve grants for the:
  - (i) Creative Industries Support Fund up to \$15,000 (ex GST);
  - (ii) Transitional City Projects Fund up to \$15,000 (ex GST).
- (c) That any proposals for grants from these funds exceeding \$15,000 (ex GST) be reported to Council for approval;
- (d) That any projects funded under the delegation be reported through the regular Central City Plan Quarterly Report.

**COMMITTEE RECOMMENDATION**

It is recommended that the Council:

- (a) Adopt the **attached** Terms of Reference for the Creative Industries Support Fund, and the Transitional City Projects Fund (as **attached**).
- (b) Delegate to the Urban Design and Regeneration Manager the authority to approve grants for the:
  - (i) Creative Industries Support Fund up to \$15,000 (ex GST);
  - (ii) Transitional City Projects Fund up to \$15,000 (ex GST).
- (c) Approve that any applications that are unsuccessful under (b), and on the request of the applicant, have the ability to be put in front of the Committee with the Chairperson's approval.
- (d) Approve that any proposals for grants from these funds exceeding \$15,000 (ex GST) be reported to the Committee for approval, and that the Committee be delegated the authority from the Council for this to occur;
- (e) Approve that any projects funded under the delegation be reported through the regular Central City Plan Quarterly Report.

(Note: Councillor Gough requested that his vote against Recommendation (c) be recorded).

2. **SUPPORT FOR ART BOX**

<b>General Manager responsible:</b>	General Manager Strategy and Planning, DDI: 941-8281
<b>Officer responsible:</b>	Unit Manager Urban Design and Regeneration
<b>Author:</b>	Eve Barlow (Strategic Arts Advisor) and Michael Fisher (Senior Planner Urban Regeneration)

**PURPOSE OF REPORT**

- 1. To seek approval to fund the operating cost shortfall of ArtBox which is a project providing temporary space for artists in the Central City.

2 Cont'd

**EXECUTIVE SUMMARY**

2. As a direct result of the February earthquake, approximately 100 Christchurch artists lost showrooms and workspace, two essential components for them to operate and generate income.
3. To help counter this loss of space and to retain creative people in the City, Christchurch Polytechnic Institute of Technology (CPIT) and F3 Design have designed mobile, modular, steel-framed structures called ArtBoxes. They provide flexible studio, retail and exhibition spaces for artists that will allow them to work and generate income and add vibrancy to the Central City.
4. The Art Boxes are 5.8m x 2.9m x 2.9m in dimension and the ArtBox complex consist of four pavilions made up of up to 18 ArtBoxes. Three pavilions are being built this financial year. The site for the ArtBox complex is 270 St Asaph Street which is the corner of St Asaph Street and Madras Street. In relation to the Christchurch Central Recovery Plan and the Blueprint, this location is south of the southern Frame, opposite CPIT and would reinforce both the innovation precinct and the urban gateway proposed for High Street.
5. At present the development is planned to remain on the site for five years and CPIT have, through numerous channels, raised \$525,000 for the capital costs of the project. The Christchurch Mayoral Relief Fund has given \$80,000 towards the capital costs of the project and CPIT have now begun to manufacture the ArtBoxes.
6. The overall intent of the project is to provide space for artists at affordable rates. To do this CPIT are seeking to only recover a portion of the total operating expenses from the tenants to ensure they are able to access the space and get back up and running in the Central City. This leaves a shortfall after a contribution from CPIT is taken into account which is set out in Table 1.

**Table 1 - Project Shortfall**

<b>Total operating expenses</b>		<b>\$95,422</b>	
Income from tenants	\$45,433		
CPIT Contribution	\$20,000		
<b>Total Income</b>		<b>\$65,433</b>	
<b>Total Shortfall</b>			<b>\$29,989</b>

7. CPIT have approached Council to seek funding for the shortfall in the operational costs of the development. They are seeking that the Council contributes \$30,000 for this financial year and \$15,000 for the subsequent four years; the other \$15,000 over those four years would be provided by Creative New Zealand (CNZ). CNZ is unable to fund any portion of the costs this year due to budget constraints.
8. The Council has set aside money in the 2012/13 Annual Plan to support the reestablishment of creative industries in the Central City. The Creative Industries Support Package is intended to help retain creative industries particularly as they make the Central City a more vibrant place. Art Box has already proved a valuable tool in this respect with significant private investment planned on surrounding sites because of the amount of people and activity it is likely to attract.
9. In order to meet the shortfall within the project budget, CPIT could consider increasing the rental and operating expenses (such as power and security etc) recovered from tenants. This however is not ideal as it introduces significant uncertainty into the project in terms of the tenant's ability to pay the increased costs.
10. CPIT has begun to explore funding avenues for the shortfall but at present there is no certainty that alternative funding sources would be available in this financial year to enable the project to get up and running.

**2 Cont'd**

**FINANCIAL CONSIDERATIONS**

11. The funding for Art Box would come from the Creative Industries Support Package. A budget of \$520,000 has been allocated for Creative Industries support in the 2012/13 Annual Plan. This package is part of the overall Council funding for Central City recovery which aims to encourage people back into the Central City and make it a more attractive and vibrant place to visit and establish businesses.

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

12. The recommendations in the report align with the 2012/13 annual plan budgets.

**LEGAL CONSIDERATIONS**

13. If funding is approved the Council would enter into an agreement with CPIT to ensure the money is allocated specifically into the operating cost budget for the project and that they provide an accountability report at the end of financial year.

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

14. Yes.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

15. The recommendation aligns with community outcome *we value leisure time and recognise that the arts, sports and other recreational activities contribute to our economy, identity, health and wellbeing* in the 2009-2019 LTCCP.

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

16. The recommendations do not directly align with a level of service or project in the LTCCP as the ArtBox project is related specifically to earthquake recovery and was not provided for in the LTCCP.

**ALIGNMENT WITH STRATEGIES**

17. The recommendation aligns with the Christchurch Central Recovery Plan which includes ArtBox as one of the transitional arts and culture recovery projects that will contribute to the recovery of the City.
18. The recommendation aligns Arts Policy and Strategy in which the Council is committed to achieving an enlivened and creative city in which the arts are widely recognised as being essential.

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

19. Yes.

**CONSULTATION FULFILMENT**

20. Not applicable.

2 Cont'd

**STAFF RECOMMENDATION**

That the Council fund the ArtBox project operating cost shortfall of \$30,000 from the Creative Industries Support Package for the current financial year.

**COMMITTEE RECOMMENDATION**

That the staff recommendation be adopted.

**3. EVENTS VENUE HUB TO TEMPORARILY PROVIDE SPACE FOR EVENTS AND PERFORMING ARTS**

<b>General Manager responsible:</b>	General Manager Public Affairs, DDI 941 8982
<b>Officer responsible:</b>	Marketing Unit Manager
<b>Author:</b>	Richard Stokes, Marketing Unit Manager

**PURPOSE OF REPORT**

1. The purpose of this report is to seek approval for a further extension for the two Geo-Domes, that have been part of the Christchurch Events Village in Hagley Park, to remain in place and operational through to 30 June, 2013, or until the Geo-Dome structures are required by Arts Circus.

**EXECUTIVE SUMMARY**

2. The location of temporary venues on Hagley Park for the Christchurch Events Village, through to 31 March 2012, was approved by the Council on 26 May 2011, culminating in a warrant being drafted and signed by the Chief Executive Officer under section 5(c) of the "Canterbury Earthquake (Reserves Legislation) Order 2011".
3. In March 2012 the Council approved, pursuant to section 5(c) of the Canterbury Earthquake (Reserves Legislation) Order No. 2 2012, that a 'reduced-size' Christchurch Events Village with two Geo-Domes, be sited in the Events Triangle area of North Hagley Park, through to 31 October 2012.
4. At that time, the 31 October 2012 end-date lined up with planning for the Arts Circus proposal, with the Geo Domes to be made available to the Arts Circus venue in the central city. With release of the CCDU Christchurch Central Recovery Plan, the location for Arts Circus is uncertain and 31 October 2012 is no longer a viable date for moving the Geo Domes to an Arts Circus venue.
5. The continuation of the Geo-Domes in their current location will greatly assist many events through the spring summer months. Events such as the World Buskers Festival, Summertimes, Ellerslie International Flower Show, New Zealand International Jazz and Blues Festival and Speights Coast to Coast will utilise the Geo Domes if they are still available. Outside of these events, the venues will be available for other event and performing arts activity.
6. The continuation of the Geo-Domes would provide a venue that is central, safe and accessible. With access to Cathedral Square, Victoria Square and other event spaces still unlikely for some time, the Geo-Domes would continue to provide a base for important events.

**FINANCIAL IMPLICATIONS**

7. The budget for the initial extension for the Geo-Domes through to 31 October 2013 was included in the Annual plan.

3 Cont'd

- 8 Budget for this proposal, for two Geo-Domes to remain in place through to 30 April 2013, is not in Annual Plan budgets. The unbudgeted cost for operation of the Geo-Domes is projected to be \$232,000 for the period 1 November 2012 to 30 June 2013. Main costs are security, electricity, drape hire, portacom and toilets hire. Revenue from venue hire will cover costs of maintenance and keeping the site clean and tidy.

**DO THE RECOMMENDATIONS OF THIS REPORT ALIGN WITH 2009-19 LTCCPP BUDGETS?**

9. Yes.

**LEGAL CONSIDERATIONS**

10. The Council is able under section 5(c) of the Canterbury Earthquake (Reserves Legislation) Order No. 2 2011:

*Use a reserve or erect a structure on a reserve for any purpose not described in paragraphs (a) and (b), if the use or structure is necessary in the opinion of the council or the chief executive of the council to respond in a timely manner to any circumstances resulting from the Canterbury Earthquake.*

11. The Council granted permission for the village through until 31 October 2012. The Council by resolution under the Order can extend this permission until the requested date 30 April 2013, if it considers this is necessary to continue to respond to circumstances resulting from the earthquake.

12. Under section 7 (3) of the Order, before the Council exercises it's powers under the Order it must make reasonable endeavours to give notice to a person or body whose rights and obligations in respect of the reserve will be affected or overridden by the council's exercise of it's powers under the order.

*Subsection (1) In this clause, **rights and obligations** (under the above clause), means rights and obligations under or in relation to an easement, a lease, a licence, a covenant, or other legal permission.*

13. There is no such person or body whose rights are going to be overridden by the granting this extension to the time that the reduced entertainment village can remain on North Hagley Park

14. The Council by virtue of sections 6 (1)(a) and (b) of the Order is not required to undertake any public consultation about it's intention to extend the occupation under the order, although this occupation is in alignment with the purpose for which this area of North Hagley Park is set aside for under the Hagley Park Management Plan 2008, that being an entertainment zone.

15. The Council must however take all reasonable steps to protect the integrity of the park, (section 6(2) (a) of the Order), and reinstate the reserve as closely as possible to its prior condition after the occupation under the Order has finished. This is a requirement that is set out in the warrant of occupation.

16. Under the Order in Council (OiC) (Canterbury Earthquake (Resource Management Act Permitted Activities) Order 2011, there is a new streamlined process for temporary "accommodation" as a result of earthquake displacement. The events hub is to provide space for event activity that would have used central city locations if they were available.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

17. Aligns with page 52, 53 of the LTCCP, Events and Festivals levels of service to provide a year round programme of events and to support festivals run by other organisations.

### 3 Cont'd

#### Alignment with Strategies

18. Events Strategy 2007-17

Goal 1 – A vibrant calendar of events that enhance Christchurch as a place to live and visit.

Goal 5 – Strong partnerships drive increasing investment in Christchurch events. Within Christchurch there is opportunity for a more coordinated events response to event opportunities. Council is in a position to provide leadership across venues, support services, marketing and funding agencies so that we have a collective city response to event opportunities.

#### CONSULTATION FULFILMENT

19. Key stakeholders within the events and performing arts industries were consulted in the original proposal for the Christchurch Events Village. There has been continuing demand for the use of the venues. The period from 1 November 2012 to 30 April 2013 is contingent on funding being obtained to cover operating costs.

#### BACKGROUND (THE ISSUES)

20. A temporary events and performing arts space with marquee structures has been operational in the events space of Hagley Park since May 2011. Promoted as the Christchurch Events Village, it has been a venue for event activity, including Canterbury Celebration Theatre, Rugby World Cup 2011 Fan Zone, World Buskers Festival, Fly My Pretties, Comedy Convoy, Christchurch Arts Festival, Coast to Coast registration, KidsFest, New Zealand Ice Fest, corporate and community groups and displays.
21. For the operation of the Events Village from May 2011- March 2012, we hired the Geo-Domes from Event Base, the New Zealand based partner for Pacific Domes, Oregon, USA. At the completion of that hire period, Pacific Domes gifted the two Geo-Domes to Christchurch so they could remain in the city and be used through the transitional phase of the Central City rebuild.
22. From March 2012 the Christchurch Events Village was reduced in size. The two Geo-Domes which have remained in place are located on the southern side of the cycle path and continue to provide a venue for events and performing arts. With access to Cathedral Square, Victoria Square and other event spaces still unlikely for some time, there continues to be demand for these venues and the Hagley Park events area.
23. An estimated 800,000 people visits to the 'Christchurch Events Village' area have occurred since set up of the venue in May 2011. Under this proposal, with major events programmed over the summer months, this will increase to over 1 million visits.

#### STAFF RECOMMENDATION

That the Committee recommend that the Council :

- (a) Approve pursuant to section 5(c) of the Canterbury Earthquake (Reserves Legislation) Order No. 2 2012 that the two Geo-Domes, be sited in the Events Triangle area of North Hagley Park, through to 30 June 2013, or until required by Arts Circus.
- (b) That the appropriate sections of the warrant of occupation be altered accordingly.

#### COMMITTEE RECOMMENDATION

That the Council adopt the staff recommendation, subject to the following addition:

- (c) That the Council note that this amount is currently unbudgeted.

## PART B - REPORTS FOR INFORMATION

### 4. DEPUTATIONS BY APPOINTMENT

#### 4.1 JULIE DEVLIN

The Committee received a deputation from the following representatives of the Textile and Fibre Arts Network:

- Julie Devlin
- Rose Phillips
- Roz McCarthy
- Rosemary Phillips
- Sue Russell

The representatives informed the Committee about the work of collective of guilds and sought assistance from the Committee in establishing a site for the network to base. The Committee was advised that the group had applied for Strengthening Communities funding this year, but had been unsuccessful in their application.

The Committee **decided** to ask that staff to report back to the Committee on the issues raised in the deputation, including temporary and long term options for a premises to operate from, and options available to the group for funding.

The Committee **decided** to request that staff invite the Arts Centre to make a deputation to the Committee in order to advise of their future plans

#### 4.2 MARK GERRARD

Mark Gerrard, Chairperson of the Historic Places Canterbury addressed the Committee in relation to heritage within the Council's new committee structure.

The Committee **decided** to request that a copy of Mark Gerrard's written submission be forwarded to staff for a response back to the Committee.

#### 4.3 PETER TAYLOR, HABITAT FOR HUMANITY

Peter Taylor, Habitat for Humanity, informed the Committee on the ongoing work of Habitat for Humanity within the region. The Committee was advised that an application for funding to the Mayoral Earthquake Relief Fund had been made in September 2011, with no response received to date.

The Committee **decided** to ask that staff respond to the deputation as part of a the report on housing that is intended to come before the Committee, noting any support available for Habitat for Humanity.

The Committee **decided** to seek clarification over the process for applications to the Mayoral Earthquake Relief Fund to be determined and a timeline for existing applications to come before the Council.

#### 4.4 DAVID LYNCH

David Lynch addressed the Committee in relation to Clause 5, Work Programme – Communications Audit Review, offering a response to each of the recommendations approved by the Council at its meeting on 27 September 2012.

**COUNCIL 25. 10. 2012**

**COMMUNITY, RECREATION AND CULTURE COMMITTEE 2. 10. 2012**

- 10 -

**5. WORK PROGRAMME – COMMUNICATIONS AUDIT REVIEW**

Lydia Aydon, General Manager Public Affairs discussed with the Committee the decisions made by the Council on 27 September 2012 in relation to the Communications Audit Review.

The Committee indicated the following timeframes for response to the resolutions:

	<b>Council Decision</b>	<b>Committee Timeframe:</b>
1	Recommend staff arrange a facilitated workshop for Council to agree a new vision and recovery priorities for the city. Recommend staff work on a draft Communications strategy to inform residents about how the vision for the city and its recovery from the earthquake is to be implemented, and that this draft strategy be brought back to the Community, Recreation & Culture Committee.	That this be arranged as soon as possible.
8  12	That the Committee set up a working party to review the current Communications Policy, the Your Council Your Voice resource and the Civics Education Resource with a view to these documents helping to explain the council's decision making process and rationale behind decisions.  Recommend the Committee set up a working party to look at online communication tools, including more localised information for Community Boards.	The Committee decided to delegate authority to the Chairperson to establish the working parties outlined within the Council recommendations on the Communications Audit Review.
9	That staff arrange a meeting with key stakeholders in Christchurch's earthquake recovery including CERA, CCDU, SCIRT, UDS partners, Cancern, EQC and Community Boards to produce a combined action plan of how governance and communications can work effectively and coherently between these organisations.	That the General Manager Public Affairs initially meets with relevant senior staff from these organisations and reports back to the Committee at its meeting on 30 October 2012 with options for a way forward.
10	Recommend staff prepare a draft engagement strategy with input from community boards, by 30 October 2012, for discussion with the Community, Recreation & Culture Committee. Note that this should include a schedule of regular forums between Mayor & Councillors and key stakeholders such as developers, investors, government departments, business sector, community groups, sports groups, ethnic communities and media. Note that these be an opportunity for two way dialogue, and that the CEO and Executive Team be encouraged to attend when possible.	That staff present a draft engagement strategy to the Committee at its meeting on 30 October meeting, and that feedback be sought from Community Boards.
12	Recommend staff bring a recommendation to the 2 October 2012 meeting of the Community, Recreation and Culture Committee for web-streaming council meetings and options for these.	That staff bring the report to the Committee meeting on 30 October 2012.

**PART C – DELEGATED DECISIONS**

**6. RESOLUTION TO BE PASSED - SUPPLEMENTARY REPORT**

The Committee were asked to consider the approval of the a supplementary report on the Heritage Grant Approval – Pomeroy's, 284-294, Kilmore Street, Christchurch, to the meeting.

The Committee **resolved** that the report be received and considered at the meeting of the Community, Recreation and Culture Committee in 2 October 2012.

**7. HERITAGE GRANT APPROVAL – POMEROY’S, 284-294, KILMORE STREET, CHRISTCHURCH**

The Committee considered a report seeking approval for a Heritage Incentive Grant (HIG) for ‘Pomeroy’s’ 284–294 Kilmore Street, (Wards Brewery) Christchurch.

The Committee **resolved** to approve a Heritage Incentive Grant of up to \$48,924 (with limited conservation covenant) for conservation and maintenance, fire sprinklers and alarms, and electrical upgrade work for the protected heritage building at 284-294 Kilmore Street subject to certification of compliance with the above scope of works outlined in paragraph 7 of this report.

The meeting concluded at 12.01pm.

**CONSIDERED THIS 25TH DAY OF OCTOBER 2012**

**MAYOR**

## Christchurch City Council - Creative Industries Support Fund

### Purpose and Objectives

The purpose of the Fund is to enable the swift dispensing of funds to ensure that Creative Industries are re-established in the Central City to support the rebuild.

The Central City should provide a platform for students of the arts and qualified arts practitioners, innovators and facilitators in Christchurch. This fund is intended to support the establishment of affordable studio, exhibition and retail solutions and projects that will help stem the loss of the Creative Sector in the city. This will provide the people of Christchurch with access to interesting and progressive arts experiences that will contribute to the enlivening of the Central City and be of benefit to the wider business community.

The Fund is applicable only to the Central City.

### Fund Criteria

To be eligible for this fund, projects that are proposed will need to demonstrate how they meet the below criteria:

- Attract residents and visitors to the Central City, supporting the return of businesses and recovery of the Central City.
- Support activities and art which reflect Christchurch's unique identity – creating a point of difference from other cities and creating a vibrant Central City.
- Improve the amenity/environment of the Central City for residents, visitors and businesses operating the Central City.
- Help residents and visitors connect with recovery of the Central City.
- Must support the long-term recovery of Creative Industries.
- Must encourage the general public to engage with arts practice and outcomes.
- Must take place, or begin, within 4 months of grant approval.
- Must achieve a creative, high quality outcome.

### Funding available

\$520,000 is available for allocation through the Creative Industries Support Fund in 2012/13.

### Process

Applications for grants can be made throughout the year until the funds are exhausted.

Applications will be processed by the Urban Design & Regeneration Unit at Christchurch City Council.

Evaluation of applications will be undertaken by an interdisciplinary panel who make recommendations. Applications for small grants of up to \$15,000 may be approved through a delegation to the Unit Manager Urban Design & Regeneration. Where grants are over \$15,000 a report will be provided to Council for grant approval.

Applicants will be required to submit applications that provide the required level of detail including but not limited to; a description of the concept, how the proposal meets the criteria, the total budget for the project, resources and personnel available to support the project, and the proposed delivery and timing.

Successful Proposals will be confirmed and funded promptly, with the expectation that they will be delivered within 4 months of grant approval.

Eligible, but unsuccessful, project proposals will be provided feedback.

Applicants proposing ineligible projects will be notified and the proposals discarded. Feedback will be provided on why the projects were ineligible.

### **Conditions**

As far as possible standardised funding agreements will be developed to facilitate timely payment of grants. Payment of grants will be made following signing of a funding agreement by both parties.

Funding agreements will state clear expectations for both parties. In particular, funds are to be used as set out in the Funding Agreement and applicants are expected to provide information regarding other funding applied for or received.

Grantees will be expected to provide a brief report detailing the success of their project, including a description of the outcomes achieved against the criteria and a financial summary.

Successful projects will be required to comply with relevant regulations and consents.

### **The following will not generally be funded**

- 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
- Gambling or prize money
- Entertainment costs (except for costs directly linked to volunteer recognition)
- Funding of individuals (only non-profit organisations)
- Payment of any legal expenditure, including costs or expenditures related to mediation disputes or ACC, Employment Tribunal, Small Claims Tribunal, Professional or Disciplinary Body hearings
- Purchase of land and buildings
- Building maintenance or facility design, development and renovation costs
- Activities or initiatives where the primary purpose is to promote religious ministry, political objectives, commercial or profit-oriented interests
- Fundraising
- 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, mediation costs, IRD penalties or retrospective tax payments
- Costs to remedy, rectify, upgrade, retrofit or replace equipment, vehicles or premises as a result of action by central or local government departments or other agencies who hold regulatory or enforcement powers

- Purchase of vehicles and any related ongoing maintenance, repair, overhead costs or road user charges
- Social functions
- Air travel, accommodation, hotel / motel expenses
- Conference fees and costs
- Projects which have received other Council funding in the same financial year
- Projects that are considered to be the primary responsibility of:
  - Central government
  - Some other funding body
  - A Council Unit (where funding should come from an internal budget)

## Christchurch City Council – Transitional City Projects Fund

### Purpose and Objectives

The purpose of the fund is to encourage and enable the use of vacant privately-owned space in ways which improve and enrich the community's experience of the Central City environment.

In establishing this fund, Council is enabling others to embrace the interim 'Transitional' period of the Central City rebuild, with support to create and deliver temporary projects which productively and/or creatively use vacant space while longer-term uses or tenancies are being determined, or site works yet to commence.

This is a quick-response, small grant fund that will create many opportunities for people to participate in the journey of Central City recovery, temporarily turning vacant spaces and places – whether land, buildings or walls – into sites which are instead vibrant, enlivened, greened or otherwise publicly activated. Diverse, innovative, and amenity-enriching projects are possible, which will create a buzz for the immediate recovery, provide a much-needed point of difference for the Central City, and help to make the developing Transitional City a place for people, as well as a place in which businesses can more easily re-establish.

The Fund is applicable only to the Central City.

### Fund Criteria

To be eligible for this fund, projects that are proposed will need to demonstrate how they meet the below criteria:

- Attract residents and visitors to the Central City, supporting the return of businesses and recovery of the Central City. *(must reasonably expect to attract at least 500 people to the Central City during the project)*
- Support activities and art which reflect Christchurch's unique identity – creating a point of difference from other cities and creating a vibrant Central City.
- Improve the amenity/environment of the Central City for residents, visitors and businesses operating the Central City.
- Help residents and visitors connect with recovery of the Central City.
- Will "activate" privately-owned vacant Central City space (whether land, buildings or walls) for primarily public benefit.
- Support existing or emerging recovery area clusters.
- Offer added value: such as potential for extended duration, innovation, diversity and significant private partnership.
- Deliverability – projects that are ready to be implemented immediately following grant approval and the project will be delivered within 4 months of grant approval.
- Must achieve a creative, high quality outcome.

### Funding available

\$145,000 is available for allocation of through the Transitional City Projects Fund in 2012/13.

Projects will normally be considered for a maximum of \$5,000, with larger projects demonstrating exceptional added value through extended duration, significant visitation or public interest to be considered for a maximum of \$15,000. Where any proposal seeks a grant greater than \$15,000 this shall be considered and determined by Council.

## **Process**

Applications for grants can be made throughout the year until the funds are exhausted.

Applications will be processed by the Urban Design & Regeneration Unit at Christchurch City Council.

Evaluation of applications will be undertaken by an interdisciplinary panel who make recommendations. Applications may be approved through a delegation to the Unit Manager Urban Design & Regeneration.

Applicants will be required to submit applications that provided the required level of detail including but not limited to; a description of the concept, how the proposal meets the criteria, the total budget for the project, resources and personnel available to support the project, and the proposed delivery and timing.

Successful Proposals will be confirmed and funded promptly, with the expectation that they will be delivered within 4 months grant approval.

Eligible, but unsuccessful, project proposals will be provided feedback.

Applicants proposing ineligible projects will be notified and the proposals discarded. Feedback will be provided on why the projects were ineligible.

## **Conditions**

As far as possible standardised funding agreements will be developed to facilitate timely payment of grants. Payment of grants will be made following signing of a funding agreement by both parties.

Funding agreements will state clear expectations for both parties. In particular, funds are to be used as set out in the Funding Agreement and applicants are expected to provide information regarding other funding applied for or received.

Grantees will be expected to provide a brief report detailing the success of their project, including a description of the outcomes achieved against the criteria and a financial summary.

Successful projects will be required to hold Public Liability Insurance, a Health & Safety Management Plan, and comply with relevant regulations and consents.

### **The following will not generally be funded**

- Retrospective costs or project or purchase costs incurred or settled before the agree commencement date of the funding agreement
- Debt servicing or re-financing costs
- Stock or capital market investment
- Gambling or prize money
- Entertainment costs (except for costs directly linked to volunteer recognition)
- Funding of individuals (only non-profit organisations)
- Payment of any legal expenditure, including costs or expenditures related to mediation disputes or ACC, Employment Tribunal, Small Claims Tribunal, Professional or Disciplinary Body hearings
- Purchase of land and buildings
- Building maintenance or facility design, development and renovation costs
- Activities or initiatives where the primary purpose is to promote religious ministry, political objectives, commercial or profit-oriented interests
- Fundraising
- 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, mediation costs, IRD penalties or retrospective tax payments
- Costs to remedy, rectify, upgrade, retrofit or replace equipment, vehicles or premises as a result of action by central or local government departments or other agencies who hold regulatory or enforcement powers
- Purchase of vehicles and any related ongoing maintenance, repair, overhead costs or road user charges
- Social functions
- Air travel, accommodation, hotel / motel expenses
- Conference fees and costs
- Projects which have received other Council funding in the same financial year
- Projects that are considered to be the primary responsibility of:
  - Central government
  - Some other funding body
  - A Council Unit (where funding should come from an internal budget)

**Support for projects**

Vacant sites will be identified by, and brokered through, Life in Vacant Spaces Charitable Trust, with the support of Council, CERA and CCDU staff. Legal access agreements and access to public liability insurance are also available through Life in Vacant Spaces.

ATTACHMENT 1 – ARTBOX SITE LAYOUT GRAPHIC

