



Kaipara te Oranganui

**Kaipara
District**

Two Oceans Two Harbours

Awards and Grants Committee Agenda

Date: Monday 29 June 2020
Time: 1:00 p.m.
Location: Northern Wairoa War Memorial Hall
37 Hokianga Road
Dargaville

Committee Members: Councillor Peter Wethey (Chair)
Councillor Victoria del la Varis-Woodcock
Councillor Karen Joyce-Paki
Councillor Mark Vincent

*For any queries regarding this meeting please contact
the Kaipara District Council on (09) 439 7059*

Monday, 29 June, 2020

1:00 pm

Conference Room, Northern Wairoa Memorial Hall, Dargaville

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Awards and Grants Committee minutes

11 December 2019

Meeting: Awards and Grants Committee
Date of meeting: 29 June 2020

Recommendation/Ngā tūtohunga

That the Awards and Grants Committee:

- a) Confirms that the minutes of the Awards and Grants Committee meeting held 11 December 2019 are a true and correct record.

Attachments/Ngā tapiritanga

	Title
A	Unconfirmed Awards and Grants Committee minutes 11 December 2019

Minutes of the first meeting of the Awards and Grants Committee

Date: 10 December, 2019
Time: 11:03 a.m. - 1:36 p.m.
Location: Paparoa Sports Pavilion
2070 Paparoa Valley Road
Paparoa

Member Present: Councillor Peter Wethey (Chair)
Councillor Victoria del la Varis-Woodcock
Councillor Karen Joyce-Paki
Councillor Mark Vincent
His Worship the Mayor Dr Jason Smith

Meeting started at 11:03 a.m.

1. Opening

1.1 Opening karakia

Councillor Joyce-Paki opened the meeting with a karakia.

1.2 Apologies

Nil.

1.3 Confirmation of agenda

The Committee to confirm the Agenda.

Moved By: Joyce-Paki

Seconded By: Smith

That the agenda for the 10 December 2019 meeting be confirmed.

Carried

1.4 Conflict of interest declaration

Councillor Vincent declared an interest as a member of the community affected by the Paparoa Lions Club.

2. Presentations

2.1 Kaipara Cycling Incorporation

Roxanne Kelly spoke in support of the Kaipara Cycling Incorporation's application.

3. Decision

3.1 Reserve Contributions Contestable Fund 2019/2020: Summary of Applicants

Moved By: Wethey

Seconded By: Smith

That the Awards and Grants Committee:

a) Awards grants to the following applicants:

Kaipara Cycling Incorporated	To build and design five mountain bike trails at Harding Park reserve	\$20,000.00
Mangawhai Activity Zone Charitable Trust	To build a pump track for community use at 191 Molesworth Drive, Mangawhai	\$170,000.00
Paparoa Lions Club	Funding towards the construction of the boardwalk and walking surfaces in Paparoa	\$45,000.00
Total granted		\$235,000.00

Carried

4. Closure

4.1 Closing karakia

Councillor Wethey closed the meeting with a karakia.

Meeting closed at 1:36 p.m.

Kaipara District Council

Dargaville

Community Grants 2020/21: Summary of Applicants

Meeting: Awards and Grants Committee
Date of meeting: 29 June 2020
Reporting officer: Jenny Rooney, Community Funding Advisor

Purpose/Ngā whāinga

To provide the Awards & Grants Committee with the relevant information to award grants to community groups in the Kaipara District.

Executive summary/Whakarāpopototanga

Thirty-three applications have been received from community groups seeking funding from the Community Grants Fund. One application was withdrawn and one funded through the Provincial Growth Fund Shovel Ready projects.

The amount the Committee has to distribute in the 2020/21 funding round is \$100,000.

Recommendation/Ngā tūtohunga

That the Awards & Grants Committee:

- a) Awards grants to the following applicants:

Context/Horopaki

Thirty-three community grant applications were received for this funding round.

The total value of the community grant applications received is \$276,162.36, with applications that meet the criteria totalling \$214,350.07. The application from Baylys Beach Community Centre for \$12,812.29 was withdrawn and the Kaipara Cycling Inc application for \$49,000 was funded through the Provincial Growth Fund as a Shovel Ready Project.

The total amount available for allocation is \$100,000.

A summary of the applications and previous successful applicants are set out in **Attachment A**. The Community Assistance Policy with the criteria for determining the funding is set out in **Attachment B**. All applications received are collated as **Attachment C**.

Eligible applications	Amount
Dargaville Menz Shed Trust	6,900.00
Dargaville Youth Charitable	2,500.00
Dargaville Scout Group	3,325.00
Hakaru Community Hall & Domain Society Inc	8,361.38
Kaipara Vintage Machinery (Dargaville)	3,085.00
Kauri Coast Promotion Society Inc	1,254.00
Kellys Bay Improvement Society Inc	7,416.75
Kumarani Productions	3,965.16

Linking Hands	3,000.00
Mangawhai Activity Zone	1,445.75
Mangawhai Beach School	5,957.00
Mangawhai Domain Society Inc	4,000.00
Mangawhai Football Club	11,000.00
Mangawhai Historic Village	15,000.00
Mangawhai Museum & Historical Society Inc	3,524.66
Mangawhai Volunteer Surf Lifesaving Club	10,000.00
Mangawhai Tracks Trust	20,000.00
Maungaturoto Centennial Community Centre	17,887.00
Maungaturoto Playcentre	3,000.00
Matakohe Community Group Inc	4,900.00
Northern Wairoa Genealogy	744.65
Northern Wairoa Maori Maritime & Pioneer	17,239.03
North Rodney Blue Light Ventures Inc	2,153.75
Otamatea Kauri & Pioneer Museum Board	2,900.00
Ripia Marae	4,103.80
Ruawai Community Sports	14,094.96
Ruawai Promotions	2,000.00
Taipuha Hall	10,000.00
Te Roroa Charitable Trust	14,677.00
Te Whai Community Trust	6,553.69
Whitebait Connections	3,362.49
TOTAL	\$214,350.07

Discussion/Ngā kōrerorero

Options

1. Fully award grant funding as agreed by the Committee in the meeting.
2. Awards grants as agreed by the Committee in the meeting but have funds remaining unallocated.

Policy and planning implications

Community grants are determined by criteria and processes defined in the Community Assistance Policy.

Financial implications

There is limited budget for community grants that will not be exceeded. Any unallocated funds will not roll over to the next financial year.

Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

Next steps/E whaiake nei

The applicants will be notified whether their application has been successful or unsuccessful and funding will be provided and accounted for in due course.

Attachments/Ngā tapiritanga


	Title
A	Summary of Applicants
B	Community Assistance Policy
C	All Applications (provided separately to the Committee, and available to the public upon request)

Community Grants 2020

No#	Organisation	Amount applied for	Proposal	Meets Criteria	Financials	Quotes	Approved/ Declined	Amount Approved	GST Reg	Constitution	Registration	Accountability Rcd	Comments
1	Dargaville Menz Shed Trust	\$ 6,900.00	Yearly rental	Y	Y	Y			N	Y	Y		
2	Dargaville Youth Charitable Trust	\$ 2,500.00	Approx 50 T-Shirts for youth involved in programme			Y			Y		Y		
3	Dargaville Scout Group	\$ 3,325.00	Insurance Premium - \$2,225.00 & Power charges - \$1,100	Y	y	Y			Y	Y - umbrellaed	Y - umbrellaed		
4	Hakaru Community Hall & Domain Society Inc	\$ 8,361.38	Install a second water tank & upgrade spouting & pipe work to connect tank - \$2,868.74. To replace/upgrade plumbing to men's urinals - \$2,483.04. Replace toilets with water saving cisterns - \$3,009.60	Y	Y	Y			Y		Y		
5	Kaipara Vintage Machinery (Dargaville) Inc	\$ 3,085.00	Auditor Fees costs		Y	Y			Y	Y	Y		
6	Kauri Coast Promotion Society Inc	\$ 1,254.00	I-Site brochure display						N		Y		
7	Kellys Bay Improvement Society Inc	\$ 7,416.75	To complete working section of gabion wall	Y	Y	Y			N	Y	Y		
8	Kumarani Productions	\$ 3,965.16	Rental Costs	Y	Y	Y			Y		Y		
9	Linking Hands	\$ 3,000.00	Costs to cover three months maintenance on vehicles	Social Service	Y	Y			Y		Y		
10	Mangawhai Activity Zone	\$ 1,444.75	Soccer field line white and surface clean treatment	Y	Y	Y			Y		Y		
11	Mangawhai Beach School	\$ 5,957.00	The Concrete Pad for the water sports storage	Education facility	Y	Y			Y		N		
12	Mangawhai Domain Society Inc	\$ 4,000.00	Towards the costs of aluminium double glazed windows and labour	Y	Y	Y			Y		Y		
13	Mangawhai Football Club	\$ 11,000.00	To purchase new goals	Y	Y	Y			N		Y		
14	Mangawhai Historic Village	\$ 15,000.00	Towards costs of restoring the "Daring" ship artefacts.	Y	Y	Y			N		Y		
15	Mangawhai Museum & Historical Society Inc	\$ 3,524.66	Towards annual building upkeep and maintenance. Wash Me Building & Roof Wash - \$1,770.00. Wormald annual fees - \$800.16 Bream Bay Water Purifiers - Water Filters - \$954.50	Y	Y	Y			Y		Y		
16	Mangawhai Volunteer Surf Lifesaving Club	\$ 10,000.00	Towards construction of new roof over two existing deck areas	Y	Y	Y			Y		Y		
17	Mangawhai Tracks Trust	\$ 20,000.00	Contribution towards timber and post costs			Y			N		Y		
18	Maungaturoto Centennial Community Centre	\$ 17,887.00	Foyer floor upgrade - \$5,887. Towards Operations costs \$12,000 - ie rates \$4,550, insurance \$7,731, Power \$1,328 and water approx \$434.	Y	Y	Y			Y		Y		
19	Maungaturoto Playcentre	\$ 3,000.00	Towards Shade Sail	Volunteer Education facility	Y	Y			N		Y		
20	Matakohe Community Group Inc	\$ 4,900.00	Repair 9 relay synthetic turf for sports \$4,990.00	Y	Y	Y			y		Y		
21	Northern Wairoa Genealogy	\$ 744.65	To purchase 25x A4 clearfiles - \$574.75 and 10 x A3 clearfiles - \$169.90	Y	Y	Y			N		Y		
22	Northern Wairoa Maori Maritime & Pioneer Museum Inc	\$ 17,239.03	Material Damage Insurance	Y	Y	Y			Y		Y		
23	North Rodney Blue Light Ventures Inc	\$ 2,153.75	Bus transportation to Annual Blue Light Rainbows End Fun Day 2020. This is a popular event for Intermediate aged children from Otamatea, Kaiwaka & Mangawhai areas	Y	Y	Y			Y	Y	Y	N/A	

No#	Organisation	Amount applied for	Proposal	Meets Criteria	Financials	Quotes	Approved/ Declined	Amount Approved	GST Reg	Constitution	Registration	Accountability Rcd	Comments
24	Otamatea Kauri & Pioneer Museum Board	\$ 2,900.00	All costs for the provision of new signage for new education and environment project	Y	Y	Y			Y	Y	Y		
25	Ripia Marae	\$ 4,103.80	Hand sanitizer units & refills - \$1,578.80, Water vision unit for 2 tanks solar powered _ \$2,000.00, Bog Doc waste management for septic cleanse and grease trap	Y	Y	Y			N		Y		
26	Ruawai Community Sports	\$ 14,094.96	Predicted operation costs as per application - less rates \$465 & licence fees \$161.00 (Covid)	Y	Y	Y			Y		Y		
27	Ruawai Promotions	\$ 2,000.00	Costs of printing for the Ruawai Rambler	Y					N		Y		
28	Taipuha Hall	\$ 10,000.00	To Paint the Hall Exterior	Y	Y	Y			N		Y		
29	Te Roroa Charitable Trust	\$ 14,677.00	Towards the installation of a comprehensive rubbish and transfer station	Y	Y	Y			Y		Y		
30	Te Whai Community Trust	\$ 6,553.69	Painting of Rose Madsen Cottage	Y	Y	Y			N		Y		
31	Whitebait Connections	\$ 3,362.49	Towards the Kai iwi Lakes Open Day in 2021	Y	Y	Y			Y		Y - umbrellaed		
	Total applied for	\$ 214,350.07											
	Applications withdrawn												
	Kaipara Cycling Inc (HOLD application)	\$ 49,000.00 HOLD	To complete the project to build five mountain bike trails at Pou Tu O Te Rangi	HOLD application - BAU	Y	Y			Y		Y		
	Baylys Beach Community Centre	\$ 12,812.29	Concrete Tank, delivery, site preparation, drainage, etc	withdrawn									
		\$276,162.36											

	2017	2018	2019
Arapahue Tennis Club	2,550.00		
Ararua Hall Committee		1,300.00	1,338.74
Baylys Beach Society Inc		2,550.00	204.00
Dargaville Arts Association		2,000.00	8,000.00
Dargaville Business Forum		500.00	
Dargaville Menz Shed		3,450.00	6,000.00
Dargaville Community Development Board	31,955.95		
Dargaville Community Cinema Charitable Trust			5,000.00
Dargaville Dalmation Cultural Club Inc		2,425.12	
First Dargaville Scout Group			2,800.00
Hakaru Community Hall & Domain Society Inc		2,454.91	10,357.50
Kaihu Valley War memorial Hall Inc			8,239.63
Kaipara Arts Awards		925.12	
Kaiwaka War Memorial Hall		7,000.00	
Kauri Coast Recreational Society Inc			3,000.00
Kellys Bay Improvement Society		6,700.00	
Kumarani Productions Trust		2,550.00	3,965.16
Mangawhai Activity Zone		750.00	
Mangawhai Artists Inc			1,091.50
Magawhai Heads Volunteer Lifeguard Service Inc			2,259.28
Mangawhai Museum and Historical Society Inc		1,649.15	
Maungaturoto Library		\$1,646.40	
Maungaturoto Residents Association		13,680.00	7,986.73
Mountains to Sea Conversation Trust		1,000.00	
North Kaipara Argicultural Association Inc		2,867.64	
Northern Wairoa A&P Association	1,587.14	7,996.70	2,573.00
Northern Wairoa Association Football Inc			3,855.00
Northern Wairoa Geneology Society		438.88	2,731.25
Northland Field Days	7,283.40		3,849.79
NW Maori, Maritime and Pioneer Museum Society Inc	10,488.72		10,000.00
Paparoa Community Library Inc		12,216.08	
Paparoa War Memorial Hall Society Inc		3,500.00	
Ruawai Community Church		1,000.00	
Ruawai Promotions & Development Group			1,493.83
Ruawai Community Sports Club		\$10,000.00	
Scout Association of NZ Inc - Dargaville Scout Group		\$1,400.00	
Upper Wairoa Memorial Park Assn Inc		\$10,000.00	
Te Iwi o Te Roroa			\$8,411.52
Tinopai Community Hall Society Inc			\$2,148.44
Taipua Hall Society (Inc)	5,134.79		
Whitebait Connection			1,500.00
Volunteering Northland			2,500.00
Total	\$59,000.00	\$100,000.00	99,995.37

	Title of Policy	Community Assistance Policy		
	Sponsor	General Manager Community	Adopted by	Council
	Author	Natalie Robinson/Darlene Lang	Date adopted	14 August 2017
	Type of Policy	Community Assistance	Last review date	August 2017
	File Reference	2109.01	Next review date	August 2020

Document Control			
Version	Date	Author(s)	Comments
1 st Commenced	14 August 2017	Natalie Robinson and Darlene Lang	Approved by Council
2	10 August 2019	Jenny Rooney and Darlene Lang	Licence to Occupy & Smokefree recommendation from Community Grants Committee
3	04 March 2020	Jenny Rooney	Draft prepared for adoption by Council
4	29 April 2020	Jenny Rooney	Approved by Council

1 Purpose

The purpose of this Policy is to create clear guidelines and an effective process to enable Council to assist community organisations to achieve their goals.

2 Objectives

The Community Outcomes as adopted by Council for the Long Term Plan 2018/2028 have informed the Objectives of this Policy. The Policy is intended to contribute to:

- A district with welcoming and strong communities;
- A district with plenty of active outdoor opportunities;
- A trusted Council making good decisions for the future.

3 Background

Kaipara District Council is committed to the Vision of 'Thriving Communities Working Together'. Council seeks to achieve this by assisting the community in developing and providing their own facilities and services and building strong and welcoming communities.

Council is committed to recognising and supporting achievement; developing community leadership and self-reliance; assisting and supporting community involvement.

This Policy ensures that Council's contributions to communities are fair, consistent and strategically aligned to Council's Vision, Community Outcomes and the purposes of local government under the Local Government Act 2002.

3.1 Other Funding Options

This Policy is an umbrella framework that allows Council to consider requests for assistance under a number of separate schemes. Council also administers funding under the Mangawhai Endowment Lands Account (MELA) Policy. An application under this Policy may, if it meets the assessment criteria, be encouraged to apply under the MELA Policy. Council also administers a Rates Remission Policy which community groups may apply for. Community organisations can apply for Council's community facilities insurance, which may provide them with a reduced premium (community organisations must meet their own insurance costs).

The Northern Wairoa War Memorial Hall (also known as Dargaville Town Hall) is available at a discounted rate to community groups. Please contact Council's Administration department for further details and bookings.

Council administers a number of other funds, on behalf of other organisations who elect their own decision-makers, that assist specific community purposes, such as the Rural Travel Fund and the Creative Communities Grants.

Council can provide letters of support to community organisations seeking alternative funding sources. This role is delegated to the Mayor to sign off individual requests.

Council's website (www.kaipara.govt.nz) is updated regularly to provide information on other funding sources community organisations may be eligible for. Council officers are available to assist community organisations both under this Policy and other funding options. This may include helping source and apply for funding, as well as general advice and navigation of Council services.

3.2 Fund Distribution

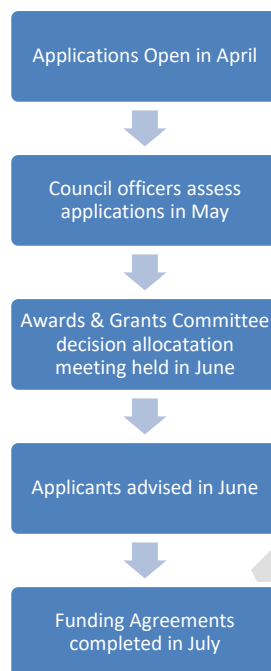
There is a need for a high level of transparency and accountability for the spending of public funds. To enable this standard to be met, accountability arrangements will be documented in a formal Contract between the community organisation receiving support and Council. The agreement will be appropriate to reflect the nature and level of support given.

Funding will be implemented through a Contract which will outline:

- The purpose for which the funding was provided;
- The conditions attached to the funding;
- Accountability requirements, including the methods to report back on the use of the funds;
- The steps Council will take if progress is not as planned.

3.3 *Timing of Applications*

Council will call for applications in April, and release decisions in June. Licences to Occupy and Contracts for Service may be applied for at any time and will be considered by Council officers.



The Awards and Grants Committee, who has delegated authority from Council to make decisions on applications, will make decisions on Community Grant applications. These decisions will be reported back to Council and will be final. All Grants, new Licences to Occupy and Contracts for Service entered into during the year will be reported in the Annual Report for that year.

Application forms will be made available on Council's website and at Council offices when the funding round opens.

4 **General Assessment Criteria**

Council will consider the following when assessing applications received for community assistance. These are general criteria which community organisations applying for support need to demonstrate in their applications.

4.1 *Benefit to the Kaipara, and contribute to Community Outcomes*

Kaipara District Council will provide assistance to community organisations as resources allow, and where this helps achieve the priorities specified in Council's Long Term Plan, the district's specified Community Outcomes and is not inconsistent with any other Council policies or plans.

Community assistance will be for organisations providing services or activities within the Kaipara district. Applications will be considered on merit and benefit to the community and/or the natural environment. Applications should be for services or projects not already provided by another group or agency.

4.2 Not-for-profit

Council will only provide assistance to legally constituted not-for-profit entities, and there should be a volunteer component to the service.

4.3 Financial reporting

All applications must be accompanied by an audited or reviewed Statement of Financial Position for the previous financial year, and a budget projection for the next financial year.

4.4 Central government funding

Community organisations that receive the bulk of their funding from central government will not be eligible for grants.

4.5 Health and safety

Applicants must comply with all legislative requirements.

4.6 Acknowledgement

All successful applicants must acknowledge the support of Kaipara District Council on any correspondence, advertising or other publicity material.

4.7 Accountability Requirements

All recipients under this Policy are required to enter into an Agreement or Contract with Council that outlines the terms and conditions of the approved assistance. Funds will not be provided until both parties have signed the Agreement or Contract, which will outline, among other obligations:

- The purpose and conditions of the assistance;
- Accountability requirements, as determined by the level of assistance required.

5 Smokefree requirements

All recipients under this Policy are required to comply with the Smokefree Kaipara Policy.

6 Specific Assessment Criteria for Funding Mechanisms

Funding Mechanism	Specific Assessment Criteria for Funding Mechanisms
Community Grants	<ul style="list-style-type: none"> • Intended to make a contribution to an organisation to support Council's Community Outcomes; • Intended to support events, services or activities that are of benefit to the community, and can demonstrate those benefits; • These grants will be funded via the Community Assistance Grants budget; • Can be for operational costs, this does not include wage costs; • Can be for capital projects • Applications will be called for in April each year.

Building and Resource Consents	<ul style="list-style-type: none"> • Intended to contribute to the costs incurred by community organisations through the resource and building consent processes where Council's Community Outcomes and the general assessment criteria are met; • The maximum grant payable for either a resource or building consent will be \$3,000; • Community organisations will be provided with free process guidance with consenting staff to a maximum of four hours per application, if required; • These grants will be administered as part of Council's operational budget; • Activity Managers will report quarterly to Council on all Expressions of Interest and applications made under this scheme.
Contract for Service	<ul style="list-style-type: none"> • Intended to fund a community group for delivery of a service which councils generally undertake, that provides benefit to the community and is available to members of the public e.g. maintenance of walking tracks, public toilets, provision of community libraries; • A Contract for Service can be applied for at any time; • Contracts for Service will be considered by Council officers, and either approved OR declined by an Activity Manager, depending on the type and level of service being offered, and available budget: <ul style="list-style-type: none"> ○ If approved, they will be administered as part of Council's operational budget; ○ If <u>declined</u>, the organisation will be encouraged to apply (if eligible) for the next round of Community Grants funding through this Policy, or referred to other funding sources; ○ The Activity Manager may be constrained from approving a Contract for Service, if the budget does not currently exist. The Activity Manager would then consider seeking an increase to their budget for the next planning and budgeting cycle. • Activity Managers will report to Council quarterly on all Expressions of Interest and applications.
Licence to Occupy	<ul style="list-style-type: none"> • This is an agreement for a not-for-profit community organisation to locate in or use Council-owned land, or a Council-owned building; • The facilities and activities of the organisation applying for a Licence to Occupy must be available to members of the public; • Applicants must demonstrate the organisation has the resources or ability to establish and operate on the land or in the building they have been granted the licence over;

	<ul style="list-style-type: none"> • A Licence to Occupy can be applied for at any time. Given the time and investment needed to comply with the conditions, an agreement in principle (Development Agreement) may be initially entered into; • When determining whether a peppercorn rental is appropriate or not, all new applications and the renewing of current Licences to Occupy will be assessed on a case by case basis. Factors that will be considered in the recommendation to Council include factors such as the financial position of the Community Group and the benefits to the community. • Council will use a standard formal licence it has developed, which includes an accountabilities requirement clause and default/termination clause; and • Organisations are eligible to apply for other forms of community assistance, provided they comply with the specific criteria for each category. • All Licence to Occupy applications will go to Council for approval.
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7 Exceptions

This Policy is not intended to fund applications for:

- Wages;
- Benefits to individuals;
- Central government funded services;
- Welfare services;
- Religion. This does not preclude religious organisations from applying, if they would otherwise meet the criteria in this Policy;
- Repaying or servicing debts;
- Projects which seek to redistribute funding to others.

