



AGENDA

Ordinary meeting of the

Community Services Committee – Community Assistance Funding 2014/15

Monday 8 and Tuesday 9 September 2014
Commencing at 9.00am
Council Chamber
Civic House
Trafalgar Street, Nelson

Membership: Councillor Pete Rainey (Chairperson), Her Worship the Mayor Rachel Reese, Councillors Ruth Copeland, Matt Lawrey, Paul Matheson, Gaile Noonan (Deputy Chairperson), Tim Skinner, and Mike Ward

Guidelines for councillors attending the meeting, who are not members of the Committee, as set out in Standing Orders:

- All councillors, whether or not they are members of the Committee, may attend Committee meetings (SO 2.12.2)
- At the discretion of the Chair, councillors who are not Committee members may speak, or ask questions about a matter.
- Only Committee members may vote on any matter before the Committee (SO 3.14.1)
- It is good practice for both Committee members and non-Committee members to declare any interests in items on the agenda. They should withdraw from the table for discussion and voting on any of these items.

Apologies

1. Confirmation of Order of Business

2. Interests

2.1 Updates to the Interests Register

2.2 Identify any conflicts of interest in the agenda

3. Hearing Schedule

5-6

Document number A1241450

4. Contract Applications for Community Assistance Funding 2014/15

Note: The index, summary of contract applications and copies of contract applications have been circulated as separate documents.

5. One-Off Grant Applications for Community Assistance Funding 2014/15

Note: The index, summary of one-off grant applications and copies of one-off grant applications have been circulated as separate documents.

6. Allocation of Community Assistance Funding 2014/15

7-14

Document number A1236719

6.1 Funding split – One-Off Grant Applications

Recommendation

THAT _____% of the total funds available for Community Assistance be allocated to one-off grant applications.

Note:

- **This meeting will continue on Tuesday 9 September**
- **Lunch will be provided each day.**

A124193

Community Assistance Funding 2014/15 Contract Applications Hearing Schedule

Monday 8 September 2014				
Time	Organisation	Contact	Phone	Email
9.05	Adult Learning Support Nelson Inc	Cameron Forbes	548 3041	manager@adultlearning.co.nz
9.12	Alzheimers Society Nelson Inc	Heather Lakner	546 7702	dawnnelson.alzheimers@xtra.co.nz
9.20	Annesbrook Trust	Josiah Burton	547 7371	laura.hoffman@annesbrook.co.nz
9.27	Big Brothers Big Sisters of Nelson	Rachel Saunders	545 9864	rachel.saunders@bigbrothersbigsisters.org.nz
9.35	CCS Disability Action Nelson Marlborough Inc	Barbara Gould	365 5661 021 298 3339	barbara.gould@ccsdisabilityaction.org.nz
9.42	Citizens Advice Bureau	Angelika Barnes	548 2117	cab.nelson@xtra.co.nz
9.50	English Language Partners Nelson/Marlborough	Doug Adam	539 4848	nelson@englishlanguage.org.nz
9.57	Family Education Network Inc - Nelson	Lynda Rae	544 6544 027 544 6544	fennelson@yrchoice.co.nz
10.05	Hearing Association Nelson Inc	Bridget Thompson	548 3270	hearingnelson@xtra.co.nz
10.12	Loaves & Fishes, All Saints Church, Nelson	Simon Martin	548 2601 027 458 4847	alison@allsaints.co.nz simon@allsaints.co.nz
10.30	Morning Tea			
10.45	Nelson Civic Choir	Wim Oosterhoff	539 4599 021 0242 1111	maryjorgen@yahoo.com
10.52	Nelson Environment Centre	Karen Driver	545 9176 022 034 0316	karendriver@nec.org.nz
11.00	Nelson Male Voice Choir	John White	548 3569 027 447 4352	john-ayleen@clear.net.nz
11.07	Nelson Multicultural Council	Evey McAuliffe	539 0030	info@nelsonmulticultural.co.nz
11.15	Nelson Symphony Orchestra Inc	Pamela Seymour	548 6838	pam.d@xtra.co.nz
11.22	Nelson Tasman Youth Workers Collective	Deanne Kilpatrick	548 0560	coordinator@ntywc.org.nz
11.30	Nelson Womens Support Inc	Carrie Mozena	546 7986 546 8441	nws@ts.co.nz
11.37	Open Home Foundation	Christine Ford	545 9172 027 467 7267	christine.ford@ohf.org.nz
11.45	Post Natal Depression Support Network Nelson Inc	Gwen Daly Dover	548 3555	postnataldepression@clear.net.nz
11.52	Q-Youth Inc	Steve Stiles	027 973 6145	steve.q.youth@hotmail.com
12.00	Special Olympics Nelson	Margaret Robb	542 4215 027 512 2700	grantmargrobb@slingshot.co.nz
12.07	Sport Tasman	Tony Thomas	546 3303	admin@sporttasman.org.nz
12.22	SVS - Living Safe	Dee Cresswell	548 3850 021 032 8717	manager@svs.org.nz
12.30	Lunch			

**Community Assistance Funding 2014/15
Contract Applications Hearing Schedule**

1.00	Tahunanui Community Centre	Jo Lavington	548 6036	tcc@ts.co.nz
1.07	The Nelson Ark	Karen Howieson	542 3866	infothenelsonark@silkweb.net.nz
1.15	The Parenting Place	Denise Adams	544 4091 021 039 9324	nelsonmarlborough@theparentingplace.com
1.22	Victory Boxing Charitable Trust	Paul Hampton	027 541 9015	paulrach@xtra.co.nz
1.30	Victory Community Health	Penny Molnar	546 8381	communityhealth@victory.school.nz
1.37	Volunteer Nelson	Jacqui Irwin	546 7681	admin@volunteernelson.org.nz
1.45	YMCA Nelson	Sally Wood	545 6631 021 452 446	ysm@nelsonymca.org.nz
1.52	Youth and Community Trust	David Atoa	545 9147	manager@yct.org.nz

29 August 2014

Memo To: Community Services Committee

Memo From: Shanine Hermsen, Manager Community Partnerships

SUBJECT: ALLOCATION OF COMMUNITY ASSISTANCE FUNDING 2014/15

1. Introduction

- 1.1 This year there has been a total of 74 applications to the Community Assistance Fund. Of these, 3 applications were for projects already funded this financial year. All 3 organisations agreed to withdraw their application. From the remaining 71 applications there were 34 for contracts and 37 for one-off grants. The total amount available for allocation is \$150,300 and \$371,627.63 has been requested.
- 1.2 The Community Assistance Applications for 2014/15 are enclosed in two folders, with Contract and One-Off grant applications filed separately in alphabetical order. An additional folder containing financial accounts and annual reports relating to contract applications will be available in Councillor's lounge from Monday 1 September.
- 1.3 A summary of applications with background information on current funding and accountability is included with the applications.

2. Hearing and Decision Meetings

- 2.1 Hearings will be held on Monday 8 September 2014, commencing at 9am and continuing until approximately 2pm. Contract applicants have been invited to make a brief 5 minute presentation on their application (with an additional 2 minutes for questions). The hearing schedule is included with the agenda.
- 2.2 The Decision meeting will be held on 9 September 2014, commencing at 9am.
- 2.3 Lunch will be provided on both days.

3. Declarations of Interest

- 3.1 Councillors are requested to declare any interest they may have in any applicant organisations. Please advise the Chairperson of the Community Services Committee at the meeting.

4. Available Funding

- 4.1 The total amount allocated to community assistance and available this year is \$388,700. Of this amount, \$150,300 has not yet been allocated, as there are currently 39 existing community contracts funded from the pool. The Community Assistance Policy states that the Council may allocate between 10% and 20% of the available funding to One-Off grants. The following provides guidance for the potential split between the two categories.
- 4.2 The percentage split will be determined at the beginning of the decision meeting on 9 September 2014.

Percentage	Contract	One-Off
10%	\$111,430	\$38,870
20%	\$72,560	\$77,740

- 4.3 A copy of the Community Assistance Policy (reviewed 2013) is attached (Attachment 1) as a reference for the policy underpinning the funding allocation process.

5. Process of Assessment

- 5.1 Applications were distributed to a number of relevant staff for information on current contracts and past accountability and performance.
- 5.2 Applications have been entered onto a spreadsheet according to their category (one-off grant or contract).
- 5.3 Within each category the applications are sorted alphabetically.
- 5.4 Information on current contracts and past accountability and performance has been added to the spreadsheet.

6. Exceptions or Non complying applications

6.1 Charitable status

The Community Assistance Policy states that all applicants should either be registered with the Charities Commission or be able to prove their not for profit status. If an organisation failed to meet this criterion they have been listed below and in the summary of applications attached.

Registration with the Charities Commission is not a realistic requirement for some small organisations, and not possible for some others. The Inland Revenue Department no longer issue statements that organisations are not for profit. This makes it very difficult for organisations that are not registered with the Charities Commission to prove their not for profit status. There were six applicant organisations not registered with the Charities Commission or with evidence of "donee" or "approved charity" status by the Inland Revenue Department:

One-Off Grant Applications

- Aqua'Lite
- Marsden Valley Trapping Group
- Nelson Cricket Association
- Nelson Grey Power
- Nelson Returned Services Association

Contract Applications

- Special Olympics

6.2 On-going costs in One-Off Grant category

A number of applicants have applied for wages, salary or ongoing employment expenses. The criteria for One-off grants clearly states one-off grants cannot be used for on-going expenses.

Applicant organisations who have applied for on-going costs include:

- Aqua'Lite
- Arthritis Foundation of New Zealand (Inc.)
- Bhutanese Society of Nelson, New Zealand
- Chin Community of Nelson
- Epilepsy New Zealand Nelson/Marlborough Branch
- (Tautoko Services) Neighbourhood Connections
- Nelson Community Christian Night Shelter Trust

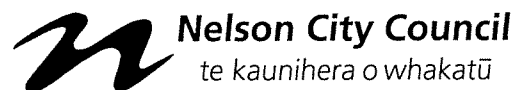
7. Factors to Consider

7.1 In allocating the funding, Councillors are requested to consider:

- That granting a lesser amount of funding to an applicant organisation than they applied for may result in substantial changes to a project or initiative including purpose and outcomes.
- Some organisations applying for one off grants have exceeded the capped amount of \$2,500 in their request.
- Whether the outcomes listed in the application fit within Council outcomes and priorities.
- Whether it is preferred to fund priority outcomes at a higher level, or to allocate lower levels of funding to a broader range of applications.
- Funding allocated can be tagged for a specific purpose or outcome, particularly when only a portion of the requested funding is allocated.

Attachments

Attachment 1: Community Assistance Policy ([A343813](#))



Community Assistance Policy 2013

Contact: Ian Littleworth, Acting Manager Community Development

Approved by: The Mayor and Councillors

Approval date: 25 June 2013

Review date: June 2015

1.0 BACKGROUND

- 1.1 Nelson City Council has been providing assistance to community organisations for many years through a variety of mechanisms such as funding agreements, one-off grants, rates remissions, intermediary loans, and community leases and licences. In 2004 Council developed a Community Assistance Policy as called for in the Social Wellbeing Policy, in order to give direction to the future allocation of community assistance.
- 1.2 The policy formalised the procedures for allocating support to community organisations, basing the allocation of funds on the three significant activity areas of recreation and leisure; culture, heritage and arts; and social development; plus an "other" category. The policy made contracts and one-off grants contestable through a process where applicants compete for a set pool of funds.
- 1.3 The combined value of all forms of community assistance (including community leases) in 2007/08 was over one million dollars. The pool of funding available for community contracts, one-off grants and rates remissions in 2008/09 was \$447,079. This funding is adjusted annually by the rate of inflation, with the 2012/13 budget for contracts, grants, leases and rates remissions being \$869,985.
- 1.4 In 2009 the Community Assistance Policy was reviewed by a Working Party of Councillors and staff. Changes were made to streamline the assessment and approval process and to improve accountability. Categories were removed so that applications competed against each other on the basis of the contribution they made to Council's community outcomes and how well they met other criteria of the policy.
- 1.5 In 2013, Council assessed the Community Assistance funding criteria against the new purpose of local government as stated in the amended Local Government Act 2002. The criteria were updated to reflect the need for Council to focus its support on groups that could not be funded by other agencies.
- 1.6 The revised policy was approved by Council on 25 June 2013 and is scheduled to be reviewed again in 2015. Council may decide to review the policy at any time before then.

2.0 OBJECTIVE

2.1 The purpose of this policy is to enable charitable and not-for-profit organisations to contribute towards community outcomes as defined in the Nelson Community Plan.

3.0 TYPES OF COMMUNITY ASSISTANCE

3.1 Council provides five types of community assistance. These are outlined in the table below. Council also provides rates remissions to community groups who own their own land. This is covered in a separate policy but the funding comes from the community assistance budget.

Type	Description
Community Contracts	Community Contracts are awarded for one to four years. There is no specified maximum amount for community contracts.
One-off Grants	Can be for underwriting as well as grants. Grants and underwriting guarantees are for a maximum of \$2,500. These grants must be spent within 12 months of being awarded unless otherwise agreed.
Intermediary loans	Loans obtained by Council on behalf of not-for profit organisations who wish to develop facilities on council land but as they do not own the land cannot offer sufficient security to obtain loans on the open market.
Community leases and licences	Agreements with not-for-profit organisations that rent or occupy Council land and/or buildings.

4.0 CRITERIA

4.1 Only organisations with "Registered charitable entity" status, or that can demonstrate that for tax purposes they are considered "not for profit", will be eligible for Community Assistance under this policy.

4.2 Retrospective funding will not be considered.

4.3 Applications must demonstrate the contribution the project will make to Council's Community Outcomes and Long Term Plan priorities and the vision and goals for Nelson 2060, which may include community place-making projects.

4.4 Preference is for applications that leverage additional funding as demonstrated by documentation of applications lodged with, or offers of funding from other funders.

4.5 Only initiatives within Nelson and/or benefitting Nelson residents will be funded. Services delivered regionally will have funding eligibility relative to the benefit derived by Nelson residents.

4.6 Applications must be for, and clearly detail, a specific service and/or outcome that will result from the funding.

4.7 Other factors that will be considered are:

- All applications must be aligned with the purpose of local government as contained in the Local Government Act 2002 – “to meet the current and future needs of communities for good quality local infrastructure, local public services and the performance of regulatory functions in a way that is most cost-effective for households and businesses. The benefit of the project to the community in comparison to the cost to Council.
- The level to which the wider community will be involved in the project.
- The past achievements or potential of the organisation.
- The ability of the organisation to successfully administer the grant/contract and deliver the outcomes.
- A project’s contribution towards achieving the goals of other Council policies and strategies

4.8 Organisations can only make one application to each of the two grant categories (contracts and one-offs) per year.

4.9 One-off grants cannot be used for ongoing expenses and applicants must demonstrate that they have sufficient resources to implement the project.

4.10 In addition to the criteria set out above, Council may at times choose to focus grants on particular Council priorities. The decision on focus area can be made at two different points. It can be made during the Annual Plan process, to be implemented the following financial year. It can also be made at the conclusion of the grants funding round, to be implemented in the following year’s round.

5.0 COMMUNITY CONTRACTS AND ONE-OFF GRANTS

5.1 The pool of funding for contracts and one off grants is allocated annually by Council. Between 10 to 20% of funds will be available for one-off grants. Applications are accepted for underwriting of projects as well as grants. A minimum of \$2500 will be available annually for underwriting. The proportion of the underwriting monies not uplifted will return to the underwriting fund to accumulate to a maximum of \$10,000. When the underwriting fund has reached its maximum unused underwriting monies will return to the grant pool.

5.2 Staff will assess all applications against the criteria and will prioritise them accordingly within the funds available. The list of prioritised applications will be presented to the Community Services Committee or relevant committee for consideration.

6.0 INTERMEDIARY LOANS

6.1 The value of the intermediary loan pool is capped at \$1.5 million. This figure excludes intermediary loans for regional facilities.

6.2 The additional criteria for intermediary loans are:

- Only developments on Council-owned land will be eligible.
- Intermediary loans will be for a maximum of one third of the value of the development.
- Council will not provide loan guarantees or interest-free loans.

6.3 Applications for intermediary loans will be considered for approval by the Community Services Committee or the Governance Committee.

7.0 COMMUNITY LEASES AND LICENCES

7.1 Community leases and licences adhere to the following:

- Formal lease agreements shall be required where organisations occupy Council land or buildings.
- Rent for the exclusive use of Council buildings or land will normally be set at 10% of the market rent for a comparable building or land.
- Rent for the non-exclusive use of Council buildings or land will normally be set at 5% of the market rent for a comparable building or land.
- Valuation of land for rental purposes shall be based on the Rateable Value.

7.2 Community leases for whole or part of Council owned buildings will be advertised when they are vacated so that all community groups have an opportunity to submit expressions of interest.

7.3 Buildings on Council land may be sold, conditional on the building being advertised and the prospective buyer obtaining a Council lease to occupy the land.

7.4 Termination of lease. See paragraph 8.2.

7.5 Applications for new community leases and licences will be considered for approval by the Community Services Committee or the Governance Committee using the criteria in paragraph 4 above.

8.0 ACCOUNTABILITY

8.1 All recipients of community assistance will provide periodic accountability reports documenting how their activities have contributed to the objectives for which the assistance was given. The following are the reporting schedules:

- Community Contracts – annual reports
- One-off Grants – within six months of expenditure of funding
- Loans – annual reports
- Leases – annually for leases less than four years, minimum of four times during total lease period for leases over four years

8.2 Recipients that fail to submit accountability reports, or that have not spent the money in accordance with the application/contract, or where the use of the facility/land does not satisfactorily contribute to the community outcome will receive up to two written notices asking them to rectify the situation, and may thereafter be asked to return all or part of the funding or vacate the facility/land if they do not comply. Community contracts will

continue or be terminated conditional on receipt of satisfactory reports. Recipients that fail to submit acceptable accountability reports may forfeit their eligibility to receive any Community Assistance in the future.

9.0 RELATIONSHIPS WITH OTHER FUNDERS

9.1 Staff will explore and take advantage of opportunities for information sharing with other funders. Using this information, a directory of funding sources will be produced annually to assist the community in finding support for projects. A copy of the directory will be sent out with all application packs.

10.0 WHAT THIS POLICY DOES NOT COVER

- Council Controlled Organisations such as the Tasman Bays Heritage Trust, Bishop Suter Art Museum, Nelson Tasman Tourism and the Regional Economic Development Agency which are funded separately.
- Council funding for major community initiatives budgeted for separately through Council's community plan/annual plan processes.
- The Youth Development Fund which provides financial support for young people to attend outdoor education courses.
- Financial assistance to achieve resource management objectives such as fencing subsidies and subsidies to change heating methods. These costs are funded by Council's Resource Management activities.
- Contracts or other commercial arrangements where a not-for-profit organisation is contracted to deliver a service for Council.
- Council support for regional facilities - that is capital projects costing \$500,000 or greater.
- Council owned motor camps.