



# **AGENDA**

## **Grants Allocation Committee (Districtwide Facility Hire Remissions) Meeting**

**I hereby give notice that a Meeting of the Grants Allocation Subcommittee (Districtwide Facility Hire Remissions) will be held on:**

**Date: Thursday, 17 September 2020**

**Time: 9.30am**

**Location: Council Chamber  
Ground Floor, 175 Rimu Road  
Paraparaumu**

**Wayne Maxwell  
Chief Executive**

**Kapiti Coast District Council**

**Notice is hereby given that a meeting of the Grants Allocation Subcommittee (Districtwide Facility Hire Remissions) will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 17 September 2020, 9.30am.**

**Grants Allocation Subcommittee (Districtwide Facility Hire Remissions) Members**

Cr Jackie Elliott	Chair
Mayor K Gurunathan	Member
Deputy Mayor Janet Holborow	Member
Cr Martin Halliday	Member

## Order Of Business

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Nil



**1 WELCOME**

**2 COUNCIL BLESSING**

“As we deliberate on the issues before us, we trust that we will reflect positively on the communities we serve. Let us all seek to be effective and just, so that with courage, vision and energy, we provide positive leadership in a spirit of harmony and compassion.”

I a mātou e whiriwhiri ana i ngā take kei mua i ō mātou aroaro, e pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hapori e mahi nei mātou. Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi, ā, mā te māia, te tiro whakamua me te hihiri ka taea te arahi i roto i te kotahitanga me te aroha.

**3 APOLOGIES**

**4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Notification from Elected Members of:

4.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

4.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

**5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**

**6 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses
- (b) Leave of Absence
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

## 7 REPORTS

### 7.1 APPLICATIONS FOR DISTRICTWIDE FACILITY HIRE REMISSION

**Author:** Tracey Waye, Executive Secretary to Group Manager Place and Space

**Authoriser:** James Jefferson, Group Manager Place and Space

#### PURPOSE OF REPORT

- 1 Four applications for funding have been received:
- Combined Lions Club of Kapiti
  - Lions Club of Waikanae
  - Special Olympics Kapiti
  - The Widowed, Separated & Divorced Support Group Kapiti Incorporated

#### DELEGATION

- 2 The Grants Allocation Subcommittee has delegated authority to consider this report. Reference Section C.4 of the Governance Structure which reads:

*Districtwide Facility Hire Remissions*

*This programme is to assist hall users whose event is benefitting the District as a whole rather than an individual community.*

#### BACKGROUND

- 3 The Council has \$2,991 in the 2020/21 budget for Districtwide Facility Remissions. This budget is targeted at facility users whose event is benefitting the District as a whole rather than an individual community.
- 4 In the current financial year no grants have been allocated to date, leaving \$2,991 available for granting.
- 5 The maximum grant under the current policy is \$1,000.
- 6 Criteria for Districtwide Facility Hire Remissions grants is attached to this report as **Appendix 1**.

#### APPLICATIONS TO THE DISTRICTWIDE FACILITY HIRE REMISSION GRANTS FUND

##### Combined Lions Club of Kapiti

- 7 Funding of \$835.20 is sought to assist with the cost of hiring the Waikanae Memorial Hall for the Lions Book Fair 2020.
- 8 This event complies with the criteria for Districtwide Facility Hire Remission Grants being a “worthy cause” whose event is benefitting the development of community activities within the District as a whole.

##### Lions Club of Waikanae

- 9 Funding of \$325.50 is sought to assist with the cost of hiring the Waikanae Community Centre for the Lions Club annual senior citizens’ Christmas party.
- 10 This event complies with the criteria for Districtwide Facility Hire Remission Grants being a “worthy cause” whose event is benefitting the development of community activities within the District as a whole.

Special Olympics Kapiti

- 11 Funding of \$797 is sought to assist with the cost of hiring the Paraparaumu College Sports Hall, the Coastlands Aquatic Centre and the Waikanae Memorial Hall, to provide a range of sporting opportunities for Kapiti Coast residents with intellectual disabilities.
- 12 This event complies with the criteria for Districtwide Facility Hire Remission Grants being a “worthy cause” whose event is benefitting the development of community activities within the District as a whole.

The Widowed, Separated & Divorced Support Group Kapiti Incorporated

- 13 Funding of \$510 is sought to assist with the cost of hiring the Paraparaumu Library Meeting Room to run a 10 week course providing support services to widowed, separated and divorced people on the Kapiti Coast.
- 14 This event complies with the criteria for Districtwide Facility Hire Remission Grants being a “worthy cause” whose event is benefitting the development of community activities within the District as a whole.
- 15 Copies of all grant applications received are attached to this report as **Appendix 2 (under separate cover)**.

**CONSIDERATIONS**

**Policy considerations**

- 16 The current criteria and process for the operation of this grant fund was approved by Council on 21 August 2008. After the Grants Allocation Committee meeting on 20 September 2016 the Assessment Procedure was added, and the updated criteria is attached to this report as Appendix 1.

**Legal considerations**

- 17 There are no legal considerations relating to this report.

**Financial considerations**

- 18 Under the Local Government Amendment Act 2012 the local authority must “demonstrate prudent management of its revenues, expenses, assets, liabilities, investments, or general financial dealings.”
- 19 An amount of \$2,991 is provided in the 2020/21 Annual Plan for the Districtwide Facilities Hire Remission Grant. To date no funds have been allocated in the current financial year, leaving \$2,991 available for distribution.
- 20 Grant applications totalling \$2,467.70 are provided for the Subcommittee’s consideration.

**SIGNIFICANCE AND ENGAGEMENT**

- 21 This matter has a low level of significance under the Council’s Significance and Engagement Policy.

**Consultation already undertaken**

- 22 There are no consultation issues. No other agencies have been consulted in this matter.

**Engagement planning**

- 23 An engagement plan is not needed to implement this decision.




**Publicity**

- 24 If the applications are granted, the decision will be publicised as appropriate through the Council's regular communications channels.

**RECOMMENDATIONS**

- 25 That the Grants Allocation Subcommittee grants \$..... to the Combined Lions Club of Kapiti, to assist with the cost of hiring the Waikanae Memorial Hall for the Lions Book Fair 2020.
- 26 That the Grants Allocation Subcommittee grants \$..... to the Lions Club of Waikanae, to assist with the cost of hiring the Waikanae Community Centre for the Lions Club annual senior citizens' Christmas party.
- 27 That the Grants Allocation Subcommittee grants \$..... to Special Olympics Kapiti, to assist with the cost of hiring the Paraparaumu College Sports Hall, the Coastlands Aquatic Centre and the Waikanae Memorial Hall, to provide a range of sporting opportunities for Kapiti Coast residents with intellectual disabilities.
- 28 That the Grants Allocation Subcommittee grants \$..... to the Widowed, Separated & Divorced Support Group, to assist with the cost of hiring the Paraparaumu Library Meeting Room to run a 10 week course providing support services to widowed, separated and divorced people on the Kapiti Coast.

**APPENDICES**

1. Districtwide Facility Hire Remissions criteria and application form  
2. Districtwide Facility Hire Remission grant applications (under separate cover) 



**DISTRICTWIDE FACILITY HIRE REMISSIONS GRANTS  
APPLICATION FORM**

The purpose of the Districtwide Facility Hire Remission Grant is to provide financial assistance for groups or individuals who promise a future into the development of community, cultural or sporting activities within the District.

The programme is to assist facility users whose event is benefitting the District as a whole rather than an individual community.

**Eligible Organisations/Individuals**

1. Applicants must reside in the Kāpiti Coast District.
2. Eligible organisations include those that provide community, cultural or sports activities within the District as a whole.

**Applications will be considered for:**

1. The remission of facility hire, within **the current financial year** of the project or activity.
2. That the remission of facility hire rental for “worthy causes” be in line with Council policy in that all remissions of facility rentals be accounted for by being funded as grants from approved grants budgets under the control of the Council or Community Boards.

**Ineligible Purposes**

Grants will not generally be considered retrospectively (applications must be received by the Kāpiti Coast District Council prior to the event taking place).

**Maximum Grant**

The maximum grant payable is **\$1,000** per grant.

**Accountability**

Applicants must provide evidence that the money was spent for the purpose granted within six months of receipt of the grant.

**Procedure for Applications**

1. Applications must be made on the approved application form and must contain all supporting information. Failure to provide all of the required information will result in the application being returned to the applicant.
2. Applications must include a bank deposit slip.

**Assessment Procedure**

The Grants Allocation Committee (Districtwide Facility Hire Remissions) will assess all eligible applications and allocate the funds in accordance with the programme’s criteria and protocols. In assessing applications the Committee will consider measures such as (but not limited to):

- The clear aims and objectives of the applicant;
- The project or event for which the grant is requested;

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**DISTRICTWIDE FACILITY HIRE REMISSIONS GRANTS  
APPLICATION FORM**

- Where appropriate, evidence of a sound management structure and good financial management;
- How closely the application fits with the scheme criteria;
- The identification and evaluation of local needs;
- The use of any previous money granted by Council;
- The level of community involvement in the project; and
- The expected outcomes and benefits of the service/project for the Kāpiti Coast District.

**Applications are to be addressed to:**

Tracey Waye, Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254  
  
tracey.waye@kapiticoast.govt.nz

**DISTRICTWIDE FACILITY HIRE REMISSIONS GRANTS  
APPLICATION FORM**

**Applicant details**

Name: .....

Organisation (if applicable): .....

Address: .....

Daytime Contact Phone: ..... Email: .....

**Why do you need this funding?** (Please attach further information that will help your application)

.....

.....

.....

.....

.....

**When do you need it (start date)?** .....

**What are the expected benefits to the Kāpiti Coast District?**

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.....

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.....

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.....

.....

**Your budget:**

**Costs** (travel, accommodation etc)

**Income** (fundraising, grants, saving)


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**DISTRICTWIDE FACILITY HIRE REMISSIONS GRANTS  
APPLICATION FORM**

Total	\$	Total	\$
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**DISTRICTWIDE FACILITY HIRE REMISSIONS GRANTS  
APPLICATION FORM**

How much are you applying for? Total \$ .....

Are you GST Registered? Yes / No

*(If yes, and your application is successful, you will be required to provide a GST invoice before your grant can be paid)*

**What other funds have been sought for this project / activity? (Please list)**

.....  
.....  
.....  
.....

**Please list any grants received from the Districtwide Facility Hire Remissions Fund in the past 3 years**

.....  
.....  
.....

**Declaration**

*I certify that the information provided above is accurate:*

Signature: ..... Date: .....

**Send application to:** Tracey Waye, Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

**Email address:** tracey.waye@kapiticoast.govt.nz

**Please attach:**

- ✓ A bank deposit slip, for direct credit payment if application is successful
- ✓ Any other supporting information that will help your application

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**8 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil