



# **RĀRANGI TAKE AGENDA**

## **Hui Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Creative Communities New Zealand) Meeting**

**I hereby give notice that a Meeting of the Te Komiti Tuku Tahua Pūtea |  
Grants Allocation Committee (Creative Communities Scheme) will be  
held on:**

**Te Rā | Date: Thursday, 7 September 2023**

**Te Wā | Time: 9.30am**

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

**Mike Mendonça  
Acting Group Manager Place and Space**

**Kāpiti Coast District Council**

**Notice is hereby given that a meeting of the Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Creative Communities Scheme) will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 7 September 2023, 9.30am.**

**Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Creative Communities Scheme) Members**

Mr Grant Stevenson	Chair
Cr Nigel Wilson	Member
Cr Rob Kofoed	Member
Mr Tama Porter	Member
Ms Michelle Scullion	Member
Ms Kim Tahiwī	Member
Ms Jennifer Turnbull	Member

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**1 NAU MAI | WELCOME**

**2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING**

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.

“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.”

**3 WHAKAPĀHA | APOLOGIES**

**4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE | 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 HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE RĀRANGI TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**

**6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

(a) Leave of Absence

(b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

## 7 PŪRONGO | REPORTS

### 7.1 Creative Communities Scheme - Consideration Of Applications for Funding

Kaituhi | Author: **Nerita Clark, Arts Events Coordinator**

Kaiwhakamana | Authoriser: **Mike Mendonça, Acting Group Manager Place and Space**

### TE PŪTAKE | PURPOSE

- 1 This report presents applications for Creative Communities Scheme funding for consideration by the Creative Communities Assessment Committee (sub-committee of the Grants Allocation Committee).

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required for this report.

### TE TUKU HAEPAPA | DELEGATION

- 3 The Grants Allocation Committee may make a decision to approve grant monies under Section C.4 of the Governance Structure and Delegations:

*The Committee will consider and allocate grant moneys in accordance with the meeting cycles and criteria of five granting programmes, including money granted by Creative New Zealand.*

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Grant Allocation Committee grants Music Festivals and Events NZ Board \$\_\_\_\_\_ from the Creative Communities Scheme to assist with the project "Music SpringFest '23 Maclean Park".
- B. That the Grant Allocation Committee grants Ms Sarah Yuile \$\_\_\_\_\_ from the Creative Communities Scheme to assist with the project "Writing in Nature".
- C. That the Grant Allocation Committee grants Kapiti Concert Orchestra \$\_\_\_\_\_ from the Creative Communities Scheme to assist with the project "Concert to celebrate the GI's based at Paekākāriki".
- D. That the Grant Allocation Committee grants The Shed Project Kapiti Limited \$\_\_\_\_\_ from the Creative Communities Scheme to assist with the project "End of Year Production Otaki, Paraparamu".
- E. That the Grant Allocation Committee grants Handstand Producitons \$\_\_\_\_\_ from the Creative Communities Scheme to assist with the project "Kāpiti Celebs".
- F. That the Grant Allocation Committee grants Te Korowai Manaaki Charitable Trust \$\_\_\_\_\_ from the Creative Communities Scheme to assist with the project "Tamariki/Rangatahi Programme Tutors".
- G. That the Grant Allocation Committee grants Zeal Education Trust - Kapiti \$\_\_\_\_\_ from the Creative Communities Scheme to assist with the project "Zeal Kapiti Holiday Hip-Hop Dance Workshops for Beginners".
- H. That the Grant Allocation Committee grants Kapiti Youth Orchestra \$\_\_\_\_\_ from the Creative Communities Scheme to assist with the project "KYO Camp 2024".
- I. That the Grant Allocation Committee grants Kapiti Music Centre \$\_\_\_\_\_ from the Creative Communities Scheme to assist with the project "KMC Open Day and Concert".

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- J. That the Grant Allocation Committee grants Ms Debbie Donnelly \$\_\_\_\_\_ from the Creative Communities Scheme to assist with the project “Hanami Art Textile exhibition and Japanese stitch workshops”.
- K. That the Grant Allocation Committee grants Ahu Charitable Trust ki Pukerua Bay \$\_\_\_\_\_ from the Creative Communities Scheme to assist with the project “UKU Waiti”.
- L. That the Grant Allocation Committee grants Dr Angela Robertson \$\_\_\_\_\_ from the Creative Communities Scheme to assist with the project “Write Your Story series of community workshops & publish one collection of stories”.
- M. That the Grant Allocation Committee grants Mrs Shona Jaunas \$\_\_\_\_\_ from the Creative Communities Scheme to assist with the project “Shakespeare in the Park”.

**TŪĀPAPA | BACKGROUND**

- 4 The Kāpiti Coast District Council (the Council) administers the Creative Communities Scheme under contract with Creative New Zealand. The funds are allocated nationally by Creative New Zealand on a population basis and distributed locally in accordance with their guidelines.
- 5 The Scheme was established to provide support to arts and cultural activities taking place within a local area. For the purposes of the Scheme, art is defined as “all forms of creative and interpretative expression”.
- 6 There are two funding allocation rounds per year. This report pertains to the first funding round for the financial year 2023/24. Applications for the current round closed on Tuesday 25 July 2023. Staff check each application for eligibility and then Committee members assess them individually prior to this meeting.
- 7 Table 1 shows the grant allocations and costs for 2023/24

*Table 1: Grant allocations and costs for 2023/24 Creative Communities Scheme:*

<b>Allocations (Costs)</b> (All figures are exclusive of GST).	<b>\$</b>
Creative NZ 2023/24 grant for full year	\$47,203.80
Council 2023 budget for 2023/24	\$53,436.00
Advertising for the full year (Budgeted at about 7% of total Creative NZ allocation)	(\$3,304.00)
Net figure of funding available for grants 2023/24	\$50,132.00
Grant returned from Round 2 2022/23 (cancelled project)	\$1,500.00
Net figure of funding available for grants Round 1 (September 2023) after actual advertising costs of \$1,652.00 ( <i>returned funds included</i> )	\$26,566.00
Funding requested from grant applications received for Round 1 (September 2023)	\$33,094.90

- 8 Creative New Zealand allocated **\$47,203.80** for Kāpiti Coast District Council for the 2023/24 financial year. Council budgeted **\$53,436.00** in 2023/24 for grant funding.
- 9 Creative New Zealand allows for up to 7% of its allocation to be used for advertising and promotion. For this financial year, \$3,304.00 was allocated for promotion costs.
- 10 The net figure available for grants over the full year comes to \$50,132.00.
- 11 “Ms Shona Jaunas” decided to return her grant of \$1,500 allocated by the Grant Allocation Subcommittee in May Round 2 2022/23, towards her project “Shakespeare in the park - Romeo and Juliet”. She decided the amount allocated wasn’t enough to meet her budget to

complete the project. As a result, an additional sum of \$1,500 is included in the net figure for this current round.

- 12 The total available for grant funding in Round 1 September 2023 is **\$26,566.00**.
- 13 We received 13 applications to submit to the Committee for consideration. All 13 applications are listed for recommendation. The total requested is **\$33,095.00** which exceeds the funds available for this funding round by **\$6,529.00**.

### **Purpose of the Scheme**

- 14 The purpose of the Scheme, as set out by Creative New Zealand, is to stimulate and provide support to arts and cultural activities that increase participation and increase the range and diversity of projects that make the arts more attractive and relevant to the various local communities.
- 15 Creative New Zealand notes that a community is defined by the people within it, and can include religious, cultural, or other self-defined communities. The purpose of the Creative Communities Scheme is to support “grassroots” activities.
- 16 Creative New Zealand requires Councils to have representation from Māori on the Assessment committee and seeks feedback in its regular surveys about how the council encourages application with a Toi Māori focus.

### **Eligibility**

- 17 Creative New Zealand stipulates those projects considered under this Scheme should:
  - take place within the Kāpiti Coast District; and/or
  - produce benefits that are largely experienced within the Kāpiti Coast District.

### **Priorities**

- 18 Projects seeking assistance must meet at least one of three funding criteria set by Creative New Zealand. These are:
  - **Access and Participation:** creating opportunities for local communities to engage with and participate in local arts activities.
  - **Diversity:** supporting diverse arts and cultural traditions of our local communities, to enrich cultural diversity; and
  - **Young people:** enabling and encouraging young people under 18 years to engage with and actively participate in the arts.

### **Applications**

- 19 The schedule of applications for funding, a summary of the applications and further supporting information will be provided to the Committee members through the SmartyGrants platform.
- 20 Successful applicants are required to return a project accountability report and to participate in any funding audit of their organisation or project conducted by the Kāpiti Coast District Council. Staff track the receipt of the project accountability reports and will report highlights of completed projects to the Grants Allocation Committee at the meeting.

## **HE KŌRERORERO | DISCUSSION**

### **He take | Issues**

#### **Extensions:**

- 21 The Committee does have discretion to allow extensions for grant recipients who have not been able to complete their projects or hold their event during the timeframe.



### **Ngā kōwhiringa | Options**

#### **Discretion:**

- 22 A Creative Communities assessment committee has discretion in certain “grey areas”, or in relation to particular priorities decided by that committee. Creative New Zealand advises committees to always consider “Does this project benefit the arts?”
- 23 All applications are checked by staff for eligibility and those submitted can be considered eligible according to the Guidelines and advice received from Creative New Zealand. For the applications involving school students, Creative New Zealand has advised that they satisfy the criteria as being outside of curriculum delivery.
- 24 We sometimes receive an application for funding an aspect or stage of a large programme or project as a separate project, Creative New Zealand advises that such applications meet eligibility criteria, including projects that have received Creative New Zealand funding for an earlier stage of the project.

### **Mana whenua**

- 25 Creative New Zealand requires that at least one representative from local iwi sits on the assessment panel or committee. This Committee includes up to three iwi representatives nominated by Te Whakaminenga o Kāpiti. The decision for nomination for that representative currently is sitting with Te Whakaminenga. If no representative is nominated before the meeting, the committee should ensure they consider applications from a te ao Māori perspective as part of their decision-making.

### **Panonitanga Āhuarangi me te Taiao | Climate change and Environment**

- 26 Funding priority may be given to those applicants who address climate change inside their planning or reflect climate change ideals within their application i.e zero waste.

### **Ahumoni me ngā rawa | Financial and resourcing**

- 27 The CCS Assessors Guide provides information and guidance about taking a strategic approach to making funding decisions that represent the best use of the funds available and deliver strongly to the funding criteria from Creative New Zealand.

### **Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk**

- 28 There are no legal considerations.

### **Ngā pānga ki ngā kaupapa here | Policy impact**

- 29 There is no policy consideration.

## **TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**

- 30 An engagement plan is not needed to implement this decision.
- 31 We undertook a broad promotional campaign to advertise the Scheme and the applications for this funding round, through a variety of channels.

### **Te mahere tūhono | Engagement planning**

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

### **Whakatairanga | Publicity**

- 33 A press release will be prepared to publicise the funding decisions and the projects and activities supported by these grants.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

Nil

**8 CLOSING KARAKIA**