



# **RĀRANGI TAKE AGENDA**

## **Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Community Grants) Meeting**

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

**Te Rā | Date: Tuesday, 4 June 2024**

**Te Wā | Time: 9.30am**

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

**Brendan Owens  
Group Manager Customer and Community**

**Kāpiti Coast District Council**

**Notice is hereby given that a meeting of the Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Community Grants) will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Tuesday 4 June 2024, 9.30am.**

**Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Community Grants)  
Members**

Cr Nigel Wilson	Chair
Cr Glen Cooper	Deputy
Mayor Janet Holborow	Member
Cr Rob Kofoed	Member
Cr Shelly Warwick	Member
Mr John Hayes	Member
Ms Sarah Yuile	Member

## Te Raupapa Take | Order Of Business

1	Nau Mai   Welcome .....	5
2	Karakia a te Kaunihera   Council Blessing.....	5
3	Whakapāha   Apologies.....	5
4	Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take   Declarations of Interest Relating to Items on the Agenda .....	5
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 .....	5
6	Ngā Take a ngā Mema   Members' Business .....	5
7	Pūrongo   Reports.....	6
	7.1 Community Grants 2024 Summary Report.....	6
8	Te Whakaū i ngā Āmiki   Confirmation of Minutes .....	16
	8.1 Confirmation of Minutes .....	16
9	Karakia Whakamutunga   Closing Karakia.....	24



**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 *As we deliberate on the issues before us,*

E pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hapori e mahi nei mātou. *We trust that we will reflect positively on the communities we serve.*

Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi, *Let us all seek to be effective and just,*

Ā, mā te māia, te tiro whakamua me te hihiri *So that with courage, vision and energy,*

Ka taea te arahi i roto i te kotahitanga me te aroha. *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 COMMUNITY GRANTS 2024 SUMMARY REPORT

Kaituhi | Author: **Evalina Brunoro-Beilman, Youth Council Coordinator**

Kaiwhakamana | Authoriser: **Brendan Owens, Group Manager Customer and Community**

### TE PŪTAKE | PURPOSE

- 1 This report provides a summary of the 40 applications received for the Community Grants Scheme 2024

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 The Community Grants Scheme is only available to not-for-profit organisations, groups, and projects that provide community and social services to Kāpiti residents. The maximum amount available is \$2,000 per application.

### TE TUKU HAEPAPA | DELEGATION

- 3 The Grants Allocation Committee has delegated authority to consider this matter.

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Grants Allocation Committee grants \$.....to **Volunteer Kapiti** for administration and marketing costs.
- B. That the Grants Allocation Committee grants \$.....to **Asthma NZ** towards a salary for a Kāpiti Asthma Nurse.
- C. That the Grants Allocation Committee grants \$.....to **Kapiti Community Foodbank Inc** to support meat pack purchases.
- D. That the Grants Allocation Committee grants \$.....to **Paraparaumu Indian Community** for administration costs to facilitate cultural celebrations.
- E. That the Grants Allocation Committee grants \$.....to **Digital Seniors** for administration costs to expand their service to Kāpiti.
- F. That the Grants Allocation Committee grants \$.....to **The Nest Collective** to provide packs of baby-essentials to whanau in need.
- G. That the Grants Allocation Committee grants \$.....to **KapiMana Multiples** to provide household essential hampers to parents of newborn multiples.
- H. That the Grants Allocation Committee grants \$.....to **Kapiti Loss and Grief Centre** to upgrade their chairs and purchase a new printer.
- I. That the Grants Allocation Committee grants \$.....to **Ellie's Canine Rescue and Rehome** to desex 5-7 dogs.
- J. That the Grants Allocation Committee note the application from **Kapiti Youth Employment Foundation** has been withdrawn by the applicant.
- K. That the Grants Allocation Committee grants \$.....to **Te Puna O Pukekaraka** for administration costs to open a school holiday programme.
- L. That the Grants Allocation Committee grants \$.....to **Age Concern Kāpiti Inc** for costs of producing their monthly newsletter.
- M. That the Grants Allocation Committee grants \$.....to **Paraparaumu Beach School** to purchase equipment for their Matariki Event.

- 
- N. That the Grants Allocation Committee grants \$.....to **Kapiti Women's Health Collective Inc** for administration costs for their Centre Worker Volunteer Training Programme.
  - O. That the Grants Allocation Committee grants \$.....to **Paekakariki Speakeasy** to contribute to hall-hire costs.
  - P. That the Grants Allocation Committee grants \$.....to **The Wellington Multiple Sclerosis Society Inc** to contribute to retaining a Community Advisor.
  - Q. That the Grants Allocation Committee grants \$.....to **Paraparaumu Indian Cultural** to facilitate community Traditional Indian celebrations.
  - R. That the Grants Allocation Committee grants \$.....to **Kapiti Horticultural Association** to purchase trees for community planting initiatives.
  - S. That the Grants Allocation Committee grants \$.....to **Paraparaumu Beach Dune Restoration Group** to purchase more tools and plants for their initiative.
  - T. That the Grants Allocation Committee grants \$.....to **Kapiti Senior Fitness** to contribute to gym class costs.
  - U. That the Grants Allocation Committee grants \$.....to **Kapiti Coast Workers Educational Association Inc** to contribute to course administration costs.
  - V. That the Grants Allocation Committee grants \$.....to **Kapiti Autism Parent Support Group** to contribute to room hire costs.
  - W. That the Grants Allocation Committee grants \$.....to **MenzShed Kapiti Inc** to assist with administration costs.
  - X. That the Grants Allocation Committee grants \$.....to **Kapiti Lions Combined Book Fair** to assist with administration costs.
  - Y. That the Grants Allocation Committee grants \$.....to **Good Bitches Trust** to assist with administration and equipment costs associated with their baking programme.
  - Z. That the Grants Allocation Committee grants \$.....to **Kapiti Waldorf Trust** to contribute to their mural commission.
  - AA. That the Grants Allocation Committee grants \$.....to **Melectra Management** to contribute to administration and equipment fees for their workshop.
  - BB. That the Grants Allocation Committee grants \$.....to **Grandparents Raising Grandchildren Kapiti** to purchase emergency packs for their new support group.
  - CC. That the Grants Allocation Committee grants \$.....to **Paekakariki Housing Trust** to contribute to two part-time contracts.
  - DD. That the Grants Allocation Committee grants \$.....to **The Kilns at Te Horo** to train and provide equipment to volunteers.
  - EE. That the Grants Allocation Committee grants \$.....to **L'Arche Kāpiti Inc** to upgrade their current productive gardens.
  - FF. That the Grants Allocation Committee grants \$.....to **Energise Ōtaki** to contribute to the cost of bike transportation for their working bees.
  - GG. That the Grants Allocation Committee grants \$.....to **Ngā Manu Trust** to purchase warm gear for their volunteers' use.
  - HH. That the Grants Allocation Committee grants \$.....to **Heart Kids New Zealand Inc** to provide grocery vouchers for Kāpiti families.
  - II. That the Grants Allocation Committee grants \$.....to **Kaibosh** for equipment for their seasonal cooking classes.

- JJ. That the Grants Allocation Committee grants \$.....to **Actively Coping with Cancer** for administration and facilitation costs associated with their Actively Coping with Cancer Programme.
- KK. That the Grants Allocation Committee grants \$.....to **Cobblers Soup** for a new freezer for surplus vegetables/soup.
- LL. That the Grants Allocation Committee grants \$.....to **Ōtaki Toy Library** to purchase new toys and assist with advertising costs.
- MM. That the Grants Allocation Committee grants \$.....to **Nourish Trust** to purchase materials for their Christmas Hampers.
- NN. That the Grants Allocation Committee grants \$.....to **Kapiti Table Tennis Club** for administration fees.

## TŪĀPAPA | BACKGROUND

4 The Community Grant Scheme, in its current contestable format, has been available to the community since 1998. The Scheme aims to provide financial support for community-based projects and programmes that contribute to positive social outcomes for Kāpiti communities. The Scheme is only available to not-for-profit organisations and groups that provide community and social services to Kāpiti residents. The maximum amount available is \$2,000 per application.

The funds must be used for eligible purposes as set out in the criteria (attached as Appendix 1) and must be responsive to an identified social need. Each applicant's activity or project must contribute to supporting community wellbeing and development through the following outcomes:

- Building resilient, sustainable communities
- Encouraging greater community participation
- Improving the quality of life of the participants
- Working in partnership with a range of community groups, including iwi/hapū

## HE KŌRERORERO | DISCUSSION

5 This year the Community Grants opened on 5 April 2024, with the applications closing 4 weeks later on 3 May 2024. 40 applications were received.

6 The application from **Kapiti Youth Employment Foundation** has been withdrawn.

7 There were 6 applications which were deemed ineligible under the criteria. Those applications were as follows:

- **The Kapiti Lions Combined Book Fair** were seeking funding to cover costs associated with their Book Fair. Amount requested \$1087. Disqualifying reason: Community Grants can not pay for costs which have already occurred.
- **Melectra Management Ltd** were seeking funding for a travel sketching workshop. Amount requested \$1500. Disqualifying reason: Arts/Culture *and* not a not-for-profit organisation.
- **Kapiti Senior Fitness** were seeking funding to contribute to members' gym fees. Amount requested \$2000. Disqualifying reason: Sport/Leisure.
- **Kapiti Table Tennis Club** were seeking funding to cover hall hire costs. Amount requested \$800. Disqualifying reason: Sport/Leisure.
- **Paraparaumu Indian Community** were seeking funding for their Indian cultural group. Amount requested \$2000. Disqualifying reason: Arts/Culture.



- **Paraparaumu Indian Cultural** were seeking funding for their Indian Cultural Programme Organisation. Amount requested \$2000. Disqualifying reason: Arts/Culture.

8 2024 Application Summaries:

- **Volunteer Kapiti** connects volunteers with local not for profit organisations and provides opportunities for community groups to collaborate and volunteer. Funding is requested to better support Kāpiti Youth to volunteer and develop opportunities for young people that are flexible and align with other programs/employment opportunities. Amount requested \$2000.
- **Asthma New Zealand** is a not for profit provider of support for those with asthma and other respiratory issues through education and training. Funding is requested to contribute to sustain a mobile Nurse Educator to continue work in Kāpiti. Amount requested \$2000.
- **The Kapiti Foodbank** is a community organisation that provides emergency food facels to residents of Kāpiti between Paekākāriki and Te Horo. Funding is requested to contribute to the purchasing of meat for their parcels, as their current supplier has ended its support. Amount requested \$2000.
- **Digital Seniors** provides training and tech support for seniors through their volunteer coaches. Funding is requested to extend their service to Kāpiti and for wages, consumables, and advertising. Amount requested \$2000.
- **The Nest Collective NZ Charitable Trust** provides essentials packs (clothing, toys, nappies, bedding, books, and more) to vulnerable young families. Funding is requested to contribute towards the costs of providing these packs. Amount requested \$2000.
- **KapiMana Multiples** is a support service for families who experience life with multiples (twins and triplets). Funding is requested for new whanau support, through household hampers, connection meetings for families with multiples under two, and Merino clothes for Tamariki recently out of NICU. Amount requested \$1755.40.
- **Kapiti Loss & Grief Centre** provide support services for people struggling with bereavement and associated loss and trauma. Funding requested to attain more comfortable chairs and to invest in a more eco-friendly printer. Amount requested \$1700.
- **Ellie's Canine Rescue and Rehome** provides free community desexing for families that cannot afford to desex their dogs. Funding is requested to pay for 5-7 dogs to be desexed. Amount requested \$2000.
- **Kapiti Youth Employment Foundation** provides a local service helping Youth prepare for and enter the workforce. Funding requested for running their 'Skill Up' event, which will have multiple workshops based on the Kāpiti Work Ready Passport topics. Amount requested \$2000.
- **Te Puna o Pukekaraka** seeks to run a school holiday programme based in Ōtaki for primary-aged tamariki.. Funding is requested to help with administration costs (site hire, equipment, petrol, employment records etc). Amount requested \$2000.
- **Age Concern Kapiti** provides services to older people living in Kāpiti. Funding is requested to help with costs of production of a monthly newsletter. Amount requested \$2000.
- **Paraparaumu Beach School** is a primary school education provider in Kāpiti. Funding is requested to put on their annual Matariki event and contribute to cover the costs of hangi, lighting and electrical equipment hire. Amount requested \$2000.
- **Kapiti Women's Health Collective Inc** provides a drop-in centre for women and their children in Kāpiti, along with a range of services which are either free or at a low-cost. Some of these services are counselling, education programmes, legal clinics and some childcare. Funding is requested to go towards administration and tutor costs for their annual Centre Worker volunteer training programme. Amount requested \$2000.

- **Paekakariki Speakeasy** is public speaking club where members meet weekly to practise public speaking skills. Funding is requested to contribute to venue hire costs. Amount requested \$600.
- **Wellington Multiple Sclerosis Society Inc** is a free service formed to provide ongoing support, education, and advocacy for people with Multiple Sclerosis. Funding is requested for administration costs (salary/vehicle/office/telecommunications). Amount requested \$2000.
- **Kapiti Horticultural Association** is a local garden club. Funding has been requested to attain decorative, larger, trees to plant in high-use community spaces. Amount requested \$700.
- **Paraparaumu Beach Dune Restoration Group** is a voluntary group of local residents formed in response to concerns of sand dune degradation, working in partnership with Kāpiti Coast District Council. Funding has been requested to attain more plants for the surface of the dunes, as well as extra tools for volunteers. Amount requested \$2000.
- **Kapiti Coast WEA Inc** is a community-based adult education provider. Funding is requested for course administration expenses. Amount requested \$2000.
- **Kapiti Autism Parent Support Group** provides a peer support group to Kapiti families living with autism. Funding is requested for room rental for the regular group meetings. Amount requested \$150.
- **Menzshed Kapiti** is a group comprising of men who are retired or not currently employed, and focuses on supporting the health and welfare of men in Kapiti. Menzshed often works on projects for community groups, such as schools and not-for-profit organisations. Funding is requested for administration costs. Amount requested \$2000.
- **Good Bitches Baking** is an organisation of volunteers who provide baked goods to people who are identified to be struggling by supporting organisations. Funding is requested for administration and pro-rated equipment costs associated with their GBB Baking it Better programme in Kāpiti. Amount requested \$1800.
- **Kapiti Waldorf Trust** is a trust which supports a community Playgroup. Funding is requested to pay to commission a mural near their playgroup. Amount requested \$2000.
- **Grandparents Raising Grandchildren** provides support for grandparents raising grandchildren through gathering clothes, group support, and assisting through court processes. Funding is requested to cover equipment and administration to provide emergency packs for a new support group in Ōtaki. Amount requested \$2000.
- **Paekākāriki Housing Trust** provides lower-than-market rentals to people in the community who are on low incomes or in need of temporary housing. Funding is requested to contribute to the two part-time roles employed by the trust. Amount requested \$2000.
- **The Kilns at Te Horo** celebrate the restored kilns of potter Mirek Smisek, welcoming community visits. Funding is requested to train and provide equipment for volunteers. Amount requested \$1984.60.
- **L'Arche Kapiti** community encompasses two homes and a day activity centre where people with disabilities, and those who assist them, live together in homes, sharing life with one another and building community as responsible adults. Funding is requested to upgrade their 'productive gardens' by increasing the size of the nursery, build a larger hot-house, and continue development of garden beds and irrigation systems. Amount requested \$1912.
- **Energise Ōtaki** delivers multiple climate focused projects to the community, including Repair Cafes, Bike Repair, and subsidised heat pumps and insulation.

Funding is requested to contribute to costs associated with transporting bikes for their working bees. Amount requested \$2000.

- **Ngā Manu Nature Reserve** is a local nature reserve, which preserves the the native flora and fauna in Kāpiti. Funding is requested to purchase warm gear for their volunteers' use. Amount requested \$2000.
- **Heart Kids New Zealand Inc** provides support for families with children who have a heart-related condition. Funding is requested to purchase grocery vouchers to relieve stress from some of these affected families. Amount requested \$2000.
- **Kaibosh Kapiti** is a local food rescue charity, who support over 35 charities from Paekākāriki to Ōtaki, and prevent food from going to landfill. Funding is requested to pay for seasonal cooking classes for partner charities, to increase understanding of how to cook using the food which would typically come in Kaibosh hampers and make healthy, balanced, affordable meals. Amount requested \$2000.
- **Actively Coping with Cancer** provides a programme to members of the community who are affected by cancer, where weekly support sessions facilitate discussions as well as gentle exercise. Funding is requested to assist with hall hire and facilitation. Amount requested \$1702.
- **Cobblers Soup** provides nourishing soup and bread to those who may need it, on a koha basis. Funding is requested to purchase a new freezer for surplus vegetables/soup. Amount requested \$1500.
- **The Ōtaki Toy Library** is a not-for-profit organisation in Ōtaki run by volunteers, which hires toys out for a minimum of 50 cents per fortnight. Funding is requested to purchase new toys for the age range of 5-8 years old, as well as to contribute to advertising costs. Amount requested \$1435.00
- **Nourish Trust** is a charity that connects with primary schools across the Wellington region, and provides the opportunity for families in need to receive a hamper of nourishing food, particularly at Christmas. Funding is requested to purchase the materials for these hampers. Amount requested \$1000.

### He take | Issues

9 There were no recorded issues.

### Ngā kōwhiringa | Options

10 The Grants Allocation Committee will determine the options available during the review of applications received.

### Mana whenua

11 The scheme recognises the significance of a Māori worldview to support social and equitable outcomes for Kāpiti. The Scheme includes an outcome of partnering with iwi and local Māori communities to support community wellbeing.

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

12 As part of the application process, applicants were asked if they were taking any active measures to reduce the carbon emissions associated with their project/activity.

Of the 36 applicants, 19 were taking active measures, which included actions such as upgrading equipment to use less resources, considering transport and distance when making plans/organising car-pooling, minimising paper-use, and offering Zoom participation. There

were also groups who focused on climate action specifically, such as dune restoration and tree planting.

For those applicants that were not taking any active measures, a follow up question was asked offering contact with our Sustainability Advisors. Four applicants have indicated they wish to take up this offer. The Sustainability Advisor will review their applications and identify ways in which we might support applicants to include emissions reduction measures within their projects.

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

- 13 A total of \$40,000 is available for the 2023/24 financial year.
- 14 This year 40 applications were received, requesting a total of \$66,904.

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

- 15 There are no legal considerations.

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

- 16 There are no policy impact considerations.

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

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

- 17 An engagement plan is not needed to implement the decisions.

### **Whakatairanga | Publicity**

- 18 The appropriate Council communication channels will be used to publicise the successful organisations and groups.
- 19 Applicants will be informed of the Committee's final decision by email or letter.

## **NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Community Grants Criteria 2024 [↓](#)
2. Volunteer Kapiti (under separate cover) [⇒](#)
3. Asthma New Zealand Inc (under separate cover) [⇒](#)
4. Kapiti Community Foodbank (under separate cover) [⇒](#)
5. Paraparaumu Indian Community (under separate cover) [⇒](#)
6. Digital Seniors (under separate cover) [⇒](#)
7. The Nest Collective (under separate cover) [⇒](#)
8. KapiMana Multiples (under separate cover) [⇒](#)
9. Kapiti Loss and Grief Centre (under separate cover) [⇒](#)
10. Ellie's Canine Rescue (under separate cover) [⇒](#)
11. Kapiti Youth Employment Foundation (work Ready Kapiti) (under separate cover) [⇒](#)
12. Te Puna o Pukekaraka (under separate cover) [⇒](#)
13. Age Concern Kapiti inc (under separate cover) [⇒](#)
14. Paraparaumu Beach School (under separate cover) [⇒](#)
15. Kapiti Women's Health Collective (under separate cover) [⇒](#)
16. Paekakariki Speakeasy (under separate cover) [⇒](#)
17. The Wellington Multiple Sclerosis Society Inc (under separate cover) [⇒](#)
18. Paraparaumu Indian Cultural (under separate cover) [⇒](#)
19. Kapiti Horticultural Association (under separate cover) [⇒](#)
20. Paraparaumu Beach Dune Restoration Group (under separate cover) [⇒](#)
21. Kapiti Senior Fitness (under separate cover) [⇒](#)

22. Kapiti Coast Workers Education Association Inc (under separate cover) ⇨
23. Kapiti Autism Parent Support Group (under separate cover) ⇨
24. MenzShed Kapiti (under separate cover) ⇨
25. Kapiti Lions Combined Book Fair (under separate cover) ⇨
26. Good Bitches Trust (under separate cover) ⇨
27. Kapiti Waldorf Trust (under separate cover) ⇨
28. Melectra Management Ltd (under separate cover) ⇨
29. Grandparents Raising Grandchildren (under separate cover) ⇨
30. Paekakariki Housing Trust (under separate cover) ⇨
31. The Kilns at Te Horo (under separate cover) ⇨
32. L'Arche Kapiti Inc (under separate cover) ⇨
33. Energise Otaki (under separate cover) ⇨
34. Ngā Manu (under separate cover) ⇨
35. Heart Kids Wellington (under separate cover) ⇨
36. Kaibosh (under separate cover) ⇨
37. Actively Coping with Cancer (under separate cover) ⇨
38. Cobblers Soup (under separate cover) ⇨
39. Otaki Toy Library (under separate cover) ⇨
40. Nourish Trust (under separate cover) ⇨
41. Kapiti Table Tennis Club (under separate cover) ⇨

Community Grants Criteria 2024

**Funds available.**

There is \$40,000 available to support community-based projects, programmes and events that contribute to positive social outcomes in Kāpiti.

**The Community Grant will be designated to the purpose of one or more of the following outcomes:**

- building resilient, sustainable communities
- encouraging greater community participation
- improving the quality of life of the participants
- working in partnership with a range of community groups, including iwi/hapū.

**Fund open to.**

Any organisation or group applying for the grant must;

- be not-for-profit and/or must not make a profit from the project;
- provide a local service that contributes to community wellbeing and development;
- be responsive to an identified need

**Funds can be used for:**

- new programmes, projects or events
- improvements or enhancements to existing programmes
- skill development of programme participants
- training needs of workers
- publicity or education material directly related to the aim of the programme
- equipment which is necessary to achieve the outcomes of the programme, specified in the application
- transport services where some disability is involved
- administration costs to support a community-led or social service for community benefit.

**Funds cannot be used for:**

- purposes that do not directly relate to the social activity/programme or event outlined in the application
- projects and events where sports, fitness, leisure and arts activities are the primary purpose of the organisation or group
- significant capital expenditure and infrastructure costs (ie, buildings and facility improvements) that are subject to depreciation
- ongoing costs where the applicant is not meeting any of the costs
- rent, subscriptions or wages not directly related to the project, programme or event

- travel expenses
- debt servicing
- project or programmes that have already occurred
- catering and alcohol costs.

**Projects to take place**

July 2024–June 2025

**8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**

**8.1 CONFIRMATION OF MINUTES**

**Author:** Evan Dubisky, Advisor Democracy Services

**Authoriser:** Brendan Owens, Group Manager Customer and Community

**Taunakitanga | Recommendations**

That the minutes of the Grants Allocation Committee (Creative Communities Scheme) meeting of 30 April 2024 be accepted as a true and correct record.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Unconfirmed Minutes of the Grants Allocation Committee (Creative Communities Scheme) Meeting of 30 April 2024 [↓](#)



GRANTS ALLOCATION COMMITTEE (CREATIVE COMMUNITIES NEW  
ZEALAND) MEETING MINUTES

30 APRIL 2024

MINUTES OF KAPITI COAST DISTRICT COUNCIL  
GRANTS ALLOCATION COMMITTEE (CREATIVE COMMUNITIES NEW ZEALAND) MEETING  
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON TUESDAY, 30 APRIL 2024 AT 9.38AM

**PRESENT:** Mr Grant Stevenson (Chair), Cr Nigel Wilson, Cr Rob Kofoed, Mr Tama Porter  
(via Zoom), Ms Michelle Scullion, Ms Jennifer Turnbull

**IN ATTENDANCE:** Ms Nerita Clark, Ms Sonja Williams, Ms Kate Coutts, Mr Evan Dubisky, Ms  
Jessica Mackman

**WHAKAPĀHA |  
APOLOGIES:** Ms Kim Tahiwī

**LEAVE OF  
ABSENCE:** Cr Glen Cooper

**1 NAU MAI | WELCOME**

The Chair, Grant Stevenson, welcomed everyone to the meeting

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

Tama Porter read the Council blessing.

**3 WHAKAPĀHA | APOLOGIES**

**APOLOGY**

**COMMITTEE RESOLUTION GACC2024/1**

Moved: Ms Michelle Scullion  
Seconder: Cr Rob Kofoed

That the apology received from Kim Tahiwī be accepted.

**CARRIED**

**4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |  
DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Tama Porter and Jennifer Turnbull declared an interest in Ōtaki Pottery Club's application under  
Item 7.1 and would not participate in the discussion regarding their application or the vote on the  
matter.

Cr Rob Kofoed declared an interest in Kapiti Concert Orchestra's application under Item 7.1. and  
would not participate in the discussion regarding their application or vote on the matter.

Item 6 Members' Business was moved from a later point in the agenda.

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

(a) Leave of Absence

**GRANTS ALLOCATION COMMITTEE (CREATIVE COMMUNITIES NEW  
ZEALAND) MEETING MINUTES**

**30 APRIL 2024**

No leave of absence was requested at the meeting.

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

No matters of an urgent nature were raised at the meeting.

**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**

Tama Porter left the meeting at 9:42am.

Ms Katherine Joyce-Kellaway and Ms Sue Wilson spoke to the application from Ōtaki Pottery Club and answered questions from committee members.

Tama Porter returned to the meeting at 9:56am.

Mr Chris Craddock spoke to the applications from Music Festivals and Events NZ Board for the Creative Communities Festival Fund and Creative Communities Standard Fund and answered questions from committee members.

Ms Sonya Forbes spoke to her application to fund Poetry on the Coast and answered questions from committee members.

Ms Mandi Lynn spoke to the applications from Everybody Is A Treasure Charitable Trust and answered questions from committee members. Ms Lynn withdrew the application relating to the project "Mindful Stabbing-Workshop".

Mr Hamish Campbell spoke to the application from Zeal Education Trust – Kapiti and answered questions from committee members.

Mr Liam O'Shanassy spoke to the application from Beachside Harmony and answered questions from committee members.

Ms Adrienne Riseley spoke to her application and answered questions from committee members.

Ms Anja Wilhelmer spoke to the application from Waikanae Yoga & Wellbeing and answered questions from committee members.

Ms Ruth McKenzie (via Zoom) spoke to the application from Kapiti Concert Orchestra and answered questions from committee members.

Ms Anne White and Ms Alison Parsens spoke to the application from Kapiti Arts & Crafts Society Inc and answered questions from committee members.

Ms Florence McNeill and Mr Mike Gibson spoke to the application from Kāpiti Youth Orchestra and answered questions from committee members.

Mr Andrew Thomson spoke to his two applications and answered questions from committee members.

Ms Chris Robertson spoke to the application from Kapiti Chorale Incorporated and answered questions from committee members.

Mr Jerome Chandrasen spoke to the application from Humorous Arts Charitable Trust Board and answered questions from committee members.

Ms Cloe Willets spoke to her application and answered questions from committee members.

Cr Rob Kofoed left the meeting at 11:32am.

Ms Sophie Williams spoke to The StarJam Charitable Trust's application and answered questions from committee members.

**GRANTS ALLOCATION COMMITTEE (CREATIVE COMMUNITIES NEW ZEALAND) MEETING MINUTES**

**30 APRIL 2024**

Cr Rob Kofoed returned to the meeting at 11:34am.

Ms Sonia Hardie spoke to Te Raukura ki Kāpiti’s application and answered questions from committee members.

Ms Anna Burns, accompanied by two members of the acting troupe Jack & Finn, spoke to The Shed Project Limited’s application and answered questions from committee members.

Ms Bev Bunker and Ms Laura van Peer spoke to Kapiti Writers Group Charitable Trust’s application and answered questions from committee members.

The meeting adjourned at 12:05pm and resumed at 12:08pm.

Tama Porter left the meeting during the adjournment.

Item 6 Members’ Business was moved to an earlier point in the agenda.

**7 PŪRONGO | REPORTS**

**7.1 CREATIVE COMMUNITIES SCHEME - CONSIDERATION OF APPLICATIONS FOR FUNDING**

Ms Nerita Clark introduced the report by summarising the funds available and the amount of applications for each fund, and she advised that the Kapiti Senior Singers grant application to assist with the project “K S S Concerts” was withdrawn by the applicant prior to the meeting.

**COMMITTEE RESOLUTION GACC2024/2**

Moved: Mr Grant Stevenson  
 Seconder: Cr Rob Kofoed

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>7.1 – Creative Communities Scheme – Consideration of Applications for Funding</b>	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**CARRIED**

**GRANTS ALLOCATION COMMITTEE (CREATIVE COMMUNITIES NEW  
ZEALAND) MEETING MINUTES**

30 APRIL 2024

The Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Creative Communities Scheme) meeting went into public excluded session at 12:10pm.

Tama Porter returned to the meeting during public excluded business.

**MOVE OUT OF PUBLIC EXCLUDE BUSINESS**

**COMMITTEE RESOLUTION GACC2024/3**

Moved: Ms Michelle Scullion

Seconder: Cr Rob Kofoed

That the meeting moves out of public exclude business

**CARRIED**

The Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Creative Communities Scheme) came out of public excluded session at 3:04pm.

**7.1 Creative Communities Scheme - Consideration of Applications for Funding**

**COMMITTEE RESOLUTION GACC2024/4**

Moved: Mr Grant Stevenson

Seconder: Ms Michelle Scullion

- A. That the Grants Allocation Committee declines to fund the grant application from Ōtaki Pottery Club for the project "Festival of Pots and Garden Art".

**CARRIED**

Tama Porter and Jennifer Turnbull had declared an interest in Ōtaki Pottery Club's application and abstained from voting on the matter.

**COMMITTEE RESOLUTION GACC2024/5**

Moved: Mr Grant Stevenson

Seconder: Ms Jennifer Turnbull

- B. That the Grants Allocation Committee declines to fund the grant application from Music Festivals & Events NZ Board.

**CARRIED**

**COMMITTEE RESOLUTION GACC2024/6**

Moved: Mr Grant Stevenson

Seconder: Cr Nigel Wilson

- C. That the Grants Allocation Committee grants Wai Ata under Paekakariki Informed Community Inc. \$6,575.00 from the Creative Communities Scheme to assist with the project "Rāngi Marie/Peace Day Festival".

**CARRIED**

**COMMITTEE RESOLUTION GACC2024/7**

Moved: Mr Grant Stevenson

GRANTS ALLOCATION COMMITTEE (CREATIVE COMMUNITIES NEW  
ZEALAND) MEETING MINUTES

30 APRIL 2024

Seconder: Ms Michelle Scullion

- D. That the Grants Allocation Committee grants Fernando Figueroa \$8,645.00 from the Creative Communities Scheme to assist with the project "Multi-Fest Kapiti".

**CARRIED**

**COMMITTEE RESOLUTION GACC2024/8**

Moved: Mr Grant Stevenson

Seconder: Ms Michelle Scullion

- E. That the Grants Allocation Committee grants Kapiti Concert Orchestra \$2,300.00 from the Creative Communities Scheme to assist with the project "An Afternoon with Mendelssohn".

**CARRIED**

Cr Rob Kofoed had declared an interest in Kapiti Concert Orchestra's application and abstained from voting on the matter.

**COMMITTEE RESOLUTION GACC2024/9**

Moved: Mr Grant Stevenson

Seconder: Cr Nigel Wilson

- F. That the Grants Allocation Committee grants Mrs Sonya Forbes \$1,200.00 from the Creative Communities Scheme to assist with the project "Poetry on the Coast".
- G. That the Grants Allocation Committee grants Beachside Harmony \$2,000.00 from the Creative Communities Scheme to assist with the project "Kapiti Choral Festival".
- H. That the Grants Allocation Committee grants Ms Adrienne Riseley \$1,000.00 from the Creative Communities Scheme to assist with the project "Elemental; Exhibition at Toi Mahara".
- I. That the Grants Allocation Committee grants Kapiti Arts & Crafts Society Inc \$500.00 from the Creative Communities Scheme to assist with the project "50th Anniversary Celebrations 1974-2024".
- J. That the Grants Allocation Committee grants Kāpiti Youth Orchestra \$1,500.00 from the Creative Communities Scheme to assist with the project "Kāpiti Youth Orchestra Annual Concert".
- K. That the Grants Allocation Committee grants Kapiti Womens Health Collective Inc. known as the Kapiti Womens Centre \$1,200.00 from the Creative Communities Scheme to assist with the project "'Have a Go' Arts Programme".
- L. That the Grants Allocation Committee grants Island Custom Ltd \$1,394.00 from the Creative Communities Scheme to assist with the project "Collective Tapa Cloth workshop".
- M. That the Grants Allocation Committee grants Kapiti Chorale Incorporated \$1,416.00 from the Creative Communities Scheme to assist with the project "Concert presenting Dvorak's Requiem".
- N. That the Grants Allocation Committee grants Humorous Arts Charitable Trust Board \$1,500.00 from the Creative Communities Scheme to assist with the project "Saturday Laughs comedy show and Storytelling Workshop".
- O. That the Grants Allocation Committee grants Mr Andrew Thomson \$975.00 from the Creative Communities Scheme to assist with the project "From Script to Stage".
- P. That the Grants Allocation Committee grants Miss Cloe Willetts \$3,000.00 from the

GRANTS ALLOCATION COMMITTEE (CREATIVE COMMUNITIES NEW  
ZEALAND) MEETING MINUTES

30 APRIL 2024

Creative Communities Scheme to assist with the project "EQ Storytelling Children's Creative and Life Writing Workshop".

- Q. That the Grants Allocation Committee grants The StarJam Charitable Trust \$1,000.00 from the Creative Communities Scheme to assist with the project "StarJam Wellington Programme - Kapiti Workshops 2024".
- R. That the Grants Allocation Committee grants Andrew Thomson \$454.00 from the Creative Communities Scheme to assist with the project "Hooked on Drama - draft short scenes for workshop".
- S. That the Grants Allocation Committee grants The Shed Project Limited \$2,000.00 from the Creative Communities Scheme to assist with the project "The Wizard of Oz".
- T. That the Grants Allocation Committee grants Kapiti Youth Support \$1,000.00 from the Creative Communities Scheme to assist with the project "Materials and staff costs for the 2024 Kāpiti Art Trail".
- U. That the Grants Allocation Committee grants Kapiti Writers Group Charitable Trust \$1,000.00 from the Creative Communities Scheme to assist with the project "Curious Tides; magical tales from Kapiti young people".
- V. That the Grants Allocation Committee grants Miss Rebecca Bond \$1,500.00 from the Creative Communities Scheme to assist with the project "Neurodiverse Art Classes".
- W. That the Grants Allocation Committee declines funding for the grant application from Waikanae Yoga & Wellbeing to assist with the project "Murals for the Community".
- X. That the Grants Allocation Committee declines funding for the grant application from Music Festivals and Events NZ Board to assist with the project "Spring Fest '24".
- Y. That the Grants Allocation Committee declines funding for the grant application from Zeal Education Trust – Kāpiti to assist with the project "Mural Painting Project".
- Z. That the Grants Allocation Committee declines funding for the grant application from Paekakariki Informed Community Incorporated to assist with the project "Historic Paekakariki".
- AA. That the Grants Allocation Committee declines funding for the grant application from Te Raukura ki Kāpiti to assist with the project "Te Raukura ki Kāpiti - A "Sweet" of Works".
- BB. That the Grants Allocation Committee declines funding for the grant application from Kapiti Coast Photographic Society to assist with the project "KCPS Photographic Exhibition".
- CC. That the Grants Allocation Committee declines funding for the grant application from Everybody Is A Treasure Charitable Trust to assist with the project "Visual Poetry Jam Workshop and Online Master Classes".
- DD. That the Grants Allocation Committee declines funding for the grant application from Every Body is a Treasure Charitable Trust to assist with the project "Finding Venus Experience - (Film - Exhibition - Workshop)".
- EE. That the Grants Allocation Committee notes that the application from Everybody is a Treasure Charitable Trust to assist with the project 'Mindful Stabbing Workshop' was withdrawn by the applicant.

**CARRIED**

GRANTS ALLOCATION COMMITTEE (CREATIVE COMMUNITIES NEW  
ZEALAND) MEETING MINUTES

30 APRIL 2024

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

**COMMITTEE RESOLUTION GACC2024/10**

Moved: Cr Nigel Wilson

Seconder: Cr Rob Kofoed

That the minutes of the Grants Allocation Committee (Waste Levy) meeting of 7 December 2023 be accepted as a true and correct record

**CARRIED**

9 CLOSING KARAKIA

Michelle Scullion closed the meeting with karakia.

**The Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Creative Communities Scheme) meeting closed at 3:13pm.**

.....  
HEAMANA | CHAIRPERSON

9 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA