



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, 29 April 2025

Te Wā | Time: 9:30 am

**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 29 April 2025, 9:30 am.

**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

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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 *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 2025 SUMMARY REPORT

Kaituhi | Author: **Evalina Brunoro-Beilman, Projects Officer**

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

TE PŪTAKE | PURPOSE

- 1 This report provides a summary of the 35 applications received for the Community Grants Scheme 2025.

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 **Paekākāriki Housing Trust** towards wages for two part-time employees.
- B. That the Grants Allocation Committee grants \$.....to **Kāpiti Vaulting Club** towards new horse shoes and associated costs.
- C. That the Grants Allocation Committee grants \$.....to **Paekakariki Station Precinct Trust** to produce a book of historical photographs of Paekakariki.
- D. That the Grants Allocation Committee grants \$.....to **Energise Ōtaki Charitable Trust** to go towards curtains and Warmer Homes kits.
- E. That the Grants Allocation Committee grants \$.....to **Nourish Trust** to purchase food for their Christmas Hampers.
- F. That the Grants Allocation Committee grants \$.....to **Foundation of Equity and Research New Zealand** to contribute to the costs of New Zealand Sign Language Interpreters.
- G. That the Grants Allocation Committee grants \$.....to **Te Awhi Rito** to contribute to running costs for their free afterschool programmes.
- H. That the Grants Allocation Committee grants \$.....to **Hōhepa Wellington** to purchase materials for five raised garden beds.
- I. That the Grants Allocation Committee grants \$.....to **Kōtuku Flower Farm C/O Paraparaumu School** for gardening and display materials.
- J. That the Grants Allocation Committee grants \$.....to **Kapiti Concert Orchestra** for associated costs for their upcoming concert.
- K. That the Grants Allocation Committee grants \$.....to **Home4All** to purchase a new oven.
- L. That the Grants Allocation Committee grants \$.....to **Kapiti Coast Trails Trust** to go towards the costs of building a new website.
- M. That the Grants Allocation Committee grants \$.....to **People First New Zealand Inc** for administration costs and materials for their monthly meetings and courses.

- N. That the Grants Allocation Committee grants \$.....to **Kidz Need Dadz Charitable Trust NZ** to contribute to costs associated with the development of their upcoming book.
- O. That the Grants Allocation Committee grants \$.....to **Our Lady of Kapiti St Vincent de Paul Society** to purchase a new fridge/freezer.
- P. That the Grants Allocation Committee grants \$.....to **Te Aukaha (Ngatiawa Retreat Trust)** to assist with administration costs for running two kura reo classes.
- Q. That the Grants Allocation Committee grants \$.....to **The Wellington Multiple Sclerosis Society** to contribute to administration costs of the Kapiti Community Advisor.
- R. That the Grants Allocation Committee grants \$.....to **KapiMana Multiples** towards materials and administration costs.
- S. That the Grants Allocation Committee grants \$.....to **Age Concern Kapiti Coast Incorporated** to contribute to newsletter and magazine production costs.
- T. That the Grants Allocation Committee grants \$.....to **Girl Guides Association New Zealand Inc** to assist with purchasing camping equipment.
- U. That the Grants Allocation Committee grants \$.....to **Kapiti Community Foodbank** to purchase essential food items.
- V. That the Grants Allocation Committee grants \$.....to **Kapiti Women's Health Collective Inc** to assist with administration and tutor costs.
- W. That the Grants Allocation Committee grants \$.....to **The Nest Collective NZ Charitable Trust** to assist with purchasing baby essentials.
- X. That the Grants Allocation Committee grants \$.....to **The Widowed, Separated & Divorced Support Group Incorporated** to contribute to advertising and publication costs.
- Y. That the Grants Allocation Committee grants \$.....to **Kapiti Coast Workers Educational Association Incorporated** to assist with administration costs.
- Z. That the Grants Allocation Committee grants \$.....to **TreeSpace Kāpiti** to contribute to material costs for the Tiny Forest project.
- AA. That the Grants Allocation Committee grants \$.....to **Soroptimists International Kapiti Coast** to contribute to development costs for their recipe cards.
- BB. That the Grants Allocation Committee grants \$.....to **Ngā Manu Trust** to purchase new t-shirts for volunteers.
- CC. That the Grants Allocation Committee grants \$.....to **Good Bitches Trust** towards their Baking it Better Kapiti Chapter programme costs.
- DD. That the Grants Allocation Committee grants \$.....to **Volunteer Kapiti** to contribute administration costs for their Celebrating Volunteer Contributions in Kāpiti project.
- EE. That the Grants Allocation Committee grants \$.....to **Coast Access Radio Trust** to purchase new equipment for their Youth Training Programme.
- FF. That the Grants Allocation Committee grants \$.....to **Kaibosh** to contribute to equipment and wages costs for scaling up their big batch cooking classes.
- GG. That the Grants Allocation Committee grants \$.....to **L'Arche Kāpiti Incorporated** to purchase soil for their garden beds, as well as durable outdoor seating.
- HH. That the Grants Allocation Committee grants \$.....to **Actively Coping with Cancer** towards facilitation and hall hire costs.
- II. That the Grants Allocation Committee grants \$.....to **Kapiti Dog Training Club** to contribute to the cost of moving the location of their club.

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 17 March 2025, with the applications closing on 16 April 2025. 35 applications were received.

- 6 There were 3 applications which were deemed ineligible under the criteria. Those applications were as follows:

- **The Kapiti Vaulting Club** were seeking funding to cover costs associated with new shoes for their horses. Amount requested \$2000. Disqualifying reason: Community Grants can not go towards projects and events where sports, fitness, leisure and arts activities are the primary purpose of the organisation or group.
- **Paekakariki Station Precinct Trust** were seeking funding to cover costs associated with producing a photographic book with photos taken by an NZR engine driver while he based in Paekākāriki. Amount requested \$1500. Disqualifying reason: Community Grants can not go towards projects and events where sports, fitness, leisure and arts activities are the primary purpose of the organisation or group.
- **The Kapiti Concert Orchestra** were seeking funding to cover costs associated with their upcoming concert. Amount requested \$1400. Disqualifying reason: Community Grants can not go towards projects and events where sports, fitness, leisure and arts activities are the primary purpose of the organisation or group.

- 7 2025 Application Summaries

- **The 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 \$1500.
- **The Paekakariki Station Precinct Trust** is a part of a national network of small museums, and showcases the history of Paekākāriki through various exhibitions. Funding is requested to contribute to the development of a historical photographic book. Amount requested \$2000.
- **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 curtains and Warmer Home kits. Amount requested \$1800.
- **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.

- **Foundation of Equity and Research New Zealand** is a charitable trust dedicated to partnering with communities across Aotearoa to identify and address inequalities. Funding is requested to contribute to costs of a New Zealand Sign Language Interpreter to enable participation of Deaf community members in the Kāpiti Community Action Group. Amount requested \$2000.
- **Te Awhi Rito** is a registered charity, supported by the Anglican and Presbyterian Churches in Ōtaki, that provides free afterschool programmes for Ōtaki community residents. Funding is requested to cover running costs for their programme, Amount requested \$2000.
- **Hōhepa Wellington** is a charitable trust providing 24/7 individualised support to intellectually disabled people, and support social inclusions through activities such as gardening and planting. Funding is requested to purchase materials for five raised garden beds. Amount requested \$1873.
- **Kōtuku Flower Farm C/O Paraparaumu School** is a small flower farm run by students from Paraparaumu school, with assistance from teachers. The flower farm educates students on the process of growing flowers, and raises funds from pop-up markets to buy necessary supplies. They then gift flower bunches to members of the community. Funding is requested to purchase equipment. Amount requested \$2000.
- **Home4All** is a community-based day-care facility located in Raumati, Kapiti Coast, dedicated to supporting individuals in the early stages of dementia. Home4All offers a variety of meaningful activities that align with the past experiences of its visitors, such as gardening and food preparation. Funding is requested to purchase a new oven. Amount requested \$2000.
- **The Kapiti Coast Trails trust** aims to build on the existing trail network to create a world-class network of nature-based trails, connecting the forests, towns and beaches of the Kāpiti Coast. Funding is requested to go towards the cost of building a new website to connect with the community and potential funders. Amount requested \$2000.
- **People First New Zealand Inc.** is a Disabled Persons Organisation that is governed by, led by and for members with learning disabilities, with a local group in Paraparaumu. Kapiti will deliver an Enabling Good Lives (EGL) course for all members and interested people with a learning (intellectual) disability. Funding is requested to cover material and administration costs for these courses and monthly meetings. Amount requested \$2000.
- **Kidz Need Dadz Charitable Trust** provides essential support to fathers navigating separation, parenting, and family law challenges. Their services include crisis support, peer mentoring, parenting education, and legal assistance. Funding is requested to assist in costs for the development of their new “The Dads Book” resource. Amount requested \$2000.
- **Our Lady of Kapiti St Vincent de Paul Kapiti** assists vulnerable individuals and families going through tough times with food parcels, donating an average of 15-20 per week. Funding is requested to assist in purchasing a new fridge/freezer to accommodate for an increase in demand. Amount requested \$2000.
- **Te Aukaha** is part of the Ngatiawa Retreat Trust, and organises regular Kura Reo in Waikanae. These classes allow participants at any stage of their Te Reo Māori language journey to be immersed in the language. Funding is requested to cover administration costs for two upcoming Kura Reo. Amount requested \$1000.
- **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 for the Kapiti Community Advisor (salary/vehicle/office/telecommunications). 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 \$1585.71.

- **Age Concern Kapiti Coast Incorporated** provides services to older people living in Kāpiti. Funding is requested to help with costs of production of a monthly newsletter and a magazine which is produced three times each year. Amount requested \$2000.
- **The Girl Guides Association New Zealand** delivers age appropriate girls only programmes and activities for girls aged from five to seventeen years old. Some activities include outdoor skills and adventures, while others focus on making a positive difference to the environment/local communities. Funding is requested to help purchase camping equipment for Kāpiti units. Amount requested \$2000.
- **The Kapiti Community Foodbank** is a community organisation that provides emergency food parcels to residents of Kāpiti between Paekākāriki and Te Horo. Funding is requested to contribute to the purchasing of essential food items for their parcels. 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.
- **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.
- **The Widowed, Separated & Divorced Support Group Incorporated** runs courses designed to help people come to terms with the loss of a partner due to being widowed, separated, divorced or a partner going into care. Funding is requested to help cover the costs of advertising and publishing of their course workbooks. Amount requested \$1500.
- **Kapiti Coast WEA Inc** is a community-based adult education provider. Funding is requested to assist with administration expenses. Amount requested \$2000.
- **TreeSpace Kāpiti** advocates for an increase in tree protection, and plans to establish a tiny forest in Waikanae on Council land between the expressway and the golf club to achieve a number of environmental and social outcomes. Funding is requested to assist with the cost of the necessary materials. Amount requested \$1000.
- **Soroptimists International Kapiti** is a voluntary organisation committed to empowering women and girls. Funding is requested to contribute to the printing and development of recipe cards for the local foodbanks, and other community organisations. Amount requested \$2000.
- **Ngā Manu Trust** is a nature reserve and wildlife sanctuary, which is cared for by many various volunteers who work outdoors and in public facing roles. Funding is requested to purchase new t-shirts for volunteers. Amount requested \$2000.
- **Good Bitches Trust** volunteers bake treats in their own kitchens, supplying ingredients, creativity and care, which are then distributed to people having a tough time via organisations that support those people. Funding is requested to contribute to the hard costs associated with running GBB's Baking it Better programme in Kāpiti, such as administration, materials, and flyers. Amount requested \$1800.
- **Volunteer Kapiti** helps community organisations find volunteers by providing a volunteer advice, recruitment, and referral service. Funding is requested to contribute to administration and material costs for their Celebrating Volunteer Contributions in Kāpiti programme. Amount requested \$2000.
- **Coast Access Radio Trust** plays a key role in building resilient, sustainable communities by providing a platform where diverse voices can be heard and valued. Funding is requested to purchase new equipment for their Youth Training Programme. Amount requested \$2000.
- **Kaibosh** is a food rescue organisation supporting over 40 local charities with healthy food. On average they provide 18000kg of food per month to their charity partners. Funding is requested to contribute to the wages and materials costs of scaling up their big batch cooking classes/sessions. Amount requested \$2000.

- **L'Arche Kāpiti Incorporated** is a community in Paraparaumu where people with and without intellectual disabilities share life together. They have been developing garden beds and fruit trees for core members to work on, and then to be donated across the District. Funding is requested to purchase new soil and durable outdoor seating. Amount requested \$1948.
- **Actively Coping with Cancer** programme is for people who have or have had cancer and their support whanau. The sessions involve re 45 minutes of Tai Qi Qi Gong exercises known for their health benefits and 15 minutes of social connection and a chance to discuss any relevant issues. Funding is requested for facilitation and hall hire costs. Amount requested \$1255.
- **The Kapiti Dog Training Club** are seeking funding to contribute to the cost of their resource consent application fees and traffic management as part of moving the location of their club. Amount requested \$1485.

He take | Issues

- 8 There were no recorded issues.

Ngā kōwhiringa | Options

- 9 The Grants Allocation Committee will determine the options available during the review of applications received

Mana whenua

- 10 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

- 11 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.
- 12 Of the 35 applicants, 23 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, and minimising paper-use. There were also groups who focused on climate action specifically, such as TreeSpace Kāpiti.
- 13 For those applicants that were not taking any active measures, a follow up question was asked offering contact with our Sustainability Advisors. One applicant has 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

- 14 A total of \$40,000 is available for the 2024/25 financial year.
- 15 This year, 35 applications were received, requesting a total of \$63,144.

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

- 16 There are no legal considerations.

Ngā pānga ki ngā kaupapa here | Policy impact

- 17 There is no policy impact considerations.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Community Grants Criteria 2025 [↓](#)
2. Paekakariki Housing Trust - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
3. Kapiti Vaulting Club - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
4. Paekakariki Station Precinct Trust - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
5. Energise Otaki - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
6. Nourish Trust - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
7. Foundation of Equity and Research New Zealand - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
8. Te Awhi Rito - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
9. Hohepa Wellington - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
10. Kotuku Flower Farm C/O Paraparaumu School - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
11. Kapiti Concert Orchestra - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
12. Home4All - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
13. Kapiti Coast Trails Trust - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
14. People First New Zealand Inc - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
15. Kidz Need Dadz Charitable Trust New Zealand Inc - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
16. Our Lady of Kapiti St Vincent de Paul - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
17. Te Aukaha (Ngatiawa Retreat Trust) - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
18. The Wellington Multiple Sclerosis Society - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
19. KapiMana Multiples - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
20. Age Concern Kapiti Coast Incorporated - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
21. Girl Guides Association New Zealand Inc. - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
22. Kapiti Community Foodbank - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
23. Kapiti Women's Health Collective Inc - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
24. The Nest Collective NZ Charitable Trust - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
25. The Widowed, Separated & Divorced Support Group Incorporated - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
26. Kapiti Coast WEA - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
27. TreeSpace Kapiti - Section 7(2)(a) Privacy - Public Excluded (under separate cover)

28. Soroptimists International Kapiti - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
29. Kapiti Dog Training Club - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
30. Nga Manu Trust - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
31. Good Bitches Trust - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
32. Volunteer Kapiti - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
33. Coast Access Radio Trust - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
34. Kaibosh - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
35. L'Arche Kapiti Incorporated - Section 7(2)(a) Privacy - Public Excluded (under separate cover)
36. Actively Coping with Cancer - Section 7(2)(a) Privacy - Public Excluded (under separate cover)

Community Grants Criteria 2025

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.

Who can apply

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

April 2025 – April 2026

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

Author: Evan Dubisky, Advisor Governance

Authoriser: Mark de Haast, Group Manager Corporate Services

Taunakitanga | Recommendations

That the minutes of the Grants Allocation Committee Heritage Fund meeting of 4 February 2025 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Unconfirmed Minutes of the 4 February 2025 Grants Allocation Committee Heritage Fund Meeting [📎](#)

GRANTS ALLOCATION COMMITTEE (HERITAGE FUND) MEETING
MINUTES

4 FEBRUARY 2025

MINUTES OF KAPITI COAST DISTRICT COUNCIL
GRANTS ALLOCATION COMMITTEE (HERITAGE FUND) MEETING
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON TUESDAY, 4 FEBRUARY 2025 AT 9.32AM

PRESENT: Cr Nigel Wilson, Cr Rob Kofoed, Cr Shelly Warwick

IN ATTENDANCE: Ms Steffi Haefeli, Ms Kate Coutts, Ms Maria Cameron, Mr Brendan Owens

WHAKAPĀHA | APOLOGIES: Cr Glen Cooper

LEAVE OF ABSENCE: Nil

1 NAU MAI | WELCOME

The Chair welcomed everyone to the meeting.

2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING

Mr Brendan Owens, Group Manager Customer and Community, read the Council blessing.

3 WHAKAPĀHA | APOLOGIES

APOLOGY

COMMITTEE RESOLUTION GACH2025/1

Moved: Cr Rob Kofoed
Seconder: Cr Shelly Warwick

That the apology received from Cr Glen Cooper 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**

There were no declarations of interest relating to items on the agenda.

**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**

There were no public speakers.

GRANTS ALLOCATION COMMITTEE (HERITAGE FUND) MEETING
MINUTES

4 FEBRUARY 2025

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) No leaves of absence were requested during the meeting.
- (b) The Chair had not been advised of any matters of an urgent nature prior to the commencement of the meeting.

7 PŪRONGO | REPORTS

7.1 HERITAGE FUND 2024-25

Andy Mackay, Team Leader, Environment & Ecological Services, introduced the report and requested that the report be taken as read.

COMMITTEE RESOLUTION GACH2025/2

Moved: Cr Shelly Warwick

Seconder: Cr Rob Kofoed

- A. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$1,375 to Terry and Irene Parminter for management work at 95 Panorama Drive, Paraparaumu.

CARRIED

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION GACH2025/3

Moved: Cr Rob Kofoed

Seconder: Cr Shelly Warwick

- A. That the minutes of the Grants Allocation Committee (Waste Levy) meeting of 17 November 2024 be accepted as a true and correct record.
- B. That the minutes of the Grants Allocation Committee (Districtwide Facilities Hire Remissions) meeting of 26 November 2024 be accepted as a true and correct record.

CARRIED

9 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

Mr Brendan Owens closed the meeting with karakia.

The Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Heritage Fund) meeting closed at 9.40am

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HEAMANA | CHAIRPERSON

9 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA