

MARLBOROUGH DISTRICT COUNCIL
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10 November 2014

Record No: 14227145
File Ref: D050-001-G02
Ask For: Lyne Reeves

Notice of Grants Sub-Committee Meeting – Monday, 17 November 2014

A meeting of the Grants Sub-Committee will be held in the Committee Room, 15 Seymour Street, Blenheim on **Monday, 17 November 2014 commencing at 9.30 am.**

BUSINESS

As per Agenda attached.

ANDREW BESLEY
CHIEF EXECUTIVE

**Meeting of the
GRANTS SUB-COMMITTEE
to be held in the Committee Room, 15 Seymour Street
on MONDAY, 17 NOVEMBER 2014 commencing at 9.30 am.**

Committee

Clr Jenny Andrews (Chairperson)
Clr Cynthia Brooks
Mr Graeme Duncan
Mrs Karen Hartshorne
Mrs Kate Parker
Mrs Lisa Ivamy
Mrs Kate Parker
Mrs Patricia Clay
Mr Graeme Haymes

Staff

Lyne Reeves (Community Development Advisor)
Nicole Chauval (Committee Secretary)

In Public

	Page
1. Declaring an Interest	1
2. Process for Decision Making.....	2
3. Council Community Grants Allocation	3
4. Council Arts, Culture and Heritage Grants Allocation.....	6

1. Declaring an Interest

Purpose

1. The purpose of this report is to remind committee members of their responsibilities when allocating the available funding under set criteria, and to advise what is expected of them when having an interest in a particular application.

Background

2. Council's District Secretary, Tony Quirk, advises that the intention of declaring an interest is to ensure that those with an interest have no involvement in the decision making process. This means they should, once they have declared an interest, leave the room.
3. It is important that it is seen that matters are processed without any influence especially where, for example, there are competing applications, some organisations may not have a representative around the table. The rule needs to be applied strictly for the process to be seen as fair to all concerned.
4. Declaring an interest applies to those who are members or honorary members of an organisation and also where it could be perceived that a person has an interest in an organisation.
5. At the Grants Sub-Committee meeting on 16 October 2012, some committee members questioned the process, and it was decided that the chairperson would make the final decision if there was dissention.

RECOMMENDED

That the information be received.

2. Process for Decision Making

(Report prepared by L Reeves)

C150-001

Purpose

1. To advise of the process which has been successfully used by previous Grants Sub-Committees for decision making.
2. Committee members are asked to familiarise themselves with the process prior to the meeting so that this can be consistently applied when considering grant applications.

Process

3. Process:
 - (i) Go through each application on its merits with no priority order and make an initial recommendation on the amount to be allocated and identify the applications to be revisited. Applications can be declined at this stage.
 - (ii) Go through a second time to review the revisited applications identified for either reducing or increasing the amount and to confirm the recommended amounts allocated. Declined applications are not revisited.
 - (iii) Agree on the new amounts for those identified.
 - (iv) Formal confirmation of the amounts to be recommended to Council for consideration.

NB: At anytime when an application is being discussed that a committee member has declared an interest in, they must leave the room.

RECOMMENDED

That the information be received.

3. Council Community Grants Allocation

(Report prepared by L Reeves)

C150-001

Purpose

1. Council provides funding of \$100,000 per annum for community grants under specific criteria and eligibility conditions.
2. Information is provided to the Grants Committee for allocation of the Community Grants funding for 2014/2015.

Council Community Grants Allocation

3. **Attached** is the information relating to the criteria for the funds. This will be discussed at the meeting to ensure committee members are clear about the criteria prior to considering the applications for allocation of grants.
4. **Separately attached** is information relating to the applications received.
5. A breakdown of the summary of the applications follows:
 - 59 applications received.
 - 56 applications eligible to be considered for funding.
 - 3 applications deemed ineligible.

6. Funding requested:

• Community Services – 36 applications	\$174,078.48
• Environment – 4 applications	\$22,660.00
• Sport and Recreation – 16 applications	\$62,623.86
• Ineligible – 3 applications	\$10,500.00
TOTAL REQUESTED	\$269,862.34

Community Grants 2014/2015 Information Sheet

Purpose

Council acknowledges the contribution of not for profit organisations in providing essential services which assist in developing the community at large. Council's role is to add value to the ability of the volunteer sector to thrive and respond to community needs by providing funding assistance.

Categories for Funding

Council will consider requests for funding from community organisations providing services in the following categories in no order of priority:

- Community Welfare and Social Services
- Environment
- Sport and Recreation

Each application is considered on its merits using the criteria set out below with decisions made in the best interests of the local community. Applications for Council's Arts & Heritage Funds are not eligible to apply as there is a separate fund for these. This also applies to funding for Youth projects. Contact Lyne Reeves for more information.

Who Can Apply?

Organisations wanting to apply for funding assistance must meet the following criteria:

- Be a not for profit organisation
- Provide services to the wider community or specific sectors in the community
- Be able to supply verified Annual Accounts
- Provide verification of charitable status (if applicable)
- Account for expenditure of funds specifically for grant received (this will affect eligibility for any future grants)
- Provide a minimum of 50% of the total cost of the project/activity (no more than half of your contribution to be donated labour/materials)

Maximum Grant Allocation

Due to demand for funds, grants will be allocated to a maximum of \$10,000 per application.

What can be funded?

One application per organisation per year can be considered for funding.

Partnership projects can be applied for by an umbrella organisation – applicants must be not for profit.

An organisation can apply for a project as well as being the umbrella organisation for a partnership project.

Up to 50% of the total cost of the project/activity can be funded for:

- Small operating grants (organisations already receiving a Council operating grant excluded)
- Funding for unforeseen circumstances
- Furniture and fittings – items that can be removed from the facility and not a building asset
- Equipment
- Seeding funding for new projects/programmes
- Volunteer expenses
- Repairs and maintenance for community facilities
- Training/workshops with a community development focus that are open to the public

Projects must be of direct benefit to people of the Marlborough district.

You will not be funded for:

- New facilities or extensions to current facilities. This includes landscaping and carparks
- Consultancy Fees
- Debt Servicing
- Conventions, conferences or reunions
- School based curriculum programmes
- Retrospective funding
- All travel or costs associated with events outside of Marlborough including overseas travel.
- Projects that have already been funded by Council including Creative Communities Local Arts Scheme, Sport NZ Rural Travel Fund, Council Arts & Heritage Funding and Council Youth Funding.

Application Process and Allocation of Funds

Council Community Grants will be allocated in one funding round by Council's Grants Committee and their recommendations considered by Full Council. The Grants Committee will meet on 17 November 2014 to consider applications so projects should not have commenced at this date.

All applications must be made on Council's application form so that all organisations are meeting the same requirements for supplying information for consideration.

NOTE: Closing date is 31 October 2014 - Late or incomplete applications will not be considered. Council's decision on all allocation of funds will be final.

More Information?

If you require further information or assistance please contact:

Lyne Reeves
Community Development Advisor
Phone: 03 5207448
Email : lyne.reeves@marlborough.govt.nz

Record No: 14167627

4. Council Arts, Culture and Heritage Grants Allocation

(Report prepared by L Reeves)

A180-01

Purpose

1. Council provides funding of \$50,000 per annum for Arts and Culture and \$75,000 for Heritage under specific criteria and eligibility conditions.
2. Information is provided to the Grants Committee for allocation of the Arts Culture and Heritage funding for 2014/2015.

Council Arts, Culture and Heritage Grants Allocation

4. **Attached** is the information relating to the criteria for the funds. This will be discussed at the meeting to ensure committee members are fully informed prior to considering the applications for allocation of grants.
5. **Separately attached** is information relating to the applications received.
6. A breakdown of the summary of the applications follows:

Arts and Culture

- 6 applications received.
- 6 applications eligible to be considered for funding.

TOTAL FUNDING REQUESTED: \$24,065.00.

Arts and Culture funding available to allocate - \$50,000.

Heritage

- 11 applications received.
- 11 applications eligible.

TOTAL FUNDING REQUESTED: \$41,733.50

Heritage funds available	\$75,000
Less Picton Historical Society for Past Perfect	\$5,000
Less Heritage Visitor Strategy grant	<u>\$10,000</u>
Heritage Funding available to allocate	<u>\$60,000</u>

Heritage Strategy Implementation Fund 2014 - 2015 Funding Information

Background

The Marlborough District Council Heritage Strategy was adopted in April 2004.

The purpose of the strategy is to provide guidance to Councillors and staff in the day to day actions within their various roles and to convey a commitment to the community in achieving the strategy outcome.

The intended outcome of the Heritage Strategy is that Marlborough's heritage resources will be acknowledged, valued and enjoyed by persons in future generations.

Funding Availability

Funding available for application in 2014/2015 is \$70,000.

Who can Apply

Organisations wanting to apply for funding assistance must meet the following criteria:

- Be a not-for-profit organisation.
- Provide heritage services within the Marlborough community.
- Be able to supply current audited accounts.
- Provide verification of charitable status (if applicable).
- Account for expenditure of funds, specifically for any grant received.
- Be able to provide a minimum of 50% of the total cost of the project (no more than 25% of the total cost of the project to be donated labour or materials).

Maximum Grant Allocation

Due to demand for funds, grants will be allocated to a maximum of \$10,000 per application.

What can be Funded

- One application per organisation per year can be considered for funding.
- Partnership projects can be applied for by an umbrella organisation – applicants must be not for profit. A partnership can include organisations with a profit component who are an integral part of the heritage service provision in Marlborough.
- An organisation can apply for a project as well as be the umbrella organisation for a partnership project.
- Up to 50% of the total cost of the project can be funded for:
- Projects that support the infrastructure of heritage service providers.
- Projects that promote sustainable use and enjoyment of Marlborough heritage resources.

- Projects that establish closer linkages between heritage and regional promotion and development.

This includes:

- Small operating grants (organisations already receiving a Council operating grant excluded)
- Funding for unforeseen circumstances
- Furniture and fittings – items that can be removed from the facility and not become a building asset
- Equipment
- Seeding funding for new projects/programmes
- Volunteer expenses
- Repairs and maintenance for community facilities
- Training/workshops with a community development focus that are open to the public

You will not be funded for:

- New facilities or extensions to current facilities. This includes landscaping and car parks.
- Consultancy Fees
- Debt Servicing
- Conventions, conferences or reunions
- School based curriculum programmes
- Retrospective funding
- All travel or costs associated with events outside of Marlborough including overseas travel
- Projects that have already been funded by Council including Creative Communities Local Arts Scheme, Sport NZ Rural Travel Fund, Council Community Grants and Council Youth Funding.

Application Process and Allocation of Funds

If you have a project that you consider would meet the above criteria, then fill in Council's Arts and Heritage Funding Application form.

Funds will be allocated in one funding round by Council's Grants Subcommittee and their recommendations are then considered by Full Council. The Grants Committee will meet on 17 November 2014 to consider applications so projects should not have commenced at this date.

All applications must be made on Council's application forms so that all organisations are meeting the same requirements for supplying information for consideration.

Note: Closing date is 31 October 2014. Late or incomplete applications will not be considered. Council's decision on all allocation of funds will be final

More Information?

If you require further information or assistance please contact:

Lyne Reeves
Community Development Advisor
Phone: 03 5207448
Email : lyne.reeves@marlborough.govt.nz

Record No: 14167679