

Community Funding Subcommittee

Notice of Meeting

A meeting of the Community Funding Subcommittee will be held in the Council Chamber, Forum North, Whangarei on:

**Wednesday
9 September 2015
8.30am**

Subcommittee of:
Planning Committee

Committee
Cr S J Deeming (Chairperson)
Her Worship the Mayor
Cr S M Glen
Cr G M Martin
Cr B L McLachlan

Community Funding Sub-Committee

Terms of Reference

A sub-committee of the Planning Committee.

Chairperson

Councillor S J Deeming

Members

Mayor

Section 41A(5) of the Local Government Act 2002 provides that the Mayor is a member of each committee of the territorial authority.

Councillors S M Glen, G M Martin and B L McLachlan

Attendance at Meetings

The Chief Executive Officer, Group Managers, Department Managers and such other Council Officers as deemed necessary may attend committee meetings.

Definitions

Contestable funding includes one off payments, funding contracts and community loans. Funding relates particularly to those funds available to community groups and organisations.

Context

Relevant legislation includes:

- The Local Government Act 2002
- Reserves Act 1977
- Resource Management Act 1991

Relevant Council documents include:

- Funding and Grants Policy
- Funding and Grants Administration Policy
- Standing Orders
- Delegations Manual

Terms of Reference

1. To carry out the contestable funding process in accordance with the Whangarei District Council Funding Policy in an objective, fair and transparent way.
2. To assess applications for contestable funding in a consistent way with a view to:
 - Balanced application of the funding policies and guidelines
 - Maximising benefits from the funds available
 - Obtaining the most benefit for the District and sectors within the District
 - Balancing short term and long term outcomes
3. To ensure that information regarding funding decisions and recommendations are conveyed to all stakeholders.
4. To advocate for best practice community funding in the context of Whangarei District Council priorities.

Delegated Responsibilities, Duties and Powers

Delegated Authority to approve payment of grants and funding to the value of \$15,000 or less and make recommendations on grants or loans over \$15,001.

Meeting Date and Time

This Subcommittee shall meet at 8.30am on the 2nd Wednesday of the months of February, March, April, May, September and November (and at such other times as may be necessary).

1. Community Funding - 2015-2016 Performing Arts Fund

Reporting officer Bree Kurtovich (Community Funding Officer)

Date of meeting 9 September 2015

Vision, mission and values

This item is in accord with Council's vision, mission and values statement as supporting community initiatives builds strong communities where people feel safe and able to participate.

Background

The Performing Arts Fund was established to assist community groups that are undertaking a major performing arts event which is aligned to Council's Community Outcomes and that benefits the wider community or a sector of the community.

In 2014-2015 three events were funded: Opera North's "Opera in the Garden", the Art n Tartan Committee's "Waipu in Tartan" and the FOLA Committee's "Festival of Light and Art".

The total funding available from the Performing Arts Fund for 2015-2016 is \$15,000. The maximum amount that can be sought through the Performing Arts Fund is \$5,000. However Council reserves the right to consider grants in excess of this.

Significance and Engagement

Having considered the Significance and Engagement Policy this proposal or decision is not considered significant and the public will be informed via Agenda publication on the website.

2015-2016 Applications

The 2015-2016 Performing Arts Fund was advertised on www.wdc.govt.nz and The Leader over a six week period beginning 7 July 2015.

Applications closed on Friday 14 August 2015. Three applications were received requesting a total of \$22,535 (Northland Pacific Islands Charitable Trust applied for \$14,534.00 which exceeds the maximum amount that can be sought from the fund). A summary of these applications is attached (see Attachment 1).

Two of the applications have been found to be eligible to be funded. The total amount recommended for disbursement is \$10,000 as detailed:

- Manaia Health PHO Limited (for Company of Giants) \$5,000
 - The Giant Festival of Tall stories from Small people
- Northland Pacific Island Charitable Trust \$5,000
 - Pasefika Fusion Festival 2016.

Opera North

The application from Opera North Incorporated for "Opera in the Garden Concert 2016" is recommended to not be funded. It has come to the attention of staff that this event is used to provide a donation to North Haven Hospice. On the Opera North website www.operanorth.co.nz a testimonial from North Haven Hospice thanks Opera North for the \$4,000 donation from the proceeds of "Opera in the Garden 2015". A further \$4,000 contribution to North Haven Hospice is in the budget for the 2016 event, noted as "Hospice manpower support/traffic control". This payment exceeds the grant requested from Council (\$3,000). It is now obvious that this is a donation, rather than an expense to run the event. This payment to Hospice makes the event run at a deficit each year.

The Grants Concessions and Loans Policy (8.3.3 b) states that *“each contestable Grant has specific eligibility and ineligibility criteria that relate to its purpose. These criteria are contained in the application form and guidance for each Contestable Grant.”* The application guidance for the Performing Arts Fund is found in the Application Guidelines (Attachment 2) which is made available with the Application Form when the funding round is open each year. These application guidelines state that fundraising activities or related costs are generally not funded. This is further supported by the Community Services Funding Guide 2015-2016 (section 2.2.2) which states that generally, fundraising will not be considered for Community Services funding.

Further to the application guidelines, The Grants Concessions and Loans Policy (8.3.3.1 b) states that *“generally Council will not support activities or initiatives where the applicant has sufficient revenue streams and/or resources to fund the initiative themselves.”* As the budget for Opera North runs at a deficit only because the donation is included, we can reasonably assume that the event can run without financial support from Council.

Final considerations

Staff must make recommendations based on policy, and as such, recommend that the application from Opera North is declined. The Community Funding Subcommittee can still choose to approve this application at their discretion.

Recommendation

1. That the information be received.
2. That the grant from the 2015-2016 Performing Arts Fund to the following applicant be declined:
 - a) Opera North Incorporated.
3. That grants from the 2015-2016 Performing Arts Fund be made to the following organisations:

a)	Manaia Health PHO Limited (for Company of Giants)	\$5,000
b)	Northland Pacific Island Charitable Trust	\$5,000.

Attachments

- 1) [2015-2016 Performing Arts Fund Application Summary](#)
- 2) [2015-2016 Performing Arts Fund Application Guidelines](#)

Organisation	Project	Funding requested \$	Date of event	location of event	eligible	Amount reccomended	Purpose of the grant / reason ineligible / notes
Opera North Incorporated	Opera in the Garden Concert 2016	\$3,000.00	12/03/2016	643 Ngunguru Rd, Glenbervie	No	\$0.00	Annual popular performing arts activity which supports local artists to be involved in opera performance, and local people (usually 8000-1000) to experience opera in a garden setting. Generally funded each year by Council's Performing Arts Fund. This year it has come to the attention of staff that this event is a fundraiser, and that a budgeted \$4,000 payment to North Haven Hospice is in fact a donation. Fundraising cost/events are generally ineligible, and it appears that this event can run without Council funds.
Company of Giants (under Manaia Health PHO Limited)	The Giant festival of Tall stories from Small people	\$5,000.00	18/10/15-9/11/15	Whangarei schools then 116 Bank St, Whangarei	Yes	\$5,000.00	Involves working with 8-12 year old students to develop scripts, which will then be performed by the Company of Giants actors. Expected to involve 70-100 children in workshops, and audiences of at least 1000. Pilot event with the aim of making it annual. Even if funded, a budget deficit is apparent. Have requested some funding from Creative Communities and Manaia PHO as well, and planning to seek additional funding from other sources. Well supported by the community - several support letters included. The Umbrella organisation Manaia Health PHO is a not for profit company with charitable status, so is eligible to receive the grant on behalf of Company of Giants.
Northland Pacific Islands Charitable Trust	Pasefika Fusion Festival	\$14,535.00	27/02/2016	Hihiaua Peninsula, Whangarei	Yes	\$5,000.00	First festival was in March 2015, and involved all the main Pacific Island communities in the Whangarei District in 'villages'. It attracted approximately 5000 people. Budget of \$44,187 for event seems high, however applicant is requesting funding from Lotteries, Foundation North, and is seeking sponsorship from businesses. Performing Arts element as part of the festival itself. Excellent opportunity to suport Pasefika communities.
Total requested		\$22,535.00		Total reccomended		\$10,000.00	

Community Funding

2015-2016 Performing Arts Fund

Application guidelines

Applications close:

4.00pm Friday 14 August 2015

Late applications will not be considered.

To discuss your project or to get help with your application contact Whangarei District Council's Community Funding Officer:

Bree Kurtovich

Ph: (09) 945 4422

Email: bree.kurtovich@wdc.govt.nz

When completing your application please write clearly using a black pen.

Send your application to:

Post to:

Community Funding
Whangarei District Council
Private Bag 9023
Whangarei 0148

Deliver to:

Customer Services Counter
Forum North
Rust Ave
Whangarei

All applications will be referred to the Community Funding Subcommittee for consideration at their meeting on 9 September 2015.

Council's decision is final and cannot be contested.

Check your eligibility

Before you fill in the application form, read the guide for applicants (overleaf) carefully to make sure your organisation is eligible to apply, and to find out the types of activities that could and cannot be funded. If you are not sure that your organisation can apply, contact the Community Funding Officer (details above).

Guide for applicants

The Performing Arts Fund was established to assist community groups that are undertaking a major performing arts event which is aligned to Council's Community Outcomes and that benefits the wider community or a sector of the community.

Previously funded events include:

- Opera North's "Opera in the Garden"
- Northland Craft Trust's "Festival of Light and Art"
- Waipu Centennial Trust Board's "Art n Tartan"
- Various stage productions.

The total funding available from the Performing Arts Fund in 2015-2016 is \$15,000.

The maximum amount that can be sought through the Performing Arts Fund is \$5,000. However Council reserves the right to consider grants in excess of this when appropriate.

Who can apply?

An application can be made from any not for profit group with legal status, or working under the umbrella of a group that meets these criteria.

Applicants:

- must not have already received a grant from Council's community funding in the current financial year (not including the Creative Communities Scheme)
- must not have a bad credit record
- must display appropriate financial management and procedures
- previous track record of funding from Council must be positive

If you have previously received funding from Council's community funding, you must have completed a project report to account for the earlier funding before any further applications from you will be considered.

Eligibility criteria

The event must -

- have a performing arts focus (dance, music, opera, theatre)
- take place within the Whangarei District
- contribute to one or more of Council's Community Outcomes

- benefit the wider community or a sector of the community
- not have started before funding is approved.

Relevance criteria

Your event must meet one or more of the following relevance criteria -

- provides a performance/event that would not otherwise occur
- creates opportunities for local residents/communities to actively participate in the performing arts
- encourages performing artists to the District
- has a broad appeal to the 'wider community'
- attracts visitors to the District
- generates economic benefit for the District.

Types of activities that could be funded:

- Venue hire
- Lighting and sound
- Publicity/advertising
- Materials (such as those required for making costumes, set construction)
- One-off personnel costs (such as guest director, choreographer or conductor fees).

Types of activities that are generally not funded:

- Facility development/capital items (such as theatre lights, stage curtains, instruments or costumes)
- Ongoing administration and service costs (such as salaries)
- Catering costs or any food or refreshment costs associated with the event
- Travel and accommodation costs (such as airfares, petrol, vehicle hire, hotel costs)
- Payment of royalties
- Prize monies, trophies or awards
- Fundraising activities or related costs
- Retrospective costs
- Debt Servicing.

2. Transition Fund Implementation 2015-2016

Reporting officer Bree Kurtovich (Community Funding Officer)

Date of meeting 9 September 2015

Vision, mission and values

This item is in accord with Council's vision, mission and values statement as it supports the implementation of further financial support to organisations that contribute to Council's Community Outcomes.

Background

As part of the 2014-2015 Community Funding review two Council workshops were held, and as a result the Grants, Concessions and Loans Policy was adopted in May 2015.

In line with the new policy, some changes to the funding framework were confirmed in the 2015-2025 Long Term Plan (LTP). This included the introduction of the Transition Fund with a budget of \$100,000 from year 1 (2015-2016) onwards.

When the LTP was adopted, Council chose to extend the budget by \$50,000 to a total of \$150,000 "to transition new applicants to the Annual Operating Fund".

This agenda item advises the implementation plan for the new Transition Fund.

Significance and Engagement

Having considered the Significance and Engagement Policy this proposal or decision is not considered significant and the public will be informed via Agenda publication on the website, followed by further communications on the website during the implementation phase.

Policy context

The Grants, Concessions and Loans Policy adopted in May 2015 states:

1. *"As part of the Annual Plan process, Council will allocate a quantum to the Transition Fund, for the allocation of Transition Grants. Transition Grants are the entry and exit point for Operational Grants.*
2. *Applications for Transition Grants are open at least once each year to organisations that are seeking to transition from receiving One-off and/or Contestable Grants to having a more secure operational funding relationship with Council.*
3. *Applications are likely to be invited:*
 - a. *from organisations that have a stable and successful relationship with Council*
 - b. *when it is evident that there is significant community benefit to supporting the organisation.*
4. *For the year of the Transition Grant, an agreement is in place, outlining deliverables to be met in order to receive an Operational Grant in the following year.*
5. *After one year, each recipient of a Transition Grant will be assessed against the deliverables outlined in the agreement that is in place.*
 - a. *If all deliverables outlined in the agreement are met, in most circumstances the organisation will be moved into the Operational Grant cycle for future years.*
 - b. *If all deliverables are not met, in most circumstances the Transition Grant will cease and the applicant will be directed to find alternate funding sources.*
6. *In some cases Council may offer the recipient a maximum of one further year in the Transition Fund, if it believes the recipient can meet the agreed deliverables in the following year. This approach is used cautiously in order to manage expectations of Transition Grant recipients."*

Draft Implementation Plan

Action	Responsible	Deadline
New webpage "Transition Grants"	Community Funding Officer	25 September 2015
Develop application form	Community Funding Officer	30 September 2015
Send invitation letters & application forms	Community Funding Officer	2 October 2015
Applications close	Applicants	6 November 2015
Assess applications	Community Funding Officer	9-18 November 2015
Provide application summary to Community Funding Subcommittee	Community Funding Officer	19 November 2015
Pre-meeting	Community Funding Officer & Community Funding Subcommittee	23 November 2015
Agenda item submitted to Paul Dell	Community Funding Officer	27 November 2015
Decisions made at Community Funding Subcommittee meeting	Community Funding Subcommittee	9 December 2015
Purchase orders raised & funding agreements to applicants	Community Funding Officer	9-11 December 2015
Planning Committee agenda item submitted to Paul Dell (to confirm any grants over \$15,000)	Community Funding Officer	26 January 2016
Decisions made at Planning Committee meeting (over \$15,000)	Planning Committee	10 February 2016
Purchase orders raised & funding agreements to applicants (over \$15,000)	Community Funding Officer	10-12 February 2016

Invitations to apply

A number of applicants have been identified as being regular applicants and recipients of Council grants since 2009. In addition, a number of organisations submitted to the 2015-2025 LTP requesting financial support from Council. These identified organisations will be invited to apply for a 2015-2016 Transition Grant for specific purposes or as a contribution towards their operations:

Operations

- Anawhata Museum Trust
- Jack Morgan Museum Incorporated
- SeniorNet Bream Bay Incorporated
- Sistema Whangarei (under Whangarei Youth Music)
- Sport Northland
- Te Kowhai Print Trust
- Te Tai Tokerau Emergency Housing Trust
- Volunteering Whangarei (Incorporated)
- Whangarei Youth Space Trust
- Whangarei District Brass Incorporated.

Events

• Barnardos NZ Incorporated	Children's Day
• Dutch Community Group (Whangarei Migrant Centre)	Dutch Community Festival
• Hikurangi Lions Club Charitable Trust	Christmas Parade
• Kamo Community Incorporated	Christmas Parade
• Onerahi Community Association	Christmas Parade
• Onerahi Resource Centre	Yearly community event
• Stage Challenge Foundation	Annual Stage Challenge
• Waipu Business & Promotions Group	Christmas Parade
• Waipu Caledonian Society Incorporated	Highland Games
• Waipu Centennial Trust Board	Art n Tartan
• Whangarei Migrant Centre Incorporated	International Day of Families.

Te Moananui a Kiwa also made a submission to the 2015-2025 LTP requesting funds to support the Pasefika Fusion Festival for 2016 and beyond. Unlike all of the organisations listed above, Te Moananui a Kiwa does not have an existing “*stable and successful relationship with Council*” as outlined in the Grants, Concessions and Loans Policy. As such it will be advised to apply for a contestable grant from the Community Fund in either of the 2015-2016 funding rounds. Once it has an established funding relationship with Council it can be considered for the Transition Fund in the future.

Application Assessment

The following considerations will be used to assess applications for Transition Grants:

- Stable and successful relationship with Council
- Significant community benefit
- Standing in the community
- Demonstrated ability to achieve successful outcomes
- Financial management and procedures
- Stability and effectiveness of governance
- The services to be financially supported
- What Community Outcomes are met as a result of any grant
- The benefits of the grant versus any comparable tendered contract for service
- The length and type of financial history with Council
- What else is known of the applicant
- Anything else considered relevant.

Moving to an Annual Grant

The Transition Grant is a short term grant. After one year Transition Grant recipients will either move on to an annual grant or be advised to return to applying for contestable grants.

When the Transition Grant is approved, a grant recipient must know what deliverables must be set in order to receive an annual grant after 2015-2016.

All grant recipients will be expected to continue to be:

- Stable
- Successful
- Providing valued services to the District
- Providing good value for these services
- In a good governance, management and financial situation.

All grant recipients will be required to report on what they achieved as a result of receiving the grant. Some further deliverables for each grant recipient will be defined at the time grants are approved. These will be set on a case by case basis.

Considerations

A large number of groups who have received regular grants from Council over the last six years have received Council's support for the provision of community events rather than general operations. To assist with the management of Council's Community Funding it is recommended that in the following year of receiving a Transition Grant these groups be considered separately to the Annual Operating Fund but through a similar process. This will be developed by staff and brought back to the Community Funding Subcommittee for consideration and implementation in the 2016-2017 year.

Recommendation

That the information is received.

RESOLUTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following parts of proceedings of this meeting.

The general subject 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:

1.	The making available of information would be likely to unreasonably prejudice the commercial position of persons who are the subject of the information. {Section 7(2)(c)}
2.	To enable the council (the committee) to carry on without prejudice or disadvantage commercial negotiations. {(Section 7(2)(i)}.
3.	To protect the privacy of natural persons. {Section 7(2)(a)}.
4.	Publicity prior to successful prosecution of the individuals named would be contrary to the laws of natural justice and may constitute contempt of court. {Section 48(1)(b)}.
5.	To protect information which is the subject to an obligation of confidence, the publication of such information would be likely to prejudice the supply of information from the same source and it is in the public interest that such information should continue to be supplied. {Section7(2)(c)(i)}.
6.	In order to maintain legal professional privilege. {Section 2(g)}.
7.	To enable the council to carry on without prejudice or disadvantage, negotiations {Section 7(2)(i)}.

Resolution to allow members of the public to remain

If the council/committee wishes members of the public to remain during discussion of confidential items the following additional recommendation will need to be passed:

Move/Second

“That _____ be permitted to remain at this meeting, after the public has been excluded, because of his/her/their knowledge of Item_____.

This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because_____.

Note:

Every resolution to exclude the public shall be put at a time when the meeting is open to the public.