

Report No:	RCS12-05-02
File No:	
Date:	15 May 2012
Information Only – no decision required	

REPORT SUMMARY

Report to: Grants and Community Facilities Rate Subcommittee
Meeting Date: 31 May 2012
Report Author: Mike Tasman-Jones, Community and Recreation Advisor
Subject: **Grants and Community Facilities role in the process of Consideration of Grant Applications**

EXECUTIVE SUMMARY

Review the Grants and Community Facilities role in the process of Consideration of Grant Applications.

RECOMMENDATION/S

That the report be received.

DRAFT RESOLUTION

THAT the Grants and Community Facilities Subcommittee:

- 1 Receives the Process of Consideration of Applications Report RCS12-05-02.**
- 2 Retains the current purpose regarding grants to administer Council's community grants from rates schemes and Sport NZ Rural Travel Fund including allocation and accounting of monies to recipient organisations and groups.**
- 3 Receives an annual report on the outcomes of all Council funded and administered grant rounds and dates and amounts available for coming years grants.**

Report No:	RCS11-05-02
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Report to: Grants and Community Facilities Rate Subcommittee
Meeting Date: 31 May 2012
Report Author: Mike Tasman-Jones, Community and Recreation Advisor
Subject: **Grants and Community Facilities role in the process of Consideration of Grant Applications**

1. GRANTS AND COMMUNITY FACILITIES ROLE IN THE PROCESS OF CONSIDERATION OF GRANT APPLICATIONS

- 1.1 The current described purpose of the Subcommittee regarding grants is to administer Council's community grants from rates schemes including allocation and accounting of monies to recipient organisations and groups. The Subcommittee considers the annual Community Grants, Community Development Fund and the Sport NZ Rural Travel Fund. This Subcommittee reports to the Community Services Committee.
- 1.2 The process the Subcommittee undertakes in the consideration of grants.
- 1.3 The Subcommittee will consider all applications received prior to the closing date.
- 1.4 Applications will be considered '*in committee*' by the Tasman District Council Grants and Community Facilities Rate Subcommittee.
- 1.5 A database summary of all applications and the full application forms will be sent out to each Subcommittee member.
- 1.6 Attachments will be available from the Community Recreation Advisor to Subcommittee members.
- 1.7 Applications will be considered on the following terms. Each Subcommittee member is required to note responses to the following:
 - Meets the criteria of the scheme.
 - Benefit to the community.
 - Priority of the application.
 - Budget is clear and accurate
 - If supporting the application the amount of support suggested. Any conditions on granting support.
 - If the application is declined the reasons for declining must be given. This will be used to inform the letter to the applicants.

1.8 The following grants administered by council are not considered by the Grants and Community Facilities Rate Subcommittee.

(a) Heritage Building Restoration Initiatives Fund

Grants of up to \$500 are available for specified restoration work on buildings identified as having heritage value and listed in the Tasman Resource Management Plan.

Time of Year - grants are available throughout the year, but have to be approved by the Councillor with the Heritage portfolio.

Contact Rose Biss - Policy Planner, Tasman District Council

(b) Rivers and Stream Management Fund

The fund supports work to improve water quality by managing stock access and maintaining vegetation buffers. The landowner or occupier must contribute cash or work up to 50% of the total cost. Contact the Council prior to work being carried out. An officer will visit the site with you and assist in developing a work plan and an assistance package.

Time of Year - grants available all year

Contact Andrew Burton - Resource Scientist (land), Tasman District Council

(c) Zero Waste Funding

The grant is specifically for projects that directly minimise the amount of waste going to landfill and/or have an educational impact that will encourage the wider community to reduce, reuse and recycle with an ultimate goal of reducing waste to landfill.

Time of Year - applications close in March and September each year.

Contact Mary Curnow, Waste Education Services, Nelson Environment Centre

Applications to the fund are administered by Waste Education Services, part of the Nelson Environment Centre, on behalf of Tasman District Council. The decision-making process remains the sole responsibility of Tasman District Council, through the members of the Engineering Services Committee.

(d) Tasman \$200 Ships

Every year, the Tasman District Council are able to provide scholarships of up to \$200 each to students from within the Tasman

District to participate in Youth Development or leadership opportunities. Applications must be received prior to the event taking place.

Time of Year - grants are available throughout the year
Contact Paul McConachie, Community Recreation Officer, Tasman District Council

(e) Tasman Underwriting Fund for Events

Offers underwriting of up to \$500 to approved youth events that do not cover costs.

Time of Year - this support is offered year-round. Applications must be submitted at least four weeks before the event.

Contact Paul McConachie, Community Recreation Officer, Tasman District Council

2. PRESENT SITUATION/MATTERS TO BE CONSIDERED

- 2.1 There are a number of grants that are directly administered by staff. These are all small grants that are open to applications throughout the year.
- 2.2 The Zero Waste Funding is administered externally.
- 2.3 Whilst the Grants and Community Facilities Rate Subcommittee may not be well placed to consider these smaller grants unless the meeting frequency became monthly.
- 2.4 There is benefit for the Subcommittee to be updated at each meeting on the details of recipient organisations projects that received funding.

3. OPTIONS

- 3.1 Retain the current purpose of the Grants and Community Facilities Rate Subcommittee regarding grants to administer Council's community grants from rates schemes including allocation and accounting of monies to recipient organisations and groups.
- 3.2 Extend the current purpose of the Grants and Community Facilities Rate Subcommittee to administer all Council's grant schemes.

4. EVALUATION OF OPTIONS

- 4.1 Option 1. The current purpose of the Grants and Community Facilities Rate Subcommittee covers the largest of the contestable funding rounds. The Subcommittee currently meets three times per annum. There are several smaller funds that the Subcommittee had limited awareness of. It is suggested that to enable good and informed decision making that the outcomes of all Council funded and administered grant rounds be reported to the Subcommittee.
- 4.2 Option 2. To extend the current purpose of the Grants and Community Facilities Rate Subcommittee to administer all Council's grant schemes. This would require a monthly meeting which would add to the administration time for what are often very small grants. It is not felt that any benefits gained justify the cost and time of this option.

5. RECOMMENDATION/S

- 5.1 That the report be received.

6. DRAFT RESOLUTION

THAT the Grants and Community Facilities Subcommittee:

- 1 Receives the Process of Consideration of Applications Report RCS12-05-02.**
- 2 Retains the current purpose regarding grants to administer Council's community grants from rates schemes and Sport NZ Rural Travel Fund including allocation and accounting of monies to recipient organisations and groups.**
- 3 Receives an annual report on the outcomes of all Council funded and administered grant rounds and dates and amounts available for coming years grants.**

Mike Tasman-Jones
Community and Recreation Advisor

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