

STAFF REPORT

TO: Chair & Members, Motueka Community Board

FROM: D Eddy

REFERENCE:

**SUBJECT: Changes to Discretionary Fund Guidelines –
RMCB10-07-07**

Purpose

To review the criteria for Motueka Community Board discretionary fund applications.

Background

At the June 2010 Motueka Community Board meeting it was decided that the Board would make a final assessment of the new criteria at its July 2010 meeting. The new criteria enables the Board to better organise and operate the fund for the benefit of the Motueka Ward.

Recommendation

That the Motueka Community Board adopts the amended criteria for the Discretionary Fund.

Duncan Eddy
Deputy Chair

Proposed Discretionary Fund Guidelines

- There is a \$500 maximum for applications for non Motueka Community Board initiated projects.
- Funds to be allocated through quarterly funding rounds.
- Applications should be made two weeks before Motueka Community Board considers quarterly funding allocations.
- Applicants may be given less than they apply for.
- Projects must be completed within nine months of receiving funding.
- Successful applicants report back to Motueka Community Board on the project and how the funding was used, within nine months of receiving funding. Community Board support staff to follow this up.
- Exceptional and unique circumstances will be considered.

Applications are to be handed in to Motueka Office, 7 Hickmott Place, Motueka or emailed to MCB@tasman.govt.nz

Applicants will be expected to speak to their application at Community Board meeting.

The Motueka Community Board will make allocations from its fund to support projects relevant to the following 3 categories:

Category A: Projects

A pool of **\$4,654 pa** will be available for community projects. These projects should as a rule benefit the Motueka community as a whole rather than individuals.

Category B: Board Activities

A pool of **\$1,000 pa** will be available for Board related activities, which may include such items as attendance at conferences or training workshops, advertising and communication, undertaking community surveys/questionnaires, and hosting functions

Category C: Youth Development Fund

A pool of **\$1,000 pa** will be available for youth-related activities. This may include events organised by youth, for youth, or on behalf of youth.

If funds earmarked for Categories **B** and **C** are unused at the time of the final funding round of the financial year, these funds shall be released into the general fund, and may be offered to previous unsuccessful, but worthy applications, and/or utilised in Board initiated projects.

Application forms are available from Motueka Office, online, tdc.govt.nz/index.php?MotuekaCommunityBoard and at the Motueka library.

Existing Discretionary Fund Guidelines

- Applications should be made before an event
- Applicants may be given less than they apply for
- Report back to community board on how project went.
- Exceptional and unique circumstances will be considered

Applications should be made at the beginning of each calendar month, to be addressed at that month's meeting. A decision is to be made within six weeks. Applications are to be handed in to Motueka Service Centre. Community Board meetings are the second Tuesday of each month at 4.30 pm. Applicants will be expected to speak to their application at Community Board meeting. Application forms are able to be picked up from Motueka Service Centre, as well as available on the internet, and at the library.

The Motueka Community Board will make allocations from its fund in accordance with the following criteria.

Category A: Projects

A pool of **\$4,654 pa** will be available for community projects. These projects should as a rule benefit the Motueka community as a whole rather than individuals. Requests for funding should be in writing and presented to the board at an open meeting.

Category B: Board Activities

A pool of **\$1,000 pa** will be available for Board related activities, which may include such items as attendance at conferences or training workshops, advertising and communication, undertaking community surveys/questionnaires, and hosting functions.

Category C: Youth Development Fund

A pool of **\$1,000 pa** will be available for youth-related activities. This may include events organised by youth, for youth, or on behalf of youth.