

# REPORT

**TO:** Motueka Community Board Members  
**FROM:** Tara Forde  
**DATE:** 4 December 2007  
**SUBJECT:** **Discretionary Fund Guidelines**

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This report is starting a process for criteria and distribution of the Discretionary Fund. The Motueka Community Board should outline a monthly process where community groups and volunteers can apply for money from the Community Board Discretionary Fund. The community should be looking at ways of supporting volunteers and community groups who contribute much to the quality of life in Motueka. We should be looking to increase the Discretionary Fund from \$5,000 to \$10,000.

We should encourage people to make submissions to the Annual Plan. We can also direct people to the Community Funding Guide at TDC website or Mike Tasman Jones within TDC.

Currently the MCB should be looking at being more proactive in distributing this money throughout the community. We should put together a process to call for applicants, and set down clearly what we expect in terms of an application. In April we should call for applicants publicly because of the end of the financial year looming.

## **Guidelines**

- Applications should be made before an event
- Name & Contact details of applicant
- History of community group represented
- Applications to be made for under \$500

Applications may be given less than they apply for

- Details of project outlined.
- Activities to be of clear benefit to the Motueka community
- An explanation of who/what will benefit from the project
- Description of community voluntary time and money contributions/donations

We could have different types of questions in this section about youth or environmental projects

- Outline of other attempts to raise funding
- Intended use of funds. Quotes? Budget to be provided to Board
- Financial report at end of project
  
- Report back to community board on how project went.
  
- Exceptional and unique circumstances will be considered

### **Other suggestions**

We could set out certain allocations within the Discretionary Fund. This happens in other community boards around the country, such as the Chalmers Community Board.

- Community volunteers
- Youth Development Fund.
- Board initiated activities and projects
- Board Activities
- Environmental

Applications should be made 10 days before Community Board meetings. Applications are to be handed in to Motueka Service Centre. This is to be distributed in the agenda of each meeting to the Board member to review before the meeting. Community Board meetings are the second Tuesdays of each month at 4.30pm. Applicants will be expected to speak to their application at Community Board meeting. Application forms are able to be picked up from Service Centre, as well as available on the internet.

### **Recommendation**

That the draft Policy for the Motueka Community Board Discretionary Fund distribution be referred to appropriate Council officers and be reported back to the next Motueka Community Board meeting.

Tara Forde  
Motueka Community Board Member