



Ōtorohanga District Council

Grants & Awards Committee

AGENDA

16 December 2021

4pm

Members of the Ōtorohanga District Council Grants & Awards Committee

Councillor B Ferguson (Chair)
Councillor R Johnson
Councillor K Christison
Iwi Representative D Wooster

Additional NZ Creative Communities Committee Members
J Schollum
H Bramwell

Meeting Secretary: Mrs. N Eynon (Business Support – Business Enablement Group)

**TERMS OF REFERENCE FOR THE
ŌTOROHANGA DISTRICT COUNCIL GRANTS AND AWARDS COMMITTEE
FOR THE 2019-22 TRIENNIUM**

1. ESTABLISHMENT

This document establishes the responsibilities and explains the role of the Grants and Awards Committee within Council.

2. REPORTING LINE

This Committee reports to Council.

3. CONSTITUTION

Three Councillors as resolved by Council plus iwi and community representatives as required by external funding agencies.
The Governance Supervisor will be responsible for the preparation of the meeting agendas and will oversee the preparation of any reports for the committee and the minutes of the committee meetings

4. MEMBERSHIP

Crs Ferguson (Chair), Christison, & Johnson
The Community and Economic Manager shall attend all meetings in a key advisory capacity but is not member and has no voting rights. Other Council officers may be required to attend the Committee meetings as required.

5. QUORUM

The quorum shall be the minimum number of Council and community representatives necessary to satisfy the conditions of externally funded grants schemes. In the case of Council-funded grants and awards, the quorum shall be two members.

6. MEETING FREQUENCY

As required

7. OBJECTIVES

- To support and encourage community participation in sport, physical activity and physical leisure by allocation of funding from the Sport NZ Rural Travel Fund.
- To support arts and cultural activities taking place within the Ōtorohanga District by allocation of funding from the Creative Communities New Zealand Scheme.
- To promote the economic, environmental, social and cultural well-being of the people of the Ōtorohanga District by allocation of any other community grants Council may establish over the term of the triennium.

8. SCOPE OF ACTIVITY

All matters pertaining to the allocation of funding from Sport NZ Rural Travel Fund, the Creative Communities NZ Scheme, and any other Council grants or awards that Council establishes.

9. POWER TO ACT

1. To approve Grants and Awards Committee meeting minutes.

2. To determine all matters pertaining to the allocation of funding from the SPARC Rural Travel Fund, the Creative Communities NZ Scheme and any other Council grants or awards that Council establishes.
3. To co-opt community representatives as necessary to ensure compliance with the terms of externally funded schemes.

10. POWER TO RECOMMEND

1. To recommend to Council the criteria and allocation process for any other Council grants or awards that Council establishes.
2. To co-opt community representatives if required for any other Council grants or awards that Council establishes.

11. REVIEW OF TERMS OF REFERENCE

These Terms of Reference will be confirmed by Council at the commencement of every triennium after consideration of any recommendation made by the Committee in regard to proposed changes or refocus.

**ŌTOROHANGA DISTRICT COUNCIL
GRANTS & AWARDS COMMITTEE**

16 December 2021

Notice is hereby given that an ordinary meeting of the Ōtorohanga District Council Grants and Awards Committee will be held by Zoom on 16 December 2021 commencing at 4pm.

AGENDA

	ORDER OF BUSINESS:	PAGE
	PRESENT	
	IN ATTENDANCE	
	APOLOGIES	
	DECLARATION OF INTEREST	
	<u>REPORTS</u>	
ITEM 1	CREATIVE NZ CREATIVE COMMUNITIES SCHEME	1
ITEM 2	SPORT NZ RURAL TRAVEL FUND	2
ITEM 3	ŌTOROHANGA DISTRICT COMMUNITY GRANTS FUND	3
	ATTACHMENT 1 – ASSESSMENT SCHEDULE	

Ōtorohanga District Council has been allocated \$8,800 for the 2021-22 financial year to distribute within its community to support rural junior teams, providing the teams are from the Ōtorohanga rural district and the members are aged between 5-18 years.

In this founding round, Council received three applications which have been assessed by staff against the RTF criteria, of which all three applications meet the criteria and have been recommended by staff for funding as per the attached Assessment Schedule.

The total amount recommended for funding is \$5,500 which will leave the Rural Travel Fund budget with the balance remaining of \$3,300 to be used for the second round later in this financial year.

Trish Ambury
MANAGER PROPERTY
(ACTING FOR COMMUNITY & ECONOMIC DEVELOPMENT MANAGER)

ITEM 3 **ŌTOROHANGA DISTRICT COMMUNITY GRANTS FUND**
TO: **CHAIR AND MEMBERS**
 GRANTS & AWARDS COMMITTEE
FROM: **MANAGER PROPERTY (ACTING FOR COMMUNITY ECONOMIC DEVELOPMENT**
 MANAGER)
DATE: **16 DECEMBER 2021**

Relevant Community Outcomes

- Resilient Ōtorohanga
- Sustainable Ōtorohanga
- Thriving Ōtorohanga



Executive Summary

This report provides an update to the Committee on the applications received for the first round of funding for the Ōtorohanga District Community Grants Fund for the financial year 2021-22.

Fourteen applications were received and have been assessed by staff against the fund criteria and the following recommendations are made by staff to the Committee as below.

Recommendation(s)

It is recommended that:

1. The Committee receives the report.
2. The Committee approves the funding recommended by staff to the fourteen applicants as per the attached Assessment Schedule, and;

- a. for the amount of \$53,654 to be paid out of the annual fund allocation of \$100,000 from the Community Grants budget with the balance remaining of \$46,346 to be used for the second round later in the 2021-22 financial year.

Background

The Ōtorohanga District Community Grants Fund (the Fund) is a contestable fund for community groups and organisations.

The Fund provides community assistance for the 'not for profit' sector in order to create a strong social, environmental, economic and cultural base and to meet local needs, while contributing to the achievement of Council's Community Outcomes and supporting Council's priorities.

The Guidelines set out the funding criteria and allocation process for the Fund and help to ensure the distribution of funding;

- ✓ is appropriately targeted;
- ✓ occurs in a consistent, efficient and effective manner;
- ✓ is fair and transparent; and,
- ✓ promotes accountability.

The Fund has been established through the Long Term Plan (LTP) process and replaces other previous funds such as Sundry Grants, Sport Support and other funds that have been previously given out on a case by case basis by Council.

The Fund does not replace the Sport NZ Rural Travel Fund or the Creative NZ Creative Communities Scheme fund as the criteria and funding of these are provided by their respective agencies.

Ōtorohanga District Council has set aside \$100,000 for the 2021-22 financial year and in this first funding round since the Fund was established, Council received 14 applications which have been assessed by staff against the Fund criteria.

While undergoing the assessments for this first set of applications, staff made the following observations;

- 7 of the 14 applicants were from groups participating in active recreation and sport, and whose applications had clear alignment with the objectives of the Ōtorohanga District Sport and Active Recreation Plan.
- 6 of 7 above mentioned groups have been previous recipients of the former Council Sport Support fund.
- 6 of the 14 applicants had been recipients of previous other Council grants, either through event funding from the Ōtorohanga District Development Board (funded by Council), or through Council's Long Term Plan process or through Community Board discretionary funds. One of these 6 were also a recipient of the Sports Support as mentioned above.
- 8 of the 14 applicants have use of Council land or property to support their activities.
- 6 of the 14 applications were for contributions towards operational costs for their activities, rather than for projects or initiatives as is intended by the Fund.
- 7 of the applicants requested amounts over the \$5,000 funding cap.

All 14 applications aligned with the Purpose of the Fund, which is defined by the Community Grants Fund Guidelines as follows; *"The Fund provides community assistance for the 'not for profit' sector in order to create a strong social, environmental, economic and cultural base and to meet local needs, contributes to the achievement of Council's Community Outcomes and supports Council's priorities."*

The total combined amount recommended for funding across the 14 applications as per the attached Assessment Schedule is \$53,654. This will leave the Community Grants Fund with the balance remaining of \$46,346 to be used for the second round later in this financial year.

Trish Ambury

MANAGER PROPERTY

(ACTING FOR COMMUNITY & ECONOMIC DEVELOPMENT MANAGER)