



AGENDA

**Ordinary meeting of the
Nelson City Council
to Hear and Consider Applications
for Community Assistance Funding
2011/12**

**Monday 5, Tuesday 6 and Wednesday 7 September 2011
Commencing at 9.00am
Council Chamber
Civic House
110 Trafalgar Street, Nelson**

**Note: Councillors are reminded to bring their East light folders
containing submissions to the meeting.**

Membership:

His Worship the Mayor Aldo Miccio, Councillors Ian Barker, Ali Boswijk (Deputy Mayor), Gail Collingwood, Ruth Copeland, Eric Davy, Kate Fulton, Paul Matheson, Jeff Rackley, Pete Rainey, Rachel Reese, Derek Shaw and Mike Ward

Apologies
Opening Prayer**1. Introduction by the Mayor****2. Conflicts of Interest**

- 1.1 Updates to the Conflicts of Interest Register
- 1.2 Identify any conflicts of interest in the agenda

3. Hearing of Community Contract Applications**3.1 Timetable of hearings**

Document number 1148126

Note: The timetable is located at the front of the East light folder. If there are any changes, a revised timetable will be provided at the meeting.

4. Consideration of Applications

Recommendation

THAT for the purposes of considering the applications, Council form into a Committee of the Whole.

- 4.1 Staff will propose a process to assist with the allocation of funds, with reference to the following documents:

- 4.1.1 Community Assistance Funding 2011/12 memo to the Mayor and Councillors

Document number 1143432

1-3

- 4.1.2 Community Assistance Applications – Staff Recommendations

Document number 1133941

4-33

- 4.1.3 Community Assistance Policy 2009

Document number 725470

34-38

4.2 Council will determine the percentage split between community contracts and one-off grants, with reference to section 4.2 of the memo.

4.3 Charitable Status

Applications identified under section 7 of the memo will be considered for eligibility of funding.

5. Discussion of the focus for the 2012/13 Community Assistance Funding Round

Lunch will be provided at 12.30pm on Monday 5 and Wednesday 8 September

There will be a 2 hour lunch break (12 – 2pm) on Tuesday 6 September to allow for Councillors to attend the RWC 2011 Long Lunch. Councillors will be provided with a packed lunch.

26 August 2011

Memo To: Mayor and Councillors

Memo From: Keith Marshall, Chief Executive

Subject: ALLOCATION OF COMMUNITY ASSISTANCE FUNDING 2011/12

1. Introduction

This year there has been a total of 126 applications to the Community Assistance Fund, 69 for contracts and 59 for one-off grants. The total amount available for allocation is \$485,000 and \$1,174,510 has been requested.

The Community Assistance Applications for 2011/12 are enclosed in two folders, with Contract and One-Off grant applications filed separately. Each folder contains an assessment sheet that you may wish to work through in preparation for the meeting.

A folder containing extra information for the contract applications is in the Councillors Lounge. These mainly consist of financial accounts and annual reports for the applicant organisations.

2. Allocation Meeting

The Council meeting to consider applications will be held on Monday 5 and Tuesday 6 September. Contract applicants have been invited to make a brief presentation on their application. The schedule for these will be attached to the agenda.

The meeting of 5 September will commence at 9.00am and continue until 3.30pm. The meeting of 6 September will commence at 9.00am until 12.00pm (as councillors may wish to attend the Long Lunch) and resume at 2.00pm until the allocation process is complete. Following the allocation of funds a discussion will be had to determine the focus of the 2012/13 funding round. In anticipation that a third day is needed, 7 September has tentatively been booked.

3. Declarations of Interest

Councillors are requested to declare any interest they may have in any applicant organisations. Please advise His Worship the Mayor at the meeting.

4. Available Funding

The total amount budgeted for community assistance this year is \$485,000. The Community Assistance Policy states that the Council may allocate between 10% and 20% of the available funding to One-Off grants. The following provides guidance for the potential split between the two categories. The percentage split will be determined at the beginning of the decision meeting on 6 September, under section four of the agenda.

Percent	Contract	One-Off
10%	\$436,500	\$48,500
15%	\$412,250	\$72,750
20%	\$388,000	\$97,000

A copy of the Community Assistance Policy is attached as a reference for the policy underpinning the funding allocation process.

5. Process of Assessment

The assessment process that has been carried out on the applications is as follows:

- All applications have been checked for eligibility. A few applications have been removed from the process as they did not meet the core eligibility criteria. These applicants were contacted and offered the opportunity to provide more information.
- Applications were distributed to a number of relevant staff for comment and feedback
- Contract applications were individually scored according to the following criteria:
 - o Contribution to community outcomes
 - o Leverage of additional funding
 - o Benefit to Nelson or Nelson residents
 - o Benefit to the community compared to cost to the council
 - o Community involvement
 - o Administrative ability to deliver
 - o Past achievement/potential
 - o Contributions to other policies and strategies

The cumulative score from these criteria was used to rank the applications into A, B, C or D categories. The applications are presented in these categories.

-One-Off applications were individually ranked A-D according to the above criteria

- Applications have been entered onto a spreadsheet according to their category (one-off grant of contract)
- Within each category the applications are sorted by score.
- Comments have been added to the spreadsheet, providing reasons for the ranking and extra relevant information for consideration. There has been no recommendation made on the level of funding to allocate to each application, just a priority ranking undertaken of the projected funding outcomes.

6. Charitable Status

The Community Assistance Policy states that all applicants should either be registered with the Charities Commission or be able to prove their not for profit status.

Registration with the Charities Commission is not a realistic requirement for some small organisations, and not possible for some others. The Inland Revenue Department no longer issue statements that organisations are not for profit. This makes it very difficult for organisations that are not registered with the Charities Commission to prove their not for profit status. There are fourteen applications in this category. Staff recommend that these applications be accepted where it is clear that the organisation is operating on a not-for-profit basis. This is to be determined under section four of the agenda.

These are:

Agencies not registered with the Charities Commission or with evidence of "donee" or "approved charity" status by the IRD:

Contract Applications

Bowls Tahunanui

Community Art Works

Nelson Provincial Farmers Market

Tasman Rugby League Incorporated
Wakapuaka Tennis Club Incorporated
Weet Bix Kids Tryathlon

One-Off Grant Applicants

Bhutanese Society of Nelson New Zealand
Bowls Tahunanui
Nelson Cricket Association Incorporated
Nelson-Tasman Filipino Community Incorporated
New Zealand Society of Authors (Top of the South branch)
New Zealand Zomi Innkuan (Nelson) Incorporated
Stoke Bowling Club Incorporated
Whakatu Maori Wardens Incorporated

7. Factors to Consider

In allocating the funding, Councillors are requested to consider:

- That the assessment by staff is of the outcomes and purpose of the funding described in the application – not a comment on the organisation.
- Whether the outcomes listed in the application fit within core/priority Council business.
- Whether it is preferred to fund priority outcomes at a higher level, or to allocate lower levels of funding to a broader range of applications
- Funding allocated can be tagged for a specific purpose or outcome, particularly when only a portion of the requested funding is allocated.

Organisation	Page No.	Applied for both one-off and contract?	Purpose	Years	Funding Amount (per year)	Ranking (A - D)	Comments
Age Concern Nelson	13	No	To deliver and increase services to lonely, isolated clients to enable them to maintain independence, feel included and involved to enjoy a good quality of life.	2	\$10,000	A	Proactive service with large presence in the community. Service is filling gap of increasing need.
Beneficiaries and Unwaged Workers Trust	63	1130309	To enable our organisation to continue to assist the people in our community who are most in need of assistance to access services and entitlements and resolve issues with statutory agencies.	4	\$9,000	A	Providing extremely valuable service for high need group. Evidence of success with \$120,000 accessed for clients last year that had previously been denied. Strong community collaboration, with service outreach in Stoke as well as CBD.
Big Brothers Big Sisters of Nelson	75	1128564	Recruitment and employment of a Team Support Person.	3	\$10,608	A	Service providing invaluable support for young people, meeting the needs of at-risk as well as main stream youth. Service also offering leadership opportunities so young people can become trained mentors.
Community Art Works	127	No	We are requesting funding to top wages for a coordinator and two under 22 year old unemployed youths.	2	\$20,000	A	Providing important facility and programme for high need group. Displaying good utilisation of unemployed youth. Positive to see that service becoming more visible in the community. Receiving community lease.

Contract Applications 2011/12

Organisation	Page No.	Applied for both one-off and contract?	Purpose	Years	Funding Amount (per year)	Ranking (A - D)	Comments
Lifeline Nelson	287	No	To extend our services to promote positive change that contributes towards a resilient, healthy and safe community while continuing to provide a free, confidential 24 hour telephone counselling service to our community.	4	\$14,000	A	Providing vital service to broad cross section of community. High demand of service is evident with over 6000 calls received last year.
Loaves and Fishes, All Saints Church	331	No	To remodel and refurbish the existing kitchen that serves Loaves & Fishes, to finish this work in the 2011-2012 financial year and provide evidence to NCC of the completed work and additional benefit to the community.	1	\$17,000	A	Beneficial, highly utilised service, providing for high need group. Very valid request, particularly in terms of volunteer safety.
Nelson Community Christian Night Shelter Trust	422	No	Funding to pay the costs of the Supervisor's salary and related expenses.	4	\$2,000	A	High need service for Nelson's homeless. Organisation operates very conservatively on minimal budget.
Nelson School of Music	533	No	The Nelson School of Music is a registered charitable trust that runs and maintains a unique heritage musical performance and education facility that has serviced a broad section of the Nelson community for 117 years. The request will help ensure that this service continues.	4	\$40,000	A	A highly utilised arts facility that needs full support. It was resolved in the annual plan that provision of an additional \$70,000 be made in the Annual Plan 2011/12 for the Nelson School of Music operating expenses, subject to due diligence and a subsequent staff report.

Organisation	Page No.	Applied for both one-off and contract?	Purpose	Years	Funding Amount (per year)	Ranking (A - D)	Comments
Tahunanui Community Centre Inc	683	No	To continue current level of service, including 2 community events and production and circulation of a community newsletter. To also establish 2 new activities that become self funding.	1	\$9,927	A	An organisation that is continuing to build its capacity and look for new ways to meet community need. Is beginning to work more collaboratively in the community sector. Receiving community lease.
The Nelson Tasman Housing Trust	769	No	Coordination and development of emergency housing and the Bond Bank in Nelson	4	\$17,340	A	This agency works collaboratively in the community having strong community networks. Excellent track record of meeting tough outcomes. Very proactive and goal driven. The bond bank and emergency housing makes a huge difference to peoples lives.
Volunteer Nelson	797	1129798	Funding is towards the wages of three part time staff at Volunteer Nelson to deliver their services to the Voluntary and Community sectors.	4	\$10,000	A	A key agency in the community sector that supports a vast range of projects and initiatives. The service provides a highly utilised communication link for the sector and many vital up skilling opportunities. The Community Support Service covered in outcome 3 is a high priority.

Contract Applications 2011/12

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Adult Learning Support Nelson Inc	1	No	Assistance with 2011-2014 Blended Learning Programme	3	\$14,676	B	Providing essential skills, enabling people to improve their circumstances, value of life and contribute more to society. Funding appears to be for core programme.
Annesbrook Community Trust	25	No	For part time salaries for youth workers.	3	\$20,000	B	Providing valuable youth service on Friday and Saturday nights where provision of service is needed. As target area includes Richmond, would recommend part funding.
Arts Council Nelson	35	1130956	To enable adequate resources to maintain, develop and deliver quality quantifiable services across the wide spectrum of our community and art sector stakeholders in Nelson as outlined in the Business Plan (Appendix 3).	4	\$65,000	B	Organisation is working closely with NCC staff, supplementing provision of service for arts sector. Arts policy outcomes are being carried out by the service. A large request but organisation has large presence in community. Receiving community lease.
Citizens Advice Bureau Nelson Tasman	103	1130610	On going financial support for the Nelson Tasman's Bureau operating costs and wages that will allow us to respond to the 3000+ enquiries per annum and provide an efficient and effective Bureau operation.	3	\$10,000	B	Providing broad, valuable service that is well recognised and supported in the community sector. Receiving community lease.

Organisation	Page No.	Applied for both one-off and contract?	Purpose	Years	Funding Amount (per year)	Ranking (A - D)	Comments
Friends of Old Fairfield Inc	189	1131213	To upgrade and enhance Fairfield's grounds - install and fix drainage, install 2 composting toilets, repair brick stairway, install lighting for carpark, install irrigation for gardens.	4	\$8,000	B	A well utilised community building, catering for a vast range of events and sectors within the community. Affordable way to off-set the shortage of toilets in the area and continue upkeep of the property.
Health Action Trust - Compass	241	No	This funding request is to cover the cost of funding the 0800 phone line for each year. Usually this is for people with mental health issues but in some cases the issues are much broader.	4	\$3,000	B	Funding would support valuable community support service. Small request for what is being delivered.
House 44	247	1131744	To fund the wages of youth workers and the youth coordinator based at House 44.	4	\$42,000	B	Providing essential service for high need area. Organisation has continued to increase capacity by collaborating with local agencies and gaining business buy-in generating product sponsorship. A highly utilised service that continues to look for new opportunities.
Incedo Inc Nelson	263	No	Towards project costs and staff wages for setting up and running an emergency shelter for young people aged 16-21 years in Nelson.	3	\$40,000	B	Ambitious project in the beginning stages but focusing on an important issue.

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Neighbourhood Support Nelson Inc	386	1129730	To provide part of the salary for the part time coordinator so that this service can continue to operate and grow in the Nelson region.	4	\$25,000	B	Valued service with big picture focus of building resilient communities. Service and neighbourhood connectedness continuing to grow. An essential building block for strong community safety.
Nelson Environment Centre	444	No	To pay for 2 facilitators to implement Kids Edible Gardens Programme in 2 Nelson Schools.	2	\$3,920	B	A successful programme with proven results. Programme compliments what NCC is doing.
Nelson Jazz Club Incorporated	452	No	Community funding is essential to the successful staging of the annual Nelson Jazz and Blues Festival at a level that attracts international artists and visitors to the region.	4	\$40,000	B	Popular festival that fills useful gap, which would otherwise be empty at a busy visitor time. Festival has become an expectation and highlight for locals and visitors over this period. A high request as twice as much as received last year. NCC Summer Festival is funded \$40k each year to cover 5 free community events.
Nelson Marlborough Rescue Helicopter Trust Inc	460	No	The Nelson Marlborough Rescue Helicopter Trust requests funding from the NCC to support the change in rescue helicopter which is operated to meet regulatory compliance.	4	\$60,000	B	Providing essential life saving service with high operating/equipment costs.

Organisation	Page No.	Applied for both one-off and contract?	Purpose	Years	Funding Amount (per year)	Ranking (A - D)	Comments
Nelson Multicultural Council Inc	466	No	To sustain the work of the Nelson Multicultural Council in promoting positive race relations and supporting people of minority ethnicities as well as newcomers.	4	\$20,000	B	A large request for continuation of the current service. Organisation is meeting a need in community and working collaboratively with other agencies. A grant of \$25k has already been awarded to run Race Unity Day in 2012 through the annual plan.
Nelson Multiple Sclerosis Society Inc	497	No	To provide ongoing running costs for our Society's two vehicles, we have a car and a wheelchair van and provide an annual report on vehicle usage.	4	\$2,000	B	Organisation is very financial, but providing necessary service for high need group.
Nelson Santa Parade Trust	525	No	A contribution towards part of the operational and running costs of the Nelson City Santa Parade and Christmas Carnival, the largest annual Santa Parade in the Top of the South Island.	4	\$20,000	B	A large request for a 2 hour event, plus carnival at Founders Heritage Park. High attendance numbers show its success. The only Santa Parade in the top of the south.
Nelson Tasman Youth Workers Collective	559	No	To assist with wages for the Coordinator, towards monthly meeting costs and towards facilitation of collaborative Youth Week events.	2	\$5,000	B	Playing a key role in the youth sector supporting a large number of youth service providers. Coordination of youth week is beneficial to community, a role that the agency picked up 2 years ago and has carried out successfully.

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New Zealand Council of Victim Support Groups Inc - Nelson	575	No	The Service Coordinator is key to providing the services of Victim Support in the Nelson area.	4	\$6,000	B	Providing essential service for people in trauma situations. An essential service for the wider community.
Open Home Foundation	581	No	Children and young people, with serious care and protection needs (to the degree that they are unable to remain living with their parents or guardians), receive individual specialised behaviour modification support in the Family Home, while concurrently, social work support is provided to the family unit, to ensure consistency of expectations, that ensures best social outcomes for the entire community.	1	\$7,900	B	Meeting crucial need for small group of young people in extreme circumstances. Service is largely funded by government with higher income received last year than in 2009.
Presbyterian Support Upper South Island	603	No	To fund a part-time .5 FTE position as Community Coordinator in the Stoke area.	2	\$20,000	B	Increasing problems in Stoke warrant an initiative such as this. The collaborative nature of the project is positive and key to tapping into a cross section of at-risk and main stream youth.

Organisation	Page No.	Applied for both one-off and contract?	Purpose	Years	Funding Amount (per year)	Ranking (A - D)	Comments
Richmond Group Riding for the Disabled Inc	627	No	Funding requested to enable comprehensive veterinary health checks to be performed on the horses and ponies of the Richmond Group, RDA.	1	\$1,290	B	Small request for essential part of service. Organisation is in NCC zone with approximately 50% of clients from Nelson.
Royal New Zealand Plunket Society - Nelson Marlborough Area/ Nelson Tasman Bays		Yes	This request is to fund the Plunket Safety Officers wages to guarantee its continuation and the subsequent benefits to Nelson families.	4	\$5,304	B	Beneficial service for the community providing essential information.
Stoke Community Centre Inc	661	No	To provide part wages for one part time staff member. This member works 3.5 hours per day, three days per week supporting the cook in the preparation and presentation of a two course meal. Duties include washing up, some cooking, assisting in afternoon teas and serving of meal. Other tasks as required by management includes support to the elderly members. Cleaning of toilets and hall as required.	4	\$5,000	B	Popular service for increasing group of society, catering for cross section of aged community. Value for money request.
Stopping Violence Services	675	No	To build on the Family Violence "It's Not OK" campaign to support self-referred men to attend programmes and counselling to deal with family violence.	3	\$5,000	B	Essential service benefiting many more than just the client.

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Tasman Broadcasting Trust (Fresh FM)	711	No	We request provision of the sum of \$10,000 per annum for four years to help offset costs associated with specifically identifying and encouraging not-for-profit groups and migrant communities in our region, and provide them with the skills and opportunity to celebrate their diversity and contribution to our community.	4	\$10,000	B	Providing another means for the community sector to communicate. Appears to be a large request for this provision of service.
The Nelson Historical Society Inc	761	No	Research and interviews for a history of the Nelson Italian community 1862-2011	1	\$5,000	B	Received a grant of \$1,500 in 2009. Would be good to see the project completed.
Victory Community Association Trust	779	No	Funding the VCA Coordinator for 20 hours per week and to cover costs of the PA hire, marquee and musicians for Little Day Out, our annual summer event on the square.	4	\$20,400	B	A large increase in the amount request from previous years to deliver a similar service. Organisation works proactively in the community and made considerable contribution to the winning the "Community of the Year Award" in 2010.
Victory Community Health Centre	791	No	To support the Programme and Facilities Management of the Victory Community Centre - wages of the Coordinator, some equipment and programme costs, and support for summer time Lark in the Park activities.	2	\$38,500	B	Very proactive organisation that works collaboratively amongst the wider community. Organisation is recognised nationally as a model community centre. Funding request is high and considerably more than what was granted for the last 2 years.

Organisation	Page No.	Applied for both one-off and contract?	Purpose	Years	Funding Amount (per year)	Ranking (A - D)	Comments
Wakapuaka Tennis Club (Inc)	805	No	\$25,000 funding request towards the cost of resurfacing the four tennis courts at Wakapuaka Tennis Club in 2011.	Lyn Broughton	\$25,000	B	High need as limited sporting resources in developing area with young families. A large request so the amount of funding should make facility available for a wider group if possible eg local schools.
Whenua Iti Outdoors	833	No	Targeted outdoor programmes for at risk youth: Junior Journey 11-13 yrs 4 day outdoor experience, run in school holidays for 12 Nelson based youth.	3	\$13,810	B	Well respected organisation providing courses with many proven long term benefits. A large request for the numbers involved.
Women in Nelson Inc	839	No	Arts and life skills workshops for low-income women in the Nelson region.	4	\$3,600	B	Providing important support for niche group. Proactive in the community.
Youth and Community Facility Trust (Nelson) (The New Hub)	853	No	To continue to provide a vibrant, safe, youth friendly space offering a range of workshops and programmes. We employ good youth workers and plan to continue working with organisations in the community to enhance projects and deliver quality outcomes.	2	\$45,000	B	Agency already receiving \$100k p.a. from NCC to cover operational costs and manager salary. Large request in light of other existing grants from NCC. Would recommend funding a specific programme with measurable outcomes. Receiving community lease.

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Bowls Tahunanui	93	1129734	Part cost of maintenance of our cotula lawn bowling green.	4	\$2,000	C	Applied to one-off grant for same thing, as hoping for one to be successful. Receiving community lease.
City of Nelson Highland Pipeband Incorporated	119	1130969	NCC funding will enable the City of Nelson Highland Pipe band to provide an environment for community members to celebrate and enjoy the highland bagpipes and Scottish heritage at a local and national level.	4	\$7,500	C	Bulk of request is to cover travel costs for members to compete at national and Australian competitions. Funding for training/tuition is more valid. If supported would be good to build in requirement to play at 2 NCC community events.
Family Education Network Inc - Nelson	167	1129080	Towards cost of presenting the YrChoice preventative life skills programme to Year 9 and 10 students at Nelson College for Boys and Nelson Girls College.	3	\$4,000	C	Programme adds value to the content delivered through the school curriculum. Application similar to one-off grant request but asking for increased funding to extend service.
Hampden Street School	203	No	As part of the upgrade to the Hampden Street community hall, adequate storage is needed and this funding request is solely concerned with building a storage facility.	1	\$10,000	C	Good community resource, but supporting project may set precedent to fund increasing number of school halls. There are a number of community halls around the area of varying size.
Hearing Association Nelson	223	1126434	To fund a fieldworker to promote and present free 20 minute workshops to frontline staff on communication strategies when talking with hearing impaired.	1	\$1,872.00	C	Strong health focus and can be difficult to measure the results.

Organisation	Page No.	Applied for both one-off and contract?	Purpose	Years	Funding Amount (per year)	Ranking (A - D)	Comments
Matatupu Puna Te Reo Playgroup	339	1131005	To financially support the group to continue running every Monday morning, during school term, for two hours per week.	2	\$5,000	C	Valuable programme meeting a community need. Organisation is working collaboratively within the Victory community. Have applied for same thing in one-off grant, so recommend funding one.
Nayland College - Adult Community Education Programme	351	No	Nayland College is seeking a funding partner to cover the infrastructure costs to continue providing a varied, comprehensive, coordinated Adult Community Education Programme for Nelson - an essential element of a healthy and vibrant community.	2	\$25,000	C	Providing valuable courses for mainstream sector of community. Many are now missing out as costs are too high since government has cut funding in this area. A high request.
Nelson A&P Association	408	No	To provide a vibrant, value for money, event to the community whilst supporting aspects that are special to Nelson such as art and crafts, the outdoors, local food and wines and retaining its agricultural roots.	3	\$22,000	C	Organisation trying to revive and uplift event, increase patronage and appeal to wide group of community. A large amount to request.
Nelson Community Organic Gardens Trust (Waimarama Community Gardens)	432	No	To establish regular community "Work and Learn" sessions to enable people to learn about composting and plant propagation.	3	\$4,890	C	Organisation appears to meeting a need in the community and is working at full capacity with minimal paid staff and reliance on volunteer support. Receiving community lease.

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Nelson Music Festival Trust	505	No	To produce the New Zealand International Chamber Music Festival in Nelson in February 2013.	2	\$35,000	C	Event appeals to niche market of top end consumers. Draws large numbers to region, but is a substantial request for a biannual event.
Nelson Railway Society Inc	519	No	To assist with operating costs to run the train.	2	\$2,500	C	Small request to subsidise the cost for patrons, consequently encouraging people to use it. Receiving community lease.
Nelson Symphony Orchestra Inc	543	1127220	A grant towards the expense of bringing a professional concertmaster to Nelson to lead the N.S.O. in its 5 public concerts.	2	\$5,000	C	Recommend funding contract or one-off grant, not both.
Nelson Tasman Cycle Trails Trust	549	1127395	The Trust requires funding for Executive Officer/Administration salary to enable the foundation of marketing and promotions work to champion cycling in the region.	2	\$10,000	C	Role is the lynchpin for the development of the track. Funding will support meeting many community outcomes for the long term. Support from local community is vital as major NZ funders have been targeted and declined application as not a priority area for the fund.
Parikarangeranga Ki Rangitoto Trust	593	1131785	To fund a Yikes Oscar holiday programme.	2	\$5,250	C	Application is short of detail and outcomes are fairly broad. Not enough information to get a clear picture of programme.

Organisation	Page No.	Applied for both one-off and contract?	Purpose	Years	Funding Amount (per year)	Ranking (A - D)	Comments
Q-Youth Incorporated	609	1130303	A \$35k per year contribution towards salary for the Q-Youth Director plus a \$5k per year contribution towards travel and professional development expenses for the Director and other staff.	4	\$40,000	C	High level of request meeting a minority group of the community. Clarification on the need for such an increase in staff time would be useful. Travel and conference expenses are non essential items. A leasee of the New Hub.
Stoke Bowling Club Incorporated	655	1131756	To professionally establish and formalise a coaching programme for college students either after school hours or in co-operation with Schools use Sports hours.	3	\$2,500	C	Appears to be non essential but funding would contribute to the current provision of service. Organisation could apply to next year's Nelson City Physical Activity Fund.
Tahunanui School	701	No	Any funding that Tahunanui School receives from the Nelson City Council Community Assistance Fund would be put towards the total construction costs of developing a community swimming pool located within school grounds.	1	\$20,000	C	A fairly common request from schools, this is for a large amount. However would be a popular community resource. Funding may set a precedent for other schools.
Tasman Regional Sports Trust	719	No	Funding to contribute to wages of staff delivering the Sport Tasman Leadership programme, which supports students in Nelson schools to develop leadership skills through fundamental skill/sporting activities.	2	\$6,000	C	Programme appears to be something that should be covered by government funding either by Ministry of Education or SPARC. Paying commercial rent at Saxton Stadium.

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Tasman Rugby League Incorporated	741	No	Employment of a Rugby League Development Officer to grow and develop the sport of rugby in the Nelson area.	2	\$10,000	C	Opportunities to access this sport have been limited in the past. The organisation is targeting residents who may not already be involved in sport.
The Nelson Ark	751	No	Support for 2 Nelson city residents to attend the Animals People and Rehabilitative training APART of ARK programme. Each attendee to receive the wraparound services and follow up.	3	\$18,013	C	Programme has had outstanding results but a very high cost to fund 8 young people from Nelson to attend the programme.
Weet Bix Kids Triathlon	817	No	A local coordinator is appointed in Nelson to manage the onground logistics pre event. We ensure the local coordinator is a local Nelson resident and contracts businesses for: toilets, fencing, security, life guarding, vendors, marshals, volunteers, etc. Each aspect is debriefed and passed on to head office and local council funding in a full report with research.	4	\$15,000	C	High profile event for Weet Bix. Draws large numbers but has expensive entry fees.

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Organisation	Page No.	Applied for both one-off and contract?	Purpose	Years	Funding Amount (per year)	Ranking (A - D)	Comments
Young Men's Christian Association of Nelson (Inc)	845	No	To develop and provide a range of YMCA youth services and engagement programmes in the city in partnership and collaboration with other leading youth organisations.	4	\$56,474	C	Large request for an organisation that appears to be well funded by central government (see accounts). Providing valuable service, would recommend funding outcome 2 and a more specific outcome 3 to enable measurable outcomes.
EnergySmart Limited	151	No	The Nelson Healthy Homes Project 2011-12 will focus on providing the residents of the region with a cost effective way of accessing energy efficiency products and services designed to make homes warmer, drier, and healthier as well as helping to reduce energy costs and improve quality of lifestyle.	1	\$50,000	D	The council already provides funding for insulation and burner replacement under its Clean Heat Warm Homes Scheme. The Council Eco Design Adviser also provides free advice to home owners on the topics listed on page 12. The insulation levels specified in section 5 do not meet the current minimum NZ Building Code requirements for the South Island or Energy Efficiency Conservation Authority (EECA) scheme.

Contract Applications 2011/12

Organisation	Page No.	Applied for both one-off and contract?	Purpose	Years	Funding Amount (per year)	Ranking (A - D)	Comments
Kahurangi Employment Trust	283	1131622	A single grant of \$35,000 for a longer term investment enabling KET to use as security to draw down on as and when required.	1	\$35,000	D	Unique service supporting many long term unemployed into paid work and increasing their skill set to obtain long term employment. NCC Parks and Facilities team currently contracts KET to carry out much of the work covered under # 5. Would be helpful if outcomes were quantifiable so could be measured if funded. Funding of \$70,000 subject to a staff report was granted in the annual plan. If funded this would be double dipping. Receiving community lease.
Nelson City Brass	416	No	To provide an income to cover the operational costs of the band.	4	\$30,000	D	High amount requested. One of the outcomes is for contributing to the cost of members attending a national competition. Playing at community events should be discussed and covered by specific event budgets. Would be good fund consistently with the City of Nelson Highland Pip Band.
Nelson Provincial Farmers Market Incorporated	511	No	Support for Nelson Farmers Market to increase its promotional and educational activity to customers and to provide support for stallholders to improve business capability.	2	\$10,620	D	A not-for-profit organisation that appears to be more a commercial operation. Wild Tomato article from 1 August 2011 states that sales have increased by 30% - 40% since moving from Founders Heritage Park to Fashion Island last year.

Organisation	Page No.	Applied for both one-off and contract?	Purpose	Years	Funding Amount (per year)	Ranking (A - D)	Comments
Way2Go	811	No	The funding is requested to enable the support, coordination, training, development and promotion of the Nelson Way2Go hubs via the Regional Adviser position.	4	\$13,000	C	Group is not a legal entity but is supported by a range of organisations including NCC. NCC marketed under the Way to Go banner. TDC is the umbrella agency that currently manages the funding.
			Total requested		\$1,196,894		

One-Off Grant Applications 2011/12

Organisation	Page No	Applied for both one-off and contract?	Purpose	Funding Amount	Ranking (A - D)	Comments
Blue Light Youth at Risk	54	No	To run 2 learner licence courses in the Victory area. Catering for 30 clients who need special assistance and tuition to pass the test.	\$1,000.00	A	Providing essential service for high need group. Many social, safety and economic gains for small financial outlay.
Dramatix Theatre Development Trust	94	No	To pay for the hire of Founders Park for 'Lest We Forget', a community event which is now part of Heritage Week.	\$2,400.00	A	High value for small NCC contribution. Event continues to attract new and returning patrons.
House 44 South East Stoke Incorporated	142	1131721	To enlarge our existing kitchen, allowing safe, healthy storage of food and utensils, and a safe working environment to cook in.	\$2,500.00	A	Project will enhance existing service and provide resource to develop life skills for residents of South East Stoke.
Nelson Surf Life Saving Club	252	No	To purchase four hand held radio units which will be used for beach patrols and Search and Rescue operations, the radio will link into Police and CDEM radio channels so will also be available for civil emergencies.	\$2,428.00	A	Funding necessary safety equipment that benefit many residents and holiday makers.

One-Off Grant Applications 2011/12

Organisation	Page No	Applied for both one-off and contract?	Purpose	Funding Amount	Ranking (A - D)	Comments
Royal New Zealand Plunket Society Nelson Marlborough Car Seat Rental Scheme	328	No	To assist Nelson Marlborough Car Seat rentals in the continuing education to parents and caregivers about the importance of a correctly fitted restraint appropriate for their child.	\$2,500.00	A	Providing necessary life saving information to new parents. Receiving community lease.
Age Concern Nelson Incorporated	7	1129069	We would hold a series of education courses for older people informing them of the 'changes of aging' in NZ society and the subsequent increase of dementia, delirium and depression providing information and the supports available in dealing with this problem.	\$2,400.00	B	Providing valuable information to a growing sector of society. Courses appear to be meeting a "gap" in information services.
Beneficiaries and Unwaged Workers Trust	32	1130331	Funding of Volunteer expenses will enable BUWT to provide an improved service to clients.	\$1,200.00	B	Volunteers are a crucial component of this service, maintaining their support is essential for continuation. Request could be funded by BP vouchers for volunteers annual scheme. Contract of higher priority.
Big Brothers Big Sisters of Nelson	44	1128574	Recruitment, screening, training and supervising our volunteer mentors.	\$2,000.00	B	Volunteers are a crucial component of this service, maintaining their support is essential for continuation.
Child Matters	66	No	This grant will be used to support the costs of running a 5 Day Child Protection Training Programme in Nelson in 2011.	\$2,500.00	B	Small contribution to service with potential of having significant benefits to community.

One-Off Grant Applications 2011/12

Organisation	Page No	Applied for both one-off and contract?	Purpose	Funding Amount	Ranking (A - D)	Comments
Chin Community of Nelson	74	No	Chin Community of Nelson Children's Saturday School programme.	\$2,000.00	B	Providing valuable programme to refugee community which impacts positively in the community.
English Language Partners Nelson Marlborough Inc	100	No	We are asking for \$2,500 to help us with the cost of running our English Language Literacy Class or adult former refugees who have a low level of education in their first language.	\$2,500.00	B	High value programmes with positive impacts for attendees and wider community. Government support has been reduced for this service.
Isel House Charitable Trust	148	No	Processing of database images to online system.	\$1,827.00	B	Funding will complete project so database images can go online and will be an accessible resource for residents. Receiving community lease.
Mabuhay Top of the South Filipino Radio	166	No	To contribute to funding the Mabuhay radio program to ensure ongoing broadcast, with its purpose of fostering cultural awareness, and instilling the cultural identity of the younger generations.	\$2,200.00	B	Providing communication tool for minority group. Working with Fresh FM and community to achieve this.
Neighbourhood Support Nelson Inc	184	1129742	To hold the 2012 Good Neighbour Awards event, including a new Best Neighbourhood Award.	\$2,040.00	B	A worthwhile event, supporting positive relationships and acknowledgement of stand out individuals within communities.
Nelson Community Toy Library	210	No	To purchase quality toys for the Nelson Community Toy Library.	\$1,500.00	B	A popular value for money service meeting a cross section of the community. A fair request considering its high usage. Receiving community lease.

Organisation	Page No	Applied for both one-off and contract?	Purpose	Funding Amount	Ranking (A - D)	Comments
Nelson Cricket Association Inc	216	No	To put artificial wicket on concrete pads to allow to be used by general public and schools in the Stoke area.	\$2,500.00	B	Minimal investment for upgrade wicket. Open access for community at Greenmeadows. Concrete pad already there but turf needed on top. NCA to maintain.
Nelson District Kindergarten Association	222	No	Purchase of the above resources and equipment to improve kindergarten environments.	\$2,500.00	B	Small request to purchase large array of equipment for large group. Could refer to Nelson City Physical Activity Fund next year.
Nelson Musical Theatre Inc	234	No	To purchase and spread gravel both sides of complex at 95 Atawhai Drive, Nelson	\$1,500.00	B	A necessary practical job that would assist access and appearance of the venue.
Nelson Railway Society Inc	240	No	For sleepers needed for continued maintenance and safety of our track.	\$1,987.32	B	A regular request. Contract application is more beneficial. Receiving community lease.
Nelson Symphony Orchestra Inc	258	1127223	To help fund a part time orchestra manager/secretary.	\$2,500.00	B	Recommend funding contract or one-off grant, not both.

One-Off Grant Applications 2011/12

Organisation	Page No	Applied for both one-off and contract?	Purpose	Funding Amount	Ranking (A - D)	Comments
Nelson Tasman Cycle Trails Trust	264	1130031	Funding for the professional establishment of a comprehensive, social media on line presence.	\$2,500.00	B	An advertising tool to increase sponsorship and support for the development of the project.
Nelson Tramping Club	276	No	The club owns four Personal Locator Beasons (PLB). This funding is for a 5th PLB.	\$599.00	B	Necessary safety equipment of small cost considering its worth.
New Zealand Society of Authors	282	No	To increase the number of hours of tuition provided by the writer in residence during their stay in June 2012.	\$1,500.00	B	Worthwhile contribution to popular event.
Parent to Parent Nelson	294	No	The funding request is for wages for Regional Coordinator to continue to deliver core services to families who have child/children with a disability, special need or health impairment.	\$2,500.00	B	Small contribution to a service of high value within the community.
Parents Inc	300	No	To provide parenting skills and strategies to parents in Nelson through the Parents Inc. 6 week Toolbox parenting group programme.	\$2,500.00	B	Providing valuable skills to large number of families.

Organisation	Page No	Applied for both one-off and contract?	Purpose	Funding Amount	Ranking (A - D)	Comments
Parikarangaranga Ki Rangī Trust	308	1131782	To purchase a laptop computer for education purposes for after school programme.	\$1,000.00	B	A practical tool to assist programme. Two small laptops were purchased 2 years ago through pub charities (pg 3 of application).
Q-Youth Incorporated	314	1130328	A contribution towards the cost of refurbishing the Q-Youth Drop in Centre at 23 New Street.	\$2,500.00	B	Small contribution to improve appearance of facility to make it a more youth friendly space. Organisation has sublease with the New Hub.
Stoke Toy Library Society Incorporated	344	No	To introduce a range of new generation board games and three dimensional puzzles to the Stoke Toy Library.	\$600.00	B	A popular value for money service meeting a cross section of the community. A fair request considering its high usage.
Volunteer Nelson	350	1129803	Funding is towards production and distribution of brochures for promotion.	\$1,500.00	B	Valuable service in community. Project would contribute to an increased pool of volunteers that could make significant input in the community.
Whakatu Maori Wardens Incorporation	356	No	To purchase new uniforms, badges and patches for uniforms. These are yellow reflector jackets for night patrol.	\$2,500.00	B	Valuable service to community requesting necessary item for their work. Funded Te Tau Ihu Maori Wardens for this last year.
Abel Tasman Educational Trust	1	No	To contribute to funding a kitchen with double the space.	\$2,450.00	C	Teaching valuable skills but meeting the needs of a small group.

One-Off Grant Applications 2011/12

Organisation	Page No	Applied for both one-off and contract?	Purpose	Funding Amount	Ranking (A - D)	Comments
Arts Council Nelson (Nelson Live Poets Society)	27	1131810	To facilitate 11 monthly public readings by established guest poets to increase the range and diversity of live poetry performances in Nelson.	\$2,500.00	C	Could charge gold coin entry. Hosting visiting poets quarterly could be more viable. Receiving community lease.
Bhutanese Society of Nelson New Zealand	38	No	The funding is requested for purchase of sports goods to develop healthy and wider relationship with the local community.	\$2,500.00	C	Consider part funding as some of this equipment is available at Victory Community Centre.
Bowls Tahunanui	60	1129739	Maintenance of one of the two bowling greens.	\$2,500.00	C	Similar but smaller request as contract application. Receiving community lease.
Citizens Advice Bureau Nelson Tasman	80	1129061	To continue increasing public awareness of CAB as a free, comprehensive community resource, through planned, regular, targeted publicity.	\$1,500.00	C	Promoting key service to residents and newcomers. Contract of higher priority. Receiving community lease.
Colonel Noel Percy Adams Trust (Melrose) Society	88	No	To freight, professionally mount, frame and document significant historical artefacts for public interest and display.	\$2,500.00	C	Providing access to recovered items of Nelson's history. A small contribution to increase the Melrose collection. Receiving community lease.
Enner Glynn Playcentre	106	No	We require a one off payment of \$2500 to install a sand pit cover to keep out pest animals and provide shade, receipts of spending will be submitted.	\$2,500.00	C	Consider funding cheaper \$1012 option as serves a similar purpose at half the cost. Receiving community lease.

One-Off Grant Applications 2011/12

Organisation	Page No	Applied for both one-off and contract?	Purpose	Funding Amount	Ranking (A - D)	Comments
Epilepsy Association of New Zealand	112	No	To deliver core services including the provision of information and resources, facilitating support groups, advocacy services, training sessions and information seminars to schools, service agencies, health professionals, employers, iwi and the general public.	\$2,398.00	C	Providing valuable service, requesting small contribution to overall service.
Family Education Network Inc - Nelson	118	1129085	Towards cost of presenting the YrChoice preventative life skills programme to Year 9 or Year 10 students at Nelson Girls College.	\$1,500.00	C	Programme adds value to the content delivered through the school curriculum. Contract application is similar but covers additional schools.
Friends of Old Fairfield Inc	124	1131752	Installation of utility shed.	\$2,100.00	C	Funding will assist completion of a project. A necessary, practical item for the garden.
Friends of the Hira School	128	No	To purchase a school marquee to be used for inter-school sports tournaments, events and fundraisers, in turn promoting Hira School within the community.	\$2,500.00	C	Good practical item, although such a resource could be hired out to community to generate income to cover initial expense.
Hearing Association Nelson Inc	134	1131032	To repair the stormwater drainage system of Hearing House in order to prevent the building from deterioration.	\$2,500.00	C	Completion of project will resolve dual issues for the Hearing House building and surrounding footpaths. However additional funding from "building fund" could be used for project.
Kidpower Teenpower Fullpower Trust	160	No	We will work with an estimated 108 people to improve their safety and wellbeing.	\$1,800.00	C	Providing essential skills for personal safety. Subsidising course for people who can not afford it.

One-Off Grant Applications 2011/12

Organisation	Page No	Applied for both one-off and contract?	Purpose	Funding Amount	Ranking (A - D)	Comments
Magenta Creative Space	172	No	To cover the costs of venue hire, guest speaker flights, advertising in the Nelson Arts Programme and Nelson Evening Mail, materials and wages for exhibition.	\$1,572.00	C	Event should be self funding, perhaps make small contribution to support. Could apply to Creative Communities Local Funding Scheme.
Matatupu Puna Te Reo Playgroup	178	1131026	To financially support the group to continue running every Monday morning, during school term, for two hours per week.	\$2,500.00	C	Valuable programme teaching Te Reo to pre-schoolers, meeting a community need. Organisation is working collaboratively within the Victory community. Have applied for same thing in one-off grant, so recommend funding one.
Nelson Cadet Unit	196	No	To provide a weekend exercise activity for 30 cadets at Rotiti Lodge Outdoor Education Centre. Cadets will be tested on their personal and social development through participation in adventure based learning as well as demonstrating leadership in a physical activity.	\$990.00	C	Appears to be potentially more a user pays activity.
Nelson Community Organic Trust (Waimarama Community Gardens)	202	No	This funding request is for improving WCG's accessibility to the public and enjoyment of the site through better physical access to buildings and garden beds, improved facilities, and clear signage, so that we can fulfil our educational and community connection objectives (refer to WCG Strategic Plan 2011-2016).	\$2,500.00	C	Good practical project. A build on from what was granted in the past so additional signage can be developed and installed. Receiving community lease.

One-Off Grant Applications 2011/12

Organisation	Page No	Applied for both one-off and contract?	Purpose	Funding Amount	Ranking (A - D)	Comments
Nelson Environment Centre Incorporated	228	No	Audio visual equipment for Nelson Environment Centre's learning and resource centre.	\$2,500.00	C	Equipment would enhance programme and learning experience.
Nelson Region Hospice Trust	246	No	Request funding for annual travel cost and mileage claim for services to clients carried out by volunteers.	\$2,500.00	C	Highly valued organisation but request could be funded by BP vouchers for volunteers annual scheme. Could consider funding on a one-off basis.
Nelson Tasman Filipino Community Inc	270	No	To host the 2012 South Island Filipino Reunion and Sportfest to be held 2nd and 3rd June 2012.	\$6,370.00	C	Application request is higher than \$2,500, so could fund a portion of this.
New Zealand Zomi Inkuan (Nelson)	288	No	To purchase 18 player uniforms, one football, one volleyball and net.	\$2,300.00	C	Appears to be something that could be purchased or fundraised for by players. Could part fund this refugee community's initiative.
Royal New Zealand Foundation of the Blind	322	No	Each talking book costs \$1500 to produce. Acknowledgement at beginning of book and name appears in our 'Sound and Touch' magazine in acknowledgement.	\$1,500.00	C	Request was funded last year. A good selection of talking books are available from NCC public libraries.
Alzheimers Society Nelson Inc	15	No	To provide a free monthly coffee morning for all people affected by dementia.	\$2,500.00	D	Largely subsidising morning tea which potentially could be provided more efficiently.

One-Off Grant Applications 2011/12

Organisation	Page No	Applied for both one-off and contract?	Purpose	Funding Amount	Ranking (A - D)	Comments
Arthritis New Zealand Inc	21	No	To assist with the delivery of hydrotherapy being held at Ngawhatu pool and Nelson Hospital pool.	\$2,500.00	D	Appears to be more suitable for user pays system. No indication of client contribution.
Kahurangi Employment Trust	154	1131462	Providing funding towards a rebranding exercise for KET to enable the opportunity to enhance services already provided and to identify new opportunities for growth.	\$2,500.00	D	Non essential project, with no guarantee of positive spin off. Receiving community lease.
Nelson Budget Services Inc	190	No	Conference and accommodation costs for one of our staff to attend a budgeting conference.	\$435.00	D	Funding attendance at a conference sets precedent for future applications. Not best use of funding.
Stoke Bowling Club Inc	334	1131724	A large screen LCD/LED/Plasma TV screen to compliment our coaching, we do have a video camera and ability for powerpoint presentations. Two sets of small size bowls suitable for students.	\$2,500.00	D	TV such as this is a non-essential item. Funding the small size bowls for students at \$740 per set would be more appropriate.
			Total requested	\$122,096.32		

Contact:

Approved by:

Approval date:

Review date:

Bjarne Vandeskog

Council

25 June 2009

June 2015

Community Assistance Policy 2009

BACKGROUND

1.1 Nelson City Council has been providing assistance to community organisations for many years through a variety of mechanisms such as funding agreements, one-off grants, rates remissions, intermediary loans, and community leases and licences. In 2004 Council developed a Community Assistance Policy as called for in the Social Wellbeing Policy, in order to give direction to the future allocation of community assistance.

1.2 The policy formalised the procedures for allocating support to community organisations, basing the allocation of funds on the three significant activity areas of recreation and leisure; culture, heritage and arts; and social development; plus an “other” category. The policy made contracts and one-off grants contestable through a process where applicants compete for a set pool of funds.

1.3 The combined value of all forms of community assistance (including community leases) in 2007/08 was over one million dollars. The pool of funding available for community contracts, one-off grants and rates remissions in 2008/09 was \$447,079. This funding is adjusted annually by the rate of inflation.

1.4 In 2009 the Community Assistance Policy was reviewed by a Working Party of Councillors and staff. Changes were made to streamline the assessment and approval process and to improve accountability. Categories were removed so that applications competed against each other on the basis of the contribution they made to Council’s community outcomes and how well they met other criteria of the policy.

1.5 The revised policy was approved by Council on 25 June 2009 and is scheduled to be reviewed again in 2015. Council may decide to review the policy at any time before then.

2.0 OBJECTIVE

2.1 The purpose of this policy is to enable charitable and not-for-profit organisations to contribute towards community outcomes as defined in the Nelson Community Plan.

3.0 TYPES OF COMMUNITY ASSISTANCE

3.1 Council provides five types of community assistance. These are outlined in the table below. Council also provides rates remissions to community groups who

own their own land. This is covered in a separate policy but the funding comes from the community assistance budget.

Type	Description
Community Contracts	Community Contracts are awarded for one to four years. There is no specified maximum amount for community contracts.
One-off Grants	Can be for underwriting as well as grants. Grants and underwriting guarantees are for a maximum of \$2,500. These grants must be spent within 12 months of being awarded unless otherwise agreed.
Intermediary loans	Loans obtained by Council on behalf of not-for profit organisations who wish to develop facilities on council land but as they do not own the land cannot offer sufficient security to obtain loans on the open market.
Community leases and licences	Agreements with not-for-profit organisations that rent or occupy Council land and/or buildings.
Rates remissions	These are guided by a separate policy (see appendix 1).

4.0 CRITERIA

1. Only organisations with "Registered charitable entity" status, or that can demonstrate that for tax purposes they are considered "not for profit", will be eligible for Community Assistance under this policy.
2. Retrospective funding will not be considered.
3. Applications must demonstrate the contribution the project will make to Council's community outcomes.
4. Preference is for applications that leverage additional funding as demonstrated by documentation of applications lodged with, or offers of funding from other funders.
5. Preference is given for initiatives within Nelson and that benefit Nelson residents.
6. Other factors that will be considered are:
 - The benefit of the project to the community in comparison to the cost to Council.
 - The level to which the wider community will be involved in the project.
 - The past achievements or potential of the organisation.
 - The ability of the organisation to successfully administer the grant/contract and deliver the outcomes.
 - A project's contribution towards achieving the goals of other Council policies and strategies
7. Organisations can only make one application to each of the two grant categories (contracts and one-offs) per year.
8. One-off grants cannot be used for ongoing expenses and applicants must demonstrate that they have sufficient resources to implement the project.

9. In addition to the criteria set out above, Council may at times choose to focus grants on particular Council priorities. The decision on focus area can be made at two different points. It can be made during the Annual Plan process, to be implemented the following financial year. It can also be made at the conclusion of the grants funding round, to be implemented in the following year's round.

5.0 COMMUNITY CONTRACTS AND ONE-OFF GRANTS

5.1 The pool of funding for contracts and one off grants is allocated annually by Council. Between 10 to 20% of funds will be available for one-off grants. Applications are accepted for underwriting of projects as well as grants. A minimum of \$2500 will be available annually for underwriting. The proportion of the underwriting monies not uplifted will return to the underwriting fund to accumulate to a maximum of \$10,000. When the underwriting fund has reached its maximum unused underwriting monies will return to the grant pool.

5.2 Staff will assess all applications against the criteria and will prioritise them accordingly within the funds available. The list of prioritised applications will be presented to the Community Services Committee or relevant committee for consideration.

6.0 INTERMEDIARY LOANS

6.1 The value of the intermediary loan pool is capped at \$1.5 million. This figure excludes intermediary loans for regional facilities.

6.2 The additional criteria for intermediary loans are:

- Only developments on Council-owned land will be eligible.
 - Intermediary loans will be for a maximum of one third of the value of the development.
 - Council will not provide loan guarantees or interest-free loans.
- 6.3 Applications for intermediary loans will be considered for approval by the Community Services Committee or the Governance Committee.

7.0 COMMUNITY LEASES AND LICENCES

7.1 Community leases and licences adhere to the following:

- Formal lease agreements shall be required where organisations occupy Council land or buildings.
- Rent for the exclusive use of Council buildings or land will normally be set at 10% of the market rent for a comparable building or land.
- Rent for the non-exclusive use of Council buildings or land will normally be set at 5% of the market rent for a comparable building or land.
- Valuation of land for rental purposes shall be based on the Rateable Value.

7.2 Community leases for whole or part of Council owned buildings will be advertised when they are vacated so that all community groups have an opportunity to submit expressions of interest.

7.3 Buildings on Council land may be sold, conditional on the building being advertised and the prospective buyer obtaining a Council lease to occupy the land.

7.4 Termination of lease. See paragraph 8.2.

7.5 Applications for new community leases and licences will be considered for approval by the Community Services Committee or the Governance Committee using the criteria in paragraph 4 above.

8.0 ACCOUNTABILITY

8.1 All recipients of community assistance will provide periodic accountability reports documenting how their activities have contributed to the objectives for which the assistance was given. The following are the reporting schedules:

- Community Contracts – annual reports
- One-off Grants – within six months of expenditure of funding
- Loans – annual reports
- Leases – annually for leases less than four years, minimum of four times during total lease period for leases over four years

8.2 Recipients that fail to submit accountability reports, or that have not spent the money in accordance with the application/contract, or where the use of the facility/land does not satisfactorily contribute to the community outcome will receive up to two written notices asking them to rectify the situation, and may thereafter be asked to return all or part of the funding or vacate the facility/land if they do not comply. Community contracts will continue or be terminated conditional on receipt of satisfactory reports. Recipients that fail to submit acceptable accountability reports may forfeit their eligibility to receive any Community Assistance in the future.

9.0 RELATIONSHIPS WITH OTHER FUNDERS

9.1 Staff will explore and take advantage of opportunities for information sharing with other funders. Using this information, a directory of funding sources will be produced annually to assist the community in finding support for projects. A copy of the directory will be sent out with all application packs.

10.0 WHAT THIS POLICY DOES NOT COVER

- Council Controlled Organisations such as the Tasman Bays Heritage Trust, Bishop Suter Art Museum, Nelson Tasman Tourism and the Regional Economic Development Agency which are funded separately.
- Council funding for major community initiatives budgeted for separately through Council's community plan/annual plan processes.
- The Youth Development Fund which provides financial support for young people to attend outdoor education courses.
- Financial assistance to achieve resource management objectives such as fencing subsidies and subsidies to change heating methods. These costs are funded by Council's Resource Management activities.
- Nelson City Physical Activity Fund for sports and recreation from the former Hillary Commission.
- Contracts or other commercial arrangements where a not-for-profit organisation is contracted to deliver a service for Council.
- Council support for regional facilities - that is capital projects costing \$500,000 or greater.

- Leases and licences at Founders Heritage Park.
- Council owned motor camps.