



AGENDA

Ordinary meeting of the

Community Investment Funding Panel

Wednesday 4 October 2017

Commencing at 9.30am

Chamber of Commerce

63 Trafalgar Street, Nelson

Membership: Chris Ward (Chairperson), Graeme Thomas, Rachel Saunders, Susan Hawthorne and Katy Steele

Guidelines for councillors attending the meeting, who are not members of the Committee, as set out in Standing Order 12.1:

- All councillors, whether or not they are members of the Committee, may attend Committee meetings
- At the discretion of the Chair, councillors who are not Committee members may speak, or ask questions about a matter.
- Only Committee members may vote on any matter before the Committee

It is good practice for both Committee members and non-Committee members to declare any interests in items on the agenda. They should withdraw from the room for discussion and voting on any of these items.

- 1. Apologies**
Nil
- 2. Confirmation of Order of Business**
- 3. Interests**
 - 3.1 Updates to the Interests Register
 - 3.2 Identify any conflicts of interest in the agenda
- 4. Public Forum**
- 5. Confirmation of Minutes**
 - 5.1 5 July 2017 **5 - 11**
Document number M2743
Recommendation

That the Panel

***Confirms the minutes of the meeting of the
Community Investment Funding Panel, held on 5
July 2017, as a true and correct record.***
- 6. Community Investment Fund Draft Contribution Areas and Priorities** **12 - 14**
Document number R8420
- 7. Additional Information for the 2017/18 Community Investment Small Grants Allocation Meeting** **15 - 16**
Document number R8417
Recommendation

8. 2017/18 Community Investment Funding Small Grants Allocation

17 - 21

Document number R8483

Recommendation

That the Panel

Receives the report 2017/18 Community Investment Funding Small Grants Allocation (R8483) and its attachment (A1833444); and

Approves funding for the Community Investment Fund agreement applications as agreed at this meeting and as listed on Attachment A1833444.

**Minutes of a meeting of the Community Investment Funding Panel
Held in the Chamber of Commerce, 63 Trafalgar Street, Nelson
On Wednesday 5 July 2017, commencing at 9.35am**

Present: Group Manager Community Services, C Ward (Chairperson), G Thomas, R Saunders and S Hawthorne

In Attendance: Manager Community Partnerships (S Raggett), Community Contracts Adviser (M Ellis), Community Partnerships Adviser (S Stiles), Community Partnerships Adviser (M Walters), and Team Leader Administration Advisers (R Byrne)

Apology: K Steele

1. Apologies

Resolved CIF/2017/001

That the Panel

Receives and accepts an apology from K Steele.

Thomas/Saunders

Carried

2. Confirmation of Order of Business

It was noted that Item 8 on the Agenda would be addressed prior to Item 7.

3. Interests

The Chair noted that in line with other decision making panels of Council there would be a central interests register for CIF members. There were no updates to the Interests Register, and no interests with items on the agenda were declared.

4. Public Forum

There was no public forum.

5. Confirmation of Minutes

Resolved CIF/2017/002

That the panel

Confirms the minutes of the meeting of the Community Investment Funding Panel held on 11 October 2016, as a true and correct record.

Thomas/Hawthorne

Carried

6. Additional Information for the 2017/18 Community Investment Agreement Allocation Meeting

Document number R7973, agenda pages 15 - 16 refer.

Manager Community Partnerships, Shanine Raggett presented an overview of applications and noted the total fund for disbursement was \$73,820. She advised that the Agenda included a staff assessment of each application and officers could provide the panel with further information as they moved through the applications. Mrs Raggett explained that assessments did not include a recommendation on whether to fund.

7. 2017/18 Community Investment Fund agreement applications funding allocation

Document number R7966, agenda pages 17 - 52 refer.

Adult Learning Support - request \$10,936

The Panel noted that NCC was still funding \$6,100 assistance for literacy and numeracy to adult learners from the 2014/15 funding round.

It was agreed that the application be **declined** on the basis that limited funds are available for the current financial year.

Alzheimer's Society Nelson Inc - request \$3,100

It was agreed to **refer** the application to Community Investment Fund Small Grants.

The panel noted that when reviewing Small Grant applications there should be a section for applications which had been referred from the Community Investment Funding Panel.

Annesbrook Community Trust – request \$30,000

It was agreed that the application be **declined** on that basis that there was demand on the limited funds available and the high calibre of applications.

Royal New Zealand Blind Foundation – request \$7,000

It was noted the application was to help blind people to access recreation opportunities and suggested that it may be within the remit of Sport Tasman.

It was agreed that the application be **declined** on that basis that there was demand on the limited funds available and high calibre of applications.

Cawthron SciTex Expo – request \$2,000

It was agreed that the application be **declined** on the basis that the application did not align closely with the priorities and funding criteria.

Hearing Nelson – request \$6,200

It was noted that some organisations should be paying for the service as part of their customer service training.

It was agreed to **refer** application to Community Investment Fund Small Grants.

IHC NZ Inc – request \$5,600

It was noted that the application was for the unfunded portions of a support role giving opportunities to people with disabilities.

The panel agreed to provide a grant of **\$4,000**.

Keep NZ Beautiful Society Incorporated – request \$2,500

It was agreed that the application be **declined** on the basis that the application did not align closely with priorities and funding criteria.

Magenta Creative Space Charitable Trust - request \$3,294

It was agreed that the application be **declined** on the basis that the application did not align closely with the community assistance policy and to **refer** the application to the Nelson City Creative Arts Funding Scheme which closes on 1 August.

Male Room Inc – request \$8,000

The panel agreed to provide a grant of **\$8,000**.

Nayland College – request \$33,353.15

M2743

It was agreed that the application be **declined** on the basis that the application does not align closely with priorities and funding criteria.

Neighbourhood Support Nelson – request \$10,000

The panel agreed to provide a grant of **\$7,000**.

Nelson Bays Community Law Service Inc – request \$3,000

It was agreed to **Refer** the application to Community Investment Fund Small Grants.

Nelson Community Christian Night Shelter Trust – request \$3,000

The panel agreed to provide a grant of **\$3,000**.

Nelson Community Foodbank Trust – request \$6,350

The panel agreed to provide a grant of **\$6,350**.

Nelson Environment Centre – request \$10,000

The panel discussed the role of the Nelson Environment Centre in distribution of reclaimed food and noted that there could be an option to apply for funding under a waste management funding stream.

The panel agreed to provide a grant of **\$4,995**.

Nelson Marlborough Helicopter Trust - request \$20,000

It was agreed that the application be **declined** on the basis that the application did not align closely with priorities and funding criteria.

Nelson Multicultural Council - request \$6,000

It was agreed that it was important to integrate refugees and migrants into the community.

The panel agreed to provide a grant of **\$6,000**.

Nelson Santa Parade Trust – request \$10,000

It was agreed that the application be **declined** on the basis that the application did not closely align with the Community Assistance Policy.

Nelson Tasman Youth Workers Collective – request \$6,880

It was agreed that the application be **declined** on the basis that limited funds are available for the current financial year.

Nelson Theatrix – request \$10,000

It was agreed that the application be **declined** on the basis that the application did not align closely with priorities and funding criteria.

Post Natal Depression Support Network Inc - request \$5,500

The panel agreed to provide a grant of **\$5,500**

Q-Youth – request \$5,900

The panel agreed to provide a grant of **\$4,000.**

Rutherford St Kindergarten – request \$30,000

It was agreed that the application be **declined** on the basis that the application did not align closely with priorities and funding criteria.

St Barnabas Anglican Church – request \$34,400

The Panel discussed the application, noting it had significant merit however there needed to be further thought and planning for the programmed events. The Panel supported the intention to try to create some community events in Stoke but would like to see Stoke businesses committed to supporting the initiative. It was noted that there may be a mechanism via Community Events Funding following review of the Events Strategy.

It was agreed that the application be **declined** on the basis that the application did not demonstrate the applicants ability to deliver the activity.

Stoke School – request \$4,600

The panel agreed to provide a grant of **\$4,600.**

SVS Living Safe – request \$2,500

It was agreed to **Refer** the application to Community Investment Fund Small Grants.

The Parenting Place – request \$4,902

It was noted that this was a national organisation that delivered locally.

It was agreed that the application be **declined** on the basis that there was high demand on the limited funds available and a high calibre of applications.

Victim Support - request \$6,000

The panel agreed to provide a grant of **\$6,000.**

Victory Community Centre – request \$3,375

The panel agreed to provide a grant of **\$3,375**.

Volunteer Nelson - \$22,000

It was noted that NCC currently had previously funded the project, up to June 2017, that outcomes had been met and Volunteer Nelson were re-applying.

The panel agreed to provide a grant of **\$11,000** indicating a preference for funding senior volunteering and that officers should negotiate the outcomes based on this.

Zomi Innukan – request \$2,500

The Panel suggested an application for gaming trust funding might be appropriate.

It was agreed to **refer** the application to Community Investment Fund Small Grants.

Attendance: The meeting adjourned from 11.35 until 11.46am.

Resolved CIF/2017/003

That the Panel

Approves funding for the Community Investment Fund agreement applications as agreed at this meeting and as listed on the tabled spreadsheet A1784532.

Saunders/Hawthorne

Carried

Attachments

1 A1784532 Community Investment Funding Panel decisions

8. Community Investment Fund Priority-Setting Process Update

Community Partnerships Adviser Matt Walters gave a presentation to update the panel on the Priority Setting process.

9. Update from Manager Community Partnerships

Manager Community Partnerships, Shanine Raggett, updated the Panel on a request for a report to the Community Services Committee. She explained that the report was requested to consider the efficacy of the process and capability of the panel. Ms Raggett noted the review was normal process and asked for the Panel's feedback on the process.

There being no further business the meeting ended at 12.36pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

Community Investment Funding Panel

4 October 2017

REPORT R8420

Community Investment Fund Draft Contribution Areas and Priorities

Presented by Community Partnerships Adviser, Matt Walters.

Kelsey McLean

Cadet - Community Partnerships

Attachments

Attachment 1: Document Number A1833653 Draft contribution Areas and
Priorities [↓](#)

Community Investment Fund - draft contribution areas and priorities for 2018/19 – 2020/21

1. Wellbeing and Social Development - Enabling individuals, families and communities to flourish.

Priority focus:

To support projects and organisations that will:

- Increase connection across our local communities and neighbourhoods
- Increase access to services for residents of Nelson City
- Support growth of wellbeing for residents of Nelson City

2. Children / Youth / Families - Supporting our young people and those that care for them to thrive.

Priority focus:

To support projects and organisations that will:

- Increase participation of children / young people and families in local neighbourhoods / communities
- Increase children / young people and families to express their cultural identity in their local neighbourhoods / Communities

3. Older Adults - Supporting our elders to access appropriate services and to engage and participate fully in our community.

Priority focus:

To support projects and organisations that will:

- Increase connection
- Increase participation in local communities and neighbourhoods
- Increase access to technology that will support increase connection

4. Social Cohesion - Increasing inclusiveness and community participation through connection.

Priority focus:

To support projects and organisations that:

- Are led by residents in local neighbourhoods and communities.
- Strengthen local neighbourhood, increase a sense of belonging locally
- Increase connection in a local neighbourhood
- Enable diversity to be expressed locally

5. Learning and Development - Supporting the capability of our community to succeed through increased skills and knowledge.

Priority focus:

To support projects and organisations that will:

- Deliver community learning opportunities to meet a clearly defined community need
- Increase the literacies of our neighbourhoods and communities

6. Diverse Communities - Empowering our diversity communities.

Priority focus:

To support projects and organisations that will:

- Enable expression of identity and increase connection
- Celebrate diversity
- Enable newcomers and new migrants to connect

**Community Investment Funding
Panel**

4 October 2017

REPORT R8417

**Additional Information for the 2017/18 Community
Investment Small Grants Allocation Meeting**

Description

Kelsey McLean
Cadet - Community Partnerships

Attachments

Attachment 1: Document Number A1833390 Community Investment Funding
Panel Memo [↓](#)

7. Additional Information for the 2017/18 Community Investment Small Grants Allocation Meeting



File Ref:
 When calling
 please ask for:
 Direct Dial Phone:
 Email:
 Melanie Ellis
 03 545 8746
 Melanie.ellis@ncc.govt.nz

19 September 2017

Memo To: Community Investment Funding Panel
 Memo From: Melanie Ellis
 Community Contracts Advisor

Subject: Additional Information for the 2017/18 Community Investment Fund Small Grants Allocation Meeting

1.0 Number of Funding Applications

A total of 60 Community Investment Fund small grant applications were received. Of these, one application has been removed as they are in receipt of funding in 2017/18 already for the same project. Consequently 59 applications are included in this year's list.

2.0 Financial Amounts Available

A total of \$50,000 is available for 2017/18 Community Investment Fund small grants. The total amount applied for is \$133,185.23.

Allocated Budget 2017/18	\$307,200
Pre-allocated funds	\$257,200
Amount available for Small Grants 2017/18	\$50,000

3.0 Decisions on applications

As in previous funding rounds, the panel should consider each application on its merits and choose to either wholly fund, partly fund or decline the application. The panel should articulate the reasons for its decision. Previous reasons for declining applications have included:

- That the application
- Does not align closely with the priorities and funding criteria
 - Does not demonstrate a high enough community need for the project/service/activity
 - Does not demonstrate wide community benefit
 - Does not demonstrate the applicant's ability to deliver the project/service/activity

The guidelines for Community Investment Funding (A1489612) is attached for information.

4.0 Assessments

The Community Partnership Team officers have reviewed all the applications. A written report is provided for each application with the outcome of the assessment determined using the following criteria:

- Green – Closely aligns with Community Assistance Policy 2015
- Orange – Aligns with Community Assistance Policy 2015
- Red – Does not align with Community Assistance Policy 2015

2017/18 Community Investment Funding Small Grants Allocation

1. Purpose of Report

- 1.1 To allocate the Community Investment Funding small grants for 2017/18.

2. Recommendation

That the Committee

Receives the report 2017/18 Community Investment Funding Small Grants Allocation (R8483) and its attachment (A1833444); and

Approves funding for the Community Investment Fund agreement applications as agreed at this meeting and as listed on Attachment A1833444.

Melanie Ellis
Community Contracts Adviser

Attachments

- Attachment 1: A1833444 2017_18 Small Grants applications and assessments for Panel Meeting 04Oct2017 [↓](#)

8. 2017/18 Community Investment Funding Small Grants Allocation - Attachment 1 - A1833444 2017_18 Small Grants applications and assessments for Panel Meeting 04Oct2017

2017/18 Community Investment Fund Small Grant Applications for 4 October Panel Meeting

No.	Group Name	Financial Statement Date	Financial Statement Comment	Accountability History (2014/15 to now)	Current Grant with NCC	Amount requested from NCC	Panel Comment/Decision	\$ Allocated
1	Adult Learning Support Nelson Incorporated	31/12/2016 OK		2014/15 Agreement	Tuition for Adult Learners - \$6,100/year for four years	\$2,440.00		
2	Age Concern Nelson Tairānui Incorporated	30/06/2016 OK		2014/15 Grant, 2015/16 Grant, 2016/17 Grant	No	\$2,500.00		
3	Alzheimers Society Nelson Inc.			2014/15 Agreement, 2016/17 Grant	2014/15 Provides free monthly coffee for their morning group \$800/year for four years	\$2,500.00		
4	Angels Trio Trust	31/03/2016 OK	New organisation			\$2,500.00		
5	Annebrook Community Trust	31/12/2016 OK		2014/15 Agreement		\$2,500.00		
6	Atawhai Playcentre	31/08/2016 OK				\$2,500.00		
7	Bhutanese Society of Nelson New Zealand Incorporated	31/03/2017	Profit and loss/cashflow statement only - OK	2015/16 Grant		\$2,500.00		
8	The LandTrust Foundation	30/06/2016 OK				\$2,500.00		
9	English Language Partners Incorporated	31/07/2017	Profit and loss/cashflow statement only - OK	2014/15 Agreement		\$2,500.00		
10	Epilepsy Association of New Zealand Incorporated	31/03/2016 OK				\$2,500.00		
11	Habitat for Humanity Nelson Ltd	30/06/2017	Balance sheet - OK			\$2,354.00		
12	Health Action Trust (Nelson) - COMPASS Peer support & Advocacy Service	31/05/2017	Profit and loss record only - OK	2015/16 Grant, 2016/17 Grant		\$2,100.00		
13	Hearing Association Nelson	31/12/2016 OK		2014/15 Agreement, 2014/15 Grant, 2016/17 Grant		\$2,500.00		
14	Kidpower Teenpower Fullpower Trust	31/03/2017	Not signed - OK	2014/15 Agreement, 2016/17 Grant		\$2,100.00		
15	Life Linc Nelson Inc	31/03/2017 OK		2015/16 Agreement, 2016/17 Agreement	2016/17 for counselling services \$6,100/year for two years	\$2,500.00		
16	Male Room Inc.	31/12/2016 OK		2015/16 Grant, 2015/16 Agreement, 2017/18 Agreement	2017/18 - \$8,000 to provide males with guidance and support to strengthen family and community connections	\$2,500.00		

No.	Group Name	Financial Statement Date	Financial Statement Comment	Accountability History (2014/15 to now)	Current Grant with NCC	Amount requested from NCC	Panel Comment/Decision	\$ Allocated
17	Wan's Shed (Wansea Incorporated)	31/03/2017	Statement of financial position - OK			\$1,500.00		
18	Neighbourhood Support Nelson	30/06/2016	Profit and loss record only - OK	2014/15 Grant, 2015/16 Grant, 2015/16 Agreement, 2016/17 Grant, 2017/18 Agreement	2017/18 - \$7,000 Provision of services to Neighbourhood Support groups and the wider public	\$1,500.00		
19	Nelson Bays Community Laws Service Inc	30/06/2016	OK	2015/16 Grant		\$2,500.00		
20	Nelson Central School - Tamariki Te Kōwhiri Campaign	None		2014/15 Grant		\$2,500.00		
21	Nelson Community Foodbank Trust	31/03/2017	OK	2015/16 Grant, 2017/18 Agreement	2017/18 - \$6,350 to provide food parcels, specifically to purchase a laptop, printer and support rent costs	\$2,500.00		
22	Nelson Community Toy Library Ltd	31/03/2016	OK	2014/15 Grant, 2015/16 Grant, 2016/17 Grant		\$2,500.00		
23	Nelson District Parents Centre	31/03/2017	Not signed - OK			\$2,500.00		
24	Nelson Rangiora Charitable Trust	30/06/2017	OK			\$2,500.00		
25	Nelson Intermediate School	31/07/2017	OK			\$2,300.00		
26	Nelson Middle School Choir Inc.	31/12/2016	Income/Expenditure, not signed - OK	2014/15 Agreement	Staff salaries \$1,200/year for four years	\$2,046.00		
27	Nelson Multicultural Council	None		2014/15 Grant, 2014/15 Agreement, 2015/16 Grant, 2017/18 Agreement	2017/18 - \$6,000 for Intercultural Awareness and Integration Workshop	\$1,495.00		
28	Nelson Kūmara Society Incorporated	31/03/2016	Not signed off, in Excel spreadsheet.	2014/15 Grant		\$2,500.00		
29	Nelson Roller Sports Club Inc	31/03/2017	Summary of accounts - OK			\$2,500.00		
30	Nelson Santa Parade Trust	31/03/2016	OK			\$2,500.00		
31	Nelson Seed Library under umbrella of Nelson Environment Centre	31/05/2017	Cashflow not signed - OK, very new relies solely on donations			\$1,200.00		
32	Nelson Tasman Youth Workers Collective	30/06/2016	OK	2014/15 Agreement, 2016/17 Grant		\$2,000.00		

8. 2017/18 Community Investment Funding Small Grants Allocation - Attachment 1 - A1833444 2017_18 Small Grants applications and assessments for Panel Meeting 04Oct2017

2017/18 Community Investment Fund Small Grant Applications for 4 October Panel Meeting

No.	Group Name	Financial Statement Date	Financial Statement Comment	Accountability History (2014/15 to now)	Current Grant with NCC	Amount requested from NCC	Panel Comment/Decision	\$ Allocated
33	Nelson Women's and Children's Refuge	30/06/2016 OK		2016/17 Agreement	Tamariki and Rangatahi programmes & child youth advocacy \$12,000/year for two years	\$2,472.00		
34	Nelson Womens Centre	30/06/2016 OK		2014/15 Agreement, 2016/17 Grant	2014/15 to provide social work and advocacy for women 45+ \$3,000/year for 4 years	\$2,300.00		
35	No child left inside!	31/03/2016	Not signed - need further information			\$2,500.00		
36	Parent to Parent	30/06/2016 OK				\$2,000.00		
37	People First New Zealand, Nga Tangata Tuatahi	30/06/2016 OK				\$2,500.00		
38	Port Nelson Mission to Seafarers	30/06/2017 OK				\$2,500.00		
39	Postnatal Depression Support Network inc.				2016/17 To run two support groups per year for people with PND \$1,000/year for four years;			
40	Richmond Riding for the Disabled Incorporated	31/03/2017 OK		2014/15 Agreement, 2015/16 Grant, 2016/17 Agreement, 2017/18 Agreement	2017/18 To provide counselling for mothers in need	\$2,500.00		
41	Royal New Zealand Foundation for the Blind	31/12/2016 OK				\$338.23		
42	Royal New Zealand Plunket Society Incorporated	30/06/2016 OK		2014/15 Agreement		\$2,500.00		
43	SeniorNet (Nelson) Incorporated	30/06/2016 OK				\$2,500.00		
44	Silveraires Leisure Marching Team	1/08/2017 OK				\$540.00		
45	St John Nelson Area Committee	31/03/2017 Profit/loss, signed OK		2014/15 Grant, 2015/16 Grant, 2016/17 Grant		\$1,000.00		
46	St Stephens Community Church (Nelson Anglican Diocese)	30/04/2017 OK				\$1,000.00		
47	Stoke Bowling Club, Inc	31/03/2017 OK				\$2,500.00		
48	Stoke Community Centre Inc.	31/12/2016 OK				\$2,500.00		
		31/07/2017	Profit/loss - need more info, deficit	2015/16 Grant, 2016/17 Grant		\$2,500.00		

2017/18 Community Investment Fund Small Grant Applications for 4 October Panel Meeting

No.	Group Name	Financial Statement Date	Financial Statement Comment	Accountability History (2014/15 to now)	Current Grant with NCC	Amount requested from NCC	Panel Comment/Decision	\$ Allocated
49	Stoke School	30/06/2017	Income/Expenditure, not signed - OK	2017/18 Agreement	\$4,600 To support intergenerational programmes at Stoke School	\$2,500.00		
50	SVS-Living Safe	30/06/2016	OK	2014/15 Agreement, 2016/17 Agreement		\$2,500.00		
51	Tahunanui Community Centre			2014/15 Agreement, 2015/16 Grant, 2015/16 Agreement, 2016/17 Grant, 2016/17 Agreement	2016/17 for emergency housing and housing advisory services \$20,000/year for two years	\$2,500.00		
52	Te Ataarangi ki TeTauru o te Waka-a-Maui Inc.	31/12/2016	OK	2015/16 Grant		\$2,500.00		
53	The City of Nelson High School	31/6/2017	OK			\$2,500.00		
54	The International Centre for Entrepreneurship Foundation	31/12/2016	OK			\$2,500.00		
55	The Tasman Broadcasting Trust T/A Fresh FM	30/06/2017	OK			\$2,500.00		
56	The White House	30/06/2016	OK			\$2,500.00		
57					2017/18 - \$11,000 To ensure a range of practical and emotional support services are provided to help Nelson victims of crime and trauma	\$2,500.00		
58	Victim Support in Nelson	30/06/2016	OK	2015/16 Agreement, 2017/18 Agreement		\$2,500.00		
59	Whakatu Te Korowai Manaakitanga Trust	30/06/2016	OK			\$2,500.00		
59	Whenua iti Trust	31/12/2016	OK			\$2,500.00		
60	Zomi Inokuan	None				\$2,500.00		
Total Requested						\$135,685.23	Total Allocated	