

01 June 2022

Waihemo Community Board Discretionary Funding

1 - a list of all and any criteria which the WCB must consider regarding discretionary funding applications

Response:

Please see response to 4 below where criteria matters are also discussed.

Typically, the Board will consider the benefit of the work/project within the community and whether it is something that the community is or will support.

They will consider whether the requestor is contributing anything in the way of funding or other assistance.

For the larger community grants funding (see response to 4 below), they may request receipt of a report upon completion of the project/work which demonstrates how the funding was spent.

2 - a list of all discretionary grants made by the Waihemo Community Board over the past 2-3 years (date, organisation, amount granted, purpose of grant)

Response (below):

Discretionary Fund Grants

#####	S A Bray	400.00	Development of hanging baskets in main street
#####	Downer NZ Ltd	715.09	
	Total 2019	<u>1,115.09</u>	
#####	Jeffrey Dennison Builders	1,000.00	Extra work, fence repair
#####	Visual Discovery Ltd	210.00	Signage
#####	S A Bray	478.26	Hanging baskets project
	Total 2020	<u>1,688.26</u>	
#####	Otago Field Days	2,000.00	
#####	Puketapu Community Trust	4,125.00	

Total 2021	6,125.00	
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WCB Community Grant (discretionary)		
##### Journal transfer to WDC	14,611.69	Town hall clock upgrade
Total 2019	14,611.69	
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##### Otago Field Days	2,000.00	
##### Waihemo Heritage Trust	10,000.00	2 years for Palmerston Museum
Total 2020	12,000.00	
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No distributions made		
Total 2021 and 2022	-	
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3 - a summary of the discretionary fund(s) available to WCB (name of fund(s), total annual amount(s) of funding, balance of fund(s) remaining

Response:

Community Funding

The annual budget for the Waihemo Community Board includes amounts intended to enable it to provide a degree of additional financial support within its local community.

- Discretionary Fund**
 The 2021-22 Annual Plan allows a budget of \$5,000, to which has been added unspent funds of \$8,648 from the 2020/21 financial year, providing a pool of \$13,648 from which to fund small community projects. Any balance unspent at year-end may be carried forward and combined with the budget for the 2022/23 financial year.
- Community Grants**
 There is an annual budget for "Community Grants", of \$9,000 for funding community groups, including \$5,000 "tagged" for the Palmerston Museum. As with the Discretionary Fund, any unspent balances can be carried forward until spent, and \$31,853 has been brought forward from 2020/21, providing total available funding of \$40,853.

Balance of funds remaining: As there have been no discretionary fund or community grants made in FY 2021/2022, the balances are as stated in the bulletpoints above.

4 - a list of all supporting documents typically required for an application of this type (other than quotes from builders)

Response:

For a **discretionary fund grant**, supporting documents would typically include a letter of funding request which stipulates what the funding is to be spent on, what the requestor intends to contribute, and verified bank account details. These grants are usually for smaller amounts for a community project that someone identified (eg the hanging baskets along the main street). These sorts of grants are more informal than community fund grants, and are typically aimed at a one-off small, community-benefit project.

Examples of discretionary funding application letters which contain the relevant details are available in the Agenda to the Waihemo Community Board Meeting held on 2 September 2019.

The link to that agenda on Council's website is provided below:

<https://www.waitaki.govt.nz/files/assets/public/files/agendas-and-minutes/2019/09/20190902-final-agenda-papers-public-waihemo-community-board-meeting-2-september-2019.pdf>

Community fund grants are typically for larger amounts and require additional supporting evidence to that stated above – ie please include all of the above as for discretionary fund grant, but also provide at least two quotes for any work to be done, demonstrate community support and interest in the work/project for which the funding is requested, provide evidence of community involvement (eg volunteers helping out) and community benefit that will be delivered, and enclose a up-to-date financial summary of your organisation.

An example of a larger amount application with supporting documentation is available in the Agenda to the Waihemo Community Board Meeting held on 31 August 2020.

The link to that agenda on Council's website⁴ is provided below. Please refer to Item 5.5 – the Discretionary Funding Request from the Puketapu Community Trust.

<https://www.waitaki.govt.nz/files/assets/public/files/agendas-and-minutes/2020/08/20200831-final-agenda-papers-public-waihemo-community-board-meeting-31-august-2020.pdf>

5 - anything else that you think might be useful for an applicant group which is unfamiliar with WDC and WCB funding requirements and processes.

Response:

Applications and supporting documents need to be emailed to our Governance Advisor (email: governance@waitaki.govt.nz) (who is the Secretary of both Community Boards) and copied to the Waihemo Community Board Chair (email: hmcgregor@waitaki.govt.nz) no later than three weeks prior to the date of the Waihemo Community Board meeting where it is to be considered. The next WCB meeting is scheduled for Monday 4 July 2022, at 6.00pm. Therefore, if you wish your application to be considered at that meeting, it will need to be received by our Governance Advisor no later than Monday 13 June 2022. If you are unable to meet that deadline, then the next meeting of the WCB is scheduled for Monday 5 September 2022, and an application would need to be received by the Governance Advisor no later than 15 August 2022 to be included in the agenda for that

meeting. Please note that, because of the Local Government Elections on 8 October 2022, Waihemo Community Board meetings are not able to be scheduled for after that date, at this time.

All application documents will appear in the final agenda papers for the relevant Waihemo Community Board meeting which will be published on Council's website – refer to the "Minutes and Agenda" page (link below):

<https://www.waitaki.govt.nz/Council/Council-Meetings/Agendas-and-Minutes>

As discussed with our Accounting Manager Mr Ian Wells, we also recommend that you also consider applying to the Otago Community Trust and Lion Foundation or other similar funding agencies as potential additional funding sources.