

**AGENDA FOR A MEETING OF THE CREATIVE COMMUNITIES SCHEME ALLOCATION
SUBCOMMITTEE TO BE HELD AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY
ROAD, HENDERSON, WAITAKERE, ON TUESDAY, 17 APRIL 2007,
COMMENCING AT 9.30 AM**

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1 APOLOGIES



2 URGENT BUSINESS

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the Committee by resolution so decides; and
- (ii) the Chairman has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion and decision, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting.

The Committee may make a decision on a matter determined to be urgent.

NOTE: Urgent Business need not be dealt with now and may be delayed until later in the meeting.



3 CONFIRMATION OF MINUTES

Meeting Minutes - 18 September 2006
26 September 2006

RECOMMENDATION

That the minutes of the Meeting of the Creative Communities Scheme Allocation Subcommittee held on Monday, 18 September 2006 and reconvened on Tuesday, 26 September 2006, as circulated, be taken as read and now be confirmed.



4 CREATIVE COMMUNITIES SCHEME ALLOCATION SUBCOMMITTEE - SECOND ROUND 2006/2007

PURPOSE OF THE REPORT

The purpose of this report is to provide the Creative Communities Scheme Allocation Subcommittee with the information they require to allocate funding from the Creative Communities Scheme for the second round of the 2006/2007 allocations.

BACKGROUND

The Creative Communities Scheme is a partnership between Waitakere City Council and Creative New Zealand to disburse Creative Communities Scheme funding.

The purpose of the Creative Communities Scheme is to increase participation in the arts at the local level, and to increase the range and diversity of arts available to communities.

Subcommittee members have previously been sent a copy of Creative New Zealand's Assessors' Handbook for the Creative Communities Scheme. Members should familiarise themselves with the content of this handbook to assist them with the consideration of each application and the allocation of funding.

STRATEGIC CONTEXT

The vision of the strategic platform Strong Communities states: *"People are active, healthy and content. They feel safe and there is a strong sense of community"*. Council acknowledges that making, participating, being surrounded by and celebrating arts and culture is integral to the sense of community and wellbeing of the residents of Waitakere and contributes to this strategic platform.

Through the Community Assistance Policy, Council has outlined its commitment to help strengthen the ability of local community groups to create a strong social base for Waitakere and to meet local needs. Direct financial assistance to providers of arts, and cultural projects and activities assists Council's commitment to this policy.

ISSUES

There were 33 applications to round two of the 2006/2007 Creative Communities Scheme. Of these, two applications were ineligible as they do not fit the criteria, and have been excluded. One application was withdrawn by the organisation that applied.

ALLOCATION PROCESS

Eligibility

Applicants must meet all the eligibility criteria set down by Creative New Zealand. All projects eligible for funding must:

- be arts and/or cultural projects;
- take place within Waitakere, and/or produce benefits that are largely experienced within the City;
- increase participation in the arts at a local level or increase the range and diversity of the arts available to local communities;
- benefit local communities;
- not have started before an application for funding is assessed, and
- not have already been funded by Creative New Zealand for the same purpose.

Funding Criteria

The Scheme has three criteria for allocating funding, against which the Creative Communities Scheme Allocation Subcommittee must assess each application.

Projects should meet **one** or **more** of these criteria:

1. Increase participation in the arts
The aim here is to support opportunities for active and direct participation in the arts.

2. Increase the range and diversity of the arts available to communities
The aim here is to support the presentation of new activities and arts' experiences locally and by developing new audiences for the arts.
3. Enhance and strengthen the local arts sector
The aim here is to support communities and arts groups to practice and promote the arts locally. This could include funding for:
 - training and skills development for arts participants;
 - organisational development for arts organisations; and
 - research, information and promotional projects.

Creative New Zealand believes that projects relating to any of the funding criteria will contribute to the development of a healthy and vibrant local community. However, where there is a need to prioritise, it is recommended that priority be given to those projects that increase participation in the arts.

Assessment

The process of assessment can be divided into the following stages:

1. Determining eligibility
Applicants are responsible for determining their eligibility. The scheme's criteria for eligibility are contained in the application form. This is checked by the Community Assistance Administrator, and any eligibility issues are confirmed with the Creative New Zealand Advisor prior to being put forward to the Creative Communities Scheme Allocation Subcommittee for decision-making.
2. Relating eligible applications to the funding criteria
The Community Assistance Administrator will assess each eligible application in relation to one of the three funding criteria as stated by Creative New Zealand.
3. Prioritising eligible applications
Once applications have been proved eligible and relevant to the criteria, the Community Assistance Administrator assesses them to determine their priority for funding. In addition to Creative New Zealand's priorities, the following Council priorities have to be taken into consideration:
 - proposals that are well-planned, with clear aims and objectives that the applicant intends monitoring;
 - proposals for which the applicant is contributing a significant share of the funding; and
 - proposals involving cooperation, partnership or the sharing of resources between two or more community groups in Waitakere City.

Applicants have the option of appearing in person to present applications to the Subcommittee if they are applying for \$3,000 or more. A timetable will be tabled at the meeting advising which applicants will be appearing to speak to their application.

A1-A36

The Community Assistance Administrator will be present at the meeting to assist the Creative Communities Scheme Allocation Subcommittee through the process. All applications have been screened for eligibility, prioritised and sorted in accordance with Creative New Zealand's criteria. They have then been summarised and appear in order as attached pages A1-A36. Original applications are available for the Subcommittee's perusal at any time by contacting the Community Assistance Administrator.

Recommended amounts have not been inserted into the appendix documents at this stage. This will be done after hearing the applicants speak on 17 April 2007 and will be provided to the Creative Communities Scheme Subcommittee at the meeting on 24 April 2007 when the decision on allocations will be made.

Funding applied for

There were 33 applications to round two of the 2006/2007 Creative Communities Scheme. Of these, two applications were ineligible as they did not fit the criteria, and one application was withdrawn by the organisation that applied. The total amount requested of eligible applications is \$104,562.84.

Funding available

\$53,125.00 has been allocated to Waitakere from Creative New Zealand for this funding round. The funds available for disbursement by the Subcommittee are as follows:

Total amount received for 2006/2007 second round	53,125.00
Plus	
Grants allocated but returned from 2006/2007 first funding round	7,693.33
Less	
Promotion (usually 5% - but did not require full amount this time)	1,744.22
Funding for Community Arts Councils to allocate	5,000.00
Total amount available for allocation in this round	\$54,074.11

Accountability of previous grants

Accountability reports are due two months after the completion of a funded project. Any applicant with outstanding accountability for previous funding is ineligible to apply for further funding until the accountability has been met, and such applicants have been notified accordingly.

CONCLUSION

There are 30 eligible applications for financial assistance totalling \$104,562.84, with an amount to allocate of \$54,074.11.

RECOMMENDATIONS

1. That the Creative Communities Scheme Allocation - Second Round 2006/2007 report be received.
2. That the Creative Communities Scheme Allocation Subcommittee consider and hear grants over \$3,000 in accordance with the guidelines, and make its recommendations for allocation of funding to the Finance and Operational Performance Committee at its meeting, scheduled to be held on Monday, 7 May 2007.

Report prepared by Greta Buchanan, Community Assistance Administrator.

