

### Fixed-Floating Debt Mix



### Net Interest Rate Repricing Risk Profile

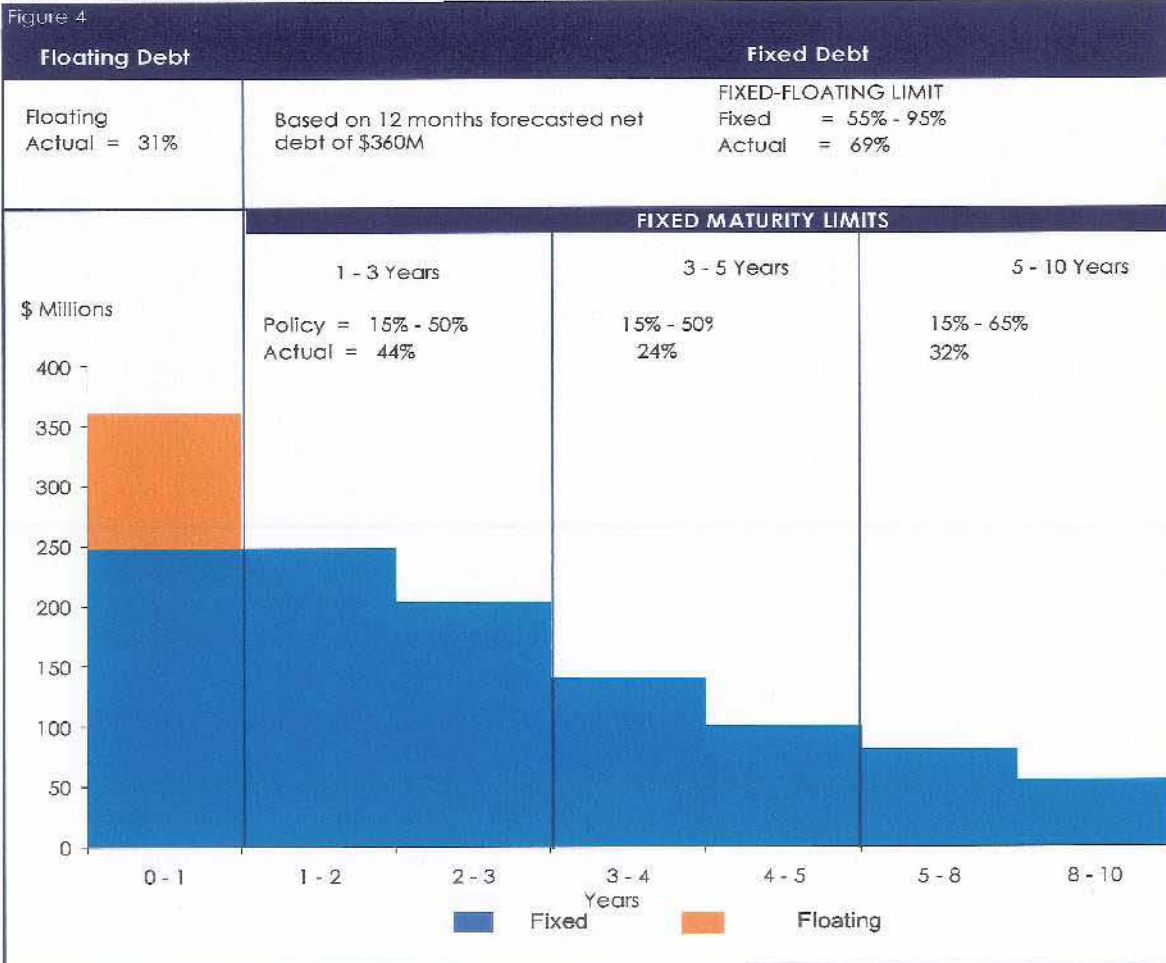
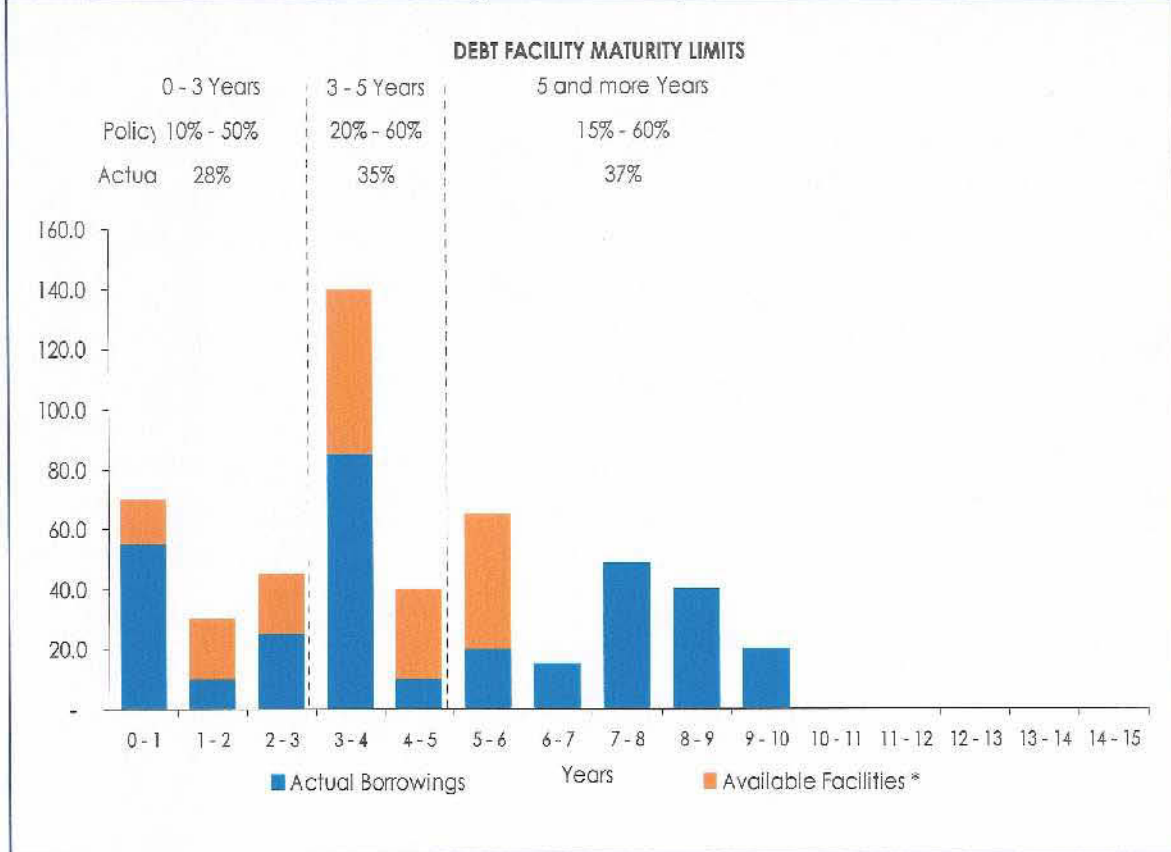


Figure 5

Funding Risk: Debt Maturity Profile



\* Council is in the unique position of having \$185 million committed funding facilities. The nature of these facilities may, depending on the utilisation, result in a breach of the funding maturity limit. As this facility is very much in Council's favour this is an acceptable breach of policy.

Summary of Debt Sources

Council Approved Debt Sources	\$ Millions		
	Total		
	Committed Funding Sources	Usage	Available
Bank Loans			
Short Term (uncommitted)	\$0.0	\$0.0	\$0.0
Long Term (committed)	\$200.0	\$15.0	\$185.0
Commercial Paper			
Bank Overdraft	\$1.0	\$0.0	\$1.0
Senior Bonds			
Retail	\$0.0	\$0.0	\$0.0
Wholesale	\$313.5	\$313.5	\$0.0
Other	\$0.0	\$6.0	-\$6.0
<b>TOTAL</b>	<b>\$514.5</b>	<b>\$334.5</b>	<b>\$180.0</b>

The Liability Management and Investment Policy gives guideline parameter for the mix of fixed/floating interest rate management and maturity profile. From time to time the actual position may marginally be outside the recommended guideline as a result of market interest rates or the Councils' actual cash position

## Notes:

**Working capital borrowing** is necessary due to fluctuations in the timing of operating revenue and expenditure. The working capital borrowing requirement also includes internal deficits relating to prior years. External working capital borrowing is reduced by the use of internal special funds with any surplus requirement funded by way of unsecured bank loans.

**Gross Term debt** is the borrowing relating to long term loan funded capital works projects. External borrowing to fund term debt is reduced by the use of internal special funds with the surplus requirement funded by way of secured or unsecured short term bank loans, fixed or floating medium or long term bonds and finance leases.

**The managed debt portfolio** refers to the portion of Council's total debt portfolio that is managed to reduce interest rate risk, liquidity/funding risk, counterparty risk and operational and legal risk as defined in the Liability Management and Investment Policy. The portfolio is managed on the external net term debt requirement excluding finance leases. I.e. it is net of the special funds that have been used to reduce the external term debt requirement and the sinking fund balance. Working capital is not included in the managed debt portfolio.

**Special Funds** are cash funds either collected through rates or vested to Council that have been 'set aside' for specific future spending. The funds are used in the interim to reduce Council's requirement to borrow externally. The fund is managed via accounting entries and a monthly interest allocation is made to the funds based on the Council's weighted average cost of borrowing for that period.

## Description of Graphs:

### Figure 1

*Gross term debt* (blue) is the actual gross term debt position of Council as defined in the notes above. The *Forecast* (orange) is the projected gross term debt level per month in the current financial year, the figures are obtained from capital works timing forecasts (provided by budget managers on a monthly basis) and the current debt maturity profile. The *Budget* (green) line represents the gross public debt as approved in the 2007/2008 Annual Plan.

### Figure 2

The prior year net term debt figures (dark blue section) are obtained directly from the published Annual Reports. The Annual Plan net term debt figures (light blue section) are obtained from the published Annual Plan. The orange section is the Long Term Council Community Plan net term debt as published for 2006 - 2016.

### Figure 3

The fixed (blue) and floating (orange) interest rate mix, both historic and projected, based on the 12 month rolling forecast net debt requirement. The Liability Management and Investment Policy minimum is 55% fixed and maximum 95% fixed. The positioning of the portfolio between policy minimum and policy maximum is dependent on the current and forecast financial market outlook.

### Figure 4

Interest rate risk profile. Figure 4 shows, given the current fixed/floating rate mix and the debt forecast (assuming no changes to current swaps), the percentage of current fixed rate debt that will mature in future years. This enables Council to recognise and reduce significant concentrations of interest rate risk that may arise in future years. As debt forecasts change the amount of fixed cover in place may have to be adjusted to comply with the policy limits.

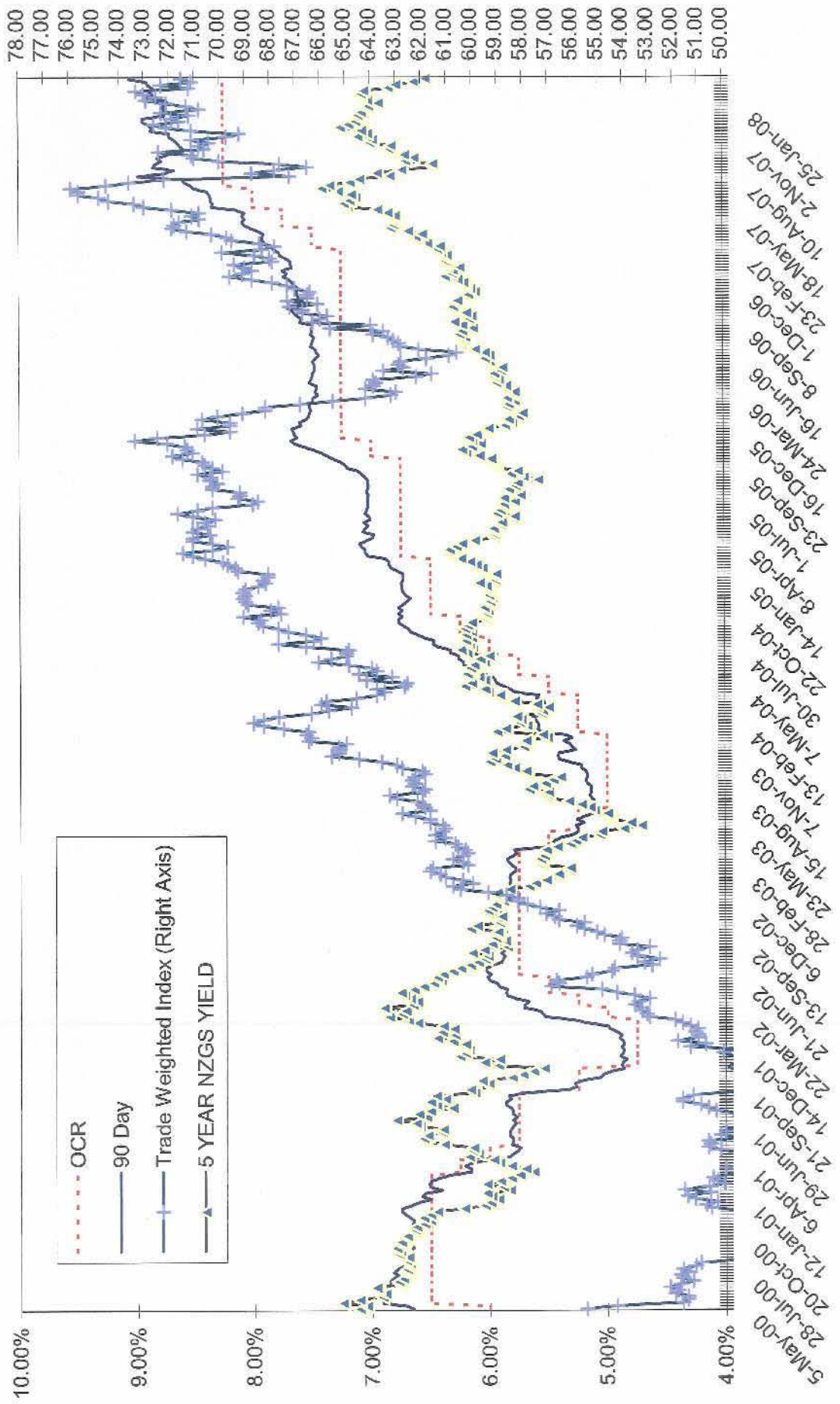
### Figure 5

Funding and liquidity risk. Figure 5 varies from figure 4 in that it shows the actual maturity profile of current debt on issue as opposed to the profile of Councils' exposure to interest rate risk arising when debt either reprices (in the case of floating rate debt or hedges) or matures. The debt maturity profile enables Council to identify significant concentrations of maturing debt and debt facilities. Where there are significant concentrations of debt maturing, Council is at risk of not being able to re-borrow from the market at favourable rates.

### Figure 6

In order to ensure Council has the ability to borrow from the market when funding is required committed funding facilities are arranged with approved debt sources. Figure 6 shows Council's committed funding sources and the current usage of these funds. In addition to the committed sources Council also uses

# Wholesale Market Interest Rates and the Trade Weighted Index





Waitakere City Council

*Te Taiāo o Waitakere*

# Community Assistance Fund Policy and Guidelines

## Strategic Priorities

**The Treaty of Waitangi** vision is that people in the city are proud to uphold the Treaty of Waitangi.

**Sustainable Development** requires that all major programmes demonstrate ongoing social, economic, environmental and cultural benefit for current and future communities.

**First Call for Children** vision is a city where children and youth participate in the development of the city; play and hangout safely; have good healthcare, education and housing; are free from violence; develop their own cultural identity and enjoy the city's diversity; access integrated transport systems; enjoy clean air, water and green spaces and are free from poverty.

**Safe City** requires that in addition to formal occupational health and safety considerations, the general safety of the community is integral to all of the Council's activities and planning and the Council advocates for and supports safety initiatives with its planning partners.

**Lifelong learning** vision is a city where everyone can access flexible, creative and inspirational affordable learning and can participate in city life.

## **Closing dates:**

- There are two rounds every financial year, closing at 5pm on Friday:
  - 29<sup>th</sup> of August
  - 27<sup>th</sup> February
- Community Wellbeing Fund – Community Board: **local initiatives** are open throughout the year, an applicant may apply at anytime.

**Types of funding available:**

The Council recognises that in addition to the services directly provided by the Council, the activities undertaken by community groups, not-for-profit organisations and individuals also make a valuable contribution to the community outcomes and the strategic outcomes pursued by the Council.

**All not for profit organisations and community groups:**

- Community Wellbeing Fund: Citywide and local activity/ projects/ services.
- Accommodation Assistance Fund: rates assistance.
- Fee Waivers Fund: reimbursement for some building consent fees and related charges relating to facilities, projects or activities.

**Funds created to target specific needs:**

- Out of School Care Fund: out of school care and holiday programmes.
- Youth Programme Fund: youth programmes.

**Please note: each of these funds have specific policies relating to their criteria and requirements please download the related documents from <http://www.waitakere.govt.nz/Cn/Ser/fn/funds.asp> or call (09) 839 0400 for the policies to be sent out to you.**

These activities/ projects must provide assistance in line with Council's Strategic Priorities and Community Outcomes. Those organisations that provide projects/ activities that produce the most measurable outcomes and are innovative and new will receive the most assistance.

Community Outcomes	We will know when we are succeeding when	Examples of projects/ activities supported through funds
<p><b>Strong Communities - He iwi Kaha</b>                      Waitakere has a strong sense of connection and networks of community and people feel safe and have a sense of belonging. We are civil and respectful of each other and have a good work life balance and contribute to our city, community, friends and family.</p>	<ul style="list-style-type: none"> <li>• Waitakere residents level of agreement that they have felt a sense of community in their neighbourhood increases.</li> <li>• Total recorded offence rates has reduced within Waitakere.</li> <li>• The percentage of residents who think Waitakere City is a safe place to live has increased.</li> <li>• The percentage of Waitakere residents who rate their Quality of Life as extremely good and good has increased.</li> <li>• The percent of residents who have undertaken volunteer work in the last 6 months has increased.</li> <li>• The frequency of physical activity in Waitakere has increased.</li> <li>• Percentage of residents who feel that the leisure facilities and activities in Waitakere meet their needs has increased.</li> <li>• Percent of residents who agree that there are sufficient things for young people to do in the city increases.</li> <li>• Percentage of residents who feel that diversity makes the city a better place to live increases.</li> </ul>	<ul style="list-style-type: none"> <li>• Small events and festivals</li> <li>• Neighbourhood assistance and support</li> <li>• Networks and forums</li> <li>• Safety and violence reduction</li> <li>• Youth leadership, cultural programmes</li> <li>• Cultural programmes</li> <li>• New migrant support groups.</li> <li>• Support and assistance for volunteers providing community assistance.</li> <li>• Educational workshops</li> <li>• Budgeting support</li> <li>• Leisure and sports activities</li> </ul>

<p><b>Tojora – Healthy lifestyles</b>  <i>Tikanga/Kawa (Values)</i>  Wairuatanga (Intrinsic values)  <i>Tautoko (Vision Moemoea</i>  – <i>Aspirations/goals)</i>  Good health, education and increased participation in a healthy and positive lifestyle</p>	<ul style="list-style-type: none"> <li>• We have the highest qualification of Māori in Waitakere</li> <li>• The percentage of Māori school leavers with no or low attainment decreases and the number which were qualified to attend university increases.</li> <li>• The percentage of Māori children attending early childhood education increases.</li> <li>• The location of attendance of Māori children in Waitakere attending early childhood education increases.</li> <li>• Age standardised rate of stand-downs, suspensions and exclusions per 1,000 students for Māori students in Waitakere decreases.</li> <li>• Life expectancy at birth by increases.</li> <li>• Frequency of physical activity for Māori residents increases.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of programmes produced by Māori or provide support specifically for Māori increases: i.e. before and after school care and holiday programmes, youth programmes, parenting programmes, and educational programmes.</li> </ul>
<p><b>Urban and Rural Villages – Nga kainga taone, tuawhenua</b>  Henderson is the key central town centre with Westgate and New Lynn as major centres and a network of smaller villages and neighbourhoods. Thriving well connected town and neighbourhood centres where people want to live, play and work. The centres reflect local character and foster pride. Villages have an identified centre, are safe and have accessible common areas. People feel connected to their local place at each other. Homes are healthy and environmentally responsible.</p>	<ul style="list-style-type: none"> <li>• Employee, resident population and household numbers in key growth areas increase.</li> <li>• Percentage of shoppers who rated key attributes in identified town centres as good and very good increase.</li> <li>• Pedestrian counts in Henderson and New Lynn town centres increases.</li> </ul>	<ul style="list-style-type: none"> <li>• Housing assistance</li> <li>• Activities in recreational space and town centres.</li> <li>• Neighbourhood groups local identity projects.</li> </ul>
<p><b>Working Together - Te mahi tahī</b>  We have a culture of working together as a city, as neighbourhood and as a family, efficiently utilising our time, people and resources. We mobilise local energy and empower people to participate though providing</p>	<ul style="list-style-type: none"> <li>• Percentage of residents who agree that the community works together and people support each other increases.</li> <li>• The percentage of Waitakere residents who are satisfied with the way the council involves people in key decisions increases.</li> <li>• Percentage of Waitakere residents who agree that they are adequately informed about key council policies, decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Amalgamation and or collaboration between organisations that provide similar services.</li> <li>• Advertising and marketing costs.</li> <li>• Consultation with community for community projects/ services</li> <li>• Community activities</li> <li>• Support groups</li> </ul>

<p>information people need and open transparent decision-making</p> <p><b>Mauri Ora ~ Access to Māori Resources</b>          Tikanga/ Kawa (values); Mana Tipuna/ Whakapapa -- ancestral links between past, present and future. Tautoko (Vision Moemoea- Aspirations/ goals). Live as māori, celebrate being māori, celebrate ethnic cultural diversity, celebration of the city's unique and rich tribal and māori history.</p>	<p>and services increases.</p> <ul style="list-style-type: none"> <li>Percentage of Māori residents in Waitakere who speak Te Reo increases.</li> </ul>	<ul style="list-style-type: none"> <li>Networking opportunities</li> <li>Educational programmes that support the teaching of Te Reo.</li> </ul>
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**To be eligible an applicant must:**

- Be a non-profit making organisation/ community group (Please note: if you are an individual you may apply to the Community Wellbeing Fund – Community Boards funds for \$1500. If you are applying for assistance for over \$1500 from any of the other funds you must apply under an umbrella organisation).
- Have an open membership
- Operate within Waitakere City boundaries or provide services which benefit a significant proportion of Waitakere City residents.
- Activities/ programmes that can be supported by the Community Assistance Funds are those that have community benefit.
- Please note: innovative projects or initiatives that support Waitakere residents are provided with a high priority.

**Applicants will not be provided with funding if they:**

- Applicants with sufficient funding to cover the costs of the project will not be accepted.
- Central government funded organisations such as the; police, education institutions and health service providers can not be supported, unless the programme is outside their normal jurisdiction.
- These funds are not intended to cover the full cost of a major project – or all operational expenses. For large requests, the group is expected to make a contribution (financial or non-monetary, such as volunteer labour).
- Political activities aimed at promoting party political goals.
- Expenditure already incurred (for example completed projects) or debt servicing costs

**Please note:** an organisation may only apply once to each funding round and may only apply once to each of the funds every financial year. For example: Group A may apply for assistance from the Out of School Care Fund and Community Wellbeing Fund in the funding round 1 and apply to the Accommodation Assistance Fund, Fee Waivers Fund and Youth Programme Fund in round two of the same financial year. However, Group A may not apply for assistance from the Out of School Care Fund in round one and two.

### Step 1. Plan

- Plan your project/ activity:
  - What services do you provide to the community?
  - Who will be involved?
  - What will be the associated costs of the project?
  - What other forms of income will you need for the project?
- Double check that there are no other groups/ organisations/ individuals providing the same service to the community. Community Waitakere can be contacted for information about services in your area. There website is: <http://www.wadross.org.nz/> or phone number (09) 838 7903
- The Community Liaison Officer is also available for assistance with strategic planning, please call or email [info@waitakere.govt.nz](mailto:info@waitakere.govt.nz) (09) 839 0400 to book an appointment.
- Community workshops will be held on the Council's application process please contact Council at the above listed details to RSVP.

### Step 2. Check

- Review the Council's funds and check which one your project best fits. This information can be viewed on the internet: <http://www.waitakere.govt.nz/CnlSer/fin/funds.asp> or information can be sent by posted out to you or call (09) 839 0400.
- If your organisation does not fit any of Council's funds you can search for external Trusts funds on the internet via the Fundview database <http://www.fis.org.nz/databases/FundView.php> or call (04) 471 8900. The Community Liaison Officer is also available for support.
- Two funding agencies that provide significant assistance to Waitakere City are:
  - ASB Community Trust: <http://www.asbcommunitytrust.co.nz/> or call 0800 272 878
  - The Trusts Community Fund (Waitakere and Portage Licensing Trust) : <http://www.the trusts.co.nz/> or call (09) 826 2620

### Step 3. Apply

Obtain the relevant application form (this can be downloaded from the website <http://www.waitakere.govt.nz/CnlSer/fin/funds.asp> or be sent to you.

- Complete the organisational information section; include a description of what services your organisation will provide to the City and their current financial situation.
- Describe your project activity and explain what the community benefit will be with consideration of the Council's strategic priorities, direction and community outcomes
- Include all related costs and attach relevant quotes. Detail any income the project/ activity will receive
- Enclose supporting information
- Attach any relevant documents as required in this policy and the specific funds policy.
- Double check you have met all the relevant requirements
- Post application form to: Waitakere City Council, C/o: Council Grants Officer, Private Bag 93109, Henderson 0650, Waitakere City or hand deliver to: Reception, C/o: Council Grants Officer, Waitakere Central, 6 Henderson Valley Road, Waitakere City.

**Checklist** Please note if you do not provide this information your application may be considered ineligible. Please also remember to keep a copy of your application form.

The following information is required from all applicants:

- A copy of the organisation's latest bank statement for each account, including investments
  - Audited Annual Accounts from the last financial year from an independent chartered accountant (Please note: if your organisation does not have audited accounts please and attach your current financial statement and associated bank statements).
  - Copy of a letter from IRD confirming Income Tax Exemption
  - Letters of support for your organisation and the work it does in the community
- Extra information is required for the following funds, please check the related policy for requirements
- Out of School Care Programmes
  - Fee Waivers

### **Assessment and Allocations**

- Applications will be received and entered by our administration support team. Acknowledgement letters will be sent out one month after the closing date. Applications to the CUF Community Boards will be received by the administration team and then sent to the appropriate Board for review. Applicants will be contacted by the Board and expected to present their application in the Community Forum.
- Organisational information will be assessed by the Council Grants Officer and the projects by specific council officer working parties.
- A report will go to the Community Assistance Fund Subcommittee who will listen to presentations from only new applicants and allocate funds, the decision will then be ratified by the Finance and Operational Performance Committee.
- Applicants will be notified of the results approximately three months after the closing date. Information will also be available on the website <http://www.waitakere.govt.nz/CnlSer/fn/funds.asp>

### **Successful Applicants**

- Successful applicants are reminded to keep copies of all their receipts and a record of the income, which are to be recorded on the Certificate of Expenditure.
- A project report form must also be completed on the success/ failure of your project/ activity, number of staff/ volunteers and number of residents that benefited from the project/ activity.
- If you have any photos/ pamphlets etc of your project/ activity could you also please enclose this information with your report back to Council.
- If your organisation is GST registered, you must complete a GST Tax invoice for the total grant allocated plus gst.

**Please note:** Following receipt of your application, it may be apparent that more than one application has been received to provide similar services. At this point, the grants officer will contact both applicants to find out whether there is a duplication of services. If so:

1. One organisation may choose to withdraw their application;
2. Both organisations may collaborate on a joint application to consolidate service provision;
3. Both applications may be revised to rationalise services.

## The Community Wellbeing Fund

The Community Wellbeing Fund (CWF) provides small sums of money (up to \$3000) to assist not-for-profit organisations/ community groups to carry out their activities in ways that best meet community needs.

- **Citywide Fund:** Citywide services/ projects/ initiatives for not-for-profit organisations/ community groups/ individuals (if they apply under an umbrella organisation) a total amount of \$55,000 (per financial year) has been set aside for distribution to the community. A maximum amount any organisation/ group can apply for is \$3,000.
- **Local Funds:** Local services/ projects/ initiatives for not-for-profit organisations/ community groups/ individuals for the 2007/ 2008 financial year, a total amount of \$55,000 (per financial year) has been set aside for distribution to the community. A maximum amount any organisation/ group/ individual can apply for from their relevant Community Board is \$1,500.

Funding is allocated to each community board on a ward population basis, as follows:

Community Board	Total population	Total funds available
Massey	51,369	\$16,742
New Lynn	49,845	\$16,246
Waitakere	27,450	\$ 8,947
Henderson	40,086	\$13,065
<b>Total Funds</b>	<b>168,750</b>	<b>\$55,000</b>

**Please note:** if an organisation/ group/ individual is applying for assistance for services/ initiatives/ projects from more than one Community Board, they must apply to the Citywide fund.

### Criteria:

The funding assistance that is provided to organisations/ groups/ individuals is usually for:

- Training/ workshops
- Volunteer expenses
- Strategic/ financial/ management planning
- Projects/ initiatives that provide service to the community
- Small scale community events (note: large events can apply to the Public Affairs Events Fund)
- Administrative costs and equipment
- Cultural/ leisure activities (note: these activities have recently been added)
- Catering costs will only be supported as a component of a larger programme/ project/ activity, a maximum of \$250 will be available per project.

**Activities or services that are funded usually have one or more of the following purposes:**

- Social service support, advice, health and disability
- Community based education
- Services targeted for:
  - Maori, including services supporting Te Reo (Maori language)

- Pacific Island communities and the full range of ethnic groups
- Children, youth, women and older persons (please note, that the Out of School Care Fund provides assistance for children's out of school care activities and the Youth Programme Fund provides assistance for youth programmes and initiatives).

**The following factors are taken into account when assessing the eligible applications:**

- Community Assistance Funds (CAF) policy and guidelines requirements and criteria <http://www.waitakere.govt.nz/CnlSer/fn/funds.asp>
- Demonstrated community support for the project and benefit of the programme.
- The particular socio-economic status of the area the group/ organisation is located in. For example, the groups or organisations located in deprived areas may have a higher need for assistance than those that are not.

**The Wellbeing Fund will not support the following activities or projects:**

- Please note the: Community Assistance Funds (CAF) policy and guidelines requirements and criteria <http://www.waitakere.govt.nz/CnlSer/fn/funds.asp>
- The following projects/ programmes/ initiatives:
  - Arts projects/ programmes/ initiatives can be supported by the Creative Communities Scheme  
<http://www.waitakere.govt.nz/CnlSer/fn/creativecom.asp>
  - Out of school care projects/ programmes/ initiatives can be supported by the Out of School Care Fund  
<http://www.waitakere.govt.nz/CnlSer/fn/outofschoolcare.asp>
  - Youth programmes can be supported by the Youth Programme Fund  
<http://www.waitakere.govt.nz/CnlSer/fn/youth.asp>

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## Youth Programme Fund

The Youth Programme Fund (YPF) is designed to provide assistance to organisations providing regular programmes for youth aged between 13 and 20 years

An amount of \$27,000 (per financial year) has been set aside for distribution to the community. A maximum of \$5,000 is available for assistance per organisation.

Council works in partnership with some youth providers to support ongoing youth programmes in designated areas within Waitakere and these providers may not apply to this fund for those particular programmes.

### **The following factors are taken into account when assessing the eligible applications:**

- Community Assistance Fund (CAF) policy and guidelines requirements and criteria  
<http://www.waitakere.govt.nz/CnlSer/fn/funds.asp>

#### **Priority Criteria:**

- Core programme is for sport and recreation, cultural, art or wellbeing activities;
- Attracts significant numbers of youth on a regular basis;
- Programme is held outside of school hours.
- Is located in areas that do not already have regular youth programmes/activities;
- Programme includes components of the youth development model, see the *Youth Development Strategy Aotearoa* – Ministry of Youth Development;  
<http://www.myd.govt.nz/Publications/youthdevelopment/youthdevelopmentstrategyaotearoa20.asp> or email: [mydinfo@myd.govt.nz](mailto:mydinfo@myd.govt.nz)

#### **Other criteria which will be considered:**

- The positive impact the programme will have on the youth involved;
- The objectives of the programme;
- The track record of the organisation in running youth programmes;
- The sustainability of the programme;
- The benefit to the wider community;
- Council will not fully fund programmes and a greater weighting will be given to those programmes that do not rely primarily on Council's funding.

#### **Requirements:**

- Applicants will be required to account for their funds;
- Programme must be held in Waitakere for the benefit of Waitakere Youth between the age of 13 and 20 years;
- The maximum grant that can be applied for is \$5,000;
- Organisations who do not have a legal status (Incorporated Society/Charitable Trusts) cannot apply for funding for equipment or for amounts over \$3000

#### **Youth Programme fund is available for:**

- Staff and volunteer expenses;
- Venue hire;
- Advertising and promotion;
- Equipment;

#### **The Youth Programme fund is not available for:**

- The promotion of religious groups/ beliefs;
- Individuals;
- Expenditure already incurred;
- Debt servicing;
- Party politics;
- School funded programmes, normally funded by operational grants;
- Organisations that have outstanding funding accountability with Council;
- One off events, but will consider events as part of the overall programme of activities.

## The Accommodation Assistance Fund

The Community Accommodation Assistance Fund (AAF) is designed to provide a more equitable, fairer and more transparent form of funding than the previous rates remissions. Not-for-profit organisations and community groups who either own their own properties and those leasing or renting properties are eligible to apply.

For the 2007/ 2008 financial year, an amount of \$50,000 has been set aside for distribution to the community.

Grants are available only for the payment of property rates or that part of a lease rental that covers rates by sports and community groups and not-for-profit organisations. The fund is not intended to cover the full cost of an organisation's rates or rental costs. The scale of each grant would be at the discretion of the Council.

Grants will not pay for the Uniform Annual General Charge or organisations already receiving automatic rates assistance. Sports clubs properties and properties used principally as a place of religious worship receive rates assistance automatically under the Local Government Act (Rating) 2002 (if your organisation does not receive this assistance and you think they fit this criteria, please send a letter to the Waitakere City Council Rates Manager or call Council on (09) 839 0400).

**Criteria:** The target groups may apply for grants assistance for meeting costs of rate payments or that part of rental payments that relates to rates, provided that:

- Community Assistance Fund (CAF) policy and guidelines requirements and criteria <http://www.waitakere.govt.nz/CnlSer/fn/funds.asp>
- They own and occupy their own property (i.e. private property) and are thus paying rates to the Waitakere City Council; or
- They are leasing private property, but are not the ratepayers; or
- They are leasing property from the Waitakere City Council. (Please note, groups who currently have subsidised or below market rate rentals may not be eligible).

**The following factors are taken into account when assessing the eligible applications:**

- The financial benefit that a Council lessee gets from their below-market rentals/leases.
- The extent that the facility is being used (i.e. number of users and range of uses) and nature of the activities.
- Safety of the facility and management.
- The capacity for generating income (location, quality of the facility).
- The particular socio-economic status of the area the group/ organisation is located in. For example, the groups or organisations located in deprived areas may have a higher need for assistance than those that are not.
- The proximity to other similar organisations.

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### IMPORTANT

On your application form please list the properties addresses that you currently pay rates on and require assistance with. The amount of funding assistance you are requesting from Council (exclusive of the Uniform Annual General Charge). You will not need to complete the project details page of the application form or the Certificate of Expenditure.

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## Out of School Care Fund

The Out of School Care Fund (OSCF) is designed to provide assistance to before and after school care and school holiday programmes.

An amount of \$20,000 (per financial year) has been set aside for distribution to the community. A maximum of \$5,000 is available for assistance per organisation.

Grants are available only for school holiday programmes which provide a minimum of five hours per day, three days per week or for before and after school programmes that deliver a minimum of two hours per day three days per week.

### The following factors are taken into account when assessing the eligible applications:

- Community Assistance Fund (CAF) policy and guidelines requirements and criteria <http://www.waitakere.govt.nz/CnlSer/fn/funds.asp>
- Programmes that promote an awareness of cultural identity e.g. retention of te reo me nga tikanga Maori and marae based support.
- Flexible hours i.e. extension of hours beyond 3pm for School Holiday Programmes and beyond 5pm for After School Care Programmes.
- Programme charges an appropriate admittance fee
- Proposals that are well planned, with clear

#### Established programmes within the City (OSCAR accredited)

- OSCAR programmes that serve lower decile areas that have difficulty covering programme costs from user pay income.
- Funding has been sought/ received from other sources
- Demonstrated history of provision of successful programme

#### New programmes within the City

- New/ innovative projects or programmes that support childhood activity/ learning and show a commitment to local community/ family involvement.
- Evidence of community benefit for the programme, i.e. references from the community for the programme.
- Evidence that the Out of School Care and Recreation (OSCAR) foundation has been contacted for their development fund assistance or that the organisation is in the process of attaining accreditation <http://www.oscar.org.nz/programmes/funding.asp> or phone 0800 GO OSCAR
- Police vetting checks of staff members past criminal history <http://www.police.govt.nz/service/vetting/guidelines.html>

**Please note:** If children under the age of five attend the programme, the organisation must have the appropriate early childhood regulations license from the Ministry of Education (MOE) or must have an exemption from MOE to operate unlicensed. The MOE awards incentive grants to support Early Childhood Education (ECE) services to meet the qualification requirements for licensing if you require further information contact Kelly McMurtrie on (04) 463 8223 or go to the following website: <http://www.minedu.govt.nz/index.cfm?layout=document&documentid=9151&indexid=10946&indexparentid=1095>

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