

## Do you have a strategic plan for your organisation?

After many years of being involved with not-for profit groups across the city, one of the most important things any organisation can do if it wants to be successful, is to write a strategic plan and then use that document to guide everything that the organisation wishes to do.

This is generally the role of the governance group within any organisation, but most not-for-profit groups do not have a separate governance group that sets its strategic direction – they generally find that they are both the governance and management of the organisation.

It does not matter what your situation is, the important issue is that you recognise the need to set a direction and set aside the time to be visionary about where you see your organisation in the next three to five years. It doesn't matter if it is a single page document or a 100 page document; the plan must exist.



After that you need to set aside a dedicated time at each meeting to review progress against the strategic plan?

If your organisation has a complex strategic plan it is recommended that a review timetable be set. For example, it might be agreed that one key outcome will be discussed at each meeting. This is important to ensure all outcomes are monitored in a timely manner.

**The Community Training Group provided a course in 2008 on strategic planning and is currently reviewing its effectiveness to support groups to write their own strategic plan. Alternatively there is information on about how to go about writing a strategic plan at <http://www.community.net.nz/how-toguides/crk/planning/strategic.htm>**

## New Community Grants Officer

It is with pleasure that I introduce our new Community Grants Officer Kim Hammond.

Kim joins the Leisure Services Team from West Wave. She has for the last eight years worked as both a programme leader and recreation centre supervisor. Kim has considerable community experience and has worked with many organisations supporting them in their recreational needs. Kim ran after school care, school holiday and pre-school gym classes for many years, so feel free to ask her advice on these matters.



Kim takes over from Janna Gilligan who has moved into the role of Leisure Facilities Manager. Janna is responsible for the smooth running of the council's six community centres.

## Community Training Group Update

This year has seen hundreds of staff and volunteers of not-for-profit groups up-skill themselves by attending seminars and workshops run by the Community Training Group. These have been in areas such as:

- Marketing & Communication
- Events Management
- Strategic Planning
- Financial Management
- Evaluation of projects
- Funding & Fundraising
- Management & Governance
- Recruiting & keeping volunteers
- Website design & hosting

**The feedback has been very positive, with statements like:**

"Just glad I came; look forward to the next one"

"Great value for \$\$\$\$"

"Really thought provoking - thank you"

"Kept me captivated"

"Very helpful - lots of ideas"

**Next years workshops are currently being planned and early in 2009 you will be provided with information of their dates and locations.**

## Update on the Community Assistance Fund

An unprecedented number of applications were received this year for the Community Assistance Fund and staff have worked long and hard to process the applications as quickly as possible.

The fund was substantially amended this year and amalgamation of several of the council's funds, including:

- Community Wellbeing Fund
- Youth Fund
- Out of School Care Fund
- Community Accommodation Assistance Fund
- Halls Fund
- Fee Waivers

The intent of this change was to make it easier for applicants to make one application for all the various funds rather than spreading them out over the year. Although the reality was that the changes did result in an overwhelming number of applications which caused delays in processing.

The change will be evaluated on its success over the next couple of months but it has already shown that there are some very positive outcomes particularly linking the grants to the council's Community Outcomes.

(Community Outcomes are a desired state of affairs that the community has identified, These outcomes are intended to inform the development of local authority planning, and coordinate the activities and planning of all sectors of the community).

It is also likely that some changes will be made as a result and consultation will be undertaken with focus groups to make sure that the council continues to respond to community needs.

**Should you wish to be a part of this consultation process please contact Kim Hammond on 836 8000 ext 8518 or email [kim.hammond@waitakere.govt.nz](mailto:kim.hammond@waitakere.govt.nz) to register your interest.**



## Creative Communities Fund

The Creative Communities Fund closed on 8 August and funding has been distributed recently to the 19 successful applicants.

This round considered over \$127,000 worth of eligible applications and with only \$45,700 to distribute. Difficult decisions had to be made by the committee about how to allocate the available funds

Successful applicants for this funding round were:

Successful Applicant	Funding Toward	Amount
Te Kura Kaupapa I Waititi Marae	Kapa haka uniforms	960.00
M Hill	Three Wananga/Hui for Ngati Whatua artists	1200.00
United Sri Lanka Association	Cultural performing arts and literature event	1300.00
Titirangi Painters	Art Exhibition	1600.00
Titirangi Theatre Inc	12 hour Theatre challenge - competition	2000.00
Waitakere Central Community Arts Council	Document and publish a living archive of artists	2000.00
Taiohi Tataki	Employ a kapahaka tutor and hold a Performing arts wananga	2000.00
Kakano O Te Kaihanga Childhood Centre	Nga Rise Up youth event	2200.00
Operatunity Class Act Opera	'Elixir of Love' Opera performance in schools	2500.00
Woodlands Park School	Adobe tiled seating area	2500.00
Titirangi Community Radio Trust	Student radio program on GOfm	2500.00
C C Barford	'Sound Streaming' - create sound artworks for public spaces	2800.00
Ranui Community House	2 series of workshops	3000.00
Oratia Media	Publication - Iron-Bound coast	3000.00
Interacting Trust	'Into the Naughty Corner' Show tour	3000.00
Ranui Action Project Incorporated	Community mural project	3000.00
D A Sampero	Portrait exhibition and collaboration of Cultures	3321.00
G Prime	Publish anthology of short stories	3321.00
F C Bruce	Trash to Music - create and play musical instruments	3500.00

The next Creative Communities round will open in January 2009 and close on March 6. An application form will be available online at: <http://www.waitakere.govt.nz/CnlSer/fn/creativecom.asp>

## The Seriously Good Guide to Fundraising

I came across this guide recently and thought that it could be helpful. The Seriously Good Guide to Fundraising is a regional guide published by Exult, which provides practical ideas and advice for community groups wanting to raise funds. Topics covered in the guide include Getting Started, Planning an Event, Sponsorship, Community Funding and Marketing. It also provides details about running specific events, such as discos, gala days, food stalls, raffles, tours, auctions and more.

Currently the book has been published for the Tauranga/Rotorua and other Bay of Plenty areas and we have been informed that the publishers intend to put out a Waitakere City version in mid-2009.

They are relying on local councils, businesses and individual sponsors to help make this happen, so if you know of someone

who would like to help with sponsorship or advertising please let me know.

**If you can't wait for the Waitakere City Guide to be published, you can purchase one that has all the same basic information but without the local advertising. The cost would be \$12 per copy. Contact [www.exult.co.nz](http://www.exult.co.nz)**



## The Waitakere Online Community Project – OurWaitakere

The Waitakere Online Community Project is a free service for Waitakere residents, businesses and not-for-profit community groups. The service provides free website, hosting and 50Mb of disk space.

OurWaitakere is an online space that you can manage yourself without the hassles and cost of professional web design or technical hosting agreements.

### What OurWaitakere can do for you:

- Provide a space for your small business or community group on the internet
- All pages are advertisement free - ensuring that you can present a professional online image
- Provide you with all the tools you need to create and maintain your website - you can add functionality as you grow your site over time.

**You can apply now at [www.ourwaitakere.co.nz/Signup.aspx](http://www.ourwaitakere.co.nz/Signup.aspx) to have a site hosted at [OurWaitakere.co.nz](http://OurWaitakere.co.nz)**

For free website development training and advice, simply follow the process of booking into a training session when you receive confirmation that your website application has been successful. The Learning Centre team will email you with the date, time and venue of the next available training session that you can attend.

### How does it work?

When your application for a site is approved, we create a blank site template and administrative user. You will be issued with information giving you a logon URL, username and password.

There is an ever-growing amount of documentation on the OurWaitakere site which includes FAQs and tutorials on how to progress managing your site.

As sites hosted by OurWaitakere are self-service, you will need to spend a few hours getting to know your way around the system. We have created a system that is as intuitive as possible and that can get you up and running with a professional looking site in the minimum amount of time. The system is almost infinitely flexible, allowing you to expand your site over time as you learn to use it and to add great functionality, much of which would cost thousands of dollars to purchase commercially.

We're able to supply this service as part of Waitakere Online's commitment to supporting businesses and the community.

**We'd love to hear your comments. Simply email us at [sitesadmin@ourwaitakere.co.nz](mailto:sitesadmin@ourwaitakere.co.nz) to tell us what you think!**

## Techsoup offers latest Microsoft software as a donation

TechSoup ([www.techsoup.net.nz](http://www.techsoup.net.nz)) is an exciting programme providing donated software from companies such as Microsoft to eligible voluntary and community groups to assist them to save significantly on software costs.

The scheme has already assisted organisations world-wide to make huge operational savings and now it's here and New Zealand organisations have already begun to register and receive software donations.

There are minimum product and ordering frequency requirements for eligible organisations with charitable status. It is important to register now and then think about what your software requirements may be over the coming year.

The software itself is donated free of charge, but there is an administration fee of only 4% of the retail value of the product. This amounts to a mere \$13+GST per copy of Windows Vista (Business version), only \$27+GST for Office Professional Plus 2007 and \$89+GST for Windows Small Business Server 2003 Premium Edition.

Orders are filled approximately two weeks from the date of payment confirmation. Payment is made online using a credit card, Paypal or by cheque.

Previously, some organisations received software direct from Microsoft NZ's Software Donation Programme online. However, now that TechSoup NZ is fully functional, Microsoft NZ has agreed to cease its own donation programmes and pass it over to them.

So don't delay, go online and register and join the many New Zealand charities who have already done so and who are already receiving their order. If you have any questions that can't be answered from the website you'll find three toll-free phone numbers on the contact page.

