

NOTICE OF ORDINARY MEETING

CREATIVE COMMUNITIES SCHEME ALLOCATION SUBCOMMITTEE

I hereby give notice that an Ordinary Meeting of the Creative Communities Scheme Allocation Subcommittee will be held on:-

DATE: **Wednesday, 20 November 2002** **TIME:** **9.30 am**

VENUE: **Civic Centre, 6 Waipareira Avenue, Lincoln, Waitakere City**

to consider the business as set out herein and to take any necessary action connected therewith.

18 November 2002



Ngareta Delamere
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8552

MEMBERSHIP:

Councillors	VS	Neeson, JP (Chairperson)	
Ms		Judith Moore-Chisholm	(Professional Artist {nominated annually by Lopdell House Society})
Ms		Heather Baugh	(Business Sector)
Ms		Jocelyn Reece	(Titirangi Community Arts Council)
Ms		Janet Holtrigter	(Waitakere Central Community Arts Council)
Mrs		Evelyn Taumaunu	(Te Taumata Runanga)
Mr		Reg Ratahi	(Te Taumata Runanga)
Ms		Rhonda Rountree	(Pacific Islands Communities)

(Quorum 3 members)

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(The reports and recommendations contained in all agendas are reports and recommendations only and are not to be construed, in any way, as Council policy until adopted.)

**AGENDA FOR AN ORDINARY MEETING OF THE CREATIVE COMMUNITIES SCHEME
ALLOCATION SUBCOMMITTEE TO BE HELD IN THE CIVIC CENTRE,
6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,
ON WEDNESDAY, 20 NOVEMBER 2002,
COMMENCING AT 9.30 AM.**

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1 APOLOGIES



2 URGENT BUSINESS

Section 46A(7) and (7A) of the Local Government Official Information Act 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 item is a minor matter; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting; and
- (iii) the Committee resolves to deal with the item.

No resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting for further discussion.

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



3 CONFIRMATION OF MINUTES

- Inaugural - 22 May 2002
- 28 May 2002 (Reconvened)

RECOMMENDATION

That the minutes of the Inaugural Meeting of the Creative Communities Scheme Allocation Subcommittee held on Wednesday, 22 May 2002 and the Reconvened meeting held on Tuesday, 28 May 2002 as circulated, be taken as read and now be confirmed.



4 CREATIVE COMMUNITIES SCHEME ALLOCATION – SEPTEMBER 2002

PURPOSE OF THE REPORT

The purpose of the report is to provide the Subcommittee with the information they require to allocate funding from the Creative Communities Scheme for the first round of the 2002/2003 allocations and to bring to the Committee's attention issues relating to Resolution 2004/2001.

“That it be recommended to the Community Facilities and Recreation Committee that the following criteria be included in the Creative Communities Scheme:

1. *An applicant will only be funded once per annual allocation; and*
2. *An organisation will only be considered if it has not received funding for two years consecutively.*

2004/2001”

BACKGROUND

The Creative Communities Scheme is a partnership between Waitakere City Council and Creative New Zealand to disburse Creative Communities 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 personal copy of Creative New Zealand's Assessors Handbook for the Creative Communities Scheme. Members will need to have familiarised themselves with the content of this handbook to assist them with the consideration of each application and the allocation of funding.

STRATEGIC CONTEXT

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 City and to meet local needs. Direct financial assistance to providers of arts and cultural projects and activities assists Council's commitment to this policy.

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 City, and/or produce benefits that are largely experienced within Waitakere 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;
- Not have already been funded by Creative New Zealand for the same purpose;

Additional eligibility set by Council as per Resolution 2004/2001.

- An applicant will only be funded once per annual allocation
- An organisation will only be considered if it has not received funding for two years consecutively.

Funding Criteria

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

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; 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**
This is the responsibility of the applicant, who does this by completing the application form.
2. **Relating eligible applications to the funding criteria:**
The Subcommittee must 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 Subcommittee needs to assess 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;
 - Proposals involving co-operation, partnership or the sharing of resources between two or more community groups in Waitakere City.

4. Applicants have the option of appearing in person to present applications to the Subcommittee if they are applying for \$3000 or more. A timetable will be tabled at the meeting and applicants will be appearing to speak to their application.

A1 - A65

The Community Assistance Administrator will be present at the meeting to assist the 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 at attached pages A1 - A65. Original applications are available for the Subcommittee's perusal at any time by contacting the author of this report.

Funding applied for

We have received 61 applications with a total amount requested of \$335,156.86 for the 2002/2003 funding round. Of these applications ten are ineligible. Six of these ineligible applications received funding either in the first round 2002 or have received funding consecutively in the last two years and according to Council's criteria this makes them ineligible.

Funding Available

\$53,125.00 has been allocated to Waitakere City from Creative New Zealand for the first round 2002/2003 year. The funds available for the November round for disbursement by this Subcommittee are as follows:

Total amount received for 2002/2003 first round		\$53,125.00
Less	5% for promotion	\$2,656.25
	Funding for Community Arts Councils to allocate	\$5,000.00
	Total amount available for allocation in this round	\$45,468.75
Plus	Grants allocated but returned from 2001/2002	\$2,578.00
Plus	Rollover of unspent funds in 2001/2002 round	\$25,273.26
TOTAL AMOUNT AVAILABLE FOR ALLOCATION IN NOVEMBER 2002		\$73,320.01

Accountability of previous grants

Accountability reports are due one month 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

Applications have been sorted in line with the process, as described in the body of the report, for the Subcommittee's consideration.

RECOMMENDATIONS

1. That the information be received.
2. That the Subcommittee allocate grants in accordance with the guidelines and make their recommendations to the next Finance and Operational Performance Committee.

Report prepared by Jan Brown, Community Assistance Administrator.

