

**AGENDA FOR A MEETING OF THE CREATIVE COMMUNITIES SCHEME ALLOCATION
SUBCOMMITTEE TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE,
LINCOLN, WAITAKERE CITY, ON MONDAY, 22 NOVEMBER 2004,
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 Chairperson 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 CREATIVE COMMUNITIES SCHEME ALLOCATION - NOVEMBER 2004

PURPOSE OF THE REPORT

The purpose of the 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 first round of the 2004/2005 allocations and to inform the Subcommittee on issues regarding quality of applications and how the Subcommittee wishes to deal with the composition and rollover of Subcommittee Members.

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

One of the prime aspirations of the Arts and Cultural Strategy is for Waitakere City to be a culturally inclusive city. Arts and culture are integral to life, to the economy and to the environment - both built and natural. The City continues to grow as a place where all cultures, and particularly Maori arts and culture, are vital to the City. Waitakere City Council wishes to ensure that making, participating, being surrounded by and celebrating arts and culture are a means of expressing a sense of self and place - an identity that has as its context Waitakere City.

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.

ISSUES

Quality of Applications

In an attempt to improve the quality of the applications the Community Assistance Administrator has over the past two years run numerous seminars briefing potential applicants of what is required to make a successful application. In this current round, 16 out of the 30 applications were of a very poor quality, for the following reasons:

- 4 applied for ineligible projects;
- 10 failed to provide quotes;
- 12 failed to provide financial accounts;
- 7 had budgets that did not add up.

All of the above requirements are clearly spelt out in the guidelines that accompany the applications forms.

Most other funding agencies have more stringent requirements, declining applications that do not include relevant requested documents.

Having spoken to Creative Communities regarding how they would like to see the scheme administered, they recommended that the application forms be amended to clearly spell out the minimum requirements of documentation to be included with an application. These are:

- A detailed budget that includes all costs of the project;
- Quotes to back up the budget;
- Documentary evidence of legal status if applying for equipment;
- Evidence of own funding where applying for large requests (over \$3000) and where applying for equipment;
- A current statement of income and expenditure; or
- A balance sheet; or
- A bank statement.

Failure to provide these may jeopardise the success of an application.

It is hoped that if the above is clearly spelt out, then the standard of applications will improve. It is not intended to make it difficult to complete applications only improve the transparency of the process of allocating funding.

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.

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:

Determining Eligibility: This is checked by the Community Assistance Administrator and any eligibility issues are confirmed with the Creative New Zealand Advisor.

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.

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.
- Proposals involving co-operation, 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-A30

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 as attached at pages A1 to A30. 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, as this will be done after hearing the applicants speak on 22 November 2004 and provided to the Subcommittee at the meeting on 23 November 2004 when the decision on allocations will be made.

Funding Applied For

30 applications have been received with a total amount requested of \$85,113.00 for the 2004/2005 first funding round. Of these applications four are ineligible due to not meeting the Creative New Zealand criteria and one withdrew its application as the event was cancelled.

Funding Available

\$53,125.00 has been allocated to Waitakere City from Creative New Zealand for the first round 2004/2005 year. The funds available for this round for disbursement by the Subcommittee are as follows:

Total amount received for 2004/2005 first round	53,125.00
Plus	
Grants allocated but returned from 2003/2004 funding round	2,783.75
Less Promotion (Usually 5% - but did not require full amount this time)	1,667.00
Funding for Community Arts Councils to allocate	5,000.00
Total amount available for allocation in this round	\$49,241.75

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

Quality of Applications

Due to the poor quality of applications being submitted to Creative Communities Scheme it is proposed that changes are made to the application forms in an attempt to improve them.

Having spoken to Creative Communities regarding how they would like to see the scheme administered, they recommended that the application forms be amended to clearly spell out the minimum requirements of documentation to be included with an application. These are:

- A detailed budget that includes all costs of the project;
- Quotes to back up the budget;
- Documentary evidence of legal status if applying for equipment;
- Evidence of own funding where applying for large requests (over \$3000) and where applying for equipment;
- A current statement of income and expenditure; or
- A balance sheet; or
- A bank statement.

Failure to provide these may jeopardise the success of an application.

Allocation of Funding

There are 25 eligible applications for financial assistance totalling \$85,113.00 with an amount to allocate of \$49,241.75.

In order to streamline the funding allocation process the applications have been sorted into funding priorities and alphabetically. It is recommended that the Subcommittee work through the applications making a preliminary decision on the recommendation, either confirming the recommended amount, or making some other preliminary determination before revisiting each allocation and coming to a final decision.

RECOMMENDATIONS

1. That the Creative Communities Scheme Allocation - November 2004 report be received.
2. That the Creative Communities Scheme Allocation Subcommittee consider grants in accordance with the guidelines, and make their recommendations for allocation of funding to the Finance and Operational Performance Committee on 6 December 2004.
3. That the following be required as part of future funding applications:
 - A detailed budget that includes all costs of the project;
 - Quotes to back up the budget;
 - Documentary evidence of legal status if applying for equipment;
 - Evidence of own funding where applying for large requests (over \$3,000) and where applying for equipment;
 - A current statement of income and expenditure; or
 - A balance sheet; or
 - A bank statement.

Report prepared by: Jan Brown, Community Assistance Administrator.

