



Waitakere City Council
Te Taiao o Waitakere

NOTICE OF MEETING

CREATIVE COMMUNITIES SCHEME ALLOCATION SUBCOMMITTEE

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

DATE: **Wednesday, 11 May 2005** **REVISED TIME:** **1.00 pm**
 Tuesday, 17 May 2005 **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.

4 May 2005

Sharon Simiona
**DEMOCRACY SUPPORT AND
SISTER CITY OFFICER**

Telephone (09) 836 8000 extn 8820

MEMBERSHIP:

Councillor	JP	Lawley (Chairperson)	
Ms	H	Baugh	(Business Sector)
Mr	K	Davey	(Waitakere Central Community Arts Council)
Ms	I	Matheson	(Professional Artist {nominated annually by Lopdell House Society})
Ms	A	Milne	(Waitakere Arts and Cultural Development Trust)
Mrs	B	Papa	(Ngati Whatua)
Ms	L	Robinson-Johnson	(Titirangi Community Arts Council)
Mr	TW	Taua	(Te Kawerau a Maki)
Ms	M	Tepai	(Pacific Islands Advisory Board)

(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 A MEETING OF THE CREATIVE COMMUNITIES SCHEME ALLOCATION
SUBCOMMITTEE TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE,
LINCOLN, WAITAKERE CITY, ON WEDNESDAY, 11 MAY 2005
COMMENCING AT 1.00 PM.**

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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 Subcommittee 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 Subcommittee 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 - 22 November 2004
 - 23 November 2004

RECOMMENDATION

That the minutes of the Meeting of the Creative Communities Scheme Allocation Subcommittee held on Monday, 22 November 2004, and Reconvened on Tuesday, 23 November 2004, as circulated, be taken as read and now be confirmed.



CREATIVE COMMUNITIES SCHEME ALLOCATION – MAY 2005

PURPOSE OF THE REPORT

The purpose of this report is to provide the Creative Communities Allocation Subcommittee with the information they require to allocate funding from the Creative Communities Scheme for the second round of the 2004/2005 allocations and also alerts the Subcommittee to the changes in the funding agreement with Creative New Zealand.

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

New guidelines from Creative New Zealand

The Creative New Zealand agreement with Waitakere City Council relating to the administration of the Creative Communities Scheme has been received. It is usually a three year contract, however, Creative New Zealand have chosen to only roll it over for one year, as they are working to accommodate the Long Term Council Community Plan and their own Creative New Zealand Strategic Plans into the new contract documents. As part of this agreement there are two new guidelines and procedures that need to be adhered to. They are:

Guideline/Procedure	New Guidelines & Procedures	Reason
Loans To be phased out	<ul style="list-style-type: none"> From July 2005 no loans will be given All Creative Community Scheme loans given, to be repaid in total by 2008/2009 Revised Application forms will not offer loans 	<ul style="list-style-type: none"> The provision of loans locks in funds and is rarely used.
Grants Payouts	<ul style="list-style-type: none"> All grants must be paid to applicants at the time the decisions are made and not held until after completion of the project. 	<ul style="list-style-type: none"> Holding funds has been identified as an inhibitor to applicants and to enabling applicants to pay for project costs.

Guideline One relating to loans, has no relevance to the Subcommittee as it does not provide loans. Guideline Two, in relation to grant payouts, will require all documentation to be amended to make it clear to applicants that grants are to be paid out prior to events and failure to do this will forfeit the grant.

A1

Creative New Zealand have also clarified some of their existing procedures and this one page document is attached at page A1 for the Subcommittee's reference. The only issue that needs to be brought to the Subcommittee's attention in relation to this document is the one regarding Retired Funds.

Guideline/Procedure	Clarification of existing guidelines & Procedures	Reason
Retired Funds These include: <ul style="list-style-type: none"> Unexpended funds Guarantee against losses not uplifted Allocated funds not reported on These funds must be returned and reduced	<ul style="list-style-type: none"> Funds not expended within 10 months of being received will be considered retired. Creative Communities Scheme Guarantee against Losses not uplifted within two months of the completion of the project will be retired and not paid out. Creative Communities Scheme funds not reported back to the Council within two months of the completion of the project must be returned to the Council. 	<ul style="list-style-type: none"> All retired funds should be accounted for and retired within a specified timeframe. All retired funds must be identified in the annual cash flow and reconciliation form to track and manage all funds in hand.

This above guideline is potentially going to be difficult for artists and community groups to comply with. Many arts organisations do not have the administrative infrastructure to report back within a timeframe of two months. Under the new guidelines failure to do this will require them to return the funds. This could be very difficult to police as many groups will not have the funding resources to do this. Discussion with Creative New Zealand in regard to this guideline will take place at a meeting of Creative Communities administration staff from all Auckland Local Authorities and Creative New Zealand in the coming months.

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: Applicants are responsible for determining their eligibility. The scheme's criteria for eligibility is 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 Allocation Subcommittee for decision making.

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.

A2 – A36

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 pages A2 to A36 to this report. 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 11 May 2005 and provided to the Subcommittee at the meeting on 17 May 2005 when the decision on allocations will be made.

Funding Applied For

There have been 34 applications received with a total amount requested of \$105,944.19 for the 2004/2005 second funding round. Of these applications three are ineligible due to not meeting the Creative New Zealand criteria.

Funding Available

\$53,125 has been allocated to Waitakere City from Creative New Zealand for the second round 2004/2005 year. The funds available for this round for disbursement by the Subcommittee are as follows

Total amount received for 2004/2005 second round	\$53,125.00
Plus	
Grants allocated but returned from the 2003/2004 funding round	\$2,561.00
Less Promotion (usually 5% - but did not require full amount this time)	\$1,575.00
Funding for Community Arts Councils to allocate	\$5,000.00
Total amount available for allocation in this round	\$49,111.00

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

Creative New Zealand have provided two new guidelines that are to be incorporated into the administration of the Creative Communities Scheme. Only one of these has relevance to the Subcommittee and this is in relation to grants payouts. As from July 2005 all grants have to be paid out prior to the commencement of a project and failure of the groups to request the funds will mean that they will forfeit the money.

There has also been a clarification to a number of existing procedures, they are:

- All grants to be expended within 10 months of being received, failure to do so the funds will be considered retired.
- All guarantees against losses not uplifted with two months of the completion of the project will be retired and not paid out.
- Funds not reported back to the Council within 2 months of the completion of the project must be returned to the Council.

The above changes and clarification of existing guidelines will potentially cause some difficulty for community groups to comply with and the Community Assistance Administrator will provide further information regarding this after discussion with Creative New Zealand at a regional meeting to be held soon.

There are 31 eligible applications for financial assistance totalling \$105,944.19 with an amount to allocate of \$49,111.

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 - May 2005 report be received.
2. That the Subcommittee consider grants in accordance with the guidelines, and make their recommendations for allocation of funding to the Arts and Events Special Committee on 8 June 2005.

Report prepared by: Jan Brown, Community Assistance Administrator.

