

**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, 12 OCTOBER 2005
COMMENCING AT 11.00 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 CONFIRMATION OF MINUTES

Meeting Minutes - 11 May 2005
Reconvened - 17 May 2005

RECOMMENDATION

That the minutes of the Meeting of the Creative Communities Scheme Allocation Subcommittee held on Wednesday, 11 May 2005 and reconvened on Tuesday, 17 May 2005 as circulated, be taken as read and now be confirmed.



4 **CREATIVE COMMUNITIES SCHEME ALLOCATION – FIRST ROUND 2005/2006**

PURPOSE OF THE REPORT

The purpose of this 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 2005/2006 allocations.

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. Council acknowledges that making, participating, being surrounded by and celebrating arts and culture are integral to the wellbeing of the residents of Waitakere City, contributing to the Strong Communities and Urban and Rural Village strategic platforms.

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

There were 49 applications to round one 2005/2006 Creative Communities Scheme, of this eight applications are ineligible as they do not fit the criteria and have been excluded.

The concern is once again expressed at the quality of some of the applications. There were 14 applications that had no quotes to backup their budgets. Letters were sent to these applicants requesting the information, some but not all provided it.

Consideration needs to be given to not funding applications that have not supplied the necessary information. These applications have been put forward to the Subcommittee but have been clearly identified in the comments section that they do not meet the criteria set by the Creative Communities Subcommittee.

The total amount requested of eligible applications is \$117,798. Currently the fund has \$54,138 to distribute.

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.

A1-A52

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 an appendix attached at pages A1 to A52 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 12 October 2005 and provided to the Subcommittee at the meeting on 18 October 2005 when the decision on allocations will be made.

Funding applied for

There were 49 applications to round one 2005/2006 Creative Communities Scheme, of this eight applications are ineligible as they do not fit the criteria. The total amount requested of eligible applications is \$117,798.

Funding Available

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

Total amount received for 2004/2005 2nd round	53,125.00
Plus	
Grants allocated but returned from 2004/2005 funding round	7,408.00
Less Promotion (Usually 5% - but did not require full amount this time)	1,395.00
Funding for Community Arts Councils to allocate	5,000.00
Total amount available for allocation in this round	\$54,138.00

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

There are 41 eligible applications for financial assistance totalling \$117,798 with an amount to allocate of \$54,138.

RECOMMENDATIONS

1. That the Creative Communities Scheme Allocation – First Round 2005/2006 report be received.
2. That the Creative Communities Scheme Allocation Subcommittee consider and hear grants over \$3,000 in accordance with the guidelines, and make their recommendations for allocation of funding to the Finance and Operational Performance Committee on 7 November 2005.

Report prepared by Jan Brown, Community Assistance Administrator.

