

# ORDER PAPER

## COMMUNITY GRANTS SUB-COMMITTEE MEETING

**Date:** Friday, 9 April 2021  
**Time:** 10.00 am  
**Venue:** Council Chamber  
Rangitikei District Council  
46 High Street  
Marton

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**Chair:** Cr Nigel Belsham  
**Deputy Chair:** Cr Fi Dalgety  
**Membership:** Raewyn Turner  
Karen Kennedy  
Lynette Thompson  
Carolyn Bates  
Lequan Meihana  
Michelle Fannin  
Laurel Mauchline Campbell  
Cr Waru Panapa

**Notice is hereby given that a Community Grants Sub-Committee Meeting of the Rangitikei District Council will be held in the Council Chamber, Rangitikei District Council, 46 High Street, Marton on Friday, 9 April 2021 at 10.00 am.**

## **Order Of Business**

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**1 Welcome**

**2 Apologies**

Apologies have been received from Cr Fi Dalgety and Laurel Mauchline Campbell.

**3 Public Forum**

**4 Conflict of Interest Declarations**

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

**5 Confirmation of Order of Business**

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting, ..... be dealt with as a late item at this meeting.

**6 Confirmation of Minutes**

Community Grants Sub-Committee Meeting - 15 March 2021

# Rangitikei District Council

## Community Grants Sub-Committee Meeting

Minutes – Monday, 15 March 2021 – 10:00 am



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#### Present:

Cr Nigel Belsham (Chair)  
 Cr Fi Dalgety – *via zoom*  
 Cr Waru Panapa  
 Ms Carolyn Bates  
 Ms Michelle Fannin  
 Ms Laurel Mauchline Campbell  
 Mr Lequan Meihana – *via zoom*  
 Ms Raewyn Turner

#### In attendance:

Gaylene Prince, Group Manager – Community Services  
 Ash Garstang, Governance Administrator

## 1 Welcome

Cr Belsham opened the meeting at 10.00am.

## 2 Apologies

That the apologies for Ms Lynette Thompson and Ms Karen Kennedy be received.

Cr Belsham/Ms Turner. Carried

## 3 Members Conflicts of Interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

Ms Mauchline Campbell and Ms Turner both declared possible conflicts of interest, but the committee was satisfied that there was no actual conflict of interest present for either member.

## 4 Confirmation of Minutes

Ms Bates noted one amendment to the 24 November 2020 minutes:

- Item 5, to correct a typo in the last application, to read "Project Marton".

**Resolved minute number: 21/CGSC/001**

That the minutes of the Community Grants Sub-Committee meeting held on 24 November 2020, as amended, be taken as read and verified as an accurate and correct record of the meeting.

Ms Mauchline Campbell/Ms Bates. Carried

## 5 Consideration of Applications for the Event Sponsorship Scheme Round Two – 2020/21

**Resolved minute number: 21/CGSC/002**

That the report 'Consideration of Applications for the Events Sponsorship Scheme Round Two – 2020/21' to the 15 March 2021 Community Grants Sub-Committee be received.

Ms Bates/Ms Turner. Carried

**Resolved minute number: 21/CGSC/003**

That the following Project report forms be received:

- Hunterville Huntaway Festival – Hunterville Huntaway Festival
- Bulls and District Community Trust – Bulls Christmas Parade / Market Day / Whanau Day

- Doors Open Marton – Merry Night in Marton
- Taihape Community Development Trust – 2020 Taihape Christmas Parade

Ms Mauchline Campbell/Ms Turner. Carried

The Committee discussed the merits of each application and individual funding recommendations:

Marton Arts and Crafts Centre Inc:

The Committee were in support of the event. The event has been running in the community for over 50 years. There are significant costs associated with advertising and the organisation made a financial loss in 2020.

It was noted that this specific event was projected to make a profit. Several committee members believed that the fund was better suited to those events that would struggle to cover their costs.

Bulls and District Community Trust:

The Committee all supported the event. It pulls a lot of people into Bulls from outside of the district and is a good opportunity to showcase the town.

Some inconsistencies were noted in relation to the budget. Specifically, the Committee did not feel that deposits should be classed as an expense, as the assumption is that items will be returned with no damage and the deposits repaid.

St Andrews Presbyterian Church Marton:

The Committee overall supported this application, on the condition that St Andrews provides quotes for expenditures to the Committee members prior to payment being made. The event will be great for children.

The Committee discussed the lack of quotes that accompanied the application, and noted that St Andrews had twice been approached for more information, but had insofar not supplied this. There was also no information provided to the Committee regarding alternate sources of funding. Staff have been requested to provide St Andrews with assistance regarding this and for future applications.

Bulls Junior Rugby Club:

The Committee supported this event, noting that it had been cancelled in the year prior. It will be another good event for children and will bring in a lot of people from outside the region.

**Resolved minute number: 21/CGSC/004**

That the Community Grants Sub-Committee approve the sponsorship of events listed below, and disperse the Events Sponsorship Scheme as outlined to successful applicants:

- Marton Arts and Crafts Centre Inc. \$1,000
- Bulls and District Community Trust \$1,350
- St Andrews Presbyterian Church Marton \$850 (payment not to occur until after stipulated conditions are met)
- Bulls Junior Rugby Club \$1,622.82

Ms Turner/Ms Mauchline Campbell. Carried

Staff requested to provide a follow-up on the River Valley event (from Round 1, 2019/2020).

The committee requested clarification on what happens when an event does not go ahead.

**6 Next Meeting**

Friday, 9 April 2021 – 10.00am

**7 Meeting Closed**

Cr Belsham closed the meeting at 11.05am

**ITEM 7.1****7 Follow up Action Items from Previous Meeting****7.1 Follow-up Actions from Community Grants Sub-Committee (Events) 15 March 21**

**Author:** Ash Garstang, Governance Administrator

**Authoriser:** Carol Gordon, Group Manager - Democracy & Planning

**Reason for Report**

The Follow-up Actions from the previous meeting are attached.

**Attachment****1. Follow-up Actions from Community Grants Sub-Committee (Events) 15 March 21****Recommendation**

That the report 'Follow-up Actions from Community Grants Sub-Committee (Events) 15 March 21' be received.

### Follow-up Actions from Community Grants Sub-Committee (Events) 15 March 2021

| Follow-up Actions                                                                                                                                                                                                                                                                                                                                                                            | Person Assigned:              | Status Comment:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Suggestion from Chair (Nigel):</b> We should advise applicants that there are other options out there for advertising. Michelle Fannin is happy to be a POC for applicants and provide them with advice.</p> <p>Discuss how to incorporate this step into the standard process for these applications.</p>                                                                             | Gaylene Prince / Ash Garstang | <p>Added this line below the 'Promotion' section of the Smarty Grants application for the Events Sponsorship Scheme:</p> <p>"Applicants are welcome to contact the Rangitikei District Council for advice with regard to promoting an event."</p>                                                                                                                                                                                                                                                                             |
| <p><b>Lack of knowledge about how to do applications:</b> Can the GA provide more guidance to applicants on what information is required?</p>                                                                                                                                                                                                                                                | Ash Garstang                  | <p>Confirmed that the application form includes a link to the Eligibility Criteria. The Eligibility Criteria lays out what is required from applicants (e.g. a requirement to provide quotes).</p> <p>There is also a link to guidelines on our website, which provides advice and a contact number for more assistance.</p> <p>Additionally, there is a link to technical advice on how to complete the form within the application.</p>                                                                                     |
| <p><b>St Andrews application:</b> The committee are willing to offer to fund \$850, but on the condition that the funding is not paid out until the committee receives appropriate quotes from St Andrews.</p> <p>Advise St Andrews (Nigel suggested a face-to-face conversation) of this offer and provide support/guidance in order to help them to provide the requested information.</p> | Ash Garstang                  | <p>Emailed St Andrews 24 Mar 21 to offer guidance and a face-to-face conversation regarding their application.</p> <p>They have replied and indicated that they will likely postpone their event and are they still eligible for funding. Staff (Ash) has advised that this is okay, provided that the event takes place in this financial year, and we received the requested quotes.</p> <p>St Andrews has also indicated that it will take up staff's offer of in-person assistance, at some point in the near future.</p> |

## ITEM 7.1 ATTACHMENT 1

| Follow-up Actions                                                                                                                                                                                                                                                                                                                                | Person Assigned: | Status Comment:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Advice to the committee:</b> What happened with the River Valley event? Did this take place?                                                                                                                                                                                                                                                  | Gaylene Prince   | <a href="#">River Valley website notes that the event 'Taste of the Rangitikei' schedule for 13 March was cancelled. The grant of \$1300 plus GST was paid to River Valley on 20 November 2020. River Valley have been asked if it is intended to re-schedule the event.</a>                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Advice to the committee:</b> The committee would like advice on the process and possible options for events that do not go ahead. Can successful applicant's carry-forward their funding to a future event? If so, how do they go about requesting this of Council?<br><br>Or what is required as far as re-payment to the committee/Council? | Gaylene Prince   | <a href="#">In the event a planned and funded event does not go ahead, the applicant must advise the Governance Administrator that their plans have changed (i.e. postponed / cancelled) and the reasons for this.</a><br><br><a href="#">If Council has already paid them, then the Terms of Agreement states that funds must be returned to Council. However, in the past there have been instances that a request has gone to Council for the funds to be carried forward. If an applicant wishes to have funds carried forward, this request would be sent to the Governance Administrator for it to be added to the Order Paper for the next meeting.</a> |
| <b>Advice to the committee:</b> The committee would like clarification around the eligibility criteria that is used to vet out applications that do not have sufficient detail.                                                                                                                                                                  | Ash Garstang     | Emailed the eligibility criteria to the Committee members 17 Mar 21, noting that it is hosted on the Council website but a link to this is provided within the application form in Smarty Grants.<br><br>Have attached a report to review the eligibility criteria in the 09 Apr 21 meeting.                                                                                                                                                                                                                                                                                                                                                                   |



## 8 Reports for Decision

### 8.1 Review of Eligibility Criteria for the Community Initiatives Fund

**Author:** Ash Garstang, Governance Administrator

**Authoriser:** Carol Gordon, Group Manager - Democracy & Planning

#### Reason for Report

There have been some differences between what the Eligibility Criteria document for the Event Community Initiatives Fund states and what has been enforced during pre-eligibility checks for previous rounds of funding. Therefore, it is proposed to review the criteria to see if it needs to be changed.

#### Examples of this:

- 1) "Council is unable to issue funds directly to individual recipients" – is this definitely correct, and should it be applied with no exceptions.
- 2) "Be able to contribute a significant proportion to the project costs" - what amount qualifies as a significant proportion.
- 3) Exclusion: Retrospective project costs – how strict is this, and how does this apply to projects that have begun, but have not been completed.
- 4) Are salary/wage expenditures eligible to be covered under the Community Initiatives Fund (these are excluded from the Events Sponsorship Scheme).

Some of this eligibility criteria overlaps with the eligibility criteria for the Events Sponsorship Scheme.

The Eligibility Criteria for the Community Initiatives Fund is attached.

#### Attachment

#### 1. Community Initiatives Fund - Eligibility Criteria

#### Recommendations

1. That the report be received.
2. That the Committee either:
  - (a) Re-affirms that the Eligibility Criteria is correct and should be applied during the pre-eligibility checks for applicants; or
  - (b) Amends the Eligibility Criteria.



## Community Initiatives Fund

Annual Budget- \$30,000

2 rounds per financial year – April / October

This is council run fund which supports initiatives and opportunities which have the potential to benefit the Rangitikei Districts communities in one of the following areas, Community service and support, leisure promotion and heritage and environmental sites.

### Applicant eligibility criteria:

- Applicant must be able to meet all the criteria stipulated in the guidelines.
- Applicant/organisation must be: Incorporated Society (certificate or documentation of proof must be supplied); Trust or Association (please supply documentation); Unincorporated community group or an Umbrella organisation with local branches.
- Council is unable to issue funds directly to individual recipients.

### Project eligibility criteria

- Take place within Rangitikei;
- Demonstrate consideration of how they see their proposal would benefit the community
- Provide 3 targets that will be used to monitor the outcome of the project.
- Provide a realistic and balanced budget;
- Be able to contribute a significant proportion to the cost of the project.
- Must have a completed application with documentation as required, such as quotes, financials and a completed balance sheet for the project.
- Must have returned a completed project report for previous funding.

### Exclusions:

- Applicants cannot have been financially supported by the ratepayers of the Rangitikei District Council through some other means for the same project in the same financial year, i.e. through the Event Sponsorship Scheme, Community Boards/ Committees, Annual Plan etc.;
- Applicants cannot apply for funding from the Community Initiatives Fund more than once in any financial year;
- Any organisation that has given away or donated money to other organisations will not be granted Council funding;
- Proposals which are eligible for funding from Creative New Zealand or Sport New Zealand Rural Travel Fund must state clearly if they have made an application to or intend to apply to

either fund. The Community Initiatives Fund assessment committee may limit funding to these groups.

**Costs covered:**

- All apart from the below:

**Exclusions:**

- Grants to individuals;
- Building development, repairs or funding for capital works (i.e. the costs associated in developing buildings);
- Purchase or long-term lease of facilities, excluding that which serves a recreational function (ie playground swings)
- Retrospective project costs;
- Costs of bonds or making good any damage done to venues that are hired;
- *(General overheads such as power costs, administration costs etc. must be based on proven figures from previous year's accounts.)*

**ITEM 8.2****8.2 Review of Eligibility Criteria for the Events Sponsorship Scheme****Author:** Ash Garstang, Governance Administrator**Authoriser:** Carol Gordon, Group Manager - Democracy & Planning**Reason for Report**

There have been some differences between what the Eligibility Criteria document for the Event Sponsorship Scheme states and what has been enforced during pre-eligibility checks for previous rounds of funding. Therefore, it is proposed to review the criteria to see if it needs to be changed.

**Examples of this:**

- 1) "Applicant must be able to meet all the criteria stipulated in the guidelines" – is this desirable, or a requirement.
- 2) "Provide a detailed and realistic marketing and / or promotional plan" – is this desirable, or a requirement.
- 3) What constitutes "documentation of proof" for Incorporated Societies, Trusts and Associations.
- 4) "Must have a completed application with documentation as required, such as quotes, financials and a completed balance sheet for the project" – how strict is this. Are quotes sufficient by themselves, and if so, are quotes required for all expenditure or just the larger/main expenses.

Some of this eligibility criteria overlaps with the eligibility criteria for the Community Initiatives Fund.

The Eligibility Criteria for the Event Sponsorship Scheme is attached.

**Attachment****1. Event Sponsorship Scheme - Eligibility Criteria****Recommendations**

1. That the report be received.
2. That the Committee either:
  - (a) Re-affirms that the Eligibility Criteria is correct and should be applied during the pre-eligibility checks for applicants; or
  - (b) Amends the Eligibility Criteria.



## Event Sponsorship Scheme

Annual budget - \$25,000

2 rounds per financial year – February / August

This Council run fund supports up to 50% of the cost of events which help develop community cohesion and reinforce economic growth within the Rangitikei District.

### Applicant eligibility criteria:

- Applicant must be able to meet all the criteria stipulated in the guidelines.
- Applicant/organisation must be: Incorporated Society (certificate or documentation of proof must be supplied); Trust or Association (please supply documentation); Unincorporated community group or an Umbrella organisation with local branches.
- Council is unable to issue funds directly to individual recipients.

### Event Eligibility:

- Take place within Rangitikei
- Provide a detailed and realistic marketing and / or promotional plan
- Provide a realistic and balanced budget
- Be able to contribute a significant proportion to the cost of the project

### Exclusions:

- Have been financially supported by the ratepayers of the Rangitikei District Council through some other means for the same event in the same financial year, i.e. through the Community Initiatives Fund, Community Boards/Committees, Annual Plan etc.
- Events which have started before an application is approved by the Committee
- Has received funding from the Events Sponsorship Scheme more than once in any financial year
- Annual General Meetings;
- Events that have no economic or community benefit to Rangitikei;
- Events solely run for commercial or fundraising purposes;
- Events promoting religion or political purposes;
- Regularly scheduled (for example Saturday morning sport)

### Costs covered:

- Event production costs such as signage, advertising, and promotional material
- Equipment hire

## ITEM 8.2

## ATTACHMENT 1

- Venue hire
- Seeding of events – seed funding is a grant to enable the event to develop to a stage where it can become self-funding

**Exclusions:**

- Facility development or funding for capital works (i.e. the cost of buildings or items necessary to operate the facility)
- Elimination of an accumulated debt or debt servicing
- Bridging loans
- Ongoing administration costs that are not related to a specific event
- Salaries for ongoing administration and services
- Food and beverage costs
- Travel costs
- Feasibility studies
- Retrospective project costs

**8.3 Consideration of Applications for the Community Initiatives Fund 2020/21 - Round Two****Author:** Ash Garstang, Governance Administrator**Authoriser:** Carol Gordon, Group Manager - Democracy & Planning**1 Background**

- 1.1 The 2020/21 annual budget for the Community Initiatives Fund (CIF) is \$30,000. There are two funding rounds during the year, being August 2020 and April 2021. The Committee allocated \$9,656 in Round One, leaving an available balance of \$20,344 for Round Two. A total of \$9,209 has been requested in Round Two.
- 1.2 The RDC website guidance for the Community Initiatives Fund states that grants are usually up to a maximum of \$2,500 per project. This is not stated in the Eligibility Criteria. It is suggested that Council give consideration to the project's likelihood of success if funded for less than the amount requested. Partially funding a project which then fails through an inability to attract other funding impacts negatively on the project in question. This approach mirrored that which Creative New Zealand strongly advocates in considering applications for its grant schemes.

**2 Overview**

- 2.1 Seven applications have been received to the Community Initiatives Fund and will be individually assessed via the Community Grants Sub-Committee in SmartyGrants.
  - The Parkinson's New Zealand Charitable Trust
  - 1000 ANZAC Poppies for Marton Park
  - Bulls and District Community Trust
  - Wanganui Area Neighbourhood Support Groups Inc
  - St Matthews School
  - Hunterville Squash Racquets Club Incorporated
  - Rotary Club of Marton Charitable Trust

**ITEM 8.3**

A summary of eligible costs and amount requested is below:

|                                                | Eligible costs     | Amount requested |
|------------------------------------------------|--------------------|------------------|
| The Parkinson's New Zealand Charitable Trust   | \$24,180           | \$2,500          |
| 1000 ANZAC Poppies for Marton                  | \$645.30           | \$665            |
| Bulls and District Community Trust             | \$1,854.45         | \$1,700          |
| Wanganui Area Neighbourhood Support Groups Inc | \$840              | \$840            |
| St Matthews School                             | \$1,627            | \$1,700          |
| Hunternville Squash Racquets Club Incorporated | \$1,413.40         | \$1,413.40       |
| Rotary Club of Marton Charitable Trust         | \$391              | \$391            |
|                                                | <b>\$30,951.15</b> | <b>\$9209.40</b> |

- 2.2 It is a condition of the Community Initiatives Fund that Project Report Forms are returned before further funding can be sought. All applicants applying for Round 2 2020/21 are eligible to apply for funding.
- 2.3 Committee members are requested to provide their individual financial recommendations to staff before midday 08 April 21 and to be available for the deliberation meeting on Friday, 09 April 2021. Each financial recommendation will be made available to the Sub-Committee prior to the meeting to discuss further.

### **3 Eligibility Considerations**

3.1 1000 ANZAC Poppies for Marton Park:

- (i) This application is from an individual and has their individual bank account listed.
- (ii) No other listed income source.

3.2 Wanganui Area Neighbourhood Support Groups Inc:

- (i) No other listed income source.

3.3 St Matthews School

- (i) The project is retrospective (ran from 25 Feb to 26 Mar 21), making the costs retrospective.
- (ii) No other listed income source.



**Recommendations**

1. That the report 'Consideration of applications for the Community Initiatives Fund 2020/21 – Round Two' be received.
2. That the Community Grants Sub-Committee approve the sponsorship of the projects listed below, and disperse the Community Initiatives Fund as outlined to successful applicants:
  - The Parkinson's New Zealand Charitable Trust: \$.....
  - 1000 ANZAC Poppies for Marton: \$.....
  - Bulls and District Community Trust: \$.....
  - Wanganui Area Neighbourhood Support Groups Inc: \$.....
  - St Matthews School: \$.....
  - Hunterville Squash Racquets Club Incorporated: \$.....
  - Rotary Club of Marton Charitable Trust: \$.....

## **9 Reports for Information**

### **9.1 Project Report Forms**

**Author:** Ash Garstang, Governance Administrator

**Authoriser:** Carol Gordon, Group Manager - Democracy & Planning

#### **Reason for Report**

Attached are two completed Project Report Forms, from previous rounds of funding.

#### **Attachments**

- 1. 2019/2020 (Round 2) - Wanganui Area Neighbourhood Support Groups Inc.**
- 2. 2019/2020 (Round 1) - St Andrews Presbyterian Church Marton**

#### **Recommendations**

That the following Project Report Forms be received:

- Wanganui Area Neighbourhood Support Groups Inc. – Sharing important information with Rangitikei households & Junior Neighbourhood Support Programme
- St Andrews Presbyterian Church Marton – Skate Ministry Marton

**Community Initiatives Fund Round 2 2019-2020**  
**CIF Project Report Form 2020**  
**Application 00001 From Wanganui Area Neighbourhood Support Groups Inc.**  
 Form Submitted 24 Feb 2021, 12:11pm NZDT

## Instructions for Grantmakers

## Instructions for Grantees

This form is designed to help us understand the challenges, triumphs and insights you experienced and gained while running your funded project/program. Please be frank – while we absolutely want to know about and celebrate your successes, it's just important to us that we understand what did not work so well. This will help us to learn what we and others could do differently next time.

You must complete and submit this form no later than the date stipulated in your funding agreement. If you fail to do so, you may not be eligible to apply for further grants from Rangitikei District Council.

The completion of this form should be overseen by someone with an intimate knowledge of the funded project/program.

## Project Report

**\* indicates a required field**

**Name of Applicant \***

Trudi Deane

**Project Title \***

Sharing important information with Rangitikei households & Junior Neighbourhood Support Programme

**Amounts of funds received from the Community Initiatives Fund \***

630

Must be a number.

**Please provide a short summary of the work that was completed as part of this project / program / initiative \***

We send our Neighbourhood Support members weekly and quarterly newsletters which include burglary statistics, theft x car and stolen vehicle statistics from the previous week which we receive from the NZ Police. We also send safety information from other partner agencies.

In School Term 3 we presented Junior Neighbourhood Support Awards at James Cook School. We dropped the awards off to Marton Junction School office as due to COVID-19 the school preferred to present the awards themselves. Ratana Kura have chosen to have their awards from Term 3 2020 and the Term 1 2021 awards presented at the Term 1 2021 awards.

I attended two Health Networking meetings by a zoom meeting and one meeting in Marton. In September 2020 I did a letterbox drop to households inviting them to join Neighbourhood Support. In February 2021 I did a letterbox drop inviting households to a public meeting we are holding at the Blackwell Street Medical Centre on the 3 March 2021.

ITEM 9.1

ATTACHMENT 1

**Community Initiatives Fund Round 2 2019-2020****CIF Project Report Form 2020****Application 00001 From Wanganui Area Neighbourhood Support Groups Inc.**

Form Submitted 24 Feb 2021, 12:11pm NZDT

**Project dates****Start Date**

15/06/2020

Must be a date.

**Finish Date \***

24/02/2021

Must be a date.

**Outcomes****Describe the main findings in your evaluation of the project and how it benefited the Rangitikei District in regards to COVID19 \***

Our members in the Rangitikei Community in Marton, Hunterville and rural areas benefitted by receiving our weekly and quarterly newsletters, which includes households, businesses and schools.

Our newsletters included vital information from the Whanganui Regional Health Network which we sent to our members. Our National Office, Neighbourhood Support New Zealand also sent us vital COVID-19 information to send out to our members. Health Matters updates from the Whanganui Regional Health Network had several contact numbers for agencies offering support during the lockdown, which we emailed to our members.

**What worked really well: \***

We received good feedback from members who appreciated the information we sent out in our newsletters. We also heard from members who had helped elderly neighbours with their grocery shopping and collecting prescriptions and also doing welfare checks, checking at a safe distance that their neighbours were ok.

Our Junior Neighbourhood Support Awards at James Cook School were really appreciated by the children who worked hard to receive their award for being good citizens.

**What didn't work so well/could be improved? \***

We would like to increase our members in the Rangitikei area and our groups. A well-connected community helps to improve the safety, resilience and well-being of all residents. By working together neighbours can support each other, solve local issues and make neighborhoods safer and more welcoming.

**How many people benefited from your project \***

321

**Was this number \***

- ☐ more than you expected  
☒ what you expected  
☐ less than you expected

**Did you record any aspect of your project/program through photographs, audio or video?**

- ☐ Yes  
☒ No

**Community Initiatives Fund Round 2 2019-2020****CIF Project Report Form 2020****Application 00001 From Wanganui Area Neighbourhood Support Groups Inc.**

Form Submitted 24 Feb 2021, 12:11pm NZDT

**Did you provide any acknowledgement of the Rangitikei District Council as a funder of your project/program? \***☒ Yes ☐ No**Please provide details below.****Upload files:**

Filename: December quarterly newsletter 2020.pdf  
File size: 1.2 MB

Filename: Rangitikei District Council - Storage Box Invoice for Junior Neighbourhood Support Invoices.pdf  
File size: 25.9 kB

Filename: Rangitikei District Council Accountability Report February 2021.pdf  
File size: 428.2 kB

and/or

**Provide web link:**

and/or

**Additional details:**

At our Junior Neighbourhood Support School Awards we thanked the Rangitikei District Council for sponsoring our awards. In our Annual Accounts we have the Rangitikei District Council listed as one of our funders.

**Financial Report****\* indicates a required field****Project Income & Expenditure**

Please provide details of any project income (funds received) and project expenditure (funds spent) to date.

Use the 'Notes' column to provide any additional information you think we should be aware of.

| Income Description          | Income Type    | Confirmed Funding? | Income Amount (\$) | Notes                          |
|-----------------------------|----------------|--------------------|--------------------|--------------------------------|
| Rangitikei District Council | Other Income * | Confirmed *        | \$630.00           | JNS, meetings, letterbox drops |
|                             |                |                    |                    |                                |
|                             |                |                    |                    |                                |

**Community Initiatives Fund Round 2 2019-2020****CIF Project Report Form 2020****Application 00001 From Wanganui Area Neighbourhood Support Groups Inc.**

Form Submitted 24 Feb 2021, 12:11pm NZDT

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |

| <b>Expenditure Description</b> | <b>Expenditure Type</b>  | <b>Expenditure Amount (\$)</b> | <b>Notes</b>   |
|--------------------------------|--------------------------|--------------------------------|----------------|
| Rangitikei District Council    | Project and Production * | \$251.64                       | JNS lunchboxes |
| Rangitikei District Council    | Salaries and Wages       | \$204.50                       | wages          |
| Rangitikei District Council    | Other Expenditure        | \$177.72                       | mileage        |
|                                |                          |                                |                |
|                                |                          |                                |                |

**Income and Expenditure Totals****Total Income Amount**

\$630.00

This number/amount is calculated.

**Total Expenditure Amount**

\$633.86

This number/amount is calculated.

**Income - Expenditure**

-\$3.86

This number/amount is calculated.

**Certification and Feedback****\* indicates a required field**

**Have you experienced any issues with your intended project budget to date? If so, please explain reasons for any major variances or for providing incomplete information:**

N/A

**Certification**

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.**

**I agree**☒ Yes ☐ No

**Community Initiatives Fund Round 2 2019-2020****CIF Project Report Form 2020****Application 00001 From Wanganui Area Neighbourhood Support Groups Inc.**

Form Submitted 24 Feb 2021, 12:11pm NZDT

**Name of authorised  
person \*****Position \***

Area Coordinator

**Contact Phone Number \*****Contact Email \***

Must be an email address.

**Date \***

24/02/2021



**Community Initiatives Fund Round 1 2019-2020**  
**Community Initiatives Fund Project Report Form**  
**Application CIF00003 From St. Andrews Presbyterian Church Marton**  
Form Submitted 8 Mar 2021, 2:38pm NZDT

## Instructions for Grantmakers

## Instructions for Grantees

This form is designed to help us understand the challenges, triumphs and insights you experienced and gained while running your funded project/program. Please be frank – while we absolutely want to know about and celebrate your successes, it's just important to us that we understand what did not work so well. This will help us to learn what we and others could do differently next time.

You must complete and submit this form no later than the date stipulated in your funding agreement. If you fail to do so you may not be eligible to apply for further grants from Rangitikei District Council.

The completion of this form should be overseen by someone with an intimate knowledge of the funded project/program.

## Project Report

**\* indicates a required field**

**Name of Applicant \***

St Andrews Presbyterian Church Marton

**Project Title \***

Skate Ministry Marton

**Amounts of funds received from the Community Initiatives Fund \***

2000

Must be a number.

**Please provide a short summary of the work that was completed as part of this project / program / initiative \***

Through the funding that came through we were able to buy the timber needed for ramps, and in partnership with Mr. Kingi at Rangitikei College Woodwork Class build ramps with students that not only are passionate about skateboarding/scootering but also needed the extra support and encouragement to achieve credits needed. We were able to buy more safety equipments and skateboards to provide better structure to local initiatives done, and prizes for local kids involved in projects.

## Project dates

**Start Date**

08/08/2019

Must be a date.

**Finish Date \***

27/02/2021

Must be a date.



**Community Initiatives Fund Round 1 2019-2020**  
**Community Initiatives Fund Project Report Form**  
**Application CIF00003 From St. Andrews Presbyterian Church Marton**  
 Form Submitted 8 Mar 2021, 2:38pm NZDT

## Outcomes

### **Describe the main findings in your evaluation of the project and how it benefited the community: \***

Through this project i was able to connect better to the youth and understand more on our community current situation. Something that was just confirmed through this project was that this generation lacks motivation in a lot of areas in their life, because they do not have the drive to push themselves or the support people championing them through it, and not because they dont have their own dreams and desires. They have dreams, and things they want to do, but they always follow by " can't be bothered doing it" "such and such say im naughty"

So being able to empower them through something that seems so common in their lives but that actually is powerful enough to give them the drive they need, even if it's to just get them out of bed in the mornings.

Another thing was hearing from them, how if they've been smoking or drinking too much they can't ride and feel tired. So seeing how this became such great incentive for them to think twice, because they realized if they want to skate/scoot they cant abuse on things that instead of helping just impairs their ability to do what they enjoy.

### **What worked really well: \***

Just to name one of the most successful ones, one of the youth that engaged in building the ramps with me, earned 16 Level 2 credits which pushed him to finish all he needed for that Term and some for the following Term.

Seeing how keeping busy encouraging their passions, is big in order for them to stay motivated or really just out of trouble - for when they get bored- we've seen this play huge part. In allowing us as a project to build the connections and relationships, and having them show up at our Church Youth Office for when it was raining and they didn't know what to do, so having a safe space where they felt comfortable in going to just do nothing.

Another way was to tie in their passions to school and other areas of their lives, quite often they tend to compare parts of their lives that are cool and others that they couldnt care less about and are boring. So being able to bring their hobbies/passion into other spaces of their lives and showing how it is possible to push into their hobbies/likings even in spaces where they feel like they don't fit in.

### **What didn't work so well/could be improved? \***

Having some youth interested in joining the building ramps project, but finding ourselves limited to only youth who attend the College, due to lack of resources if we are outside of School campus. Covid 19 was a big challenge as well, not only for putting our project on pause during the time we were in lockdown. But also because during Level 2 we have to also put on hold going into the primary schools with the College kids that had build the ramps, so we ended up not being able to do those as often as we would've liked.

Also for rainy days, one of the halls we were organizing to be used as an indoor set up fell through. We ended up working with the small space of a car port, which altho tight showed the need and importance of a covered space, since youth were still keen to skate/scoot even in a tight space.

### **How many people benefited from your project \***

an average of 25 youth. without counting those who i didn't have a consistent contact with (who would just stop by the skatepark sporadically)

**Community Initiatives Fund Round 1 2019-2020**  
**Community Initiatives Fund Project Report Form**  
**Application CIF00003 From St. Andrews Presbyterian Church Marton**  
 Form Submitted 8 Mar 2021, 2:38pm NZDT

**Was this number \***

- ☐ more than you expected  
☒ what you expected  
☐ less than you expected

**Targets**

Please report on your success at achieving the three targets you identified in your application.

**Target 1: \***

Ramps are built with the help of the young people. We successfully achieved this target enabling the young people to earn ncea credits needed through the building of ramps, plus through it giving them experiences with the ramps built, like skateboarding trips and learning of every aspect in building from budgeting to buy timber/tools needed, draw project and measurements and lastly build the ramp, teaching youth to be patient and the importance of every aspect of construction.

**Target 2: \***

Skate lessons are happening in our local primary schools.

In partnership with some local primary schools, we were able to at James Cook take the group from Rangitikei College Students to transport ramps they had built and skateboards/safety equipment, and run lessons during James Cook School lunch time. Building the bridge between younger kids and older youth, giving them the experience to pass something on and break the culture that older youth are "scary and mean" but create a better culture in the way every young person in town relates to each other. And I was able to take the ramps to Marton School every monday morning and run one of the academies, doing lessons to a group of them with ramps built by other youth.

**Target 3: \***

More unity within our young people, and less accidents happening in the skatepark.

By having spare equipment/skateboards. Once a week i go to the skatepark take all of it with me, not only to normalize the usage of helmets/pads, but also leaving it available for those kids, and 8/10 will always get the spare equipment i have available at the park, but often won't bring their own from home. So it's helpful to as such small community have resources like this that we can offer, i heard great feedback from some parents saying it gave them and their kids a different sense of safety and acceptance to all kids when we have things like this happening in places like our skatepark. As often as i could i would bring some young people alongside me, so they could foster this relationship and setting the examples as youth on what the culture in our skatepark can look like. With this funding we were able to provide suppers/prizes to run informal get togethers with our locals from the park, like little competitions using the ramps built, and allowing them to be a part of it, and using prizes and food as encouragement but also because kai is a great people gatherer.

**Did you record any aspect of your project/program through photographs, audio or video?**

- ☒ Yes  
☐ No

**Community Initiatives Fund Round 1 2019-2020**  
**Community Initiatives Fund Project Report Form**  
**Application CIF00003 From St. Andrews Presbyterian Church Marton**  
Form Submitted 8 Mar 2021, 2:38pm NZDT

**We'd love to see some visual and audio representations of your work. Please share below.**

**Upload files:**

Filename: IMG\_0577.jpg  
File size: 2.2 MB

Filename: IMG\_3109.jpeg  
File size: 118.1 kB

Filename: IMG\_3117.jpeg  
File size: 80.9 kB

Filename: IMG\_3131.jpeg  
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File size: 79.6 kB

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File size: 104.8 kB

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File size: 83.8 kB

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File size: 3.0 MB

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File size: 2.6 MB

Filename: IMG\_5576.jpg  
File size: 1.4 MB

Filename: IMG\_5678.MOV  
File size: 13.1 MB

ITEM 9.1

ATTACHMENT 2

**Community Initiatives Fund Round 1 2019-2020**  
**Community Initiatives Fund Project Report Form**  
**Application CIF00003 From St. Andrews Presbyterian Church Marton**  
Form Submitted 8 Mar 2021, 2:38pm NZDT

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Filename: IMG\_7312.jpg

File size: 2.0 MB

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Filename: IMG\_7577.MOV

File size: 19.1 MB

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Filename: IMG\_8299.jpg

File size: 2.4 MB

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and/or

**Provide web link:**

and/or

**Provide additional details:****Can we use your media content in our own communications?**☐ Yes ☐ No ☒ Please contact us first**Did you provide any acknowledgement of the Rangitikei District Council as a funder of your project/program? \***☒ Yes ☐ No**Please provide details below.**

Page 5 of 8



**Community Initiatives Fund Round 1 2019-2020**  
**Community Initiatives Fund Project Report Form**  
**Application CIF00003 From St. Andrews Presbyterian Church Marton**  
 Form Submitted 8 Mar 2021, 2:38pm NZDT

**Upload files:***No files have been uploaded*

and/or

**Provide web link:**

and/or

**Additional details:**

acknowledgment on local School's social media platform that those initiatives were possible with the support of this funding.

## Financial Report

\* indicates a required field

### Project Income & Expenditure

Please provide details of any project income (funds received) and project expenditure (funds spent) to date.

Use the 'Notes' column to provide any additional information you think we should be aware of.

| Income Description          | Income Type         | Confirmed Funding? | Income Amount (\$) | Notes                                          |
|-----------------------------|---------------------|--------------------|--------------------|------------------------------------------------|
| community initiatives grant | Government Grants * | Confirmed *        | \$2,000.00         | all funding received for this specific project |
|                             |                     |                    |                    |                                                |
|                             |                     |                    |                    |                                                |
|                             |                     |                    |                    |                                                |

| Expenditure Description             | Expenditure Type         | Expenditure Amount (\$) | Notes |
|-------------------------------------|--------------------------|-------------------------|-------|
| timber for ramp building at college | Project and Production * | \$393.52                |       |
| metal parts for ramps               | Project and Production   | \$89.47                 |       |

**Community Initiatives Fund Round 1 2019-2020**  
**Community Initiatives Fund Project Report Form**  
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|                                                                                                |                        |            |  |
|------------------------------------------------------------------------------------------------|------------------------|------------|--|
| skateboards+safety equipments+other equipments for when we brought ramps out for community use | Project and Production | \$1,469.88 |  |
| Kai for skate/scooter gatherings for community                                                 | Other Expenditure      | \$46.37    |  |
|                                                                                                |                        |            |  |
|                                                                                                |                        |            |  |

### Income and Expenditure Totals

| Total Income Amount                             | Total Expenditure Amount                        | Income - Expenditure                        |
|-------------------------------------------------|-------------------------------------------------|---------------------------------------------|
| \$2,000.00<br>This number/amount is calculated. | \$1,999.24<br>This number/amount is calculated. | \$0.76<br>This number/amount is calculated. |

### Certification and Feedback

\* indicates a required field

**Have you experienced any issues with your intended project budget to date? If so, please explain reasons for any major variances or for providing incomplete information:**

Other fundings expected not coming through, making us shift a little on the plan of how the project was gonna run. But ended up that other solutions showed up on the way, which helped to give us a good direction of where the project was heading. Plus covid putting us on a pause for a while, which shifted the culture and rhythm that a lot of the youth involved had, but it was good to have this for them to look forward to return to.

### Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.**

**I agree**

☒ Yes ☐ No

**Name of authorised person \***

**Community Initiatives Fund Round 1 2019-2020**  
**Community Initiatives Fund Project Report Form**  
**Application CIF00003 From St. Andrews Presbyterian Church Marton**  
Form Submitted 8 Mar 2021, 2:38pm NZDT

**Position \***

Session Clerk

**Contact Phone Number \***

**Contact Email \***

Must be an email address.

**Date \***

08/03/2021

ITEM 9.1 ATTACHMENT 2

**10      Next Meeting**

Tuesday, 07 September 2021 – 10.00 am.

**11      Meeting Closed**



# **Item 9.1, Attachment 1**

## **Additional Information**



# Merry Christmas From all of us at Neighbourhood Support



Trudi Deane, Area Coordinator,  
Debbie Mortensen, Assistant Area Coordinator,  
69a Moana Street, Whanganui East Shopping Centre,  
Telephone 06 3446746. email: [nsg.wang@xtra.co.nz](mailto:nsg.wang@xtra.co.nz)



# December Quarterly Newsletter



Hello everyone,

Congratulations to all of us for getting through this remarkable year. We will go down in our history books as the first ones to stay in our bubble, respect social distancing, taking the time to show kindness towards each other and to use contact tracing. We did it and we did it well. We showed the world that our little country at the bottom of the world could unite and come together proving once again that we are a truly great nation filled with incredible people. We were strong and we came together when it mattered. Neighbourhood Support have had a challenging year just like all of you. We conducted our AGM via Zoom. Our Junior Neighbourhood awards in term one were all put on hold. Public meetings were cancelled at the last minute due to the change in our covid levels. I think Trudi and I will be glad to turn the page on 2020 and hope that 2021 brings more clarity and stability for all of us.

**Trudi and I along with our Board members wish you all a very Merry Christmas.**



Thank you to Senior Constable Tanya Ross, who for the past 15 years has enthusiastically supported Neighbourhood Support Wanganui and our Junior Neighbourhood Support programme which gets our prevention messages into local schools!

## **Hello everyone, a quick note and update from a rural perspective.**

Like urban areas, one of the main items being targeted for theft is trailers. As we all know, trailers are very seldom locked up, and often left in view of road or driveway. Hundreds of trailers are being stolen throughout Whanganui and Manawatu. I encourage you to lock trailers or at least put out of sight. There are numerous GPS trackers now on the market, which can be installed into the chassis of trailers or on frames of Quad bikes. Some farms have them on assets for health and safety as well, so they can find location of staff members if overdue etc.

Cameras are still being installed on rural roads in our area which is great. So far, we have about 43 on roads around Whanganui. Get together with neighbours and install one on your road. Its great crime prevention and investigation tool.

If you need any crime prevention advice or help with anything, please contact me or Constable Jonathan Greene and we will be only too happy to help.

[Jonathan.greene@police.govt.nz](mailto:Jonathan.greene@police.govt.nz)

[Keith.butters@police.govt.nz](mailto:Keith.butters@police.govt.nz)

Cheers Keith

**Trudi Deane, Area Coordinator,  
Debbie Mortensen, Assistant Area Coordinator,  
69a Moana Street, Whanganui East Shopping Centre,  
Telephone 06 3446746. email: nsg.wang@xtra.co.nz**

### **Protecting your Property if you are going away.**

If you are going away over Christmas here are a few tips to protect your property.

#### **Before you go Away**

- Tell your neighbour when and where you are going,  
Give your neighbour a contact phone number
- \* Cancel Mail, paper etc
- \* Put a lamp on a timer
- \* Curtains should be open and blinds pulled up.
- \* Turn your telephone ringer down to low
- \* Lock all doors, close all windows.



#### **Ask your neighbour to:**

- Clear your letter box
- Use your clothesline occasionally
- Use your driveway occasionally (if they have a spare car perhaps they could park it in your driveway)
- Report any suspicious behaviour.

### **Boat and Caravan Checklist**

- \* Store out of sight if possible
- \* Secure your dinghy with a security chain
- \* Use a security rated padlock
- \* Keep keys in your house (never hidden outside)
- \* Etch the registration number and/or your driver licence number on your boat, caravan as well as your trailer.
- \* Mark valuable equipment for identification.
- \* Use a wheel or two ball lock.
- Consider an alarm or other anti-theft device.



### **Thank you to our Sponsor**

NZ Police, NSNZ, Whanganui District Council, Rangitikei District Council, TG Macarthy Trust. New Zealand Lottery Grants Board, Community Organisations Grants (COGS), John Beresford Dudding Trust, Wanganui East Club, St Johns Club, Lions Club of Marton, Grumpy Old Men (G.O.M.E) Trust, Margaret Watt Children's Trust, Mitre 10 MEGA Wanganui, Markat Promotions, Whanganui Community Foundation. Mars Petcare .Four Regions Trust. Whanganui Community Charitable Trust, Four Regions Trust.

**Trudi Deane, Area Coordinator,  
Debbie Mortensen, Assistant Area Coordinator,  
69a Moana Street, Whanganui East Shopping Centre,  
Telephone 06 3446746. email: nsg.wang@xtra.co.nz**



P 06-356-4794  
F 06-356-4794  
E palmerstonnorth@storagebox.co.nz

Storage Box  
Palmerston North  
GST Number 85-764-691  
Unit 4 168-208 Rangitikei Street  
Palmerston North  
356-4749

## TAX I NVOICE

Charge To :

WANGANUI NEIGHBOURHOOD  
69A Moana Street

WANGANUI

Deliver To :

WANGANUI NEIGHBOURHOOD SUPPORT  
69A Moana Street

WANGANUI

| Date       | Customer Code | Order Number | Internal Reference | Salesperson | Invoice Number |
|------------|---------------|--------------|--------------------|-------------|----------------|
| 08/12/2020 | 003201000043  | Trudi        | Trudi              | Amy         | 3-240043       |

| Code   | Description                  | Quantity | Unit Price | Discount | Amount   |
|--------|------------------------------|----------|------------|----------|----------|
| 274015 | Lunch Box 2l Asst Colours *^ | 36       | \$6.99     | \$0.00   | \$251.64 |

|                                                                |                  |          |
|----------------------------------------------------------------|------------------|----------|
| Your account may be paid by direct debit into our bank account | Subtotal         | \$251.64 |
|                                                                | GST ( Included ) | \$32.82  |
|                                                                | Invoice Total    | \$284.46 |

## Rangitikei District Council - Community Initiatives Fund 2018/21

Received \$630 June 2020 Wages, lunchboxes and mileage

|         |                                                         |          |
|---------|---------------------------------------------------------|----------|
| Wages   | 15/06/2020 Health Networking zoom meeting 1 x hour      | \$22.50  |
| Wages   | 17/08/2020 Health Networking zoom meeting 1 x hour      | \$22.50  |
| Mileage | 21/09/2020 Junior Neighbourhood Support Awards mileage  | \$56.70  |
| Wages   | 21-Sep JNS awards and letterbox drop 3 x hours          | \$67.50  |
| Wages   | 19-Oct Health Networking meeting Marton 2 x hours       | \$45.00  |
| Mileage | 19-Oct Mileage - Health Networking Meeting              | \$54.60  |
| Mileage | 19-Feb Mileage to Marton - letterbox drops 3 March meet | \$66.42  |
| Wages   | 19/02/2021 Wages for letterbox drop 2 x hours           | \$47.00  |
|         |                                                         | \$382.22 |

**lunchboxes for Junior Neighbourhood Support** \$251.64

|              |                 |
|--------------|-----------------|
| <b>TOTAL</b> | <b>\$633.86</b> |
| <b>GRANT</b> | <b>\$630.00</b> |

# **Item 9.1, Attachment 2**

## **Additional Information**

































































































