



**I give notice that
Notice of Taupo / Taupo East Rural Community Grant Distribution
Committee meeting will be held on:**

Date:	Thursday, 9 May 2024
Time:	10.30am
Location:	Council Chamber 107 te Heuheu Street Taupō

AGENDA

MEMBERSHIP

Chairperson Cr Rachel Shepherd

Members Cr Kylie Leonard
Cr Christine Rankin
Mayor David Trewavas
Cr John Williamson

Quorum 3

**Julie Gardyne
Chief Executive**

Order Of Business

- 1 Karakia
- 2 Whakapāha | Apologies
- 3 Ngā Whakapānga Tukituki | Conflicts of Interest
- 4 Whakamanatanga O Ngā Meneti | Confirmation of Minutes
 - 4.1 Taupo / Taupo East Rural Community Grant Distribution Committee Meeting - 2 May 20233
- 5 Ngā Ripoata | Reports
 - 5.1 Taupō/Taupō East Rural Community Grant 2023/247
- 6 Ngā Kōrero Tūmataiti | Confidential Business
Nil

**4.1 TAUPO / TAUPO EAST RURAL COMMUNITY GRANT DISTRIBUTION COMMITTEE MEETING
- 2 MAY 2023**

Author: Karen Watts, Senior Committee Advisor

Authorised by: Nigel McAdie, Legal and Governance Manager

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the minutes of the Taupo / Taupo East Rural Community Grant Distribution Committee meeting held on Tuesday 2 May 2023 be approved and adopted as a true and correct record.

NGĀ TĀPIRIHANGA | ATTACHMENTS

1. **Taupo / Taupo East Rural Community Grant Distribution Committee Meeting Minutes - 2 May 2023** [↓](#)

**TAUPŌ DISTRICT COUNCIL
MINUTES OF THE TAUPO / TAUPO EAST RURAL COMMUNITY GRANT DISTRIBUTION COMMITTEE
MEETING
HELD AT THE COUNCIL CHAMBER, 107 TE HEUHEU STREET, TAUPŌ
ON TUESDAY, 2 MAY 2023 AT 10.06AM**

PRESENT: Cr Rachel Shepherd (in the Chair), Cr Kylie Leonard, Mayor David Trewavas

IN ATTENDANCE: General Manager People and Customer, General Manager Finance and Environment, Community Engagement and Development Manager, Senior Funding and Partnerships Advisor, Community Development Advisor, Senior Committee Advisor, Committee Advisor

MEDIA AND PUBLIC: Nil

Notes: (i) *Community Engagement and Development Manager Hadley Tattle chaired the meeting until Chair Cr Rachel Shepherd was elected.*

(ii) *Cr Rachel Shepherd opened and closed the meeting with a Karakia.*

1 KARAKIA

2 WHAKAPĀHA | APOLOGIES

TTER202305/01 RESOLUTION

Moved: Cr Rachel Shepherd

Seconded: Cr Kylie Leonard

That the apologies received from Cr John Williamson and Cr Christine Rankin be accepted.

CARRIED

3 NGĀ WHAKAPĀNGA TUKITUKI | CONFLICTS OF INTEREST

Nil

4 WHAKAMANATANGA O NGĀ MENETI | CONFIRMATION OF MINUTES

Nil

5 NGĀ RIPOATA | REPORTS

5.1 ELECTION OF CHAIRPERSON

TTER202305/02 RESOLUTION

Moved: Cr Kylie Leonard

Seconded: Mayor David Trewavas

That the Taupo / Taupo East Rural Community Grant Distribution Committee confirms that System B will be used to determine the election process for the Chairperson.

CARRIED

TTER202305/03 RESOLUTION

Moved: Cr Kylie Leonard

Seconded: Mayor David Trewavas

That the Taupo / Taupo East Rural Community Grant Distribution Committee elects Cr Rachel Shepherd as the Chairperson of the Taupō / Taupō East Rural Community Grant Distribution

Committee.

CARRIED

5.2 TAUPŌ / TAUPŌ EAST RURAL COMMUNITY GRANT 2022/23

The Senior Funding and Partnerships Advisor introduced herself to the members of the Committee and outlined her role.

She clarified that the accountability process of each application asked the applicant to provide receipts and evidence of how funding had been spent. This information had to be received before their application could be considered. Groups were given a one year timeframe from when they were paid to account for the spending. Alternatively, once all of the funding was spent, there was a one month timeframe for accounting to be completed and an accountability report produced.

Council was focussing on communications of community grants which included media releases highlighting groups which had received funding. By sharing these stories with the wider community, it was hoped that other groups would think sooner about applying for grants. Communications would be increased and more information provided to Elected Members to promote funding options to the wider community. This included refreshing the information provided on the website and using a dedicated funding email address so that requests could go to the appropriate person.

A tool kit was also being developed for community groups to support them and included a funding narrative template so they could show why they needed funding and what they hoped to achieve. In addition, a fund plan template would assist with forward planning for funding for the next one to two years and encourage groups to think longer term.

In answer to a question, the Senior Funding and Partnerships Advisor confirmed that she worked alongside the two Community Development Advisors, and the Southern and Northern Lake Taupō Engagement Advisors to promote Generosity New Zealand. This was a database which held funding information across all of New Zealand and allowed groups to filter information to find available grants. The two Community Development Advisors worked closely with those starting up, ensuring they were supported in the right way. The Community Engagement and Development Manager added that by offering this support, it was planned that groups would become more sustainable in their approach to funding.

The Senior Funding and Partnerships Advisor advised that the other part of her role was to work with Long-term Plan (LTP) processes and look at what funding Council could receive through external funding. The Community Engagement and Development Manager added that by taking a proactive approach to funding for LTP projects, funding could be accessed in advance.

The members agreed that it was great that this role was empowering for the community, gave a long term approach and worked to make these groups sustainable.

The Senior Funding and Partnerships Advisor confirmed that this grant was just for the Taupō and Taupō East Rural wards. In contrast to all other grants it had been undersubscribed. She confirmed that remaining funding not allocated could be rolled over to the next meeting in 2024 but not after that because Council would be sitting in a new Long-term Plan period.

The Senior Funding and Partnerships Advisor advised that one of the applications received was not eligible to receive funding because it was for a retrospective request. This was for the Fire Alarm repair at the Rangitaiki Community Hall & School Association. In this case, the team had made contact with Pāmu Farms of New Zealand and were going to connect the applicant with this organisation who had requested more information.

The remaining three applications were summarised.

	Applicant	Funds requested for...	Deliberation
1	Wairakei Primary School	To purchase additional book shelving units for the school student library.	The library costs were not covered by the Ministry of Education. It was noted that only a portion of the funding required had been applied for showing that Wairakei Primary School were approaching other funders as well. The Committee supported this application in full.

2	Taupō Model Railway Club Inc.	Operational Costs to assist in running the Taupō Model Railway Club.	The Senior Funding and Partnerships Advisor had provided some statements to the Committee members to demonstrate the applicant's operational costs. She and the Community Development Advisor had met with the applicant to connect them to other hobby groups. It was noted that the application for funding included covering the cost for insurance which did not fit the criteria. The Committee supported the application less the insurance costs of \$2,400.00.
3	Rangitaiki Community Hall & School Association	Fire Alarm repair	The Committee asked that a letter be sent to the applicant showing support and appreciation for what Rangitaiki Community Hall & School Association is doing in the rural community and explaining why the funding was declined.
4	Taupō Community Playgroup	To provide outdoor seating and eating areas	It was noted that the applicant did not qualify for Ministry of Education funding because it was led by parents and did not have qualified teachers on its staff. Many parents involved in this organisation went on to be part of school board of trustees or similar in the future so it was important to support this group.

TTER202305/04 RESOLUTION

Moved: Cr Kylie Leonard

Seconded: Mayor David Trewavas

- The Taupō/ Taupō East Rural Community Grant Distribution Committee approves in full, in part or declines the following applications for the 2022/23 financial year as follows:
 Wairakei Primary School - \$2295.76
 Taupō Model Railway Club - \$2,600
 Taupō Community playgroup - \$3,350.00
 Rangitaiki Community Hall & School Association - declined
- The Taupō/ Taupō East Rural Community Grant Distribution Committee provides rationale for in part or declined decisions.

CARRIED

6 NGĀ KŌRERO TŪMATAITI | CONFIDENTIAL BUSINESS

Nil

The meeting closed at 10.44am.

The minutes of this meeting were confirmed at the Taupo / Taupo East Rural Community Grant Distribution Committee meeting held on 9 May 2024.

.....
CHAIRPERSON

5.1 TAUPŌ/TAUPŌ EAST RURAL COMMUNITY GRANT 2023/24**Author:** Ellie Godwin, Funding and Partnerships Advisor**Authorised by:** Hadley Tattle, Community Engagement and Development Manager**TE PŪTAKE | PURPOSE**

To consider applications and allocate funding from the Taupō/Taupō East Rural Community Grant fund for the 2023/24 financial year.

WHAKARĀPOPOTOTANGA MATUA | EXECUTIVE SUMMARY

The Taupō/Taupō East Rural Community Grant Distribution Committee has \$31,754 excluding GST available to allocate. Funding is available for individuals, community groups and organisations who provide a service on behalf of Council, for one-off events, or for assistance with projects.

NGĀ TŪTOHUNGA | RECOMMENDATION(S)

That the Taupō/Taupō East Rural Community Grant Distribution Committee:

1. approves in full, in part or declines the attached applications for the 2023/24 financial year; and
2. provides rationale for declined decisions.

TE WHAKAMAHUKI | BACKGROUND

This item is presented to the Taupō/Taupō East Rural Community Grant Distribution Committee to make a decision on the allocation of community grants for the Mangakino Ward.

The group has \$31,754 excluding GST available to allocate to individuals, community groups and organisations that provide a service on behalf of Council, for one-off events, or for assistance with projects.

Applicants must meet the eligibility and criteria as outlined in the Grants and Partnerships Policy (“the Policy”) adopted in July 2021. The next review date for the Policy is scheduled for 2023 - 24 to align with the development of the 2024 – 34 Long-term Plan, or unless otherwise agreed by Council. Please refer to attachment one for a guide to support committee members in allocating community grant funding.

NGĀ TONO | APPLICATIONS

17 funding applications requesting a combined total of \$105,974.29 were received from 15 March – 12 April 2024.

For further details on applications, please refer to attachments two to eighteen. Attachment nineteen provides a summary sheet of applications received.

*Note: * (asterisk) denotes GST registered organisation.*

	Applicant	Funds requested for...	Amount requested
1	Tirohanga School	Disc Golf for our community	\$2801
2	Taupō Multicultural Community Council Incorporation	To provide a forum for all ethnicities living in our community	\$3000
3	Taupō Community Playgroup	Reroofing of the Community Playgroup building and outdoor maintenance	\$8000
4	Gabrielle Donald	Support to attend the London International Youth Science Forum	\$3500
5	Taupō Bridge Club	For an opening glass window for the new office which will open out into the main bridge room	\$2288.50

6	Rangitaiki Community Hall and School Association	Flooring and heating for Rangitaiki Community Hall	\$21705.60
7	Nikki Stormont	To purchase equipment and items for the River Road Craft Group	\$1092.09
8	Nukuhau Marae - Rangatira A138 Reservation	Proposal for Tūwharetoa Marae sports	\$3000
9	Taupō Parents Centre	Taupō Car Seat Service	\$2500
10	Hilltop School YR 8 Dance Team	For travel costs to compete at DanceNZmade Finals in Palmerston North	\$4004
11	Taupo Association Football Club	To help fund the Taupō Club Playing Uniforms	\$4305.60
12	Lake Taupō Hospice	School liaison salary for the Creative Carnival	\$6000
13	Tina Shaw - River Road Residents Collective	To fund an AED at the River Road Community Hall	\$3606.92
14	Taupō Council of Social Services (TCOSS)	Community Governance Programme	\$5000
15	Te Hokinga ki to Mauri Trust	To hold 6 Rongoa Wananga to cater to the Taupo Community	\$12470.58
16	Wairakei Community	To improve both entranceways into Wairakei Village	\$17700
17	Nexus Dance Team	To assist with attending the NZDA New Zealand Dance Awards in Christchurch	\$5000
		Total	\$105,974.29

NGĀ HĪRAUNGA | CONSIDERATIONS

Ngā Aronga Pūtea | Financial Considerations

The Taupō/Taupō East Rural fund is \$20,000.00 per annum excluding GST. The fund has one funding round of \$20,000.00 each year. There are \$11,754 of unspent funds from the 2023 allocation round that are carried over for allocation during the May 2024 distribution meeting. This expenditure is currently budgeted for under the 2023/24 Annual Plan.

Ngā Aronga Ture | Legal Considerations

Local Government Act 2002

The matter comes within scope of the Council's lawful powers, including satisfying the purpose statement of [Section 10](#) of the Local Government Act 2002. Section 10 states that the purpose of local government is (a) to enable democratic local decision-making and action by, and on behalf of, communities; and (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. It is considered that social and cultural well-being are of relevance to this particular matter.

There are no known legal implications.

Ngā Hīraunga Kaupapa Here | Policy Implications

Applications and decisions must be consistent with the Grants and Partnerships Policy.

Te Kōrero tahi ki te Māori | Māori Engagement

Taupō District Council is committed to meeting its statutory Tiriti O Waitangi obligations and acknowledges partnership as the basis of Te Tiriti. Council has a responsibility to act reasonably and in good faith to reflect the partnership relationship, and to give effect to the principles of Te Tiriti. These principles include but are not limited to the protection of Māori rights, enabling Māori participation in Council processes and having rangatiratanga over tāonga.

Our statutory obligations outline our duties to engage with Māori and enable participation in Council processes. Alongside this, we recognise the need to work side by side with the ahi kaa/resident iwi of our district. Engagement may not always be required by law, however meaningful engagement with Māori allows Council to demonstrate good faith and our commitment to working together as partners across our district.

As part of the wider engagement with the community on this community grant, iwi and hapū were contacted to ensure they were aware of the grants and how whanau, hapū and iwi could apply.

Ngā Tūraru | Risks

There are no significant risks. Any risks are managed in adherence to the Grants and Partnerships Policy.

TE HIRANGA O TE WHAKATAU, TE TONO RĀNEI | SIGNIFICANCE OF THE DECISION OR PROPOSAL

Council's Significance and Engagement Policy identifies matters to be taken into account when assessing the degree of significance of proposals and decisions.

Officers have undertaken an assessment of the matters in the [Significance and Engagement Policy \(2022\)](#), and are of the opinion that the proposal under consideration is of a low degree of significance.

TE KŌRERO TAHI | ENGAGEMENT

Taking into consideration the above assessment, that the decision is of a low degree of significance. Officers are of the opinion that no further engagement is required prior to making a decision as engagement was undertaken to invite applications.

TE WHAKAWHITI KŌRERO PĀPAHO | COMMUNICATION/MEDIA

Public notification requesting applications by the closing date of 12 April 2024, was advertised through:

- Facebook
- Taupō District Council website
- Connect Weekly Newsletter
- Email to Past Recipients

All applicants will receive an update on the outcome of their application via email and our online platform. Applicants who receive a declined decision will also receive rationale for the decision. Details of allocations to grant recipients will be posted on Council's website.

WHAKAKAPINGA | CONCLUSION

The Taupō/Taupō East Rural Community Grant Distribution Committee has \$31,754.00 excluding GST in the Taupō/Taupō East Rural fund available to allocate for the first round of the 2023/24 financial year. Funding can be allocated to individuals, community groups and/or organisations. Allocations must be made in accordance with the Grants and Partnerships Policy. The representative group retains discretion as to whether to allocate any funds.

ATTACHMENTS

1. TDC Grant Distribution Guide [↓](#)
2. REF240334565 - Application Tirohanga School [↓](#)
3. REF240401675 - Application Taupō Multicultural Community Council Incorporation [↓](#)
4. REF240410895 - Application Taupō Community Playgroup [↓](#)
5. REF240411037 - Application Gabrielle Donald [↓](#)
6. REF240411193 - Application Taupō Bridge Club [↓](#)
7. REF240416566 - Application Rangitaiki Community Hall and School Association [↓](#)
8. REF240417046 - Application Nikki Stormont [↓](#)
9. REF240417947 - Application Nukuhau Marae [↓](#)
10. REF240419403 - Application Taupō Parents Centre [↓](#)
11. REF240420354 - Application Hilltop YR 8 Dance Team [↓](#)

12. REF240420836 - Application Taupō Association Football Club [↓](#)
13. REF240420843 - Application Lake Taupō Hospice [↓](#)
14. REF240421965 - Application Tina Shaw - River Road Residents Collective [↓](#)
15. REF240422028 - Application Taupō Council of Social Services (TCOSS) [↓](#)
16. REF240424608 - Application Te Hokinga ki to Mauri Trust [↓](#)
17. REF240425257 - Application Wairakei Community [↓](#)
18. REF240425504 - Application Nexus Dance Team [↓](#)
19. April 2024 Taupō Taupō East Rural Community Grant Summary Sheet [↓](#)



Taupō District Council Community Grant Allocation Guide

This document is designed to support your committee in making informed decisions when allocating funding through Taupō District Council’s (TDC) Community Grants.

This document has been provided to all allocation committees, some of which are all new or have new members – to outline the criteria, and support TDCs expectation of grants being distributed in a transparent, fair, equitable, efficient and consistent manner.

Background

TDC has six different ratepayer funded community grants. These opportunities support organisations and individuals in gaining financial support for a wide range of activities, projects and events across the district.



\$280,000 per annum, across six different ratepayer funded community grants.



Distributed by TDC committees, community boards or community groups.



Mangakino Pouakani
Tūrangi Tongariro
Taupō/ Taupō East Rural
Creative Taupō
Community Sports
Social Services

Grants are distributed by six distribution committees in line with the TDC’s Grants and Partnerships Policy. All distribution committees are voluntary, with current distribution agreements in place until 30 June 2024.

Grant	Annual Allocation	Distributor
Mangakino Pouakani	\$25,000	Mangakino Pouakani Representative Group
Tūrangi Tongariro	\$65,000	Tūrangi Tongariro Community Grant Distribution Committee
Taupō and Taupō East Rural	\$20,000	Taupō and Taupō East Rural Community Grant Distribution Committee
Creative Taupō	\$30,000	Creative Taupō Committee
Social Services	\$100,000	Waiora Trust
Community Sports	\$40,000	Lake Taupō Sports Advisory Council

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What is the process?

- > Grant opening and closing dates are advertised on TDC's website (taupo.govt.nz/grants), through social media and in TDC newsletters. We encourage committee members to promote grants through their networks also.
- > Where funds are distributed by a TDC Committee- a covering paper, applications, and a summary sheet of applications will be sent through an agenda item.
- > Where funds are distributed by an independent distributor- applications and a summary sheet will be collated and shared to your committee through your admin support.
- > When setting a date to allocate funds, please remember we aim to ensure distribution takes place within 2 weeks of the grant closing.
- > At the start of committee meetings, any conflicts of interests need to be declared. We encourage groups to read a statement (example below):
"Community grants distribution is an item on this agenda. If you are involved with any of the organisations that have requested funding, please declare this now. This ensures that we are aware of the interest(s) and that the distribution of funding occurs in a transparent and fair way. It is also important so that committee members are not perceived to be providing an advantage to an application in any way."
- > Applicants who wish to present their application in person are entitled to do so. In these cases, the admin support will organise a speaking time for applicants prior to the date of the allocation meeting. Applicants have 5 minutes to present and are to speak only to the content in their application. The committee may ask questions.
- > TDC asks all committees to provide reasoning for declined applications. This supports groups to know what they can improve on in any future applications they make.
- > TDC will notify applicants of the outcome of their application through an online system and formal letters. It will also process all payments.
- > The admin support will assess all accountability reports and request further information if required. Applicants need to spend funding within 12 months. Each funding recipient is required to complete an accountability form within one month of the project or activity being completed.
- > If an accountability report for a previous grant has not been submitted by the allocation meeting, the application is not eligible to be considered.

Who can attend an allocation meeting?

In addition to the allocation committee:

- > **The public.** Applications are to be considered in an open forum- we ask distribution groups to welcome those who wish to listen to the meeting and to ensure the room is set up with seating etc.
- > **Elected Members.** Where decisions are made by community groups, elected members who hold a relevant portfolio are also encouraged to attend allocation meetings- with non-voting rights.
- > **TDC staff.** Will be present at allocation meetings- with non-voting rights. Representatives are available for policy or eligibility queries, to provide further context, and to ensure a consistent process is upheld across the six committees.

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Eligibility and Criteria

TDC’s Grants and Partnerships Policy guides distribution of funding. The eligibility criteria outlines what is eligible for funding, and what is not.

What can be funded?	What cannot be funded?
Materials and Supplies	Capital Improvements to Facilities that the Group/Organisation doesn't own
Equipment and Uniforms	Food or Catering
Advertising Costs	Insurances
Venue and Equipment Hire	Subscriptions
Rent	Services or projects seeking to promote commercial, political, or religious objectives
Salaries and Wages	Costs associated with fundraising events where profits are redistributed to another group
Travel	Debt Servicing or Repayments.
Accommodation	Legal Expenses and Medical Expenses.
Operational Costs	Public services that are the responsibility of central government (e.g., core education, primary health care).
Maintenance of Equipment or Facilities	Purchase of Alcohol
	Prize Money
	Equipment and Uniforms Retained by Individual Members.

The below criteria also applies:

- > Applications must be fully completed and cannot be retrospective.
- > Community groups and individuals from within the Taupō district are eligible to apply for community grants (this includes high school students who may board outside the district).
- > Community organisations from outside the Taupō district will need to demonstrate the benefit to the local community that they are applying to.
- > Individuals living outside the Taupō district are not eligible to apply for a community grant.

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- > An applicant must advise if they are seeking or have received funding from another source and the purpose of that funding.
- > Individuals applying for a grant are required to provide evidence of the event they are attending or creating, the nature of their representative selection or event, i.e., who they are representing, how they were selected and the type of event.
- > Any unused portion of a grant must be returned to TDC.
- > Individuals are not required to attach personal financials, however, are required to attach a budget.
- > Applications will not be accepted after the advertised closing date of any funding round.
- > All applications (including any personal information supplied) for community grants are made available to TDC/committee and the public.

Thank you for your continued support and distribution of community grant funding- we appreciate the time and expertise it takes considering these applications.

If you have questions- please reach out to TDCs community funding team at funding@taupo.govt.nz

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