



Te Kaunihera o
Te Awa Kairangi ki Uta
Upper Hutt City Council

Community Grants Committee | Te Kōmiti Pūtea ā-Hāpori

Agenda

9.00 am, Thursday 10 October 2024

Council Chambers, Level 2, Civic Building, 838 - 842 Ferguson Drive, Upper Hutt

Chair: Councillor M G Carey

Members: Mayor W N Guppy

Councillor H Newell

Have your say

Members of the public can speak to any issue, idea or matter that falls within the meeting's [terms of reference](#). If you do wish to speak, it is preferable to let us know by midday of the day before the meeting. This can be done by registering on our [website](#), email askus@uhcc.govt.nz or call 04 527 2169. All Council and principal standing committee meetings are livestreamed through our [YouTube channel](#).

The agenda and associated report are available for inspection within two working days before a meeting at the following offices during business hours:

- Civic Building, 838 – 842 Fergusson Drive, Upper Hutt
- Upper Hutt Central Library, 844 Fergusson Drive, Upper Hutt
- Pinehaven Library, Corner Jocelyn Crescent and Pinehaven Road, Upper Hutt

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Terms of Reference | Ngā Tohutoro

These Terms of Reference set out the principle areas for which Council maintains overall responsibility. They also set out the delegations of Council functions, duties and powers to Council committees, panels and groups. The delegations in these Terms of Reference are expressed in general terms. They are to be read together with the following propositions.

These Terms of Reference:

- Set out to assist elected members in undertaking their governance role,
- Do not delegate any function, duty or power which a statute (for example, clause 32 of Schedule 7 of the Local Government Act 2002) prohibits from being delegated,
- Are subject to Council's authority to elect to exercise any of the powers delegated in these Terms of Reference, and,
- Do not affect any delegation which the Council has already made or subsequently makes to a Council officer or other member of staff.

Membership:	Three Councillors Councillor Matt Carey (Chair), Mayor Wayne Guppy and Councillor Heather Newell
Meeting cycle:	Community Grants Committee meets as required.
Quorum:	Two members
Delegated authority:	To make recommendations to Council as to the allocation of grants to community and regional organisations in accordance with established criteria.
Function Āheinga To make recommendations to Council as to the allocation of grants to community and regional organisations in accordance with established criteria (part 6.2 of Upper Hutt City Council's Manual of Policies).	

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Public Business

Page No.

1. Apologies

2. Declarations of Interest

Elected members must declare any interests with items on the agenda that may arise between their roles as members and any private or other external interests they may have. If this happens, members should stand aside from decision-making related to any such interests. The current register of interests is on the Council website:

<https://www.upperhuttcity.com/files/assets/public/yourcouncil/meetings/register-of-interest/register-of-interest-elected-members-publicly-listed.pdf>

3. Public Forum

Public forums are a defined period of 30 minutes, which, at the discretion of a meeting is put aside for public input. In the case of a committee or subcommittee, any issue, idea or matter raised during the public forum must fall within the [Terms of Reference](#) of that body. More information about attending and speaking at Council and Committee meetings is on our website: <https://www.upperhuttcity.com/Your-Council/Council-Meetings/Attending-and-speaking-at-Council-and-committee-meetings>

4. Community Grant Funding Applications 2024

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Report from the Director of Community Services dated 17 September 2024.

Public Excluded Business

Pursuant to the provisions of [section 48 of the Local Government Official Information and Meetings Act 1987 \(LGOIMA\)](#), the public is excluded from the following part of the proceedings of this meeting. The particular interest(s) protected by [section 6](#) or [section 7](#) of LGOIMA which would be prejudiced by the holding of the whole or the relevant part of the meeting in public meetings are specified below:

General subject of each matter to be considered:	Reason(s) for passing this resolution in relation to each matter:	Ground(s) under section 48(1) for passing this resolution:
Consideration of Applications	Section 7(2)(f)(ii) the withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment.	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist, where the local authority is specified in Schedule 1, under section 7 [except section 7(2)(f)(i)].

Geoff Swainson

Chief Executive | Te Tumu Whakarae



Community Grants Committee | Te Kōmiti Pūtea ā-Hāpori 10 October 2024

Community Grant Funding Applications 2024

Purpose of report | Te pūtake

1. This report provides the Community Grants Committee with a summary of applications and asks the committee to consider and make recommendations to Council regarding the allocation of grants to community and regional organisations in accordance with the Community Grants criteria.

Recommendations | He tūtohunga

2. The Committee recommends that Council,
 - A. receives the report titled Community Grant Funding Applications 2024,
 - B. notes that 69 applications requesting a total of \$442,455 were received as per the Summary of Funding Applications 2024 appended as [Attachment 1](#) to the report,
 - C. notes that \$140,000 is available for distribution,
 - D. notes that the applications were considered according to the Community Grants funding criteria and priorities, and
 - E. approves the Committee's recommendation to fund the applicants listed in [Attachment 1](#).
(Governance note: The successful applicants will be agreed upon by the Community Grants Committee and the list will be appended to the minutes. These will be presented to the Policy Committee on 16 October, where they will be asked to make a forthwith decision to distribute the funds).

Background | Papamuri

3. This funding supports local and regional not-for-profit organisations that provide services in Upper Hutt. The grants aim to support projects and groups that enhance community services, promote a sense of community, or contribute to community well-being.
4. The priority areas for funding are:
 - Indirect programme costs or running costs for organisations involved in community support work
 - Projects which help and support those within the Upper Hutt community that are most in need
 - Existing community support programmes where additional resources are required
 - Community-driven initiatives for events or programmes which promote a sense of community or contribute to community well-being

- Organisations that have a wide reach within the community.

5. The criteria for allocation of funding under this scheme are:

- Applicants must show a strong need for the service, programme or event and wide community benefit
- There must be a demonstrated need for additional funding
- Applicants should be able to show substantial volunteer involvement and self-help
- Applicants must demonstrate an ability and history of accessing other sources of funding.

Note: Applicants who qualify for other funding or a project which is eligible to receive direct funding from central government will not normally be considered.

6. The Community Grants Scheme will not fund:

- Purchase of capital items and capital projects
- Wages and salaries
- Prize money
- Travel for individuals or groups
- Cost of entry/conference fees.

7. The Community Grants Scheme opened on 08 August 2024 and closed on 11 September 2024 with four weeks available for applicants to apply.

8. A total of 69 applications were received, 25 less than last year.

Discussion | Te matapaki

9. These funds provide grants to community organisations that meet the criteria for the fund. This 2024/25 funding round closed on 11 September 2024 and 69 organisations requested a total of \$442,455.

10. Timing of the grants opening and closing dates were moved to be later in the calendar year than last year, 2023, due to considerations being made under the Long Term Plan 2024-2034 consultation.

11. At the time of writing this report, 31 applicants have indicated they wish to speak in support of their application.

12. The Summary of applications are appended to this report.

Options | Ngā kōwhiringa

13. The options are to either approve the recommendations or amend them.

Previous relevant Council decisions | Ngā whakataunga o mua

14. In 2023 the Community Grants Committee approved funding for 94 applications a total of \$130,000.

15. Council approved a reviewed Community Grant Scheme policy at a Council meeting on 7 August 2024.

Significance and engagement assessment | Te tino aromatawai

16. The funding round was promoted through Council communication channels and via local organisations. Applications and information sheets were available on the Upper Hutt City Council website.
17. All applicants will be advised on the outcome of their application by the Administrator within two weeks of the meeting.

Sustainability | Rautaki whakauka

18. The Community Grants fund is available to provide support for community groups and projects that contribute to the vision and priorities in Council's Sustainability Strategy.

Financial and resourcing | Mahere pūtea

19. This year the Community Grant Fund has \$140,000 for the Committee to allocate.
20. This round of the Community Grants has been oversubscribed, with \$442,455 requested.

Legal | Ture

21. There are no legal implications at this time.

Risk | Tūraru

22. There are no risk implications at this time.

Included attachments | Ngā āpitihanga

23. [Attachment 1: Community Grants 2024 summary](#) page 7

Date of report: 17 September 2024

Report writer:

Christine Robinson
Community Grants Co-ordinator

Reviewed by:

Jane Braun
Community Development Manager

Approved by:

Mike Ryan
Director Community Services | Kaihautū Ratonga Pāpori

Geoff Swainson
Chief Executive | Te Tumu Whakarae



ATTACHMENT 1 - COMMUNITY GRANTS 2024 SUMMARY

Application Number	Applicant Name or Organisation	Project Description	Amount Requested
7	Heretaunga Players Inc	Funding to assist with our electricity costs for the next 12 months	\$500
9	Save the Children Upper Hutt	Operational costs - venue rental	\$500
14	Dementia Wellington Charitable Trust	To fund Staying Active Programme costing \$52,120 which includes salary costs of \$38,000	\$20,000
17	Upper Hutt Autism Group	Operational costs to enable social opportunities and activities for autistic individuals and whanau.	\$2,000
18	Ladders Up Ltd	Operational costs to support growth and development for people who want to change and to thrive through The WayFinder Programme.	\$2,200
20	Kidz Need Dadz Charitable Trust NZ	Support for the Wellington Manager position	\$5,000
11	The Life Flight Trust	Life Flight's core purpose is to save lives. Life Flight aims to provide exceptional emergency air rescue, air ambulance and related services to those in need.	\$15,000
24	Hangout - Youth Health and Wellbeing	Hangout is a youth group run by 12 volunteers to provide a safe space and support our local tamariki aged 11-18. Hangout have supported young people through different life challenges including, truancy, eating disorders, self-harm, relationship problems and behavioural issues.	\$1,500

Application Number	Applicant Name or Organisation	Project Description	Amount Requested
10	Upper Hutt Women's Centre	Operational costs for the Education, Health & Wellbeing of women in our community.	\$1,800
15	Orongomai Marae	Operational costs for the Learners License Programme and supporting participants to purchase birth certificates if required and assist with supporting documents.	\$7,790
25	60sUp Movement of NZ, Moonshine Branch	Operational costs eg rentals, involved to support people aged 65 and over living in the local community and to maintain annual subscriptions to a low level.	\$750
30	The Wellington Multiple Sclerosis Society Inc	Running costs for the Upper Hutt Community Advisory Service	\$2,000
34	Upper Hutt Community Patrol Inc	Operational costs for Community Safety Petrol	\$6,000
36	Aphasia New Zealand (aphasiaNZ) Charitable Trust	Operational costs including salaries	\$3,000
13	Hutt Valley Benefit Education Service Trust BEST	Operational costs to provide a dedicated work and income advocacy service. We support over 771 people annually this is mainly in the Upper Hutt and Hutt city area.	\$3,400
38	Upper Hutt Community Medical Drivers	Operational costs in providing medical transport for Upper Hutt residents in need of assistance to reach their medical appointments throughout the Region	\$2,500
39	Upper Hutt Community Youth Trust T/A Kickstart	Accounting services costs	\$2,640
41	Nourish Trust	Operational costs required to cover the Nourish@Christmas' project	\$6,000
43	Timberlea Community House Trust Board	Operational costs	\$3,800
44	English Language Partners New Zealand	This was re-submitted (originally 28) to cover room hireage \$870x4 terms	\$3,480

Application Number	Applicant Name or Organisation	Project Description	Amount Requested
37	Wellington Regional Orchestra Foundation INC T/A Orchestra Wellington	Orchestra Wellington Upper Hutt Music to Schools Programme 2025	\$3,000
40	Reload	Community Boot Camps	\$2,000
48	New Zealand Speech Board	Funding Oral Communication Programme	\$8,000
35	BLVNZ Upper Hutt Community Committee	To support the Upper Hutt Blind Community by arranging social events that take into account the special needs of our members.	\$500
42	Golder Homestead Museum Society Inc.	Operational costs to maintain and preserve Golder Cottage as a piece of Upper Hutt history, in its original condition.	\$1,500
53	Nepalese Culture and Tourism Promotion forum New Zealand (NTCTPFNZ)	Nepalese cultural night with the aim to help bridge cultural gaps and build stronger relationships between diverse communities in Upper Hutt and beyond.	\$8,000
54	The Upper Hutt Animal Rescue Society Incorporated	Electricity costs	\$1,000
55	Junior Cricket Upper Hutt	Website Upgrade	\$1,469
56	Te Omanga Hospice	To assist in the funding of ongoing monthly services of \$3,203.00 for the PalCare Patient Management Information System (Licence)	\$15,944
63	Diabetes New Zealand	Funding for 'Live Brave Mana Ora Wellington' which is an overarching project which includes the Pickleball Event costing \$17,664.	\$10,000
62	Wheako Pōneke Experience Wellington (Wellington Museums Trust)	Funding to cover transport and ticket costs for the Learning Programme Accessibility - Upper Hutt	\$5,000

Application Number	Applicant Name or Organisation	Project Description	Amount Requested
64	Living Violence Free	Funding to assist 'Behaviour Change Programmes' rent	\$2,000
65	Big Buddy Mentoring Trust	Office rent and parking Wellington to be able to recruit, screen and train adult men as volunteer long-term role models for boys who do not have a dad or other significant male role model in their lives. These Big Buddies help guide boys into adulthood, leading by example, instilling core values and showing them what it means to be a good man.	\$3,594
66	Ignite Sport Trust	Engagement with Young People in the Upper Hutt community. Ignite Sport Trust is a youth development organisation that encourages, supports and inspires young people to makes wise choices and to reach their potential.	\$4,000
68	Age Concern Wellington Region	Funding for new venue to accommodate increased numbers of participants for the Steady As You Go falls prevention classes	\$1,500
46	Clyma Park Community Garden Incorporated	Funding for compost for Spring planting	\$500
23	Cancer Society of New Zealand Wellington Division Inc. ("Cancer Society Wellington Division")	To assist in funding the Relay For Life Wellington 2025 (Location: To be confirmed) which is the Cancer Society Wellington Division's leading community and fundraising events.	\$10,000
69	Upper Hutt City of Song	Funding towards Carols in the Park 2024	\$35,000
52	UHub	UHub Community Connections	\$4,000
49	Upper Hutt Art Society Inc	Support to fund rental (including power and insurance) for multiple users of Upper Art Society rooms on Ward St	\$1,500
51	Upper Hutt Toy Library	Operational costs	\$3,635
32	Kaibosh Food Rescue	Operational costs to support Hutt Kaibosh in the Upper Hutt region	\$10,000

Application Number	Applicant Name or Organisation	Project Description	Amount Requested
73	Artist Development Foundation	Artist Development Experience Event	\$3,500
61	Dress for Success Wellington (Yes for Success)	To assist in funding a training programme called 'How to find a job workshop series' in partnership with a social agency in Upper Hutt	\$3,354
47	Epilepsy New Zealand	Operational costs for Epilepsy Support Services eg vehicle insurance	\$1,600
75	Hutt Valley Riding for the Disabled	Centre Co-ordinator Wages	\$8,000
77	Upper Hutt Hockey Club	Funding to run Interschool Hockey Festival 2025	\$6,500
21	Victoria University of Wellington & New Zealand Symphony Orchestra	Funding to fit out of national music centre	\$43,883
71	Upper Hutt Menzshed Incorporated.	Operational costs	\$955
31	Big Brothers Big Sisters Wellington	Funding for a Youth Mentoring programme for at-risk children aged 6 - 18	\$3,000
12	Upper Hutt Housing Charitable Trust	Financial support for several services and projects that the Trust is running such as 'Warm, Dry, Safe'	\$15,000
50	Orongomai Marae	To assist with funding to support the Food Bank	\$10,000
79	Momentum Charitable Trust	To help fund the Life and financial skills programmes at the Upper Hutt Probation Centre. This grant will be used to facilitate four of Life101's one-day 'Work-Ready, World-Ready' and 'Money&Me' programmes at the Upper Hutt Probation Centre between November 2024 and February 2025.	\$9,328

Application Number	Applicant Name or Organisation	Project Description	Amount Requested
27	The Upper Hutt Multicultural Council Incorporated	Operational Expenses involved to achieve positive long term settlement outcomes for migrant/former refugee communities, through community empowerment, cultural positivity, advocacy, practical support and Tiriti-based multiculturalism.	\$3,300
80	Citizens Advice Bureau Upper Hutt	Operational Expenses with the aim to ensure people know their rights and responsibilities.	\$15,000
82	Upper Hutt Community Rescue	Insurance costs	\$10,000
74	Blue Mountains Residents Association	Operational costs towards Music in the Mountains event	\$500
83	Autism New Zealand Incorporated	Operating costs for Autism New Zealand Outreach Branch, Petone	\$3,000
78	Volunteer Wellington	Funding support for Volunteer Hutt - core utility (internet and telephone)	\$2,500
86	Wellington Free Ambulance Service	Emergency Ambulance Service	\$49,564
89	Upper Hutt Chinese Association	Funding for Senior Group Cultural Events	\$5,961
88	The Art of Seeing Academy	Nature photography workshops mainly for young kids and rangatahi aged 8-16	\$1,200
90	Upper Hutt Athletics Club	Funding to help keep subscription fees to an affordable level	\$1,000
84	Maidstone Intermediate	Kapa Haka Uniforms	\$3,860
87	Upper Hutt Foodbank Inc.	Foodbank support	\$5,000
91	Upper Hutt Roller Skating Club Inc	Funding to assist Skate for All Ages: Expanding Access to Learn to Skate and Roller Sports	\$6,000
81	Upper Hutt Repair Cafe	2025 project grow -to foster a more sustainable, interconnected, and resourceful community by offering frequent and easily accessible opportunities for individuals to repair items instead of throwing them away.	\$2,039

Application Number	Applicant Name or Organisation	Project Description	Amount Requested
76	Upper Hutt Primary School	Funding to assist running the Manaaki Festival	\$2,409
70	Supergrans Charitable Trust	Whanau Connect/Skills to live	\$4,000
			\$442,455