

I hereby give notice that an Ordinary meeting of the
Funding Committee (Creative Communities Scheme)

will be held on:

Date: Wednesday 27 March 2019

Time: 2.00 pm

Venue: Northern Wairoa War Memorial Hall – 37 Hokianga Road, Dargaville

Open Agenda

Membership

Allan Mortensen (Chair)

Councillor Victoria del la Varis-Woodcock

Nicola Everett

Olly Knox

John Pickworth

Staff and Associates:

Funding Co-ordinator, Governance Advisor (Minute-taker)

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* Attachment 4 to item 7.2 is supplied under a separate cover.

Meeting of the Funding Committee (Creative Communities Scheme)

Thursday 27 March 2019, Dargaville

1 Present

2 Apologies

3 Confirmation of Agenda

The Committee to confirm the Agenda.

4 Conflict of Interest Declaration

Committee Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a Committee Member and any private or other external interest they might have. It is also considered best practice for those members to the Executive Team attending the meeting to also signal any conflicts that they may have with an item before the Committee.

5 Presentations

6 Confirmation of Minutes

6.1 Confirmation of Funding Committee (Creative Communities Scheme) minutes 27 September 2018

Governance Advisor 1612.03

Recommended

That the unconfirmed minutes of the Funding Committee (Creative Communities Scheme) meeting held 27 September 2018 be confirmed as a true and accurate record.

Meeting	Funding Committee (Creative Communities Scheme)
Date	Thursday 27 September 2018
Time	Meeting commenced at 3.32pm Meeting concluded at 4.58pm
Venue	Lighthouse Function Centre – 32 Mount Wesley Coast Road, Dargaville
Status	Unconfirmed

Minutes

Membership

Allan Mortensen (Chair)
Councillor Victoria del la Varis-Woodcock
Nicola Everett
Olly Knox
John Pickworth

Staff and Associates:

Community Relationships Manager, Governance Advisor (Minute-taker)

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Unconfirmed

Minutes of the meeting of Funding Committee (Creative Communities Scheme)
Thursday 27 September 2018, Dargaville
1 Present

Allan Mortensen (Chair), Nicola Everett, Ollie Knox and John Pickworth

In Attendance

Name	Designation	Item(s)
Darlene Lang	Community Relationship Manager	All
Lisa Hong	Governance Advisor	All (Minute-taker)

2 Apologies
Moved Mortensen/Everett

That the apology of Councillor Victoria del la Varis-Woodcock be received.
Carried
3 Confirmation of Agenda

The Committee confirmed the Agenda.

4 Conflict of Interest Declaration

Name	Conflict
John Pickworth	Item 6.1 - John Pickworth is a member of the Mangawhai Artists Incorporated, a member of which is an applicant for the project 'Magical Mangawhai Goes Bush! One Moonlit Night...' He wished to disclose this to the Committee but did not consider the interest material.
Allan Mortensen	Item 6.1 - Allan Mortensen is the Director of Kaipara Lifestyler, where some applied funds are intended to be spent. He wished to disclose this to the Committee but did not consider the interest material.
Ollie Knox	Item 6.1 - Ollie Knox declared conflict of interest as he is an applicant for the project 'Tokafest 2019'. He left the room for the duration of the discussion and voting for this application.
Nicola Everett	Item 6.1 - Nicola Everett declared conflict of interest as a member of the Mangawhai Artists Incorporated involved in the project 'Magical Mangawhai Goes Bush! One Moonlit Night...' Nicola Everett left the room for the duration of the discussion and voting for this application.

[Secretarial Note: John Pickworth withdrew his application for the project 'Dargaville Wearable Arts 2018', and therefore did not declare conflict of interest for that application.]

4.1 Public Forum – Ruawai Gazebo Project

Nicky Reid spoke in the public forum regarding the Ruawai Promotions and Development Group application for the project 'Ruawai Gazebo Project' and tabled the presentation!

5 Confirmation of Minutes

5.1 Confirmation of Funding Committee (Creative Communities Scheme) minutes 24 April 2018

Governance Advisor 1612.02

Moved Pickworth/Mortensen

That the unconfirmed minutes of the Funding Committee (Creative Communities Scheme) meeting held 24 April 2018 be confirmed as a true and accurate record.

Carried

6 Allocation of Funding

6.1 Creative Communities Scheme 2017/2018 Round One – R Kamphuis request to re-allocate surplus from grant received

Funding Co-ordinator 2109.06.03

Moved Pickworth/Knox

That the Funding Committee for the Creative Community Scheme:

- 1 *Receives the Community Funding Co-ordinator's report 'Creative Communities Scheme 2017/2018 Round One – R Kamphuis request to re-allocate surplus from grant received' dated 10 September 2018 and Attachments 1 and 2 (circulated separately); and*
- 2 *Believes it has complied with the Creative Communities Scheme's decision-making criteria of:*
 - *Access and Participation: Create opportunities for local communities to engage with and participate in local arts activities;*
 - *Diversity: Support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity;*
 - *Young People: Enable and encourage young people (under 18 years) to engage with and actively participate in the arts; and*
- 3 *Declines the re-allocation of the surplus of \$711.44 granted to Rosina Kamphuis in Round One of the 2017/2018 Creative Communities Scheme.*

Carried

6.2 Creative Communities Scheme Funding 2018/2019 Round One : Summary of Applications

Funding Co-ordinator 2109.06.03

[Secretarial Note: John Pickworth withdrew his application for the project 'Dargaville Wearable Arts 2018'. Due to multiple conflicts of interest declarations and the small number of applications, each application was decided separately.]

(1) Moved Mortensen/Pickworth

That the Funding Committee (Creative Communities Scheme):

- 1 *Receives the Community Funding Co-ordinators report 'Creative Communities Scheme Funding 2018/2019 Round One: Summary of Applications' dated 10 September 2018 and Attachments 1-2 (circulated separately); and*
- 2 *Believes it has complied with the Creative Communities Scheme's decision-making criteria of:*
 - *Access and Participation: Create opportunities for local communities to engage with and participate in local arts activities;*
 - *Diversity: Support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity;*
 - *Young People: Enable and encourage young people (under 18 years) to engage with and actively participate in the arts; and*

Carried

(2) Moved Everett/Pickworth

That the Funding Committee (Creative Communities Scheme) declines to grant Art Studio Ruawai for the project 'Workshop'.

Carried

[Secretarial Note: The Committee advised staff to inform Art Studio Ruawai to re-apply with greater detail.]

(3) Moved Pickworth/Knox

That the Funding Committee (Creative Communities Scheme) grants \$405.00 to Dargaville Quilters for the project 'Quilting Exhibition' for the following items only:

- *Fee to Muddy Rivers Gallery for one month (\$180.00); and*
- *Flannelette fabric for backing 15 cot quilts (\$225.00).*

Carried

(4) Moved Pickworth/Everett

That the Funding Committee (Creative Communities Scheme) grants \$1,297.10 for Oliver Knox for the project 'Tokafest 2019'.

Carried

[Secretarial Note: Ollie Knox declared conflict of interest for this application. He left the room for the duration of the discussion and decision for this application.]

(5) Moved Pickworth/Knox

That the Funding Committee (Creative Communities Scheme) grants \$691.00 to Rosina Kamphuis for the project 'Documentary Film, Magical Mangawhai Goes Bush! One Moonlit Night...' for the following items only:

- DVD in case x 50 – One-sided printing on disc, case and printed cover (\$230);
- DVD-R – Ink jet (\$31.00);
- Artist fee – Film maker (\$200.00);
- Artist fee – Rosina Kamphuis (\$200.00) and
- Presentation costs (\$30.00).

Carried

[Secretarial Note: Nicola Everett declared conflict of interest for this application. She left the room for the duration of the discussion and decision for this application.]

(6) Moved Pickworth/Everett

That the Funding Committee (Creative Communities Scheme) grants \$1,837.93 to Te Kopuru School for the project 'Te Kopuru Performing Arts Festival'.

Carried

[Secretarial Note: The Committee deducted \$162.07 difference in the supplied quote and the application amount for rubbish removal costs.]

(7) Moved Mortensen/Knox

That the Funding Committee (Creative Communities Scheme) grants \$3,547.50 to Ruawai Promotion and Development Group for the project 'Ruawai Gazebo Project'.

Carried



(8) Moved Everett/Pickworth

That the Funding Committee (Creative Communities Scheme) declines to grant White Rock Gallery Paparoa for the project 'Trash to Art Competition/Exhibition'.

Carried

[Secretarial Note: The Committee advised staff to inform White Rock Gallery Paparoa to apply in the next funding round in February 2019.]

Closure

The meeting closed at 4.58 pm.

Confirmed

Chair

**Kaipara District Council
Dargaville**

ⁱ Ruawai Promotions and Development Group's presentation on the project 'Ruawai Gazebo Project'

Unconfirmed

7 Decision

Election of chair for Funding Committee for Creative Communities Scheme 2019

Meeting: Funding Committee for Creative Communities Scheme
Date of meeting: 27 March 2019
Reporting officer: Lisa Hong, Governance Advisor

Purpose/Ngā whāinga

To elect a chair for the 2019 year.

Executive summary/Whakarāpopototanga

This report outlines the process for electing a committee chair.

Recommendation/Ngā tūhunga

That the Funding Committee for Creative Communities Scheme:

- a) Adopts voting system A OR voting system B and agrees that in the event of a tie the candidate elected shall be resolved by lot.
- b) Elects as the chair of the Funding Committee for Creative Communities Scheme.

Context/Horopaki

This Creative Communities Scheme Administrators Guide 2016-2019 states that 'each year the assessment committee should elect a new chairperson' and that 'a person may serve a maximum of three consecutive years as chair'.

Discussion/Ngā kōrerorero

Election process

There are two voting systems the committee can adopt for an election of a new chair (Standing Orders 5.6):

Voting system A:

- a) There is a first round of voting for all candidates.
- b) If no candidate is elected in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded.
- c) If no candidate is successful in the second round there is a third, and so on. Each time the candidate with the fewest votes in the previous round is excluded.
- d) If, in any round, two or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

Voting system B:

- a) A person is elected if they receive more votes than any other candidate.
- b) There is only one round of voting.

- | |
|--|
| c) If two or more candidates tie for the most votes, the tie is resolved by lot. |
|--|

For a smaller committee, such as this one, voting system B is recommended.

If a resolution by lot is required, the names of two candidates with the same number of votes will be placed in a container and an independent person will draw the lot and declare the result.

Term

The chair elected at this meeting of the committee (27 March 2019) will serve for the two funding rounds planned for this year, as well as the final meeting of the committee planned for 2020 when the current committee will elect a new committee.

Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

Next steps/E whaiake nei

Proceed to call for nominations and elect a chair.

Lisa Hong, 14 March 2019

Creative Communities Scheme Funding 2018/19 Round Two: Summary of Applications

Meeting: Funding Committee (Creative Communities Scheme)
Date of meeting: 27 March 2019
Reporting officer: Jenny Rooney, Community Funding Co-ordinator

Purpose/Ngā whāinga

To provide the Creative Communities Scheme Funding Committee the relevant information to award grants to community individuals and/or groups.

Executive summary/Whakarāpopotanga

The Creative Communities Scheme helps to fund local arts projects. Each year Creative New Zealand provides Creative Communities Scheme funding to city and district councils to distribute in their area. Kaipara District Council currently distributes this through two funding rounds in February and August.

The balance available for the Committee to distribute in the second round for 2018/19 is \$12,566. This is made up of a grant from Creative New Zealand of \$9,637.50 received in February 2019 and \$2,609.10 of unallocated funds.

Twelve applications totalling \$20,349.16 have been received and all applications meet the criteria for funding.

Recommendation/Ngā tūhunga

That the Funding Committee (Creative Communities Scheme):

- a) Awards grants to the following applicants:

Context/Horopaki

The twelve applications for round two of the 2018/19 Creative Communities Scheme are as below. The summary of applications and previous applications are located at **Attachments 1 and 2**. The criteria for determining funding is located in **Attachment 3**. All applications are provided as **Attachment 4**.

No	Organisation	Project name	Amount applied for
1	Arty Farties Inc	Garden Mosaic	\$360.00
2	Arty Farties Inc	Drawing with John Mitchell Workshop	\$519.00
3	Arty Farties Inc	Weaving Workshop	\$480.00

4	** Creative Northland	Northland Youth Summit Mural Boards on Kaipara Community Hall (Hokianga)	\$880.00
5	Dargaville Arts Association	Free Card Making Workshop	\$180.00
6	Dargaville Arts Association	Free Painting on Artist Canvas workshop for children	\$333.36
7	Dargaville Arts Association	2019 Dargaville Wearable Arts – Judges expenses	\$1,140.00
8	** Mangawhai Artists Inc	Nine weeks of art workshops and activities culminating in a three day exhibition of work produced	\$1,771.80
9	Mangawhai Museum & Historical Society	Ian McMillian – Maori Carving Special Exhibition	\$5,000.00
10	** North Kaipara Maori Wardens	Aroha ki te Tangata	\$6,640.00
11	** Ripia Marae	Hitori O Ripia	\$1,200.00
12	The Kauri Museum	The Kauri Museum's Northland Photography Awards	\$1,845.00
Total applications			\$20,349.16

**Creative Northland, Mangawhai Artists Inc, North Kaipara Maori Wardens and Ripia Marae would like to speak to the Committee in support of their application. The Community Funding Co-ordinator will confirm with the organisations the timeframe allocated for their presentation.

Discussion/Ngā kōrerorero

Options

1. Fully award grant funding as agreed by the Committee in the meeting.
2. Award grants as agreed by the Committee in the meeting but have funds remaining unallocated.

At the end of the financial year (30 June 2019), if the balance remaining unallocated is more than 15% of the grants made in that year, that balance is to be returned to Creative New Zealand.

If the balance is less than 15% of the grants made in that year, this balance remains until the next funding round in 2019.

Legal/delegation implications

Under the Terms of Reference, the Committee has delegated authority to make grants in accordance with the criteria attached to this report.

Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

Next steps/E whaiake nei

The applicants will be notified whether their application has been successful or unsuccessful.

Attachments/Ngā tapiritanga

Number	Title
1	Summary of Applications
2	Applications from previous funding rounds
3	Creative Communities Scheme Criteria
4	All applications (provided under a separate cover)

Jenny Rooney, 12 March 2019

Creative Communities Scheme Funding Summary of Applications – Second Round 2018/2019

	Name/group	Project name	Project detail	Funding Criteria	Artform / Cultural Arts	Activity	Cultural Tradition	Number of Participants	Applied before	Project Form received	Amount Applied for	Amount Granted	Comments
#1	Arty Farties Incorporated	Garden Mosaic	To hold a two day mosaic workshop to cater for beginners to create garden mosaic objects of varying degree of difficulty, creating small and larger garden art.	Access & participation	Craft/ Object Art	Workshop/ Wānanga	European Māori Pacific Island	12	Yes	Yes	\$360.00		
#2	Arty Farties Incorporated	Drawing with John Mitchell Workshop	To hold a two day midwinter workshop as a follow up from previous drawing workshop held in 2019, with a view to extending skills and achievements, extending the groups confidence.	Access & participation	Craft/ Object Art	Creation Only Workshop/ Wānanga	European Māori Other	8	Yes	Yes	\$519.00		
#3	Arty Farties Incorporated	Flax Weaving, cutting, preparing & completion of Kite Workshop	To hold a two day weaving workshop to follow on from the previous workshops held incorporating the collecting of flax, the preparation and the significance of the tradition and respect of the collection and preparation of materials.	Diversity	Craft/ Object Art	Creation only	Māori	8-10	Yes	Yes	\$480.00		
#4	Creative Northland – <i>would like to speak to application</i>	Northland Youth Summit Mural Boards on Kaipara Community Hall (Hokianga)	In 2017, the Northland Youth Summit Arts Festival was held in Dargaville. These mural boards were created by the participating youth in the Mural workshop and have been invited by the Kaipara Community Hall to be installed on the outside as a creative addition to this area.	Access & Participation Diversity Young People	Visual Arts	Presentation only	European Māori Pacific Island	10	No	N/A	\$880.00		
#5	Dargaville Arts Association	Free Card Making Workshop	Two-day workshops for >10 children to attend either workshop. Each workshop is two hours long. The school holiday workshops are to make an “Easel Card” and an “Iris folding card”. Materials and tutor fees covered for all participants.	Young people	Craft/ Object Art	Workshop/ Wānanga	European	20	Yes	Yes	\$180.00		
#6	Dargaville Arts Association	Free Painting on Artist Canvas workshop for Children	Run a two-day workshop >8 children will attend one of either workshop, each workshop is two and a half hours long. The school holiday workshops are to “Mix colours and paint Tokatoka and surrounds” and colour and paint a wood pigeon on a branch. Materials and tutor fees covered for all participants.	Young people	Craft/ Object Art	Workshop/ Wānanga	European	16	Yes	Yes	\$333.36		

	Name/group	Project name	Project detail	Funding Criteria	Artform / Cultural Arts	Activity	Cultural Tradition	Number of Participants	Applied before	Project Form received	Amount Applied for	Amount Granted	Comments
#7	Dargaville Arts Association	2019 Dargaville Wearable Arts – Judges expenses	Assistance with Judges' expenses for the 2019 Dargaville Wearable Arts Awards	Access & Participation	Multi-artform	Creation & presentation	European Māori Pacific Island	45	Yes	Yes	\$1,140.00		
#8	Mangawhai Artists Inc - <i>would like to speak to application</i>	Mangawhai Artists Workshop programme 2019	Nine weeks of art workshops and activities culminating in a three day exhibition of work produced.	Access & Participation	Craft/ Object	Creation & presentation	European	300-500	Yes	Yes	\$1,771.80		
#9	Mangawhai Museum & Historical Society Inc	Ian McMillan – Maori Carving Special Exhibition	This is special exhibition at the Museum displaying the life works of the late carver Ian McMillan.	Diversity	Craft/ Object	Presentation only	European Māori	20	Yes	Yes	\$5,000.00		
#10	North Kaipara Māori Wardens - <i>would like to speak to application</i>	“Aroha ki te Tangata”	To provide a series of Rangatahi/Youth Leadership hui through Wananga within the Kaipara district. Sharing of Te Reo me ona Tikanga o Ngati Whatua.	Access & Participation Diversity Young People	Pacific Arts Dance Music Ngā toi Māori	Creation & Presentation Workshop/ Wānanga	European Maori Pacific Island	30	No	N/A	\$6,640.00		
#11	Ripia Marae - <i>would like to speak to application</i>	Hitori O Ripia	To host 6 x Hui/Wananga with Facilitator, Kaumatua/Trust board/Marae committee/whanau and community of Ripia to discuss the creation of a carved Waharoa (Gateway on the Marae) and carved entrance ways into the Wharenui (Meeting House) and the Wharekai (Dining Room).	Access & Participation Diversity Young People	Ngā toi Māori	Creation & Presentation	Māori Pacific Island	200	No	N/A	\$1,200.00		
#12	The Kauri Museum	The Kauri Museum's Northland Photography Awards	This is the third year of our online photography competition and we have broadened the theme to make this inclusive. This year it is 'This is Northland – Home of the Kauri' – but practitioners are able to take any image they choose that fits within the wide scope of the title. The competition will raise awareness of the beautiful region in which we live as well as referencing the plight of the kauri tree.	Access & Participation	Visual Arts	Creation & Presentation	European Māori Pacific Island Asian Middle Eastern/ Latin American/ African	200-300	Yes	Yes	\$1,845.00		
Total available for this funding round : \$12,566.00											Total Applied for: \$20,349.16	\$	

Creative Communities Scheme Funding Summary of Successful & Unsuccessful Applications from previous rounds

Group/Individual Name	Project	Successful/Year	Amount	Unsuccessful	Reason
Kaiwaka School	Kaiwaka School Arts Project	2017.18 Rd 1	\$1,000.00		
Christmas in the Gardens	Christmas in the Gardens	2017.18 Rd 1	\$900.00		
Cool Bananas	Cool Bananas Christmas Show	2017.18 Rd 1	\$500.00		
1 st Dargaville Girls Brigade	Stained Glass Class	2017.18 Rd 1	\$939.00		
Andrew Griffiths	Toonskool	2017.18 Rd 1	\$439.00		
Oliver Knox	Tokafest 2018	2017.18 Rd 1	\$832.00		
Kumarani Productions Trust	Northland Circus Festival	2017.18 Rd 1	\$1,956.18		
Mangawhai Arts Association	Magical Mangawhai Goes Bush	2017.18 Rd 1	\$4,245.93		
Gayle Forster	From Network to Network	2017.18 Rd 1		Declined	Project should be cover by school curriculum
Mary-Anne Boyd	Creative Journaying	2017.18 Rd 1		Declined	Project more health focused than art
Arty Farties	Drawing with John Mitchell	2017.18 Rd 2	\$511.50		
Arty Farties	Flax Weaving	2017.18 Rd 2	\$480.00		
Arty Farties	Mosaic Female Torso	2017.18 Rd 2	\$773.18		
Dargaville Community Cinema	Northland Short Film Competition	2017.18 Rd 2	\$1,14.00		
The Kauri Museum	The Kauri Museum Northland Photography Awards	2017.18 Rd 2	\$1,740.00		
Lyn Middleton, Wendy Clifford, Nicola Everett	Print Week	2017.18 Rd 2	\$1,058.00		

Group/Individual Name	Project	Successful/Year	Amount	Unsuccessful	Reason
Beth Stone	Kaipara District Arts Awards	2017.18 Rd 2	\$798.50		
Rachael Sutton	NZ National Mosaic Exhibition 2018 – Kaipara based	2017.18 Rd 2	\$2,000.00		
Marijke Valkenburg	Sewerage wall sculptural beautification project	2017.18 Rd 2	\$900.00		
Cheryl Anderson	A year in the life of Kaiwaka	2017.18 Rd 2		Declined	
Jesse Jensen	Olympus Deltaville	2017.18 Rd 2		Declined	
Ruawai Art Studio	Workshop	2018.19 Rd 1		Declined	Encouraged to resubmit with more detail on application
Dargaville Quilters	Quilting Exhibition and Quilt Raffle	2018.19 Rd 1	\$405.00		
Olly Knox	Tokofest 2019	2018.19 Rd 1	\$1,297.10		
Rosina Kamphuis	Documentary Film, Magical Mangawhai Goes Bush	2018.19 Rd 1	\$691.00		
Ruawai Promotion & Development Group	Ruawai Gazebo Project	2018.19 Rd 1	\$3,547.50		
Te Kopuru School	Te Kopuru Performing Arts Festival	2018.19 Rd 1	\$1,837.93		
White Rock Gallery	Trash to Art	2018.19 Rd 1		Declined	Encouraged to resubmit next funding round

Creative Communities Scheme Funding Criteria

Access and Participation: Projects must create opportunities for local communities to engage with and participate in local arts activities e.g. performances by community choirs, theatre companies, musicians or poets; workshops on printmaking, writing or dancing; creation of new tukutuku, whakairo or kowhaiwhai for a local Marae; exhibitions by local craft groups; festivals featuring local artists; creation of a community film or a public artwork by a community; artist residencies; seminars for local artist development.

Diversity: Projects must support the diverse artistic cultural traditions of local communities e.g. workshops, rehearsals, performances, festivals or exhibitions in Māori or Pasifika heritage or contemporary art forms; workshops, rehearsals, performances, festivals or exhibitions by local migrant communities; arts projects bringing together groups from a range of different communities; workshops, rehearsals, performances, festivals or exhibitions by groups with experience of disability or mental illness.

Young people: Projects will enable young people (under 18 years) to engage with and actively participate in the arts e.g. a group of young people working with an artist to create a mural or street art; a group of young people creating a film about an issue that is important to them; publication of a collection of writing by young people; music workshops for young people; an exhibition of visual art work by young people.

Local: Projects must take place within the city or district where the application is made and must benefit the local community.

Timely: Projects must be completed within 12 months of funding being approved. Not have started or finished before CCS funding is approved.

Projects are not to have already been funded through Creative New Zealand's other arts funding programmes.

Individuals or groups can apply. Individuals must be New Zealand citizens or permanent residents.

Applicants must complete a report on a previously funded project before making another application, unless the project is still in progress.

What can funding be used for?

Funding can be used for:

- Materials for arts activities or programmes;
- Venue or equipment hire;
- Personnel and administrative costs for short term projects; and
- Promotion and publicity of arts activities.

There is no limit to how much applicants can apply for; however, most CCS grants are under \$2,000.

Projects that are unable to get CCS funding include:

- Fundraising activities;
- Developing galleries, Marae, theatres or other venues or facilities;
- Local Council projects;
- Projects which are mainly focused around other areas e.g. health, education or the environment and that only have a very small arts component; and
- Arts projects in schools or other education institutions that are the core business of that institution or that are normally funded through curriculum or operating budgets.

Costs that are unable to be funded include:

- Ongoing administration or personnel costs that are not related to the specific project;
- Costs for projects already started or completed;
- Travel costs to attend performances or exhibitions in other areas;
- Food or refreshment costs;
- Buying equipment, such as computers, cameras, musical instruments, costumes, lights or uniforms;
- Entry fees for competitions, contests and examinations;
- Prize money, awards and judges' fees for competitions;
- Royalties;
- Buying artworks for collections; and
- Debt or interest on debt.

8 Information

Creative Communities Scheme assessment committee membership for 2019-2022

Meeting: Funding Committee for Creative Communities Scheme
Date of meeting: 27 March 2019
Reporting officer: Lisa Hong, Governance Advisor

Purpose/Ngā whāinga

To inform the public and the Creative Communities Scheme assessment committee of how the next committee will be structured and formed.

Executive summary/Whakarāpopototanga

The Kaipara District Council's committee structure will be reviewed after the local government elections in October 2019 and is expected to be finalised by early 2020. The council and community representatives will be appointed subsequently.

Recommendation/Ngā tūhunga

That the Funding Committee for the Creative Communities Scheme:

- a) Notes the Governance Advisor's report 'Creative Communities Scheme assessment committee membership for 2019-2022' and Attachment A dated 14 March 2019.

Context/Horopaki

The council administers the Creative Communities Scheme (CCS) for Creative New Zealand. As a CCS administrator, one of council's responsibilities is to help establish the assessment committee.

According to the CCS Administrators Guide 2016-2019 (the 'Guide') located at **Attachment A**, the main role of the assessment committee is to 'assess applications and allocate funding, in line with any specific local priorities that have been set aside by your council'. An additional role is 'electing new community representatives to the committee after a public nomination process'.

Discussion/Ngā kōrerorero

Committee structure

The Guide states that the CCS assessment committee can be a committee of council, a sub-committee of council or a community committee.

2016 -2019 triennium

Following the local government elections in 2016, the council established the Funding Committee for Creative Communities Scheme as a committee of council. The council also decided on the composition of the assessment committee to be one council representative and four community representatives.

The council representative was appointed by the Mayor, and the community representatives were recruited following an informal promotional process.

The term for this committee, along with all other committees of council, ends in October 2019.

2019 funding rounds

The funding rounds for 2019 have been planned for February and August. Funding assessments and allocations will be completed before the elections, and subsequent release and administration of the funds will not be affected by the elections.

2019 - 2022 triennium

The incoming Mayor or Council decide the Council's committee structure after the local government elections in October 2019. Once the Creative Communities Scheme assessment committee and its composition is confirmed as part of that process, members can be sought.

When fully established, the new assessment committee will sit for the local government triennium, 2019 to 2022.

Electing community representatives

Committee members requested that staff clarify the nomination and appointment process for the next term. The Guide advises that 'community representatives must be elected in a public and open way by the existing assessment committee after a public nomination process'.

Staff plan to publicly call for nominations in the local newspapers as well as emails to various community art groups. After the nomination process, the current committee will elect the next committee in an open meeting.

Tentative timeline for 2020:

January	The council's new committee structure is confirmed, which includes the same membership for the purposes of electing the membership
01-28 February	Nominations open for CCS assessment committee membership
01-31 March	Applications open for the first round of funding for 2020
March	The current committee sits for the final time, with the new council representative/s, to elect the new community representatives in an open meeting
April	First meeting of the new committee, first round of funding for 2020 assessed and allocated

Term limits

The Guide states that community representatives may serve for two consecutive terms of three years. There is no maximum term for council representatives.

Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

Next steps/E whaiake nei

The staff will implement the nomination/election process in 2020 and inform the committee of any significant changes to the plan.

Attachments/Ngā tapiritanga

Number	Title
A	Pages 10-11 of the Creative Communities Scheme Administrators Guide 2016-2019

Lisa Hong, 14 March 2019

How CCS applications are assessed

Assessment committees: the role and function

Role of assessment committees

Assessment committees assess applications and allocate funding, in line with any specific local priorities that have been set aside by your council.

The assessors (the members of the assessment committee) should collectively have a broad knowledge of the arts activity in your local area.

Other functions of committee members include:

- discussing and making recommendations for [promoting the scheme locally](#)
- receiving reports on funded projects and discussing completed projects
- attending performances, exhibitions and other events funded by the Creative Communities Scheme
- attending meetings organised by Creative New Zealand
- contributing to the Annual Evaluation Report to Creative New Zealand
- electing new community representatives to the committee after a public nomination process.

Membership and make-up of assessment committees

Council committee, sub-committee or community committee?

The CCS assessment committee can be established as a committee of council, a sub-committee or a community committee. When considering which type of committee will best suit the circumstances of your council we recommend that you consult with your

chief executive.

Decisions made by the CCS committee do not need to be approved or confirmed by your council.

Whatever form the committee takes, it must meet the following guidelines for membership and decision-making.

Size of the committee

There is no specific requirement for the number of members an assessment committee must have. However, Creative New Zealand strongly recommends there be at least seven, and not more than 11 members. A committee of nine members works well; having an odd number also assists with voting.

Who sits on the committee

Each assessment committee consists of –

Representation from local councils and community arts councils

- Local councils may appoint up to two representatives to the assessment committee. These may be elected councillors or community board members with an arts and culture focus or knowledge. Elected councillors and local board members must not make up more than half of an assessment committee.
- Each community arts council in the local area has the right to have a representative on the assessment committee. Community arts councils are organisations that have been formally gazetted under the Arts Council of New Zealand Tei Aotearoa Act 2014 or previous versions of this Act.

Community representatives

Community representatives on the assessment committee must be familiar with the range and diversity of local arts activities.

At least one member must be of Māori descent and have local knowledge of Māori arts activity. It is recommended that CCS administrators consult with local iwi regarding Māori appointments.

Ideally membership of the committee should also reflect the make-up of the local community, eg young people, recent migrants, Asian residents, and local Māori and Pasifika peoples.

Youth councils, ethnic councils or other community groups do not have an automatic right to be represented on the committee, but they may nominate community representatives for election.

Community representatives can't include elected council members or community board members.

Community representatives must be elected in a public and open way by the existing assessment committee after a public nomination process. Options for doing this include:

- calling for written nominations through newspapers, community noticeboards, direct mail-outs and websites with representatives being elected by the committee from these nominees
- convening a public meeting where nominations are received from the floor with community representatives then being elected by the committee.

If there's a limited response to a call for nominations or a public election process or the committee lacks specific knowledge, the committee (via the CCS administrator) may approach individuals directly and invite them to become members.

Term of membership

Community representatives may serve for a specified term of up to three years and can serve a maximum of two consecutive terms.

This term limitation does not apply to council or community arts council representatives, however we do recommend rotation of council and community arts council representatives to keep the committee fresh.

It's a good idea to have a combination of new and experienced members. To keep this balance we recommend that committee members be replaced over time. Having past members mentor new members can

be a great way to support new or younger members as they join the committee.

Chairperson

Each year the assessment committee should elect a chairperson.

A person may serve a maximum of three consecutive years as chair.

The assessment process

When an application for funding under the Creative Communities Scheme has been received and acknowledged by the local CCS administrator, the application passes through the following stages:

Step 1: Checking applications for eligibility

Responsible for this step: CCS Administrator

When an application has been received, the CCS Administrator checks that the application meets the [eligibility requirements](#) under the scheme.

If an application is ineligible, it should not be sent to the assessment committee for assessing. However, a list of ineligible applications should be sent to the committee so that the committee can note them.

If there is any doubt about whether the application meets the eligibility requirements, discuss this with a Creative New Zealand staff member or send the application to the assessment committee to be assessed.

Coding ineligible applications on the Grants Tracking Tool

If an application is ineligible under the scheme, you should note the reason for this on the Grants Tracking Tool, using the code "D1" for "Ineligible project".

Step 2: Distributing applications to assessors

Responsible for this step: CCS Administrator

Each application should be assessed by all the assessors. However, if this isn't possible because there are a large number of applications, each application must be marked by **at least three members** of

Closure

**Kaipara District Council
Dargaville**