

Memo

Date: 28/01/2025
From: Lynette Foster
To: John Filsell – Head of Community Support & Partnership
Cc: Gary Watson – Manager Community Partnerships
Reference: 25/143651

2024/25 DRF Citywide Staff Panel Recommendation

1. Purpose of this Memo Te take o tēnei Pānui

- 1.1 The purpose of the memo is to seek approval from the Head of Community Support and Partnerships for the recommendations of the Citywide Discretionary Response Fund Staff Panel regarding the applications listed below.

Discretionary Response Fund

Organisation	Project Name	Amount Requested	Panel Recommended
Vietnamese Society of Christchurch	Lunar New Year Celebration	\$2,860	\$1,000
Canterbury Coastguard	Taonga for entrance to new Coastguard building	\$5,000	\$5,000

2. Background Te Horopaki

- 2.1 Please see attached Decision Matrix for information.
- 2.2 Applications to the Citywide Discretionary Response Fund are first considered and discussed by the Citywide Discretionary Response Fund Staff Panel before a recommendation is put to the Head of the Community Support and Partnerships Unit for them to decide under delegation.
- 2.3 These applications were considered by the Citywide Discretionary Response Fund Staff Panel by way of a meeting held on Tuesday 28 January 2025.
- 2.4 The members of the Citywide Discretionary Response Fund Staff Panel were all in agreement with the staff recommendations.
- 2.5 The total of the recommendations made in this memo is \$6,000 under delegation of the Head of the Community Governance and Partnerships Unit.

3. Delegation Authority Decision Required

- 3.1 Seeking approval of the Head of the Community Support and Partnerships Unit to approve the recommendations of the Citywide Discretionary Response Fund Panel in relation to two applications listed above for the 2024/25 Citywide Discretionary Response Fund.

4. Delegation Authority

4.1 Part B – Sub Part 2 – Grants.

Citywide Discretionary Response Fund

4.2 The authority to approve grants from the Citywide Discretionary Response Fund where the application is up to and including \$15,000 – HCS (Head of Community Support and Partnerships).

Place Partnership Fund

4.3 The authority to approve grants from the Place Partnership Fund where the application is up to and including \$15,000 – HCS (Head of Community Support and Partnerships).

5. Financial Information He mōhiohio ahumoni

5.1 In 2024/25, the total budget available in the Citywide Discretionary Response Fund is \$449,802. At the time of writing, the balance of the Fund is as detailed below.

Total Budget 2024/25	Granted To Date	Amount Returned	Available for allocation	Balance if Staff Recommendations adopted
\$449,802	\$213,164	\$0	\$236,638	\$230,638

5.2 In 2024/25, the total budget available in the Place Partnership Fund is \$142,000. At the time of writing, the balance of the Fund is as detailed below.

Total Budget 2024/25	Granted To Date	Amount Returned	Available for allocation	Balance if Staff Recommendations adopted
\$142,000	\$43,540	\$0	\$98,460	\$98,460

6. Citywide DRF Staff Panel Recommendations Ngā Tūtohu mā te Paewhiri o te Pūtea Kōwhiri ā-Tāone

Recommendations:

1. The Citywide Discretionary Response Fund Staff Panel recommends that the Head of Community Support and Partnerships makes a grant of \$1,000 from the 2024/25 Citywide Discretionary Response Fund to the Vietnamese Society of Christchurch towards Lunar New Year Celebration.
2. The Citywide Discretionary Response Fund Staff Panel recommends that the Head of Community Support and Partnerships makes a grant of \$5,000 from the 2024/25 Citywide Discretionary Response Fund to Canterbury Coastguard Inc towards Taonga for entrance to new Coastguard Building.

Attachments Ngā Tāpirihanga

No.	Title	Reference
A	2024/25 Citywide Discretionary Response Fund Decision Matrix	25/177220
B	2024/25 Citywide Discretionary Response Fund Panel Summary	25/177221
C	2024/25 Citywide Discretionary Response Fund Panel Meeting notes	25/177222

Signatories Ngā Kaiwaitohu

Author	Lynette Foster - Community Funding Advisor
Approved By	Gary Watson - Manager Community Partnerships John Filsell - Head of Community Support and Partnerships

2024/25 CITYWIDE DISCRETIONARY RESPONSE FUND DECISION MATRIX

Organisation Name Vietnamese Society of Christchurch Application Number DRF24/25_047CW Funding History 2024/25 - \$1,500 (Full moon festival celebration) SCF M	Project Lunar New Year celebration Celebration of Lunar New Year 2025, with traditional performance from Vietnamese talents in Christchurch including dance, traditional dance, singing, piano recital. There will be food stalls and activities for kids and families. Over 200 people are expected from both the Vietnamese community and wider community.	Request Budget Total Cost \$3,060.00 Requested Amount \$2,860.00 93% percentage requested Other Sources of Funding ECDF granted us \$3,000 for our monthly gathering from Sep 2024 to August 2025. We have used part of the fund for other event, the amount listed of \$1,200 is what we have budgeted from ECDF funding for this Lunar New Year event. We are in the process of applying for funding from Pub Charity of \$1,350 to also contribute to this event but very unlikely to receive their funding as they require recipient to be an incorporated society, and we are not. Contribution Sought Towards: Administration Volunteer recognition \$250.00 Administration 50 wishing cards for attendees \$50.00 Equipment / Materials Backdrop design and print \$430.00 Equipment / Materials Decorations \$300.00 Administration Director fees \$200.00 Administration Volunteer expenses \$200.00 Administration Banh Chung workshop \$300.00 Rent / Venue Hire \$330.00 Administration 6 performers, traditional clothes \$300.00 Administration \$500.00	Recommendation Recommended Amount \$1,000.00 That the Head of Community Support Governance and Partnerships makes a grant of \$1,000.00 from the 2024/25 Citywide Discretionary Response Fund to the Vietnamese Society of Christchurch for Lunar New Year celebration.	2
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Outcomes that will be achieved through this project	Staff Assessment <p>The Vietnamese Society of Christchurch, an informal group active since 2013, aims to promote friendship and understanding among its members while celebrating Vietnamese culture and traditions.</p> <p>The Society is seeking financial support to celebrate the Lunar New Year 2025, an annual event that unites the Vietnamese community in Christchurch. This event will feature traditional performances by Vietnamese talents in Christchurch, including traditional dances, singing, and piano recitals. Additionally, there will be food stalls and activities for children and families, such as fireworks, storytelling, a Banh Chung workshop, traditional letter and poem writing, and lucky envelopes. Approximately an attendance of over 200 people is expected. This includes members of the Vietnamese community as well as other Asian families in Christchurch and the wider Canterbury region who also celebrate the Lunar New Year and wish to explore and embrace our culture.</p> <p>This event fosters cultural preservation and community cohesion through a variety of activities and cultural performances. The event will not only benefit the Vietnamese community by providing an opportunity to experience traditional New Year celebrations as they would back home, but also serves as a platform to introduce the Vietnamese culture, cuisine, and performances to the broader community.</p> <p>Rationale for staff recommendation:</p> <ul style="list-style-type: none">- The request aligns with the Multicultural Strategy, Goal 4, Christchurch is a city of cultural vibrancy, diversity, inclusion and connection and the SCT Strategy, Obj. 1.3 as by hosting the Lunar New Year Celebration, the Vietnamese Society aims to strengthen the sense of identity and belonging among the Vietnamese diaspora in Christchurch while promoting diversity and cross-cultural dialogue within the wider community.- Although the Vietnamese Society has been advised that the Strengthening Communities Fund would be a more suitable fund to apply for, staff acknowledges that it can be challenging for smaller organisations and informal groups to navigate and fully understand the bureaucratic system of the Council's funding streams. Staff will assist the society in familiarising with the Council processes and developing its internal capacity.
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2024/25 CITYWIDE DISCRETIONARY RESPONSE FUND DECISION MATRIX

Organisation Name Coastguard Canterbury Application Number DRF24/25_049CW Funding History 2024/25 - \$15,000 (Operational costs) SCF M 2023/24 - \$15,000 (Operating Costs) SCF M Yr 3 of 3 2022/23 - \$15,000 (Operating Costs) SCF M Yr 2 of 3 2021/22 - \$15,000 (Operating Costs) SCF M Yr 1 of 3	Project Taonga for the entrance to new Coastguard Building Coastguard is grateful to Caine Tauwhare for his support with our new build, he has chosen the colours for our new building and these colours will continue in the Naval Point Development. Maui Maui Stuart and Nuk Korako and their whanau from Rāpaki Marae have guided us with blessings of our old and new sites and the positioning of our building with views to Adderley Head and the mountain Te Poho o Tamatea. Our new build has cost us \$2.6m; we have sourced these funds through generous sponsors, funding applications and fundraising. We are currently fundraising to pay for the fit out of the building as we do not want to move old appliances, tables and chairs into our new build. Caine has been an integral part of Coastguard in that he has overseen the design and chosen the colour palette for our new building for Coastguard Canterbury and kindly offered to carve us a taonga that will surround the front door, the main entrance to our building at a cost of \$5,000. This carving needs to be completed in time for the opening of the building on 15 March 2025 when the Governor General attends and opens the building. As you know Coastguard is a charity and we are all volunteers and unfortunately, we do not have the funds to pay Caine for his work; and through korero with Andrew Scott we are reaching out to you to see if there is a possibility you are able to pay for the funds for this taonga.	Request Budget Total Cost \$5,000 Requested Amount \$5,000 100% percentage requested Other Sources of Funding none Contribution Sought Towards: Equipment / Materials Taonga \$5,000.00	Recommendation Recommended Amount \$5,000.00 That the Head of Community Support & Partnerships makes a grant of \$5,000.00 from the 2024/25 Citywide Discretionary Response Fund to Coastguard Canterbury towards Taonga for the entrance to new Coastguard Building.	2
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Outcomes that will be achieved through this project This taonga will show the community the partnership and support between Coastguard saving lives on the water and the local iwi. Too many of our Māori population, as well as Pasifika and Asian whanau are drowning as a result of not having an awareness of water safety. More so now when whanau are struggling financially and accessing the moana to source kai. It isn't just boaties who are drowning unnecessarily, it is those fishing off rocks, white-baiting and diving. All these water tragedies are avoidable by education and supplying life jackets. Promote water safety in a place where people feel safe and comfortable with their surroundings and environment.	Staff Assessment Coastguard Canterbury is applying funds towards a carving for the entrance to new Coastguard Building. Caine Tauwhare, who has been an integral part of this project has offered to carve a taonga that will surround the front door, the main entrance to building at a cost of \$5,000. This carving needs to be completed in time for the opening of the building on 15 March 2025. The Coastguard have worked with Caine Tauwhare on the new build. Maui Maui Stuart and Nuk Korako and their whanau from Rāpaki Marae have also guided the project with blessings of old and new sites and the positioning of the building with views to Adderley Head and the mountain Te Poho o Tamatea. This project demonstrates the organisations continued commitment to partnering with Mana Whenua in a way that enhances the relationship and the project. The organisation shown an understanding of the importance of being Treaty Partners throughout which is a key strategic alignment for Council. By supporting this project, we are enabling a stronger cultural connection to local Mana Whenua for this facility and anyone who visits. Rationale for staff recommendation: <ul style="list-style-type: none">- This project aligns with our strategic framework by enabling projects that support partnership.- It supports partnership between Mana Whenua and key projects and ensures that this key project is aligned with our obligations under Te Tiriti o Waitangi.- The new Coastguard building is a key project in the area in terms of supporting sport and recreation and this supports their cultural objectives.
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2024/25 Citywide Discretionary Response Fund Panel Summary	
Budget	\$449,802
Granted to date	\$213,164
Current Pending	
Available for Allocation at Meeting	\$236,638
Total recommended at this meeting	\$6,000
If all recommended amounts are adopted the remaining DRF will be:	\$230,638

<u>Discretionary Response Fund – Applications</u>					
Request Number	Name	Name/Subject	Owner Name	Requested Amount	Recommended Amount
DRF24/25_047CW	Vietnamese Society of Christchurch	Lunar New Year celebration	Viviana Zanetti	2860.00	1,000.00
DRF24/25_049CW	Coastguard Canterbury	Taonga for the entrance to new Coastguard Building	Dane Moir	5000.00	5,000.00

Metropolitan Discretionary Response Fund Panel - Notes
Tuesday 28 January 2025
10am Room: M6.05

Panel members present:

Gary Watson – Manager Community Partnerships and Planning
Chloe Marks – Events Partnerships and Development Advisor
Angela Leatherby – Sports Liaison Advisor
Olivia Webb – Community Arts Advisor
Joshua Wharton – Team Leader Community Funding

Other staff present:

Viviana Zanetti – Community Development Advisor
Dane Moir – Community Development Advisor – via zoom
Rose Crossland (on behalf of Danielle Endacott) – Community Development Advisor
Lynette Foster – Community Funding Advisor
Jacqui Jeffrey – Community Funding Advisor
Julie Pearce – Community Funding Advisor

Notes

- The panel members were updated on the balance of the 2024/25 Metropolitan Discretionary Response Fund. The current available balance of the Discretionary Response Fund is: \$176,638. NB There is a further \$60,000 which was tagged for BPCB Community Resilience Fund which may no longer be required.
 - The panel members were updated on the balance of the 2024/25 Place Partnership Fund. The current available balance of the Place Partnership Fund is: \$98,460
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Five applications were presented to and discussed by the Panel:

Funding Request Number	Applicant Name and <i>Project Name</i>	Amount recommended by staff	Discussion of the Metropolitan Discretionary Response Fund Panel	Recommendation of the Metropolitan DRF Panel
DRF24/25_012CW	Ao Tawhiti Unlimited Discovery School Board of Trustees <i>Ao Tawhiti Community Play Area</i>	\$12,000	<p>Presented to the panel by: Rose Crossland on behalf of Danielle Endacott</p> <p>Rationale:</p> <p>Project aligns to the People and Place pillars of the Strengthening Communities Together Strategy, particularly Objective 2.2 - Work with new and changing communities in urban areas to build a sense of belonging.</p> <p>The project is in an ideal location with a growing number of residents and businesses, complemented by low vehicle-traffic, low speed limits, and high foot traffic.</p> <p>The project will help address the lack of parks, green space, and recreational opportunities within walking distance for students and local residents.</p> <p>The school has a strong reputation and their work in establishing and operating the Ao Tawhiti Climate Campus showcases its ability to deliver projects and engage with diverse communities.</p> <p>Discussion: Danielle has spoken with Urban Regen. Filling a space for the school but including residents and businesses. Unsure who is responsible for maintenance of anything that would go in there. \$12,000 wouldn't get this project done. Further questions from the panel to Daielle. Application on hold until Danielle returns from leave.</p> <p>Panel not in/in support of this recommendation</p>	\$on hold
DRF24/25_045CW	Project Lyttelton Incorporated <i>The Lyttelton Farmers Market</i>	\$50,000	<p>Presented to the panel by: Dane Moir on behalf of Jo Wells</p> <p>Rationale:</p> <p>The Lyttelton Farmers Market is an authentic Farmers Market as designated by the NZ Farmers Market Association with 70%+ of vendors being either primary (veggies, meat, fish) or artisan (bread, cheese) producers, supporting local growers and producers. It is a popular visitor attraction and local gathering place.</p> <p>This funding will ensure the market is able to continue during 2025 while investigations are made into a long-term approach to decreasing traffic management costs, while maintaining safety to market goers. Project Lyttelton is working with the Council's traffic operations team to explore potential options.</p>	\$on hold

			<p>Lyttelton Market strengthens the Lyttelton, and broader, community by providing a central focus for the community to gather and connect. It also supports young and upcoming musicians to showcase their talent and provides a space for local community organisations to fundraise. It creates economic and employment opportunities both in Lyttelton and Christchurch.</p> <p>Project Lyttelton strengthens the community by connecting people to share skills in waste, recycling, food, transport, and energy aiming to inspire action on climate change and build resilience together via events and educational opportunities.</p> <p>Discussion: Gary concerned about what we 'might be able to do' for that amount of money. If no funding for the traffic management plan they will be running at a big net loss for Project Lyttelton so the market may not run. Dane explained the request of \$50,00 and the benefit for the city and for Project Lyttelton. Is it something we want to maintain beyond the money it creates. Discussion about the future of the market going forward. Questioned whether anyone was being trained as an STMS? This would be more of a solution. Gary asked around the urgency of this application. He has more questions for Jo before we make a recommendation to Council. Decision to lay this on the table – to go to the March Council meeting. Feedback – they would like to see a more proactive approach to this issue rather than just a stopgap.</p> <p>Panel not in/in support of this recommendation</p>	
DRF24/25_049CW	Canterbury Coastguard Inc <i>Taonga for entrance to new Coastguard Building</i>	\$5,000	<p>Presented to the panel by: Dane Moir</p> <p>Rationale:</p> <p>The new Coastguard building is a key project in the area and this supports their cultural objectives</p> <p>This project and the wider project meets has been carried out in partnership with mana whenua which aligns with our Strengthening Communities together pillar objective 1.1.</p> <p>Discussion: Assessment was light on cultural reference. It would have been interesting to know where the wood was sourced e.g. is it local?</p> <p>Panel in support of this recommendation</p>	\$5,000
DRF24/25_047CW	Vietnamese Society of Christchurch	\$0	<p>Presented to the panel by: Viviana Zanetti</p> <p>Rationale:</p>	\$1,000

	<i>Lunar New Year Celebration</i>	<p>Although the request aligns with the Multicultural Strategy, Goal 4, Christchurch is a city of cultural vibrancy, diversity, inclusion and connection and the SCT Strategy, Obj. 1.3 as by hosting the Lunar New Year Celebration, as the Vietnamese Society aims to strengthen the sense of identity and belonging among the Vietnamese diaspora in Christchurch while promoting diversity and cross-cultural dialogue within the wider community, the application fails to align with the purpose of the Discretionary Response Fund, which is to assist community groups with emergency or unforeseen situations.</p> <p>Having attended the Funding Expo organised in October 2024 for ethnic, cultural, and Pacific communities, the organisation was aware of the criteria guiding each of the Council's funding sources. Staff have reaffirmed to the organisation that, for business as usual, the appropriate funding is the Strengthening Communities Fund.</p> <p>Discussion: Viviana explained that there were Issues with the budget. This is business as usual. They are an informal group so can't apply for over \$2,000. She didn't feel the application met the criteria. Very small celebration with approx. 200 people.</p> <p>Others were supportive of funding this. There is a need to support these groups around the guidelines of our funding. They also need additional training,</p> <p>Panel was generally happy to support this group.</p> <p>Vivianna has suggested \$1,000 after looking at their budget which the panel agreed to. Change to P2.</p> <p>Panel in support of this recommendation</p>	
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Place Partnership Fund Application:

Funding Request Number	Applicant Name and <i>Project Name</i>	Amount recommended by staff	Discussion of the Metropolitan Discretionary Response Fund Panel	Recommendation of the Metropolitan Discretionary Response Fund Panel
PPF_2024/25_00010	Project Lyttelton Incorporated <i>The Lyttelton Children's Community Garden</i>	\$7,000	<p>Presented to the panel by: Brindi Joy</p> <p>Rationale:</p> <p>A paid coordinator ensures consistency, preparation and the ability to scale the programme, growing the garden into a destination for food and education for children and their families.</p> <p>Addresses financial challenges while securing value, funding will bridge a gap, enabling continued development of the project with community interest and support.</p> <p>Supports the Banks Peninsula Community Board Plan priority: Good social and physical connections for our communities and the Strengthening Communities Pillars, including Place</p> <p>Discussion: Panel has questions for Brindi on this application so this is on hold to the next meeting.</p> <p>Panel not in/in support of this recommendation.</p>	\$on hold to next mtg

Other Business

Olivia and Angela asked if it was possible to have a hyperlink to the budget on the matrix. Jacqui would investigate the feasibility of this.

Enquiry from Multicultural Centre – this panel awarded \$12,000 to the group however they have \$653 left over. Discussion around whether this should be returned by the group as per previous applicants. Discussion around the tolerance for returning funds. Gary knows there is another application coming from this group, so he was happy for this money to be held by the group. However other groups have been asked for smaller unspent amounts to be returned. After discussion it was agreed for the group to keep the \$653 to spend on the last part of their unfinished project.

The Metropolitan Discretionary Response Fund Staff Panel for Tuesday 28 January 2025 concluded at: 11.00am