

# Memo

Date: 2 May 2022  
 From: Katie MacDonald, Coastal-Burwood Support Officer  
 To: John Filsell, Head of the Community Support and Partnerships Unit  
 Cc: Lexie Reuben, Team Leader Community Funding  
 Reference: 22/547255

## 2021/22 Metropolitan Discretionary Response Fund Staff Panel Recommendations - April 2022

### 1. Purpose of this Memo

- 1.1 The purpose of the memo is to seek approval from the Head of the Community Support and Partnerships Unit for the recommendations of the Metropolitan DRF Staff Panel regarding the applications listed below.

#### Discretionary Response Fund

Organisation	Project Name	Amount Requested	DRF Panel Recommended
Citizens Advice Bureau Christchurch Area Incorporated	CAB premises shift	\$2,774	\$2,774
Tenants Protection Association (ChCh) Inc	Sustain TPA	\$15,000	\$15,000
Total		\$17,774	\$17,774

#### Place Partnership Fund

Organisation	Project Name	Amount Requested	DRF Panel Recommended
New Brighton Outdoor Art Charitable Trust	New Brighton Community Mural	\$11,878	\$10,000
Total		\$11,878	\$10,000

### 2. Background

- 2.1 Please see attached Decision Matrixes for information on the applications listed above (Attachments A, B and C).
- 2.2 There are no applications over \$15,001 to be considered by the Sustainability and Community Resilience Committee.

### 3. Financial Information

- 3.1 At the time of writing, the balance of the 2021/22 Discretionary Response Fund is as below.

Total Budget 2021/22	Granted To Date	Amount Returned	Available for allocation	Balance if Staff Recommendations adopted
\$460,871	\$284,700	\$28,918	\$205,089	\$187,315

3.2 At the time of writing, the balance of the Place Partnership Fund is as below:

Total Budget 2021/22	Granted To Date	Amount Returned	Available for allocation	Balance if Staff Recommendations adopted
\$82,000	\$5,000	\$0	\$77,000	\$67,000

#### 4. Metropolitan DRF Staff Panel Recommendations

- 4.1 The total of the recommendations made in this report is: \$27,774 (\$17,774 from the 2021/22 Metropolitan Discretionary Response Fund and \$10,000 from the Place Partnership Fund.
- 4.2 That the Head of Community Support & Partnerships Unit makes a grant of \$2,774 from the 2021/22 Metropolitan Discretionary Response Fund to the Citizens Advice Bureau Christchurch Area Incorporated towards their premises shift costs.
- 4.3 That the Head of the Community Support and Partnerships Unit makes a grant of \$15,000 from the 2021/22 Metropolitan Discretionary Response Fund to the Tenants Protection Association (ChCh) Inc towards salary costs.
- 4.4 That the Head of the Community Support and Partnerships Unit makes a grant of \$10,000 from the 2021/22 Place Partnership Fund to the New Brighton Outdoor Art Charitable Trust towards funding a New Brighton Community Mural.
- 4.5 One of the above recommendations of the staff panel is not in agreement with the original staff recommendation, please refer to the attached meeting notes from the Metropolitan Discretionary Response Fund Staff Panel meeting held on Friday 29<sup>th</sup> April 2022 for rationale (Attachment D). Please note a fourth application was considered by the panel from the Epic Sports NZ Charitable Trust. The application was laid on the table pending discussions with other funders, this is detailed in the notes.

#### Attachments Ngā Tāpirihanga

No.	Title	Page
A	Decision Matrix - 00063935 - Citizens Advice Bureau Christchurch Area Incorporated	
B	Decision Matrix - 00064025 - Tenants Protection Association (Chch) Inc	
C	Decision Matrix - 00064114 - New Brighton Outdoor Art Charitable Trust	
D	Metropolitan Discretionary Response Fund Staff Panel - Friday 29th April 2022 - Notes	

#### Signatories / Ngā Kaiwaitohu

Author	Katie MacDonald - Support Officer
Approved By	Lexie Reuben - Community Funding Advisor John Filsell - Head of Community Support and Partnerships

## 2021/22 DRF METROPOLITAN DECISION MATRIX

### Priority Rating

One	Meets all eligibility criteria and contributes <b>significantly</b> to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00063935	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Citizens Advice Bureau Christchurch Area Incorporated	<b>CAB premises shift</b>  The Citizens Advice Bureau (CAB) have been given a short term notice to vacate their current premises at Ara Institute of Canterbury, and have identified the Salvation Army Sydenham as an ideal new location.  They are seeking support for rental costs to cover for the first three months of their new agreement, and for some basic setup costs of the new location.	\$ 9,784  <b>Requested</b> \$ 2,774 (28% requested)	\$2,070 - Rent at The Salvation Army Premises, \$115 - Administration, \$230 - IT Costs, \$199 - Office Desk, \$160 - Private Room Hire for Clinics.	<b>\$ 2,774</b>  That the Head of Community Support & Partnerships Unit makes a grant of \$2,774 from the 2021/22 Metropolitan Discretionary Response Fund to the Citizens Advice Bureau Christchurch Area Incorporated towards their premises shift costs	<b>2</b>

### Organisation Details

Service Base: Salvation Army Building - 250 Colombo Street, Sydenham.  
 Legal Status: Incorporated Society  
 Established: 1/01/1970  
 Target Groups: Health & Wellbeing  
 Annual Volunteer Hours: 15,548  
 Participants: 5,000

### Alignment with Council Strategies

- Strengthening Communities Strategy (Goals 1, 2, 4, 5, 8),
- Social Wellbeing Policy (2000),
- Citizen Hub Strategy (2015).

### CCC Funding History

2021-22 - \$20,000 (CAB Christchurch Area) SCF Metro  
 2020-21 - \$25,000 (CAB 50: Review and Renew) SCF Metro  
 2019-20 - \$25,000 (Salaries and Administration of CAB) SCF Metro  
 2018-19 - \$30,000 (CAB Services) SCF Metro

### Other Sources of Funding

None due to the short notice of the shift.

### Staff Assessment

By sharing this space with The Salvation Army at 250 Colombo Street, CAB will operate in a face-to-face space, and be in a place of high community need while remaining accessible and in close proximity to other community organisations. Through this partnership, they will have access to a number of high needs clients who otherwise may have a barrier to seeking advice from the CAB. These clients often have complex issues and are in need of multiple agency support. They will run a number of free services from the site including free legal advice, employment guidance, drop-in tech support sessions, immigration/refugee advice, foreign language support and form filling clinics. These services (and more) provided by the CAB ultimately serve to strengthen community capacity and increase community participation. As per the citizen hub strategy (2015), this approach promotes the co-location of ideologically aligned service providers (CAB & The Salvation Army). It's not a Council facility, but will become a place that people can go to for support with multifaceted problems. At this location they will be able to not only receive advice, but also be referred directly to services if relevant.

The \$1380 requested for rent is to cover just the first three months of the annual fees requested by the Salvation Army. The remainder of the annual rent will be covered initially by financial reserves. The agreement is for a full 12 months, with an option for it to roll-over for further years. Financially the organisation undoubtedly runs on slim margins, but is in a good position. They hold cash reserves of \$23,000 and have demonstrated a stable surplus/deficit margin for the last two years, even despite the challenges of the pandemic.

The rationale for recommending a full award to CAB is:

- This is a one-off application, responding to the changing needs of a valued community organisation, and sits well within the scope of the Discretionary Response Fund.

**Request 00063935 Continued**

	<ul style="list-style-type: none"> <li>- \$2,774 is a very reasonable amount to request through this fund, and will cover the practical elements of this location shift.</li> <li>- Aligning their services with the Salvation Army may well give CAB greater exposure than they would have had at their previous location in the Ara Campus.</li> </ul>
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## 2021/22 DRF METROPOLITAN DECISION MATRIX

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00064025	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Tenants Protection Association (ChCh) Inc	<p><b>Sustain TPA</b></p> <p>The ongoing effect of COVID-19 has impacted the Tenants Protection Agency significantly. Due to the forced closure of their fundraising events as well as the loss of other regular charitable funding from their annual calendar they are facing a desperate financial shortfall.</p> <p>They are seeking support to cover salary costs until multi-year funding from the 2022/23 Strengthening Communities Grant is awarded.</p>	<p>2021-22 - \$60,000 (Wages and general overheads Year 2 of 3) SCF Metro</p> <p>2020-21 - \$60,000 (Wages and general overheads Year 1 of 3) SCF Metro</p> <p>2019-20 - \$60,000 (Wages and general overheads) SCF Metro</p> <p>2018-19 - \$60,000 (Wages and general overheads) SCF Metro</p> <p><b>Other Sources of Funding</b></p> <p>Rata - \$40,000</p> <p>Lotteries - \$50,000</p> <p>COGS - \$6,000</p> <p>Christchurch Casino - \$10,000 (cancelled)</p>	<p><b>Total Cost</b></p> <p>\$20,000</p> <p><b>Requested Amount</b></p> <p>\$15,000</p> <p><b>75% percentage requested</b></p> <p><b>Contribution Sought Towards:</b></p> <p>Salaries/Wages \$20,000</p>	<p><b>\$ 15,000</b></p> <p>That the Head of the Community Support and Partnerships Unit makes a grant of \$15,000 from the 2021/22 Metropolitan Discretionary Response Fund to the Tenants Protection Association (ChCh) Inc towards salary costs.</p>	<b>2</b>

### Organisation Details:

Service Base:	301 Tuam Street, City Central
Legal Status:	Charitable Trust
Established:	25/02/1982
Staff – Paid:	3
Volunteers:	5
Annual Volunteer Hours:	0
Participants:	1,600
Target Groups:	Community Development
Networks:	Community Housing Aotearoa, Tenant Advocates Network, Selwyn Housing Forum, Christchurch Housing Forum, Te Waipounamu Community Housing Network, Australasian Housing Institute, International Union of Tenants.

### Organisation Description/Objectives:

To protect, promote, and advance for the rights interests and welfare of tenants in the Christchurch Region. To advise tenants in their dealings and disputes with landlords and other authorities and to help seek redress for any wrongs which tenants suffer. To work in conjunction with other NGOs in order to exchange ideas and information regarding issues affecting tenants and promote joint action.

### Alignment with Council Strategies and Policies

- Otautahi Christchurch Community Strategy (People, Place, Preparedness),
- Community Housing Strategy (Foundation, Capacity, Prevention),
- Social Wellbeing Policy (2000).

### Alignment with Council Funding Outcomes

- Support, develop and promote capacity
- Community participation and awareness
- Increase community engagement
- Enhance community and neighbourhood safety
- Provide community based programmes
- Reduce or overcome barriers
- Foster collaborative responses

### Outcomes that will be achieved through this project

To continue to deliver community housing services to 1600 community contacts annually.

To bridge the organisation through until annual SCF funding is awarded, and a new financial management plan is put in place.

### How Will Participants Be Better Off?

Participants will continue to receive all of the services offered by the Tenants Protection Association. This includes advocacy, advice, legal information, mediation, housing service information, capacity building, and relationships with other service providers.

### Staff Assessment

The Tenants Protection Association (TPA) is currently in their third and final year of a multi-year Strengthening Communities Grant of \$60,000 per year. Having existed for 40 years now, they provide a key community service, supporting the rights, interests and welfare of tenants in the Christchurch region. They give free confidential advice to tenants, and provide support for housing and flatmate disputes. They have a range of preventative and early intervention programmes that seek to support sustainable housing outcomes and the prevention of homelessness in the city. It's a service that is very much needed in Christchurch currently.

Typically TPA operates education programmes throughout the year that generate an income of roughly \$1,000. A further \$5,000 in MSD programme delivery was also cancelled in February due to the COVID lockdowns, and the Christchurch Casino have decided to not make their regular annual grant of \$10,000 that would typically support the organisation's financial buffer and salaries.

Financially, the organisation has clearly been drawing down on cash reserves, running at a loss of nearly \$20,000 each year for the past two years. As of their 2021 financial records, the organizational bank reserves had reached just \$1,000. For an organization of this size and local reputation, it's concerning to see them reach this point, particularly given the \$188,000 received from various grant funding locations annually.

TPA has recently hired a new manager with significant community development experience. Following conversations with this new manager, there appears to be a solid plan for financial turnaround, and an ability to remain a significant contributor to the Christchurch community from the shared offices in Community House. The alternative in this case would be for TPA to close their doors.

The recommendation to award \$15,000 to The Tenants Protection Agency is due to the significant alignment to Council strategic priorities and the urgent need of this award caused by lockdowns. While they are already in receipt of a significant multi-year grant through the Strengthening Communities Fund, this bridging funding would see them through a challenging season into 2022/23 where funding has already been secured. From that position, the new manager will have a year of funding to implement any changes that may be needed to reverse the fortunes of this valuable organisation.

## 2021/22 PLACE PARTNERSHIP FUND DECISION MATRIX

### Priority Rating

One	Meets all eligibility criteria and contributes <b>significantly</b> to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00064114	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	New Brighton Outdoor Art Charitable Trust	<b>New Brighton Community Mural</b> A new large-scale mural in Hawke Street, New Brighton. The mural will be created by local artists and community members in October 2022.	Nil.  <b>Other Sources of Funding</b> In-kind and discounts – pending. Air Rescue trust: PLI \$437 - pending	<b>Total Cost</b> \$22,706 <b>Requested Amount</b> \$11,878 <b>52% percentage requested</b> <b>Contribution Sought Towards:</b> Materials, equipment, volunteer recognition, marketing	<b>\$ 10,000</b>  That the Head of the Community Support and Partnerships Unit makes a grant of \$10,000 from the 2021/22 Place Partnership Fund to the New Brighton Outdoor Art Charitable Trust towards funding a New Brighton Community Mural.	<b>1</b>

### Organisation Details:

Service Base:	New Brighton
Legal Status:	Charitable Trust
Established:	1/08/2019
Staff – Paid:	Not stated
Volunteers:	Not stated
Annual Volunteer Hours:	300
Participants:	40
Target Groups:	Arts
Networks:	Not stated

### Organisation Description/Objectives:

To bring colour and vibrancy to vacant and derelict areas in New Brighton by creating projects involving New Brighton Outdoor Art Festival team, local artists and community members.

### Alignment with Council Strategies and Policies

- Strengthening Communities Strategy
- Strategic Framework
- Place Partnership Funding Outcomes:
- Strengthen connections between communities and their places and spaces, to foster inclusion, local identity, shared experience and stewardship.
- Create vibrant and welcoming places and spaces through place-based approaches to public installations or social activity.

### Alignment with Council Funding Outcomes

- Support, develop and promote capacity
- Community participation and awareness
- Enhance community and neighbourhood safety
- Reduce or overcome barriers
- Foster collaborative responses

### Staff Assessment

A 2012 mural in disrepair invites vandalism and anti-social behaviour on Hawke Street, New Brighton. Community members have asked how they can help remedy this. The applicant seeks to lower barriers (financial, material, permission, skills, etc) and invite the community to take part in repainting and revitalising this large wall (40m x 7.4m), and therefore reduce further vandalism and improve the surrounds.

The creation of this large-scale community mural supports partnership and collaboration between local artists and the New Brighton community. The new artwork will recreate/reimagine the original 2012 Mural Madness work by local artists and the community of bubbles floating across the wall. The applicant has permission from the building owner and from the previous primary artist 'Pops' to paint over the mural and to also utilise the original concept. Pops will be involved in the new mural, alongside eight other volunteer artists. The community will be invited to suggest content for some of the bubbles. A community day will also be held where up to thirty members of the community can participate in painting. This supports community participation and inclusion (in their community, and in the arts), and honours the original mural concept of large bubbles with the addition of a large scale portrait of a young girl.

Rationale for recommending \$10,000 of funding:

- The applicant has the experience and expertise to deliver and collaborate on the Community Mural, as demonstrated by the New Brighton Outdoor Art Festival in 2020, delivered 3 large-scale murals in New Brighton with support from the Council's Enliven Places Projects Fund. This included a collaborative community mural where over 60 community members helped create the mural: Welcome to Orua Paeroa. The applicant has supported facilitation of over 20 murals in Christchurch since 2020.

- The applicant will collaborate with the Council's Graffiti Team who will provide materials and labour for wall prep. The Team also brokered permission to use the wall.

**Metropolitan Discretionary Response Fund Panel - Notes**  
**Friday 29<sup>th</sup> April 2022**  
**1.00pm start time – Meeting held via Skype**

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**Panel members present:**

Gary Watson – Manager Community Partnerships and Planning  
Lexie Reuben – Team Leader Community Funding  
Brooke Jones – Team Leader Events Partnerships and Development  
Angela Leatherby – Sports Liaison Officer

**Apologies:**

No apologies.

**Other staff present:**

Josh Wharton – Community Partnerships and Planning Advisor  
Brindi Joy – Place Partnerships and Projects Advisor  
Katie MacDonald – Support Officer (Waitai Coastal-Burwood)

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**Notes**

- The members of the panel were thanked for attending via Skype.
- The panel members were updated on the balance of the 2021/22 Metropolitan Discretionary Response Fund. The current available balance of the Discretionary Response Fund is: \$205,089.
- The panel member were updated on the balance of the 2021/22 Place partnership Fund. The current available balance of the Place partnership Fund is: \$77,000.

**Four applications were presented to and discussed by the Panel:**



## Discretionary Response Fund Applications:

Funding Request Number	Applicant Name and Project Name	Amount recommended by staff	Discussion of the Metropolitan Discretionary Response Fund Panel	Recommendation of the Metropolitan Discretionary Response Fund Panel
00063935	Citizens Advice Bureau Christchurch Area Incorporated  <i>CAB Premises Shift</i>	\$2,774	Presented to the panel by: Josh Wharton <ul style="list-style-type: none"> <li>It was noted that this was a one-off cost so fits well as a Discretionary Response Fund Application.</li> <li>Cannot be absorbed into SCF application due to the timing.</li> <li>The panel were in support of the staff recommendation.</li> </ul>	\$2,774
00064025	Tenants Protection Association (ChCh) Inc  <i>Sustain TPA</i>	\$6,000	Presented to the panel by: Josh Wharton <ul style="list-style-type: none"> <li>The Tenants Protection Association are currently receiving multi-year funding, the need for the additional funding has been identified by a new manager at the organisation.</li> <li>The panel were in support of the application and increased the staff recommendation due to the reach of the organisation, the history of the organisation and the outcomes delivered and the increased need due to Covid.</li> </ul>	\$15,000

## Place Partnership Fund Applications:



Funding Request Number	Applicant Name and Project Name	Amount recommended by staff	Discussion of the Metropolitan Discretionary Response Fund Panel	Recommendation of the Metropolitan Discretionary Response Fund Panel
00064114	New Brighton Outdoor Art Charitable Trust  <i>New Brighton Community Mural</i>	\$10,000	Presented to the panel by: Brindi Joy <ul style="list-style-type: none"> <li>The panel were informed that the panel will involve community engagement by the applicant.</li> <li>The Graffiti team at Council has negotiated with the owner of the wall who has given permission for the work to go ahead.</li> <li>The assessor contacted the Principal Community Arts Advisor after the meeting of the panel who confirmed their approval / support of the project, this was requested by the panel.</li> <li>The panel were in support of the staff recommendation.</li> </ul>	\$10,000
00064062	Epic Sports Project NZ Charitable Trust  <i>Get Active Sports Chch Corrections</i>	\$7,000  (\$2,000 from the Place Partnership Fund and \$5,000 from the DRF)	Presented to the panel by: Brindi Joy <ul style="list-style-type: none"> <li>The panel discussed the application and potential other funding sources.</li> <li>The panel decided to lay the report on the table until the next meeting of the panel to be held on Wednesday 11<sup>th</sup> May 2022. This was to enable discussions with other funders and the Department of Corrections to take place. The report will be brought back to the next meeting of the panel and will include staff reporting back on the discussions.</li> </ul>	Application laid on the table until the next meeting of the DRF panel to be held on Wednesday 11 <sup>th</sup> May 2022.

The Metropolitan Discretionary Response Fund Staff Panel for Friday 29<sup>th</sup> April 2022 concluded at: 1.55pm.