

| <b>Decision released from public excluded session</b>  |                        |  |                        |
|--|------------------------|--|------------------------|
| <b>Recommendation from (agenda report)</b>   | <b>Date of meeting</b> | <b>Recommendation to (decision-making meeting)</b> | <b>Date of meeting</b> |
| Community Services Committee   | 30 May 2019            | Council  | 20 June 2019           |
| <b>Report Title and number</b>   |                        |  |                        |
| <b>Community Investment Funding Panel Appointments (R10075)</b>  |                        |  |                        |
| <b>Documents released</b>  |                        |  |                        |
| Report R10075, attachments A1854528 and A2093465 and the decision  |                        |  |                        |
| <b>Decision</b>  |                        |  |                        |
| Resolved CL/2019/119   |                        |  |                        |
| <b><i>That the Council</i></b>   |                        |  |                        |
| <ol style="list-style-type: none"> <li><b><i>1. <u>Approves</u> Jessica Ettridge, Rosalie Grant, Hannah Johnson and Christopher Tews as the Community Investment Funding Panel for a term finishing after the 2021/22 funding round is complete; and</i></b></li> <li><b><i>2. <u>Appoints</u> Graeme Thomas as the fifth member of the community investment fund panel; and</i></b></li> <li><b><i>3. <u>Notes</u> that this appointment is outside the Terms of Reference of the Community Investment Funding Panel but recognises Mr Thomas's governance experience and financial acumen, including on previous Community Investment Fund Panels; and</i></b></li> <li><b><i>4. <u>Approves</u> that the Community Investment Funding Panel appointments made in 2019 continue beyond the 2019 local body elections; and</i></b></li> <li><b><i>5. <u>Notes</u> that appointment letters are sent to the selected candidates and that the code of conduct is signed and returned from each new Panel member; and</i></b></li> <li><b><i>6. <u>Agrees</u> that Report (R10075), Attachments A1854528 and A2093465 only and the decision (CL/2019/001) be released from public excluded business once candidates have been advised of the outcome.</i></b></li> </ol> |                        |  |                        |
| <u>Carried</u>   |                        |  |                        |

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Item 2: Community Investment Funding Panel Appointments



Community Services Committee

30 May 2019

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REPORT R10075

## Community Investment Funding Panel Appointments

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### 1. Purpose of Report

- 1.1 To approve the appointment of the Community Investment Funding (CIF) Panel members for a three year term, finishing after the final CIF allocation for 2021/22.

### 2. Summary

- 2.1 As outlined in the CIF Panel Terms of Reference (ToR) (Attachment 1) a new CIF Panel is required to be appointed in alignment with Council's electoral term. The recruitment of a new CIF Panel has followed the appointment process as described under Section 10 of the ToR.
- 2.2 The process has involved a call for nominations from the community. Seven nominations were received and five of these were shortlisted by the Chair and Deputy Chair of the Community Services Committee to go forward for community voting. After three weeks of community voting 258 votes were received from a total of 186 respondents. People were eligible to vote for up to four candidates.
- 2.3 It is recommended that the four highest scoring candidates be appointed.

### 3. Recommendation

***That the Community Services Committee***

- 1. Receives the report Community Investment Funding Panel Appointments (R10075) and its attachments (A1854528, A2093465, A2161279, A2165256, A2156287, A2156449 and A2156265).***

Recommendation to Council

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## Item 2: Community Investment Funding Panel Appointments

### ***That the Council***

- 2. Approves Jessica Ettridge, Rosalie Grant, Hannah Johnson and Christopher Tews as the Community Investment Funding Panel for a term finishing after the 2021/22 funding round is complete; and***
- 3. Approves that the Community Investment Funding Panel appointments made in 2019 continue beyond the 2019 local body elections; and***
- 4. Notes that appointment letters are sent to the selected candidates and that the code of conduct is signed and returned from each new Panel member; and***
- 5. Agrees that Report (R10075), Attachments A1854528 and A2093465 only and the decision (CS/2019/XXX) be released from public excluded business once candidates have been advised of the outcome.***

## **4. Exclusion of the Public**

- 4.1 This report has been placed in the public excluded part of the agenda in accordance with section 48(1)(a) and section 7 of the Local Government Official Information and Meetings Act 1987. The reason for withholding information in this report under this Act is to:
- Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person

## **5. Background**

- 5.1 The Community Investment Funding Panel has the delegated authority to make decisions on community investment funding allocations to community groups. Membership of this Panel is outlined in the Community Investment Policy (Attachment 2) which was updated and approved by the Committee in November 2017.
- 5.2 The Panel comprises of four community representatives and the Group Manager Community Services.
- 5.3 The Panel has a term of three years. This is the second Panel to be appointed since its establishment in 2015. Community input was sought through the recruitment process with a call for nominations from the community on both appointment occasions. Community voting was not

## **PUBLIC EXCLUDED**

### Item 2: Community Investment Funding Panel Appointments

necessary for the establishment of the first Panel as only four nominations were received.

- 5.4 In 2016 a panel member resigned and a call for nominations to the community was made. Two nominations were received. Community voting was undertaken for the selection of the preferred candidate. The highest scoring candidate was appointed to the Panel.

## **6. Discussion**

- 6.1 It is important that the panel appointment process reflects a fair and democratic system where the community's voice is represented.
- 6.2 Nominations for candidates opened in March for a three week period and seven nominations were received.
- 6.3 The nominations were submitted to the Chair and Deputy Chair of the Community Services Committee for review and shortlisting as per the approved Terms of Reference. Out of the seven nominations received, five were selected to go forward for online community voting in April using Survey Monkey. The voting was open for three weeks and advertised widely, as were the nominations.
- 6.4 A total of 258 votes were received, with the four highest polling candidates as follows (listed in this report alphabetically by surname):
- 6.4.1 Ettridge, Jessica
  - 6.4.2 Grant, Rosalie
  - 6.4.3 Johnson, Hannah
  - 6.4.4 Tews, Christopher
- 6.5 The fifth candidate was Graeme Thomas.
- 6.6 The nomination information for each candidate is attached (Attachments 3-7).
- 6.7 The appointment process for CIF panel members outlined under section 10 of the ToR has been followed.

## **7. Options**

### **7.1 Option 1 Appoint the four highest scoring candidates**

Option one is to appoint the four highest scoring candidates. This is the recommended option.

### **Option 2 Appoint four candidates of the Committee's own choice**

Option two is to appoint four other candidates that do not necessarily align with the community voting results.

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## Item 2: Community Investment Funding Panel Appointments

### **Option 3 Appoint a different number of panel members, either more of less than four**

Option three is to appoint more or less than four candidates, but this would require a change to the Terms of Reference.

| <b>Option 1: Appoint the four highest scoring candidates (recommended)</b>                  |  |
|---|--|
| Advantages  | <ul style="list-style-type: none"> <li>• The appointments align with community voting and with the Terms of Reference (ToR)</li> <li>• That more people in the community are likely to feel positive about the outcome</li> <li>• That the community considers the candidates are more likely to have the best skills and attributes for the role</li> </ul> |
| Risks and Disadvantages   | <ul style="list-style-type: none"> <li>• That those who voted for the lowest scoring candidate feel dissatisfied</li> <li>• A person with applicable skills and attributes is not appointed to the role</li> <li>• The top scoring four candidates have not previously served on the Panel</li> </ul>  |
| <b>Option 2: Appoint four candidates of the Committee's own choice</b>                      |  |
| Advantages  | <ul style="list-style-type: none"> <li>• Potentially a lower scoring candidate could be more suitable for the role</li> </ul>  |
| Risks and Disadvantages   | <ul style="list-style-type: none"> <li>• That the community is less satisfied with the appointments and the process</li> <li>• That the best candidates are not selected for the Panel</li> </ul>  |
| <b>Option 3: Appoint a different number of panel members, either more of less than four</b> |  |
| Advantages  | <ul style="list-style-type: none"> <li>• That there is potentially an increase of community knowledge making funding decisions</li> <li>• Candidates with past experience on the Panel could be added</li> </ul>   |
| Disadvantages   | <ul style="list-style-type: none"> <li>• This option is not possible under the ToR. The ToR would need to change in order to accommodate this option</li> </ul>  |

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### Item 2: Community Investment Funding Panel Appointments

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|  | <ul style="list-style-type: none"><li>• Risk of perception that a democratic process has not been followed as community voting (outlined in the ToR) was to determine the four highest scoring candidates</li><li>• Risk of setting a precedent as the number of Panel members has increased previously due to the calibre of applications received</li><li>• Decision making is easier with an odd number of Panel members (ie 5 members, noting the GM Community Services is also a member). Decision making will be harder if there is an even number of Panel members</li><li>• If more Panel members, there is less efficiency and increased staff overhead in administration</li></ul> |
|--|--|

## 8. Conclusion

- 8.1 It is recommend that the four highest-polling candidates for the Community Investment Funding Panel be appointed.

**Author:** Nicola Gausel, Community Contracts Adviser

### Attachments

- Attachment 1: A1854528 - Community Investment Funding Policy 2017  
Attachment 2: A2093465 - Community Investment Funding Panel Terms of Reference 2019  
Attachment 3: A2161279 - Chris Tews CIF Nomination  
Attachment 4: A2165256 - Graeme Thomas CIF Nomination  
Attachment 5: A2156287 - Hannah Johnson CIF Nomination  
Attachment 6: A2156449 - Jessica Ettridge CIF Nomination  
Attachment 7: A2156265 - Rosalie Grant CIF Nomination

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## Item 2: Community Investment Funding Panel Appointments

| <b>Important considerations for decision making</b>              |  |
|--|--|
| <b>1. Fit with Purpose of Local Government</b>                   | <p>The recommended decision is in line with the objectives of Local Government for supporting the provision of good quality local services.</p> <p>The recommended decision is only benefitting our local area.</p>  |
| <b>2. Consistency with Community Outcomes and Council Policy</b> | <p>The Community Investment Policy 2017 has been considered in preparation of this report.</p> <p>The Community Outcome "Our communities are healthy, safe, inclusive and resilient" is being achieved through the recommendations by enabling everyone to be included, involved and able to participate in decision-making wherever they come from and whatever their age, abilities or income.</p>                                   |
| <b>3. Risk</b>   | <p>There could be some risk of public dissatisfaction from those that voted for the unsuccessful candidate but this is considered to be low given the democratic processes followed.</p>   |
| <b>4. Financial impact</b>                                       | <p>No financial impact.</p>  |
| <b>5. Degree of significance and level of engagement</b>         | <p>This matter is of low significance as the panel is supported and advised by council officers.</p>   |
| <b>6. Inclusion of Māori in the decision making process</b>      | <p>No engagement with Maori has been undertaken in preparing this report.</p>  |
| <b>7. Delegations</b>  | <p><i>The Community Services Committee has the following Powers of Responsibility:</i></p> <ul style="list-style-type: none"><li>• <i>Community Development, including youth issues, aging issues and social wellbeing</i></li></ul> <p><i>Powers to Recommend:</i></p> <ul style="list-style-type: none"><li>• <i>Any other matters within the areas of responsibility noted above.</i></li></ul> <p><i>Powers to Decide: n/a</i></p> |



## Community Investment Policy 2017

Contact: Shanine Raggett, Manager  
Community Partnerships  
Approved by: The Mayor and Councillors  
Approval date: December 2017  
Review date: June 2020

### 1.0 BACKGROUND

- 1.1 Nelson City Council has been providing assistance to community organisations for many years through a variety of mechanisms such as funding agreements, one-off grants, rates remissions, intermediary loans, and community leases and licences.
- 1.2 This revised policy was approved by Council in December 2017.
- 1.3 Further background information on the history of Community Assistance is outlined in the background paper provided for Council in November 2014 (A1256682).

### 2.0 VISION

- 2.1 Nelson is known as a centre of community innovation, together we tackle increasingly interconnected issues in thoroughly engaging ways that build resilience and a connected community.

### 3.0 OBJECTIVE

- 3.1 The purpose of this policy is to guide Council in relation to its support for charitable and non profit organisations that deliver social development outcomes. As a result groups will be assisted to contribute towards Council's Community Outcomes and the vision and goals for Nelson 2060.

### 4.0 TYPES OF COMMUNITY INVESTMENT

- 4.1 Council provides community investment as outlined in the table below. Council also provides rates remissions to community groups who own their own land. This is covered in a separate policy but the funding comes from the community assistance budget.

| Type                            | Description   |
|---------------------------------|---|
| Community Investment Grants     | Grants are provided for small scale projects or one-off items where the community identify a need for funding to achieve the objective of the fund.   |
| Community Investment Agreements | Agreements are developed based on community needs and contribution to achieving the objective of the fund. There is no specified maximum amount for community investment agreements.                                    |
| Intermediary loans              | Loans obtained by Council on behalf of not-for profit organisations who wish to develop facilities on Council land but as they do not own the land cannot offer sufficient security to obtain loans on the open market. |



| Type                          | Description   |
|-------------------------------|---|
| Community leases and licences | Agreements with not-for-profit organisations that rent or occupy Council land and/or buildings. |

**5.0 ELIGIBILITY**

- 5.1 Only organisations with “Registered charitable entity” status, or that can demonstrate that for tax purposes they are considered “not for profit”, will be eligible for Community Investment under this policy.
- 5.2 Retrospective funding or loans will not be considered.
- 5.3 Only initiatives within Nelson and/or benefitting Nelson residents will be funded. Services delivered regionally will have funding eligibility relative to the benefit derived by Nelson residents.
- 5.4 Council will not fund activities or initiatives where the primary purpose is to promote religious belief activity.
- 5.5 Initiatives will need to contribute to Council’s Community Outcomes and the vision and goals of Nelson 2060.

**6.0 COMMUNITY INVESTMENT FUNDING**

- 6.1 Council recognises its role in Community Investment Funding is in setting the purpose, process and a financial contribution.
- 6.2 The overarching focus of Community Investment Funding is towards social development.
- 6.3 Officers will meet with representatives of other funding and social agencies (including Nelson Marlborough District Health Board, Canterbury Community Trust, Ministry of Social Development, Department of Internal Affairs and Tasman District Council and others experienced in the field of social development) to understand their strategic outcomes for community funding in Nelson which will provide context for the focus for which Council’s fund is to be applied.
- 6.4 Council officers will work with the community to identify partnerships that align with the vision and objective of the fund and, where Council financial support is deemed appropriate, officers will prioritise and recommend funding.
- 6.5 Final funding allocations will be made by the Community Investment Funding Panel which comprises four community representatives and the Group Manager Community Services or his/her nominated representative. This panel would also be involved with setting priorities for the fund with the community.
- 6.6 Where financial support is provided, the contribution the project will make to the vision and objectives of the fund must be demonstrated. Agreements must be for and clearly detail a specific service and/or outcome that will result from the funding.
- 6.7 Council officers and community representatives involved in funding decisions are required to note any possible conflicts of interest.

- 6.8 Funding allocations will be made in accordance with the Office of the Auditor General basic principles that will guide all funding arrangements (part 2 – good practice guidelines), including accountability, openness, value for money, lawfulness, fairness, integrity.
- 6.9 Risk assessments will be undertaken for organisations and projects before funding decisions are made.
- 6.10 Not-for-Profit organisations without charitable status may nominate an umbrella organisation with this status who has agreed to receive and administer the funds on behalf of an applicant. In this instance the umbrella organisation would be legally accountable to Nelson City Council for the expenditure and outcome measures of the project.
- 6.11 Organisations can apply for an agreement and/or grant (one of each per year), unless acting as an umbrella organisation.
- 6.12 In recognition of a desire to support innovative partnerships, organisations may submit more than one application for consideration, provided the application is in partnership with multiple organisations or partners, demonstrating collaboration to achieve outcomes.
- 6.13 Late applications may be considered at the discretion of the Community Investment Funding Panel, but in general will not be accepted.
- 6.14 Where Community Investment Grants or Agreements are provided the following need to be considered:
- The level to which the wider community will be involved in the project.
  - The past achievements or potential of the organisation and ability of the organisation to successfully administer the grant/agreement and deliver the outcomes.
  - How the project achieves priorities that align with the vision and objective of the fund.
  - The contribution towards achieving the goals of other Council policies and strategies.
  - The principles of partnership, participation and protection: Partnership - working together with iwi, hapū, whānau and Māori communities. Participation - Māori involvement in decision-making, planning, development and delivery of services and projects. Protection - safeguarding Māori cultural concepts, values and practices.
  - How the project contributes to community priorities and strategic outcomes of partners.
  - Council's intention to be a contributory partner in support of initiatives which are sustainable, and avoid financial dependence on the Council for delivery.

- The value for ratepayer's investment through the support of high quality initiatives that are effective and can produce clear benefits for communities.
- The ability of the project to realistically achieve intended outcomes.
- Council welcomes partnerships that seek to respond to issues and opportunities in innovative ways, and seek collaborative partnerships in their delivery.
- The level of match funding and/or in-kind support offered.

6.15 Successful applicants must acknowledge Nelson City Council support in promotional material wherever possible.

6.16 What won't be funded:

- Individual people
- Individual businesses, government agencies or departments, political parties
- Duplication of existing public or private programmes within close proximity
- Purchase or improvement of privately owned facilities
- Funding activities that involve any alcohol, tobacco, illegal substances and gaming
- Expenses incurred out of the region such as transport or accommodation etc.
- Professional fundraising services
- Activities already completed
- Projects already funded or part-funded by Council
- Public services that are the responsibility of central government (e.g. core education, primary health care)
- Activities or initiatives where the primary purpose is to promote religious belief activity.

6.17 In addition to the considerations outlined in this Policy, Council may at times choose to focus grants on particular Council priorities. The decision on focus area can be made during the Annual Plan process or in response to unexpected community need which may arise from time to time.

## **7.0 INTERMEDIARY LOANS**

7.1 The value of the intermediary loan pool is capped at \$1.5 million. This figure excludes intermediary loans for regional facilities.

7.2 The additional criteria for intermediary loans are:

- Only developments on Council-owned land will be eligible.
- Intermediary loans will be for a maximum of one third of the value of the development.

- Council will not provide loan guarantees or interest-free loans.

7.3 Applications for intermediary loans will be considered for approval by the Community Services Committee or the Governance Committee.

#### **8.0 COMMUNITY LEASES AND LICENCES**

8.1 Community leases and licences adhere to the following:

- Formal lease agreements shall be required where organisations occupy Council land or buildings.
- Rent for the exclusive use of Council buildings or land will normally be set at 10% of the market rent for a comparable building or land.
- Rent for the non-exclusive use of Council buildings or land will normally be set at 5% of the market rent for a comparable building or land.
- Valuation of land for rental purposes shall be based on the Rateable Value.

8.2 Community leases for whole or part of Council owned buildings will be advertised when they are vacated so that all community groups have an opportunity to submit expressions of interest.

8.3 Buildings on Council land may be sold, conditional on the building being advertised and the prospective buyer obtaining a Council lease to occupy the land.

8.4 Termination of lease. See paragraph 10.2.

8.5 Applications for new community leases and licences will be considered for approval by the Community Services Committee or the Governance Committee using the criteria in paragraph 4 above.

#### **9.0 ACCOUNTABILITY**

9.1 All recipients of community investment will provide periodic accountability reports documenting how their activities have contributed to the objectives for which the assistance was given. Reporting periods are as follows:

- Community Investment Grants – final report on project completion.
- Community Investment Agreements – annual reports using the Results Based Accountability model where possible. Interim reports may also be required when larger grants are allocated.
- Loans – annual reports
- Leases – annually for leases less than four years, minimum of four times during total lease period for leases over four years

9.2 Recipients that fail to submit accountability reports, or that have not spent the money in accordance with the application/contract, or where the use of the facility/land does not satisfactorily contribute to the community outcome will receive up to two written notices asking them to rectify the situation, and may thereafter be asked to return all or part of the funding or vacate the facility/land if they do not comply.

9.3 Community Investment Funding may continue or be terminated conditional on receipt of satisfactory reports. Recipients that fail to

submit acceptable accountability reports may forfeit their eligibility to receive any Community Investment Funding in the future.

**10.0 WHAT THIS POLICY DOES NOT COVER**

- Council Controlled Organisations such as the Tasman Bays Heritage Trust, Bishop Suter Art Museum, Nelson Tasman Tourism and the Regional Economic Development Agency which are funded separately.
- Council funding for major community initiatives budgeted for separately through Council's Long Term and Annual plan processes.
- The Youth Development Fund which provides financial support for young people to attend outdoor education courses.
- Council's Events Marketing and Development Fund.
- Financial assistance to achieve resource management objectives such as fencing subsidies and subsidies to change heating methods. These costs are funded by Council's Resource Management activities.
- Contracts or other commercial arrangements where a not-for-profit organisation is contracted to deliver a service for Council.
- Council support for regional facilities - that is capital projects costing \$500,000 or greater.
- Council owned motor camps.

Released 13 Jan 2020

## **Community Investment Funding Panel Terms of Reference**

February 2019

### **1. Purpose**

The Community Investment Funding Panel is responsible for assessing applications and allocating Community Investment Funding on behalf of the Nelson City Council Community Services Committee.

### **2. Membership**

The Panel consists of four community representatives and the Group Manager Community Services. The Chairperson will be selected by the panel. Ideally the community representatives will represent a broad cross section of the community (that may include Maori, Pasifika, youth, older adults and disabilities or accessibility issues).

### **3. Quorum**

The Quorum for the Community Investment Funding Panel is three members, including the Chairperson and Group Manager Community Services.

### **4. Areas of Responsibility**

The Funding Panel will consider applications for Community Investment Funding and allocate appropriate levels of funding against the criteria set out in the Nelson City Council Community Assistance Policy and the contribution of the project to the vision and strategic objectives of the Fund.

### **5. Powers to decide**

The Community Investment Funding Panel has the powers to decide the allocation of Community Investment Funding.

### **6. Powers to recommend**

None.

### **7. Role of the Funding Panel**

- To consider applications for Community Investment Funding
- To allocate appropriate levels of funding against the criteria set out in the Nelson City Council Community Assistance Policy
- To consider the contribution of the project to the vision and objectives of the fund when assessing applications
- To be an interface between community and sector groups so that interested members of the public can provide feedback

### **8. Role of the Chair**

- To review the agenda with staff prior to Funding Panel meetings
- To chair meetings according to the agreed agenda and to assist the Funding Panel to make decisions on funding applications

### **9. Role of staff**

Staff provide technical expertise, project management and administrative support to the Funding Panel. Their role is to:

- Provide advice and reports to enable full consideration of the options before the Funding Panel
- Provide advice to the Funding Panel on legal and statutory issues and obligations
- Lead technical discussions on options under consideration
- Manage project resources (budget and staff time)
- Manage project issues, risks, changes and advise the Funding Panel Chair of issues as they arise
- Provide staff reports to meetings at decision making points
- Organise and managing engagement with key stakeholders and the wider community
- Keep Funding Panel members briefed on key communications with key stakeholders and the public
- Prepare and distribute agendas for Funding Panel meetings
- Maintain records of process used, options considered, key decisions made by the Funding Panel and reasons for

decisions, so that the decision making process can be clearly understood.

#### **10. Appointment process**

The process for appointment is:

- Officers call for nominations for new panel member(s).
- Nominations are reviewed and shortlisted by the Chair and Deputy Chair of the Community Services Committee.
- Shortlisted candidates provide a profile to be used for community voting through Survey Monkey or similar online voting mechanism.
- Community voting is open for a period of no less than two weeks.
- Results from community voting will be presented to Council to approve the final panel appointment.

Should a member of the Panel stand down from his or her role, a replacement member should be appointed as soon as practical.

#### **11. Duration of appointment**

Appointments will be made in alignment with Council's electoral term. Should any member of the Panel resign during this time, the newly appointed member will be appointed until the end of the electoral term he or she is appointed in.

At the end of the duration of appointment, Council will follow the appointment process outlined in item 10 to appoint Panel representatives.

The Panel will be next meeting to allocate funding midyear 2019. Provision will be made for the Panel to continue to operate during the 2019/20 local government elections and roll through to the end of the 2021/22 Panel cycle.

#### **12. Conflicts of Interest**

Conflicts of interest should be declared at the start of Funding Panel meetings.

#### **13. Code of Conduct and confidentiality**

Appointed Panel members must comply with a Code of Conduct for the Panel (A1960223) with confidentiality expectations in



line with 'generic expectations' (OAG Good Practise Guidelines: part 6.4).

**14. Reporting**

- Minutes of Funding Panel meetings will be taken and received by the Community Services Committee
- For the purposes of complying with the Local Government Official Information and Meetings Act 1987 (Part 7, 45(1)) Panel meetings will be treated as public meetings as the Panel is delegated to make decisions on the allocation of Community Investment Funding.

Released 13 Jan 2020