

1 March, 2021

**Community Committee Chairpersons
Community Committee Secretaries**

**cc: Councillors
Malvern Community Board Members**

Kia ora Committee Chairpersons and Secretaries,

You will be aware that Selwyn is once again subject to Covid-19 Alert Level 2 restrictions. Following is a reminder of the Covid-19 Alert Level 2 requirements for those committees managing a Council-owned centre/hall:

Our facilities can remain open during Covid-19 Alert Level 2 with some additional Health and Safety Procedures.

1. In order to ensure that social distancing can take place the room capacity is required to be reduced down to one-third of its usual capacity.
For example, if a room can usually hold 100 guests it can only accommodate 33 during Covid-19 Alert Level 2.
2. All facilities should have a supply of hand sanitiser and disinfectant spray. Please encourage hirers to sanitise regularly and wipe down all surfaces when the hire is finished.
3. All facilities should have a NZ Covid Tracer App QR Code. Please encourage hirers to scan using the NZ Covid Tracer app when entering the building or to fill in the paper forms.
4. Please also encourage hirers to remind their guests;
 - If you're sick, stay home. Do not go to work or school. Do not socialise.
 - If you have cold, flu or COVID-19 symptoms, call your doctor or Health line and get advice about being tested.
 - If you have been told to self-isolate you legally must do so immediately.

We expect that all facilities have the appropriate supplies from last time. We had several committees contact us after the last update requesting further supplies, which have been arranged. If not, please contact Kelsey Waghorn and she will liaise with you or a Committee representative to arrange for pick up from a Council premise, or if required, liaise with relevant Council colleagues to organise delivery, Kelsey.waghorn@sdcc.govt.nz.

Visit <https://covid19.govt.nz/> for more information on alert levels and the latest cases.

Grant Seeker Workshop:

On another note, Council has organised for Ruth Button from Strategic Grants to deliver a Grant Seeker Workshop on Wednesday 17th March at the Lincoln Event Centre, the charge is \$20.00 per person.

This workshop is limited to 25 people but if it sells out and we have enough other people registered, we may be able to run another workshop the following day. Tickets go on sale from Monday 1st March, Follow the link below to register.

<https://www.eventbrite.co.nz/e/grant-seeker-workshop-tickets-142377728619>

Content of the Workshop:

Strategic Grants' half-day Grant-Seeker Workshop covers best-practice grant-seeking and writing processes and how to think strategically about grants programmes. It covers:

- an overview of the grants landscape
- steps to ensuring organisations are 'grant ready'
- advice on project packaging, developing grant-ready project plans, and setting up internal processes to succeed
- feedback from funders on why applications do or don't succeed
- tips on funder relationship building
- how to write a great grant application, including examples of good and bad responses
- next steps when an application is successful or unsuccessful, and effective reporting, accountability and stewardship strategies.

Finally, for Pool Committees, you can expect the Active Selwyn Manager, James Richmond, to make contact with you in the next 4-6 weeks to review the summer season and to discuss the future. If your Committee is keen to meet with James sooner, feel free to contact him directly; james.richmond@selwyn.govt.nz

Ngā mihi nui



Denise Kidd

Group Manager – Community Services and Facilities