

# APPENDIX 1

## Appendix 1: Current grant pools' purpose, criteria, and focus areas

### **Purpose of general grants:**

Grants are included in the Annual Plan to provide

- A flexible, reactive mechanism for the Council to support community groups that are undertaking projects that meet a need identified by the community.
- The Council with the ability to encourage innovation, diversity and creativity.
- A mechanism to support the city's social, cultural, economic and environmental infrastructure.
- A mechanism that enables the Council to ensure particular activities occur without directly providing a service.
- Funding through contracts as a mechanism to support organisations that represent core business of the Council or directly contribute to Council's strategic or policy goals.

### **Generic grants criteria:**

- Your project makes a positive contribution to achieving the Council's Strategic Outcomes and Points of Difference as listed in the Annual Plan.
- The project is Wellington-based and mainly benefits the people of Wellington. (Exceptions may be made for projects based elsewhere in the region, but which significantly benefit residents of Wellington city.)
- The applicant is a legally constituted community group or organisation, not an individual or individuals. (Groups may apply under an appropriate umbrella organisation.)
- The applicant group provides evidence of (or, if a new group, systems for): sound financial management, good employment practice (where applicable), clear and detailed planning, clear performance measures, and demonstrated ability to report back on past funding as appropriate.
- Projects will not be funded for the same purpose more than once in any financial year. (Different aspects of the same project may be eligible for more or different grants.)
- Failure to report adequately on past Council funding can result in a group not being eligible for future funding.
- The project should be physically and financially accessible either by a wide range of people or by the intended users.
- The project should show evidence of community support, collaboration and building partnerships with other organisations (eg letters of support from other organisations / leaders).
- The applicant must show that the project expands the capacity, range or level of similar types of services in the community and that it has involved users in identifying the need for the project.
- The principal intent of the project is not for private or commercial financial gain, though such gains may occur as a side effect of the project.
- The application must demonstrate an awareness of the Treaty of Waitangi, in particular when involving mana whenua and taura here.

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## Grant pools specific criteria and focus areas:

<b>CULTURAL</b>	
Community festival	Priority will be given to projects where: <ul style="list-style-type: none"> <li>• the applicant group is based in a geographic community (a suburb) or a community of interest (such as an ethnic group) and proposes a festival or event that reflects a community need.</li> </ul>
Grassroots / youth participation	Grassroots organisations (particularly those that are youth focussed) Priority will be given to projects that: <ul style="list-style-type: none"> <li>• encourage youth participation in the arts</li> <li>• acknowledge community diversity and civic pride.</li> </ul>
Maori art	Priority will be given to projects that: <ul style="list-style-type: none"> <li>• demonstrate an emphasis on traditional or contemporary Maori cultural influences.</li> </ul>
For specific projects, exhibitions or other groups	Priority will be given to projects that: <ul style="list-style-type: none"> <li>• preserve and enhance Wellington's role as arts and cultural capital of New Zealand</li> <li>• attract visitors to Wellington and have a positive economic benefit for the city</li> <li>• are a specific project for an exhibition or event.</li> </ul>
<b>ECONOMIC</b>	
Retain core economic activity	Priority will be given to projects that: <ul style="list-style-type: none"> <li>• support local economic development activity and capacity building</li> <li>• feature strong partnerships with tertiary education institutions</li> <li>• attract and retain skilled migrants</li> <li>• strengthen the city's status as a centre of creativity, ideas and innovation.</li> </ul>
Growth of local emerging business and local economic activity	Priority will be given to projects that: <ul style="list-style-type: none"> <li>• promote new ideas, businesses, products or partnerships – including creative/digital, clean technologies, innovative design and tourism</li> </ul>
<b>ENVIRONMENTAL</b>	
Biodiversity and stream protection	Priority will be given to projects that: <ul style="list-style-type: none"> <li>• restore and protect natural biodiversity</li> <li>• increase awareness of biodiversity and stream protection</li> <li>• support clean-ups that help improve the environment and biodiversity.</li> </ul>
Energy and climate change	Priority will be given to projects that: <ul style="list-style-type: none"> <li>• reduce energy consumption and improve energy efficiency</li> <li>• change travel behaviour in support of active modes (such as cycling or walking) and public transport</li> <li>• lead to renewable energy usage.</li> </ul>
Waste	Priority will be given to projects that: <ul style="list-style-type: none"> <li>• increase composting of organic waste</li> <li>• increase recycling and waste reduction.</li> </ul>
Water	Priority will be given to projects that: <ul style="list-style-type: none"> <li>• reduce water consumption</li> <li>• increase water efficiency/resilience.</li> </ul>

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SOCIAL	
Build capability and capacity within the community	<p>Priority will be given to projects that:</p> <ul style="list-style-type: none"> <li>• encourage growth of communities and participation in community life</li> <li>• strengthen the local community, address local issues, strengthen and contribute to social wellbeing</li> <li>• Support volunteers and foster skill development and training for the community.</li> </ul>
Promote personal and community safety	<p>Priority will be given to projects that:</p> <ul style="list-style-type: none"> <li>• build a safe community and/or environment promote personal safety.</li> </ul>
Physically active communities encouraging health and wellbeing	<p>Priority will be given to projects that:</p> <ul style="list-style-type: none"> <li>• encourage and support health and wellbeing</li> <li>• target communities of interest, including youth and seniors.</li> </ul>
Youth	<p>Priority will be given to projects that:</p> <ul style="list-style-type: none"> <li>• involve young people in the development and delivery of the project</li> <li>• encourage constructive use of leisure time</li> <li>• help young people gain a better understanding of community, an increased sense of belonging as active citizens and positive contributors to society</li> <li>• promote volunteer opportunities for young people.</li> </ul>
Community Preparedness	<p>Community Preparedness</p> <p>Priority will be given to projects that;</p> <ul style="list-style-type: none"> <li>• have a local neighbourhood focus that impacts upon at least 15 homes or a defined geographic community such as walkways or apartment buildings</li> <li>• strengthen local connectedness in a way that is sustainable and has an ongoing benefit to the neighbourhood</li> <li>• increase community resilience and emergency preparedness locally</li> <li>• are open to the whole neighbourhood</li> </ul>

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### Appendix 2: Summary of potential amendments to general grants criteria

Criterion	Commentary	Recommended changes:
<p>Your project makes a positive contribution to achieving the Council's Strategic Outcomes and Points of Difference as listed in the Annual Plan.</p>	<p>It appears that few applicants seriously engage with the strategic framework. It is much more likely that people tailor their application around the specific criteria and focus areas.</p> <p>The criterion isn't particularly useful as an assessment guide but assessors still found it useful to see applicants make strategic connections.</p> <p>It was also seen as a useful stop gap for applications that don't fit with Council's strategic direction but can't be excluded on other grounds.</p>	<p><b>Retain</b> criterion and <b>update</b> to reflect current strategic framework.</p> <ul style="list-style-type: none"> <li>• Towards 2040: Smart Capital strategy (The four outcomes :a connected city, an eco-city, a people centred city, and a dynamic central city)</li> <li>• Long Term Plan 2012-22 priorities (An inclusive place where talent wants to live, resilient city, and a well managed city)</li> <li>• Annual Plan priorities for the relevant year</li> </ul>
<p>The project is Wellington-based and mainly benefits the people of Wellington. (Exceptions may be made for projects based elsewhere in the region, but which significantly benefit residents of Wellington city.)</p>	<p>This criterion can become a little difficult to define for organisations that work regionally – especially for funding organisational capacity where the core activity may be based in the city but the service users are across the region.</p> <p>There were some suggestions that the application form could be clearer that this criterion is about the location of project or activity.</p>	<p><b>Retain</b> criterion, no amendments.</p> <p><b>Update</b> application guide to address ambiguity around regional and national services.</p>
<p>The applicant is a legally constituted community group or organisation, not an individual or individuals. (Groups may apply under an appropriate umbrella organisation.)</p>	<p>Umbrella requirement creates compliance costs of legally constituted organisations acting in an umbrella capacity. Being an umbrella does little to foster collaboration or their relationships in the sector.</p> <p>Māori, Pacific, and ethnic groups are often not legally constituted and can sometimes find it challenging to find a suitable umbrella organisation.</p> <p>This criterion created an additional step for many</p>	<p><b>Amend</b> criterion to allow groups with an extensive history of receiving grants to apply without the support of an umbrella organisation for grants up to \$5,000.</p> <p><b>Amend</b> criterion to allow community groups or organisations can apply for grants for less than \$1,000.</p> <p><b>Update</b> application guide to outline requirements for</p>

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	community preparedness grants applicants - which often and placed additional pressure on Residents Associations or other community organisations to act as an umbrella.	groups applying under the \$1,000 and \$5,000 thresholds to demonstrate how they would be spend funds on their intended purpose.
The applicant group provides evidence of (or, if a new group, systems for): sound financial management, good employment practice (where applicable), clear and detailed planning, clear performance measures, and demonstrated ability to report back on past funding as appropriate.	<p>While it is always prudent for applicants to demonstrate their organisational sustainability, this criterion was generally seen as excessive – especially for small value grants.</p> <p>It also creates a barrier for innovative applications from start-up organisations, that may not have well-established systems in place.</p> <p>There were some comments that budgets submitted in some applications were not sufficiently specific to make robust assessments.</p>	<p><b>Amend</b> criterion so that:</p> <ul style="list-style-type: none"> <li>• It is not applicable for applications under \$1k , the applicant only needs to submit a budget and reporting process.</li> <li>• Applies only to extent of demonstrating how the organisation’s financial and organisational processes contribute to successfully delivering stated outcomes for applications between \$1k and \$5k; and</li> <li>• Applies in full for applications over \$5k</li> </ul> <p><b>Update</b> application guide to provide more guidance on submitting budgets, especially for applications seeking large amounts of funding.</p>
Projects will not be funded for the same purpose more than once in any financial year. (Different aspects of the same project may be eligible for more or different grants.)	<p>While this criterion assists applicants understand which costs are eligible, it does not influence the assessment of applications. As such, it makes sense to move this criterion to the guidance notes for applicants.</p> <p>There can be some ambiguity in projects with multiple stages, and particularly those spanning multiple years, about the assessment of similar cost areas to support different stages of a project.</p>	<p><b>Remove</b> criterion.</p> <p><b>Update</b> application guide giving examples about acceptable staging arrangements and multiple events of a similar nature in the same year.</p>
Failure to report adequately on past Council funding can result in a group not being eligible for future funding.	<p>Between 10-20% of successful applicants have a condition to submit previous accountability forms prior to receiving new funds which points to the value of retaining this criterion as a means of obtaining reports backs from grants recipients.</p> <p>Apart from determining whether an applicant is eligible to</p>	<p><b>Remove</b> criterion.</p> <p><b>Update</b> application guide to highlight that failing to report adequately on past funding makes the group ineligible for future funding.</p>

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	apply, this criterion does not influence the assessment of applications. As such, it makes sense to move this criterion to the guidance notes for applicants.	
The project should be physically and financially accessible either by a wide range of people or by the intended users.	This criterion has proved useful as a trigger to think about the different dimensions of making their project accessible. Feedback from applicants is that we need to define this criterion better – particularly around financial sustainability. Assessors have highlighted the cost of participating in the activity is part of the evaluation mix and the information helps with marginal decisions.	<b>Separate</b> into two criteria – one about physical accessibility and the other about financial accessibility.  <b>Update</b> application guide giving a checklist of physical accessibility features and examples of financial accessibility
The project should show evidence of community support, collaboration and building partnerships with other organisations (eg letters of support from other organisations / leaders).	This is a useful criterion. Crowd-sourced evidence can be compelling – eg Timebank and Kaibosh – and should be encouraged.  It is difficult to demonstrate support for completely new, innovative ideas.	<b>Amend</b> criterion to include social media and crowd-sourcing in the list of examples for support.
The applicant must show that the project expands the capacity, range or level of similar types of services in the community and that it has involved users in identifying the need for the project.	While the overall sentiment of this criterion was well supported, the wording creates some potential issues. The “expands the capacity” element could encourage the duplication of services, while involving users in identifying the need for the project is sometimes not appropriate or possible.	<b>Collapse</b> criterion with the “principal intent” criterion (below) and <b>amend</b> to focus on collaboratively demonstrating that there is demand for the proposed activity.
The principal intent of the project is not for private or commercial financial gain, though such gains may occur as a side effect of the project.	This criterion can be interpreted that applications from the emergent social entrepreneurial sector would be ineligible because they would be defined as “principally for commercial gain”.  As long as we are clear that the public good elements are clearly defined and that the related costs are able to be isolated then there is no reason to preclude applications for profit making activities.  In addition, several outcomes in the environmental area (energy and emissions reductions, renewable energy,	<b>Collapse</b> criterion with the “expands the capacity” criterion (above) and <b>amend</b> criterion to focus on the delivery of demonstrable public good outcomes irrespective of the initial intent of the proposed activity.

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	waste reduction, water conservation) are best achieved by working with households businesses.	
The application must demonstrate an awareness of the Treaty of Waitangi, in particular when involving mana whenua and taura here.	There was substantial feedback that while this criterion was important, it often was difficult to operationalise and had little practical impact in the assessment of applications.	<b>Develop</b> separate criterion tailored for each focus area.

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## Appendix 3: Proposed Specific Criteria

### **Our Living City Fund:**

#### Fund objectives:

- To support community initiatives projects that grow Wellington's natural capital and reducing our environmental impact.
- To support initiatives which provide opportunities for community enjoyment and kaitiakitanga of Wellington's natural environment.
- To strengthen Wellington's connections with nature to safeguard and develop one of our greatest strengths – our quality of life.

#### Fund criteria:

- Your project makes a positive contribution to achieving the Council's Strategic Outcomes:
  - Towards 2040: Smart Capital strategy
    - People Centred City:*  
Contributes to healthy, vibrant, affordable and resilient communities, with a strong sense of identity and 'place' expressed through urban form, openness and accessibility.
    - Connected City:*  
Supports a city with easy physical and virtual access to regional, national and global networks.
    - Eco-City:*  
Allows the city to proactively respond to environmental challenges and seize opportunities to grow the green economy.
    - Dynamic Central City:*  
Supports a central city of creativity, exploration and innovation, helping Wellington to offer the lifestyle, entertainment and amenity of a much bigger city.
  - Long Term Plan 2012-22 priorities:
    - An inclusive place where talent wants to live
    - A resilient city
    - A well managed city
  - Annual Plan priorities for the relevant year.
- The project is Wellington-based and mainly benefits the people of Wellington. (Exceptions may be made for projects based elsewhere in the region, but which significantly benefit Wellington City residents).
- The applicant is a legally constituted community group or organisation for applications over \$1,000. Groups that are not legally constituted but can demonstrate their members have an extensive grants history may make applications up to \$5,000.
- The applicant provides evidence of sound financial management, good employment practice, clear and detailed planning, clear performance measures, and reporting processes.
  - For applications less than \$1,000 provide a budget and reporting process
  - For applications less than \$5,000 provide a budget, reporting process, and outline how the applicants financial and organisational processes contribute to successfully delivering stated outcomes.
- The applicant outlines how physical accessibility has been built into project development.



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- The applicant outlines how pricing has been set to ensure access by a wide range of people or by the intended users.
- The project should show evidence of community support, collaboration, and building partnerships with other organisations (eg social media interest, letters of support from other organisations/leaders).
- The applicant must show that the project discernibly improves community well-being and adds value to the range of similar types of services in the community.
- The Council respects mana whenua values and aspirations for the environment. Demonstrate how your project reflects an understanding of Wellington's history, how to care for the land and resources and an understanding of wāhi tapu.

### Focus Areas:

- Green infrastructure and green urban networks
- Biodiversity and pest management, including beach, stream, and harbour clean-up
- Resilience to natural events
- Healthy communities, including community gardens.
- Reducing emissions from stationary energy, transport, and waste and facilitating renewable energy development.

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## Business Improvement District Development Fund:

### Fund objective:

- To support the strategic planning for the establishment of a business improvement district which provides a vehicle for local business-led initiatives that support key city objectives of vibrant centres, business creation and development, and increased employment.

### Fund criteria:

- Your project makes a positive contribution to achieving the Council's Strategic Outcomes:
  - Towards 2040: Smart Capital strategy
    - People Centred City:*  
Contributes to healthy, vibrant, affordable and resilient communities, with a strong sense of identity and 'place' expressed through urban form, openness and accessibility.
    - Connected City:*  
Supports a city with easy physical and virtual access to regional, national and global networks.
    - Eco-City:*  
Allows the city to proactively respond to environmental challenges and seize opportunities to grow the green economy.
    - Dynamic Central City:*  
Supports a central city of creativity, exploration and innovation, helping Wellington to offer the lifestyle, entertainment and amenity of a much bigger city.
  - Long Term Plan 2012-22 priorities:
    - An inclusive place where talent wants to live
    - A resilient city
    - A well managed city
  - Annual Plan priorities for the relevant year.
- The project is Wellington-based and mainly benefits the people of Wellington.
- The applicant is a legally constituted community group or organisation that represents businesses in the location of the proposed Business Improvement District.
- The applicant provides evidence of sound financial management, good employment practice, clear and detailed planning, clear performance measures, and reporting processes.
- The applicant outlines how physical accessibility has been built into project development.
- The applicant outlines how pricing has been set to ensure access by a wide range of people or by the intended users.
- The project should show evidence of community support, collaboration, and building partnerships with other organisations (eg social media interest, letters of support from other organisations/leaders).
- The applicant must show that the project discernibly improves community well-being and adds value to the range of similar types of services in the community.
- The Council is committed to the principles of the Treaty of Waitangi – partnership, participation, and protection. Outline how your project can progress these principles, particularly in relation to economic participation by Māori.

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### Focus Areas:

- Supporting local business groups to:
  - Develop a business plan outlining the proposed activities that will be funded by the targeted rate and which comply with BID policy
  - Agree a constitution and establish a legal entity to administer the BID. The Council should be consulted on the constitution.
  - Undertake full consultation on the targeted rate and the planned activities and complete an establishment vote with a majority vote supporting the BID.

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## Arts and Culture Fund:

### Fund objectives:

- To support the city as a hothouse for talent
- To reinforce Wellington as a region of confident identities
- To support active and engaged people
- To encourage our creative future through technology.

### Fund criteria:

- Your project makes a positive contribution to achieving the Council's Strategic Outcomes:
  - Towards 2040: Smart Capital strategy
    - People Centred City:*  
Contributes to healthy, vibrant, affordable and resilient communities, with a strong sense of identity and 'place' expressed through urban form, openness and accessibility.
    - Connected City:*  
Supports a city with easy physical and virtual access to regional, national and global networks.
    - Eco-City:*  
Allows the city to proactively respond to environmental challenges and seize opportunities to grow the green economy.
    - Dynamic Central City:*  
Supports a central city of creativity, exploration and innovation, helping Wellington to offer the lifestyle, entertainment and amenity of a much bigger city.
  - Long Term Plan 2012-22 priorities:
    - An inclusive place where talent wants to live
    - A resilient city
    - A well managed city
  - Annual Plan priorities for the relevant year.
- The project is Wellington-based and mainly benefits the people of Wellington. (exceptions may be made for projects based elsewhere in the region, but which significantly benefit Wellington City residents).
- The applicant is a legally constituted community group or organisation for applications over \$1,000. Groups that are not legally constituted but can demonstrate their members have an extensive grants history may make applications up to \$5,000.
- The applicant provides evidence of sound financial management, good employment practice, clear and detailed planning, clear performance measures, and reporting processes.
  - For applications less than \$1,000 provide a budget and reporting process
  - For applications less than \$5,000 provide a budget, reporting process, and outline how the applicants financial and organisational processes contribute to successfully delivering stated outcomes.
- The applicant outlines how physical accessibility has been built into project development.
- The applicant outlines how pricing has been set to ensure access by a wide range of people or by the intended users.
- The project should show evidence of community support, collaboration, and building partnerships with other organisations (eg social media interest, letters of support from other organisations/leaders).

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- The applicant must show that the project discernibly improves community well-being and adds value to the range of similar types of services in the community.
- The Council acknowledges the significance of Māori cultural practice. Demonstrate how your project values and increases the visibility of Māori cultural traditions and contemporary applications.

New and developmental arts projects:

This fund would have a special category for new and developmental arts projects. Applicants that apply under this category will need to demonstrate the formative nature of the project. Successful applicants would have tailored funding agreements that recognises the greater uncertainty about the delivery of outcomes.

### Focus Areas:

#### **The city as a hothouse for talent:**

Priority will be given to projects that:

- Ensure there is an appropriate range of platforms for local talent to present their works
- Value new talent and connect it with support networks

#### **Wellington as a region of confident identities:**

Priority will be given to projects that:

- Recognise and celebrate the role of mana whenua and Māori history in the city
- Enable all ethnic, demographic and suburban communities to explore, celebrate and share their own cultural identity
- Enable suburban and other geographical communities to undertake projects that explore, celebrate and share their own identity

#### **Active and engaged people:**

Priority will be given to projects that:

- Support arts practitioners to work with communities to develop work of, by and for that community
- Ensure the sustainability of organisations that facilitate and/or undertake activities within communities
- Maximise the potential of arts and cultural activities to increase community connectedness, resilience and participation in community/city decision-making

#### **Our creative future through technology:**

Priority will be given to projects that:

- Increase access to technology for use in the creation, distribution and marketing of creative products and services

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## Social and Recreation Fund

### Fund objective:

- To foster strong, sustainable communities and support building capacity in the community.

### Fund criteria:

- Your project makes a positive contribution to achieving the Council's Strategic Outcomes:
  - Towards 2040: Smart Capital strategy
    - People Centred City:*  
Contributes to healthy, vibrant, affordable and resilient communities, with a strong sense of identity and 'place' expressed through urban form, openness and accessibility.
    - Connected City:*  
Supports a city with easy physical and virtual access to regional, national and global networks.
    - Eco-City:*  
Allows the city to proactively respond to environmental challenges and seize opportunities to grow the green economy.
    - Dynamic Central City:*  
Supports a central city of creativity, exploration and innovation, helping Wellington to offer the lifestyle, entertainment and amenity of a much bigger city.
  - Long Term Plan 2012-22 priorities:
    - An inclusive place where talent wants to live
    - A resilient city
    - A well managed city
  - Annual Plan priorities for the relevant year.
- The project is Wellington-based and mainly benefits the people of Wellington. (exceptions may be made for projects based elsewhere in the region, but which significantly benefit Wellington City residents).
- The applicant is a legally constituted community group or organisation for applications over \$1,000. Groups that are not legally constituted but can demonstrate their members have an extensive grants history may make applications up to \$5,000.
- The applicant provides evidence of sound financial management, good employment practice, clear and detailed planning, clear performance measures, and reporting processes.
  - For applications less than \$1,000 provide a budget and reporting process
  - For applications less than \$5,000 provide a budget, reporting process, and outline how the applicants financial and organisational processes contribute to successfully delivering stated outcomes.
- The applicant outlines how physical accessibility has been built into project development.
- The applicant outlines how pricing has been set to ensure access by a wide range of people or by the intended users.
- The project should show evidence of community support, collaboration, and building partnerships with other organisations (eg social media interest, letters of support from other organisations/leaders).
- The applicant must show that the project discernibly improves community well-being and adds value to the range of similar types of services in the community.

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- Māori are often over-represented in many determinants of social deprivation. Outline how the specific needs of Māori have been incorporated into the planning of your project.

Emergent and innovative community projects:

This fund would have a special category for emergent and innovative community projects. Applicants that apply under this category will need to demonstrate the transformative nature of the project. Successful applicants would have tailored funding agreements that recognises the greater uncertainty about the delivery of outcomes.

### Focus Areas:

#### **Build capability and capacity within the community:**

Priority will be given to projects that:

- strengthen the local community, address local issues, strengthen and contribute to social wellbeing
- Support volunteers and foster skill development and training for the community.

#### **Promote personal and community safety:**

Priority will be given to projects that:

- support community activity that enhances Wellington as an International Safe Community
- Support projects that enhance community safety and/or personal safety.

#### **Physically active communities encouraging health and wellbeing:**

Priority will be given to projects that:

- target communities of interest, including youth and seniors.
- support the strategic planning of sports codes

#### **Youth:**

Priority will be given to projects that:

- involve young people in the development and delivery of the project
- help young people gain a better understanding of community, an increased sense of belonging as active citizens and positive contributors to society
- promote volunteer opportunities for young people.

#### **Community Preparedness:**

Priority will be given to projects that:

- strengthen local neighbourhood connectedness in an ongoing manner
- increase community resilience and emergency preparedness locally