

# Wellington City Council Grant Application Guide

## Grant Pools

General grants are for community organisations and are allocated three times each year. They are funded from rates and linked to specific strategic outcomes. Funds are allocated from four pools: Social, Cultural, Economic and Environmental.

Projects should meet all of the general criteria and fit with at least one of the focus areas for the pool applied to. The focus areas for each grant pool tie in to the Council's strategic outcomes. If you want to look at the Council's strategic outcomes in more detail then see either the Annual Plan 2008/09, or the Council's Long Term Plan 2009-2019.

Where to find these online: [www.Wellington.govt.nz](http://www.Wellington.govt.nz) > Plans/Policies/Bylaws > Plans/Policies

- Annual Plan 2008/09 > Our Activities in Detail > select relevant area, e.g. Cultural well-being, Social and recreational
- Long Term Plan 2009-2019 > look at the full strategy for your grant pool: Social = Social and Recreation Strategy; Cultural = Cultural Well-Being Strategy; Economic = Economic Development Strategy; Environmental = Environmental Strategy

## General Grants Criteria

1. Project makes a positive contribution to achieving the Council's Strategic Outcomes and Points of Difference as listed in the Council's current Annual Plan.
2. Project is Wellington based and primarily benefits the people of Wellington (exceptions may be made for projects based elsewhere in the region but which significantly benefit residents of Wellington City).
3. Applicant is a legally constituted community group or organisation, not an individual or individuals.
4. 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, demonstrated ability to report back on past funding as appropriate.
5. Projects will not be funded for the same purpose more than once in any financial year.
6. Failure to report adequately on past Council funding can result in a group being considered ineligible for future funding.
7. Project is physically and financially accessible either by a wide range of persons or by the intended users.
8. Project shows evidence of community support, collaboration and building partnerships with other organisations (e.g. letters of support from other organisations/leaders).
9. Applicant must demonstrate that the project expands the capacity, range or level of similar types of services in the community and that there was user input into identifying the need for the project.
10. The principal intent of the project is not for private or commercial pecuniary gain, though it may be that such gains occur as a side effect of the project.
11. Application demonstrates an awareness of the Treaty of Waitangi, in particular when involving Mana whenua and Taura Here.

## Criteria Notes

- The Wellington City rate paying area includes Tawa but not the Hutt Valley or Porirua
- Groups that are not legally constituted may apply under an appropriate umbrella organisation – contact the grants team for an umbrella agreement template
- Groups that have not reported back satisfactory on a grant that is more than 12 months old will normally be considered ineligible

### **Eligible Costs:**

**Grants are MORE likely to be funded for what has commonly been funded in the past and at levels consistent with similar projects. These can include:**

- activity, resource and programme costs for projects that fit with the strategic focus areas
- minor capital works and equipment purchases for widely used community facilities (applicant is normally required to contribute at least 50% of the cost)
- subsidising the salary of a co-ordinating position that primarily enables community development (extra supporting information is required for grants toward salaries)
- volunteer costs and expenses, for example training and supervision.

**Grants are NOT normally given for:**

- activities or projects where the primary purpose is religious ministry
- catering
- core curriculum activities of educational institutions
- fundraisers and projects which seek to raise funds or which provide training for fundraisers
- individual scholarships
- major capital works or projects more appropriately presented as Annual Plan submissions
- personal travel and accommodation
- prize money
- retrospective funding for projects that have already been completed
- services or projects considered to be the responsibility of central government or some other funding body
- social functions
- vehicles – purchase and maintenance

### **Social**

Social grants are intended to help build strong communities with robust social cohesion and high levels of participation in the community. The Council will not normally fund programmes, such as essential health or social services, that are seen to be the responsibility of a government agency.

#### **Focus Areas**

- Build capability and capacity within the community
- Promote personal and community safety
- Promote participation in sport and recreation – particularly for youth
- Youth development

#### **Additional Criteria**

*Building Capability & Capacity:*

- Project encourages growth of communities and participation in community life.
- Preference for projects that assist the development of economically or socially disadvantaged groups in the community.

*Sport and Recreation:*

- Priority will be given to:
  - Programmes targeting youth – 13 to 20 year age group
  - Spending that supports active participation by youth by providing essential items for the activity
  - Projects that encourage volunteer involvement to support active participation by youth
  - Projects that historically would have been eligible for Hillary Commission funding and have unsuccessfully sought funding from other sources

*Safety:*

- Projects that lead to a safer community environment.
- Projects that promote personal safety.
- Projects that help reduce crime in Wellington.

*Youth:*

- Programme targets youth in the 10-25 year age group.
- Programme emphasises youth involvement in planning, and learning to make constructive use of leisure time.
- Programme is unable to get sufficient funding from other sources.
- Project is aimed at keeping youth/rangatahi safe.
- Project encourages youth/rangatahi to develop their full potential as individuals and members of the community.
- Project encourages youth/rangatahi to participate in community networks and/or in the decision making and development of their city.

**Additional Criteria for applications from Residents Associations**

- The applicant organisation is registered with the Wellington City Council as a Residents Association.
- The applicant organisation has a committee.
- The applicant organisation has an active membership of 10 or more, excluding the committee, and the membership list is available for public inspection.
- The applicant organisation meets at least twice a year and keeps minutes of such meetings.
- The applicant organisation keeps accurate and detailed accounts.
- The applicant organisation agrees to make their accounts and minutes available to the Wellington City Council on request.

<b><i>Cultural</i></b>
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Cultural grants can support arts projects that are community based, celebrate diversity, attract visitors to Wellington, and enhance Wellington's role as the Arts and Cultural Capital of New Zealand.

Projects that have a budget of less than \$2,000, or are likely to involve less than 1000 people, may fit better with the Creative Communities Wellington Local Funding Scheme, which closes in February and August each year.

**Focus Areas**

- Maori art with particular emphasis on grassroots organisations and contemporary Maori art
- Grassroots organisations, particularly those with a focus on youth
- Significant community festivals and events
- Other specific arts projects that meet the criteria below

### **Additional Criteria**

All projects must be community based and aimed at attracting or involving a minimum of 1,000 people and meet at least one of the following:

- Project encourages or increases youth participation in the arts
- Project preserves and enhances Wellington's role as Arts and Cultural Capital of New Zealand
- Project acknowledges community diversity and civic pride
- Project attracts visitors to Wellington and has a positive economic benefit for the city
- Project is a specific project for an exhibition or event
- Project demonstrates an emphasis on traditional or contemporary Maori cultural influences
- Applicant group is based in a geographic community (such as a suburb) or a community of interest (such as an ethnicity) and proposes a festival or event that reflects a community need

## ***Economic***

Economic grants are generally one-off grants to support projects that may be of economic benefit to Wellington or contribute to the city's sense of place. Projects that relate to the following Council economic priorities are especially encouraged, including:

- Strengthening the city's status as a centre of creativity and innovation
- Increasing Wellington's international linkages
- Attracting and retaining skilled migrants
- Encouraging the deployment of open access broadband infrastructure

### **Additional Criteria**

- Projects should benefit the wider community rather than individuals or particular sectors
- Applicants should not be government agencies or limited liability companies

Potential applicants are encouraged to discuss their projects with one of the Council's strategic advisors prior to making an application.

## ***Environmental***

Environmental grants are intended to promote community engagement in supporting environmental goals.

### **Focus Areas**

- Promotion of water and energy efficiency and conservation, energy security, and the use of renewable energy sources
- Improved stream protection
- Partnerships to increase environmental awareness, community participation, and the achievement of environmental goals

### **Additional Criteria**

- Project has positive impacts upon Council's Strategic Outcomes in relation to the environment (e.g. bio-diversity, eco-systems, landscape and natural heritage, waste minimisation, water conservation, fuel use/alternative transportation, eco-design etc.)
- Project enhances, restores or protects the environment within Wellington City.
- Project promotes environmental sustainability or understanding of environmental values.

## How to Apply

1. There is a 2 page **application form** that you need to complete by hand and sign (we do not accept emailed or faxed applications).
2. We also have a **project description template** that you can use for your project description. This is an electronic document that you can download from our website and save to your computer.
3. Some supporting material is also required – budget, accounts etc. – see below for more details.

If you need help with completing your application ask a member of the grants team. We recommend that you discuss your project with the grants team or another relevant Council officer before submitting an application to ensure that you meet the criteria. Make sure that you answer **all** the questions on the form.

Please do not enclose your application in a folder of any sort, as it will need to be photocopied. As part of the photocopying process we may cull excessive pages.

## Application Form

### Page 1

- Write the legal name of your organisation at the top of the form and use this page as a cover sheet for your application. (Ignore the “No.” bit – this is for our use.)
- The general grants criteria are listed on the first page of the form. The tick boxes are there to encourage you to have read the criteria and thought about whether you meet them.
- There is a date given *before* which projects cannot start – make sure you are not applying for any costs that will be incurred before this date, which relates to when the committee will meet to make decisions.

### Page 2

#### Legal Status

Tick the appropriate box provided or explain your circumstances. If your organisation is not a legal entity, you will need to come under the umbrella of another organisation. If this is the case, please provide a copy of a written agreement between your group and the umbrella organisation. (The grants team can provide a template.)

#### Project Details

Put a two line description on the form – this will be entered into our database so should briefly summarise the key elements of your project.

#### Start / Finish Dates

We expect all grants to be spent within 12 months of the round closing date (i.e. within about 10 months of when the grant is approved.) For a grant from the round closing on 31 March 2010 a report back will be required by 31 March 2011. If your finish date for the project is more than 12 months after the grant round you will need to explain why in your project description.

#### Project Cost / Amount Requested

These figures should be taken from the budget that you attach. (See notes on page 7 regarding GST.)

- As “Other Income / Your Contribution” state the total income that you expect to receive towards the project excluding the grant amount you are requesting from WCC.
- The grant amount requested should be the total project cost minus the total of all other income.

### Grant Pool

Tick **ONE** pool that your project fits most closely with and make sure this matches the pool that you select on the project description template.

### Declaration

If the form is not signed and dated your application is not valid. The form has a declaration that you sign because the information you provide becomes public when it enters the public domain. This means that certain items can be made public or asked for by members of the public. We are not permitted to withhold information if a formal request is made, so if any financial information is sensitive please clearly note this on the documents in question – in some cases where there are sensitive items, we can sight them and then return them to you so they are not held as records.

## Attachments Required

### 1. Project Description Template

This is a Microsoft Word document that can be downloaded from our website:

- Click on **Project Description Template**
- Click **Save** and save the document onto your computer
- Open up the document and type your answers to the questions
- You can copy and paste from other documents you have – for example if you want to copy a mission statement or table from somewhere else
- Save as you go, then print out the finished document and attach it to your application form

### **PLEASE DO NOT print this document, then hand-write answers onto it.**

The document is **protected**, which means that you can only type into the areas that are shaded grey, or click on grey boxes to mark them. If you have any problems formatting the document then contact Grants Advisor Phil Railton-Jacks for assistance – phone 801 3158 or email [grants@wcc.govt.nz](mailto:grants@wcc.govt.nz).

If you are not able to use the electronic version, then attach your own project description using the headings from the template: (additional guidance is available on request from the grants team)

1. Organisation Background
2. Project Description
3. Outcomes
4. Need Identification
5. Community Support
6. Marketing
7. Organisation Finances / Previous Funding
8. Risk Management (*grant requests of \$5000 or more*)

Key questions to focus on in describing your project and its aims are:

- What are the specific benefits for Wellington residents?
- How does the project fit with the focus area? e.g. Social grant application – how will this project help encourage participation in community life?
- How will you know whether the project has been successful?

It is up to you how much detail you provide – you should try to answer all the questions concisely and aim to keep the document within 6 pages. As a rough guideline use 1-2 pages for the project description, ½ page for outcomes, 1 paragraph each for organisation background, need identification, marketing, community support, finances. Tables and bullet points are helpful ways to present information clearly, especially when listing outcomes and risks.

You can provide additional supporting material if you want to but it may not be included in the committee book due to space considerations. Any material not included in the book sent to the Grants Subcommittee will still be looked at by the grants team and taken to the committee meeting.

## **2. Project Budget**

Your budget must clearly show all income and expenditure relating to the project. We need to see the full cost of the project even if you are only requesting the cost of a specific item. We suggest you use a format that will allow you to later enter your actual income/expenditure against budgeted figures to make reporting easy.

### **GST**

Show your project costs using columns: *Net cost / GST component / Gross cost*

#### **If you are registered for GST**

- The amount you request should be GST exclusive, as GST can be added to your grant. A tax invoice will be required with your contract if a grant is approved. (i.e. If a grant of \$1000 is approved, you will send us an invoice for \$1125, being the \$1000 grant plus GST of \$125.)

#### **If you are not registered for GST**

- You should apply for the true cost of project which may include GST costs you have incurred
- GST will not be added on top of your grant as you are not registered, and what you are given recognises that you have incurred GST costs.

### **Income**

- List all other income that has been or will be received for the project.
- List any other grants that have been (or will be) applied for, and note the date that you expect to know the outcome of each application.
- If any income will be received from participant fees or ticket sales, explain how this is calculated. (This should relate to the numbers that you have estimated will attend in your description of outcomes.) e.g. *Venue capacity 1000, ticket cost \$10 each, 3 shows, 50% attendance expected – Expected income: \$10 x 500 x 3 = \$15,000*

### **Expenditure**

- **Budget items should be supported by quotes where possible.** All quotes should clearly show whether GST is included or excluded. Quotes are particularly important for new projects or new organisations to show that the budget is realistic.
- Large budget items should be clarified – e.g. “staging costs \$5000” is not detailed enough

### **In-kind Sponsorship**

- If you are receiving any in-kind sponsorship please list this separately at the bottom of your budget.

- If your organisation is contributing resources other than a cash amount towards the project, please note your contribution separately and NOT as both income and expenditure.

### **3. Accounts**

**Some form of accounts must be provided as evidence of your organisation's financial position and financial management.** It is important for us to be able to see how you manage your finances. We are unlikely to fund a project where the organisers are insolvent, or where past grants cannot be identified in a group's accounts.

If you are applying for \$5000 or more:

- Provide a copy of your most recent audited accounts
- If these accounts are more than **15** months old please state when more recent accounts will be available and provide an up to date statement of financial position

If you are applying for *less than* \$5000:

- If available, provide a copy of your most recent accounts
- If you do not have compiled accounts, please provide any of the following that are available:
  - A copy of a recent bank statement
  - A copy of your cash book to show how you have managed over the past year
  - A budget from a previous project of a similar scale that you have organised

### **4. Bank Deposit Slip**

- Attach a printed, bank-encoded deposit slip for the account you wish a grant to be paid into. Handwritten slips are not acceptable

### **5. Letters of Support**

- If you have not been funded by WCC in the last 3 years, you must provide at least one letter of support from a reputable, established organisation
- If your project involves working closely with another community group, a letter of support from that group would be helpful

## **Frequently Asked Questions**

### **Who makes the decisions?**

The Grants Subcommittee – a new committee will be appointed following the local elections. Details will be available on the Council website: Have Your Say > Meetings > Grants – view profile.

### **What are the main reasons for the declining an application?**

- Poor budgets, unrealistic requests or insufficient financial background information
- Low fit with criteria, e.g. project happens outside Wellington
- Project should be funded from another source, e.g. a central government agency
- No report back on a previous grant, or poor reporting
- Funds are limited and applications need to be prioritised based on how well they fit the Council's strategic priorities

### **Can individuals apply?**

**No.** These grants are for projects that have wide community benefits, not to support a limited number of individuals.

### ***Can limited companies apply?***

**Yes, but not** to the Economic pool. Limited companies are technically eligible to apply for Social, Environmental or Cultural grants; however the project must be not for profit and clearly show community benefits. The main aim of the project must be to benefit the community, not to create paid work for individuals in the organisation applying.

### ***Can projects that take place outside the Wellington rate paying area be supported?***

**Not normally:** One of the key criteria is that projects must benefit local communities, so regional or national projects will be considered lower priority than projects that are solely focused on Wellington city. For regional projects the project description should clearly show what benefits there will be for Wellington residents specifically (e.g. show percentage of clients living in Wellington).

### ***How much should I apply for?***

That depends on the scale of the project, what your needs are, and where else you can secure funding. The best policy is to be honest and realistic about your needs and the costs for which you are seeking funds. If you are successful, the Council will attempt to make a fair contribution to your project. It may be helpful to look at the list of past allocations for the grant pool you are applying to – this will give you an idea of what amounts similar projects have received.

### ***Do I need to ask for a grant towards a specific cost in my budget?***

**No** - you do not normally need to specify a cost. If there are costs in your budget that we would not normally fund, we may add conditions to the grant. If you are applying to other funders for specific costs then explain this in your budget.

### ***Can I apply for more than one project?***

If you are an established group you can apply for a grant (or grants) towards more than one project – we would prefer groups to apply once per year rather than several times for different projects.

- If your projects all fit the same grants pool, then just fill in one application form.
- If you have projects that clearly fit different grant pools then fill in a separate form for each pool you are applying to.

### ***For example:***

Project 1: salary costs for a volunteer co-ordinator

Project 2: programme costs for a series of anger management courses

Project 3: one-off dance performance

Projects 1 & 2 fit with the Social pool, but project 3 fits the Cultural pool. Two application forms can be completed – the first covering projects 1 & 2, the second covering project 3. If you are unsure how to best lay out your application, talk to the grants team.

### ***Do I need audited accounts?***

See the notes on page 8 for what needs to be provided with your application. If you receive a grant the report back guide will tell you what needs to be provided with your report back. If your grant is over \$5,000 we expect to see audited accounts.

### ***How long will I have to spend the grant?***

We will ask you to report back within a year of when the grant round closed – i.e. for a grant from the round closing on 31 March 2010 a report back will be required by 31 March 2011.

### ***Should Wellington City Council be acknowledged in any publicity?***

**Yes** – if you receive a grant, one of the conditions is that the Council's support is acknowledged, so ratepayers can see how their money has been used.

## Application & Assessment Process

- Completed applications (along with the attachments required) must be **received** by the grants co-ordinator before 5pm on the closing date. Applications cannot be faxed or emailed. Late applications will be returned to the sender.
- Within 2 weeks of the closing date you will receive a letter to confirm your application has been received
- In the 8-10 weeks following the closing date you may be contacted by a member of the grants team for further information, or to discuss your project
- Approximately 8-10 weeks after the closing date the Grants Subcommittee will meet to decide who will be funded and to what level
- The grants team will write to all applicants within a few days of the committee meeting to let them know the outcome
- If you are successful you will be sent a funding agreement to sign and return, and also a report back form to be completed at the end of your project
- Grants Subcommittee decisions cannot be appealed, as decisions are final
- Any complaints about the grants process need to be made in writing to the Director, Community Services within 14 days of the date of the letter of notification of grants results

## Other Funding

The Council is unlikely to ever be the sole funder for any project so a contribution from the applicant and evidence of effort to find other sponsors or sources of funding is important.

**Fundview**, a database listing a wide range of potential funders, can be viewed for free at Wellington Central Library, branch libraries and Citizen Advice Bureaux. (You normally have to pay a subscription fee.) Their website is [www.fis.org.nz](http://www.fis.org.nz).

**Arts Funding:** *nzlive* – NZ culture and events website, which now includes a **Cultural Funding Guide** – go to [www.nzlive.com](http://www.nzlive.com) then click on **funding**

**Sport Funding:** the SPARC website has a funding directory – go to [www.sparc.org.nz](http://www.sparc.org.nz), click on *About SPARC > Funding & Investment > Directory of Potential Funding Sources*

The Council website has a directory of community trust funding in Wellington – go to [www.wellington.govt.nz/services/recsupport/forum](http://www.wellington.govt.nz/services/recsupport/forum)

**Gaming Trusts** are regulated by the Department of Internal Affairs. Check out online [www.gaming.dia.govt.nz](http://www.gaming.dia.govt.nz). Click on 'Funding for Community Groups' then use the map to search for grant providers in your area. Many of these funders have their own websites which can be found online.

**Projects outside Wellington:** If your project has a wider focus than the Wellington rate paying area, write to the councils and other funders in the areas where you are going to be active.

### **Grant Seekers Guide (Trust Waikato)**

Useful introductory guide for people applying for grants– can download PDF document from: [www.trustwaikato.co.nz/GrantSeekersGuide.page](http://www.trustwaikato.co.nz/GrantSeekersGuide.page)

## Other Useful Services

**Get Set Go!** is an essential course run by Wellington City Council for organisers of community recreation programmes and events. For more information see <http://wellington.govt.nz/services/eventplnsup/training/training.html>

### **Community Resource Kit**

An online resource for community groups – Covers everything from setting up groups, to funding, to running meetings.

See [www.community.net.nz/how-to-guides/crk](http://www.community.net.nz/how-to-guides/crk)

### **Community Accounts Mentoring Service**

Having trouble with finances for your community organisation? GST/PAYE/cash flow a mystery? Phone 385 3518 for help.

### **Feeling Great**

*Recreation Wellington* produces a monthly events calendar “Feeling Great” and manages a website of “what’s on” in the city – [www.feelinggreat.co.nz](http://www.feelinggreat.co.nz). To be listed just go to the home page and follow the link – [Submit Your Own Event.](#)”

### **Council Venues for Hire:**

The Council has a number of different venues available for hire, from community halls to the Convention Centre. See [www.wellington.govt.nz/services/venues](http://www.wellington.govt.nz/services/venues) for details about facilities, hire rates and contact details.

### **Wellington Community Net**

Free web hosting; template system (easy do it yourself websites)

See [www.wcn.net.nz](http://www.wcn.net.nz).

### **More Useful Websites:**

[www.venueweb.co.nz](http://www.venueweb.co.nz) – lists theatre and performance venues around the country

[www.bigidea.co.nz](http://www.bigidea.co.nz) – an online community for the practitioners of New Zealand's creative industries

[www.scoop.co.nz/news/culture](http://www.scoop.co.nz/news/culture) - independent news and press releases

[www.theatreview.org.nz](http://www.theatreview.org.nz) – reviews, coming attractions and discussion forums

[www.artscalendar.co.nz](http://www.artscalendar.co.nz) – free events listing

[www.keepingitlegal.net.nz](http://www.keepingitlegal.net.nz) – legal responsibilities for voluntary organisations

## Wellington City Council Contacts

Contact the grants team for advice regarding the application process and criteria.

For advice regarding specific projects – e.g. how they fit with the Council's strategies and policies, what other community groups are doing, promotional ideas etc. we recommend you contact a Council officer in the relevant area.

### Grants Team

Phil Railton-Jacks	Grants Advisor	803 8562
Barbara Franklin	Grants Co-ordinator ( <i>not available Fridays</i> )	801 3595

### Social

Our City Communities Team has a number of community advisors who can discuss specific projects. Please contact the Grants Team for details of who to contact.

Daphne Pilaar	Push Play Co-ordinator	803 8015
Esther Bukholt	Community Recreation Advisor	801 4144
Glen McGovern	Mgr, Sports & Recreation Engagement	803 8157

### Cultural

Kirsten Kelly	Arts Programmes Advisor	803 8639
Kit O'Connor	Community Events Manager	803 8767

### Environmental

Myfanwy Emeny	Community Biodiversity Coordinator	803 8549
Amber Bill	Mgr Community Engagement & Res	803 8150