Social and Recreation Fund
Guide

This fund aims to foster strong, sustainable communities and support building capacity in the community.

About the fund
The Social and Recreation Fund supports projects that contribute to our strategic direction and include scope to support social entrepreneurialism, prioritising neighbourhood activity, and supporting the strategic planning of sports codes. A number of key social policies have recently been reviewed, such as the Positive Ageing Policy, the Accessible Wellington Action Plan and Te Mahana (our draft strategy to end homelessness).

Local residents and progressive associations can also be supported through this fund.

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

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

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 (e.g. social media interest, letters of support from other organisations/leaders).

The applicant must show that the project discernibly improves community wellbeing and adds value to the range of similar types of services in the community.

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

Emergent and innovative community projects can be supported through this fund. Applicants that apply under this category will need to demonstrate the transformative nature of the project.

**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
Criteria for Residents and Progressive Association applicants:
The organisation must:

- be registered with Wellington City Council Community Services as a residents/progressive association, contact our Senior Advisor Funding and Relationships on 803 8525
- have a committee
- meet at least twice a year and keep minutes of these meetings
- have an active membership of 10 or more, excluding the committee
- keep accurate and detailed accounts
- agree to make their accounts and minutes available to Wellington City Council on request.
- You will need to be a legal entity (as per the Social and Recreation Fund criteria)

When submitting an application Residents and Progressive Associations should give a summary of their current membership, meeting pattern (e.g. monthly) and provide a copy of minutes from recent meetings.

Further information

Who can apply?
We only accept applications from legal entities, this can include Charitable Trusts, Incorporated Societies and Limited Companies. We do not fund individuals through this grant fund.

If you are not a legal entity you can apply for funding with an umbrella agreement, this is where an organisation agrees to take responsibility for the project and the funding. Contact the Funding team for further information about umbrella agreements.

Process

- When you submit your application you will get a confirmation email, this will have the date when decisions are made about the grants, this is the date when the Grants Subcommittee meet, this is generally 4-5 weeks after the closing date. Wellington.govt.nz/your-council/meetings/committees/grants
- We will contact you by email if we need any further information, we will do this within a few days of you submitting your application, if we need any further information we will unlock your application so that you can log in and add any further information before re-submitting.
- Application are assessed initially by our Funding team and then other parts of Council (City Arts for Arts and Cultural Fund, etc). This assessment will take into account;
  - Evidence of need and community support
  - Alignment with the Council’s strategic goals
  - Fund criteria and focus areas
  - The likely effectiveness of the project to achieve outcomes
  - We will also take into account the management of previous funding (through accountability reports)
- Once all assessments are completed we will make our recommendations to the members of the relevant subject based Committee, these are posted on our website, a minimum of two days before the meeting.
- Councillors on the Committee will have access to the information provided in the application, Councillors will generally have this information 3-4 weeks before they meet. Councillors have access online to the applications and can view material online.
- The relevant Committee will meet to decide who will be funded and to what level, these meetings are public and you can if you wish make an appointment to speak to Councillors, you can see further information about public participation here http://wellington.govt.nz/have-your-say/how-to-participate/about-public-participation
- Shortly after the meeting you will be sent a notification by email, for those approved applications there will be a funding agreement in the portal along with information about the terms and conditions of the grant.

**Tell us what you want to do**
The funding requests have a number of questions. We want applicants to describe exactly what they aim to do and how they will get this done:
- Tell us what you want to achieve and how will you know if the project has been successful?
- Tell us how you have identified that there is a need for this project?
- Describe key stages or include a timeline
You can cut and paste text into this and other answer boxes or paste in links to webpages. We also ask you to give us some specific outcomes for your project.

**Focus areas and Council’s strategic outcomes**
Both Towards 2040: Smart Capital Strategy and our Long Term Plan 2012-22 have a range of priorities, we don’t expect projects to achieve all of these outcomes, it may be that there are one or two that are relevant to the project you are proposing.

For this and other funds we have a number of specific focus areas, we ask applicants to choose one or more of these, like Council outcomes we wouldn’t expect projects to achieve all the outcomes. You will need to tell us how your project delivers on Council outcomes and the specific Focus Areas you have chosen.

We will review the focus areas on an annual basis (in May/June) so that they are aligned with Council’s Annual Plan for the following year.

**Accessibility**
Our Accessible Wellington Action Plan aims to support people and partnerships that reduce and eliminate social and physical barriers in Council’s facilities, services and programmes and with our partners (through projects we support through grants and other funding).

This plan has a number of priorities;
- reduce and eliminate social and physical barriers in our facilities, programmes, services and information mediums
- provide best-practice examples in planning for universal access and service delivery as well as in the development and implementation of policies
- provide staff development opportunities that will help enhance the Council’s understanding and delivery of the action plan.
• strengthen advocacy and partnerships with other tiers of government, departments and community stakeholders to address and eliminate barriers to participation

• reinforce a culture that celebrates the diversity of all people who live, work, and study or visit our city.

We are interested in supporting projects that have maximum impact and have address accessibility. A range of barriers can exist—these can be physical and/or financial barriers. We want you to consider how barriers have been addressed in the planning of your project. It may be that you consider whether cost is a barrier to people taking part in a project or attending an event or performance or whether the project you have planned can be accessed physically by those members of our community with limited mobility or who have sight or hearing impairments.

We ask two questions each with a list of accessibility features and have a text question where you can tell us more if accessibility is a particular feature of your project or tell us about pricing of tickets, etc.

You can see our Accessible Wellington Action Plan here: Wellington.govt.nz/your-council/plans-policies-and-bylaws/plans-policies/a-z-index/accessible-wellington-action-plan

Budgets
Tell us as much as you can in the expenditure and project income sections. If this is a large or complex project with a number of specific phases you can attach a separate more detailed budget. You might request a contribution to a specific cost or towards the overall costs. If you are applying to other funders for specific costs or have a commitment for other support then explain this in the project income section or by attaching a note with an explanation. If there are costs in your budget that we would not normally fund, we may add conditions to the amount funded.

We would like applicants to be honest and realistic about costs for which they are seeking funding. You can look at the list of past allocations; http://wellington.govt.nz/~media/services/community-and-culture/funding/files/Social-and-Recreation-Fund.pdf – this will give you an idea of what amounts similar projects have received in the past.

You can explore other sources of potential funding by searching on Fundview a database for community groups seeking funding Wellington.govt.nz/services/community-and-culture/funding/other-funding-sources

Projects with multiple stages
Some projects do have multiple stages or might be longer term (over a number of months or years) and therefore might be supported through different grants. If this is the case then these stages should be explained, we ask for an indication of when a project starts and finishes. We would generally expect an accountability report for a project before further grants for the same project are paid out. For example, an organisation developing a community event might apply in the July funding round for stage one of a project. They could get approval for the grant in early September and work with the community from September to January. In the meantime they could submit an application for the stage two of the project in the October grant round, with decisions made in early December.
Regional and national projects
We want the projects we fund to benefit local communities. For regional or national projects applications should clearly show what benefits there will be for Wellington residents by showing the percentage of clients/audience/participants living in the city.

Community support and partnerships
We are interested in learning how you work with other organisations and the wider community through partnerships and funding relationships. This can be done by
- Including copies of one or two letters of support, these can be attached
- Share any relevant research you might have about need or demand
- If you have a strong social media presence a description of numbers and ways you connect to your community, eg how many friends/fans you have
- Show support you have had through crowd funding campaigns.
We want to make sure that we add value to the range of similar types of services in the community which means that we would not generally support similar or duplicate services or projects.

Frequently asked questions

How long will I have to spend the grant?
We will ask you to report back to us within a year of the date that the funding round closed. If you apply in the round that closes 30 July a decision will be made in early September and applicants notified, you would have until 30 July the following year to complete the project.

Will I need to write a report to tell you about the project?
We ask all applicants to identify some practical outcomes in their application. If your application is approved a funding agreement and accountability report will be created- this will include agreed outcomes.
You will need to login and complete this report once the project is complete.
If you have had a grant before from Wellington City Council we expect that you will have reported back on that grant, we would generally not release further funds until we have had a satisfactory accountability report.

How can I demonstrate that the specific needs of Māori have been incorporated into the planning of my project?
We know that Māori are often over-represented in many determinants of social deprivation, if you have considered the needs of Māori in your planning tell us how you have done this. Are you working with a particular group of organisation or do you have a particular strategy for reaching this group? Can you explain how your project assists Maori potential to be realised?
Link to Councils Maori community webpages; http://wellington.govt.nz/services/community-and-culture/maori-community/english

What is 'community preparedness'?
These are projects that strengthen local connectedness in a way that is sustainable and has an ongoing benefit to the neighbourhood and might have an emergency preparedness focus.

How much funding can a Residents Association apply for?
We have a general level of funding of $1,500 per year for local residents or progressive associations, this is a contribution to operational costs which could
include the production of newsletters or distribution of information, costs associated with holding public meetings, etc. We ask that these groups provide accountability reporting when they apply again. These organisations can apply for additional funding for other projects.

**Links**

Social & Recreation Strategy  

Positive Ageing Policy  
[Wellington.govt.nz/your-council/plans-policies-and-bylaws/plans-policies/a-z-index/positive-ageing-policy](Wellington.govt.nz/your-council/plans-policies-and-bylaws/plans-policies/a-z-index/positive-ageing-policy)

Te Mahana: A Draft Strategy to End Homelessness in Wellington by 2020  

Accessible Wellington Action Plan 2012/15  

Towards 2040: Smart Capital strategy  

Long Term Plan 2012-22  

**More Information**

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