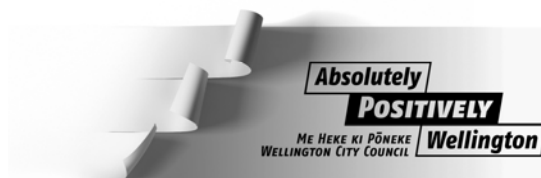


Our Living City Fund

Guide



This fund aims to improve Wellington's quality of life by strengthening urban-nature connections and building economic opportunities from a healthy environment

About the fund

The fund will support projects and activities like community conservation projects, community gardens, green infrastructure (living walls and roofs), resilience to natural events, reducing emissions, reductions from stationary energy, transport, water and waste

Fund objectives

- To support community initiatives and projects that grow Wellington's natural capital and reduce 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.

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.

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 cleanup
- Resilience to natural events
- Healthy communities, including community gardens.
- Reducing emissions from stationary energy, transport, and waste and facilitating renewable energy development.
- Water; conservation, efficiency and quality

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](https://www.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 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/Our-Living-City-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

What is Our Living City?

A programme to strengthen urban-nature connections, further improve Wellington's quality of life, and to help achieve our strategic vision of Wellington Towards 2040: Smart Capital.

What do you mean by 'kaitiakitanga' of Wellington's natural environment.

The obligation of guardianship and care.

How would I know whether a particular place is of significance to local Iwi?

Wahi tapu places have significance for Maori- for spiritual, cultural or historic reasons. If you were working on a project that aimed to restore or replant some native bush area then we would expect that you would have some understanding of whether the location has significance for Maori. We want applicants to demonstrate that they have considered the mana whenua presence and their role as kaitiaki of the natural environment, land and water.

Have you contacted the local Iwi or mana whenua to discuss the project and seek an Iwi perspective?

You can contact our Treaty Relations Team at Council via our contact centre or by following this link [Wellington.govt.nz/services/community-and-culture/maori-community/english/working-with-maori](https://www.wellington.govt.nz/services/community-and-culture/maori-community/english/working-with-maori)

How can we evidence community support, collaboration, and building partnerships with other organisations?

For some groups this could be by including (as attachments) copies of one or two letters of support, if you have a strong social media presence a description of numbers and ways you connect to your community, e.g. how many friends/fans you have through social media or support you have had through crowd funding campaigns. If the land you plan to work on as significance for local Iwi then we would expect to see some evidence of support from local Iwi or mana whenua.

Links

Our Living City

[Wellington.govt.nz/your-council/projects/our-living-city](https://www.wellington.govt.nz/your-council/projects/our-living-city)

Biodiversity Action Plan

[Wellington.govt.nz/your-council/plans-policies-and-bylaws/plans-policies/a-z-index/biodiversity-action-plan](https://www.wellington.govt.nz/your-council/plans-policies-and-bylaws/plans-policies/a-z-index/biodiversity-action-plan)

Parks & Reserves

[Wellington.govt.nz/recreation/parks-and-reserves/reserves](https://www.wellington.govt.nz/recreation/parks-and-reserves/reserves)

Towards 2040: Smart Capital strategy

[Wellington.govt.nz/your-council/structure-and-vision/vision-2040/towards-2040-smart-capital](https://www.wellington.govt.nz/your-council/structure-and-vision/vision-2040/towards-2040-smart-capital)

Long Term Plan 2012-22

[Wellington.govt.nz/your-council/plans-policies-and-bylaws/plans-policies/long-term-plan/long-term-plan-2012-22](https://www.wellington.govt.nz/your-council/plans-policies-and-bylaws/plans-policies/long-term-plan/long-term-plan-2012-22)

More Information

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