

APPLICATION FOR THREE-YEAR SERVICE CONTRACT 2009-2012

Please complete this form as part of your application for a three-year service contract covering the period **July 2009 to June 2012**.

Please note the following timetable for this application process:

16 June 2009: Applications [this form] close by 5pm on this date.

19 June – 20 July 2009: Council officer assessment process and draft recommendations developed for Grants Sub-Committee

3 August 2009: Recommendations presented to Grants Sub-Committee for consideration. Opportunity for organisations to make a short presentation at this meeting. Should you wish to speak to the Council Grants Sub-Committee you will need to organise this in advance through our Democratic Services team on 04 499 4444.

20 August 2009: Recommendations for funding from Grants Sub-Committee presented to Strategy and Policy Committee [NB this is a full council meeting].

22 August 2009: Organisations informed in writing of the Council's decision.

22 August – 4 September 2009: Final contract discussions and contracts confirmed.

Please note that if your organisation is unsuccessful in securing a three-year service contract you may still apply for funding for specific projects through the General Grants pool.

Notes regarding a Three Year Service Contract:

- Any amounts approved for new three year contracts will be drawn from the existing grants pool, which is not being increased.
- The amount per annum is fixed and there is no process for changing the amount during the contract term.
- Organisations can still apply to the general grant rounds for additional specific projects that sit outside the core activities identified as part of the three-year service contracts
- Organisations are required to report back as specified in the contract.

Notes regarding this form:

We do not expect you to duplicate information you have already provided as part of the 2009-2012 contract process. The questions are intended to give the grants sub-committee further information, specifically:

1. An overview of what your organisation hopes to achieve over the next three years.
2. How your organisation and its desired outcomes fit within Council's strategic priorities.

Suggestions:

- Type your answers to the questions in the shaded grey areas, or double click on check boxes to tick them.
- Feel free to copy and paste from other documents you have, e.g. business plan.

Please complete this document electronically and return it to barbara.franklin@wcc.govt.nz no later than 5pm on 16 June 2009. If you would like to complete the application manually, please contact the grants team on 801 3595 to arrange for an application to be posted to you.

APPLICATION FOR THREE YEAR CONTRACT FUNDING 2009-2012

Organisation name:

Contact person:

Contact phone number:

Email address:

Attachments required

Please attach the following documents unless we already have these on file. If we do, please make a note.

- Budget for July 2009 to June 2010
- Financial projections for the next three years
- Three year business plan [if you have one]

Funding Requested

1. How much are you applying for per annum? \$
2. Which services are you requesting support for?
3. If you have been funded through contract funding before please explain how this differs [or not] from your previous contract.

Service Delivery

If you have provided a three year business plan please answer the following questions briefly. If you do not have a business plan, please answer in more detail.

1. Please describe your vision and key goals for what your organisation will look like in three years:
2. What needs to happen within your organisation to achieve the vision/goals?
3. What key challenges and key opportunities have you identified for the next three years?

Strategic Fit

Wellington City Council's Long Term Council Community Plan [LTCCP] outlines the Council's strategic direction and priorities for 2009-2019. These priorities have been developed in response to community aspirations [known as 'Community Outcomes'], Council's roles and responsibilities and other factors. This process and the Council's strategic approach are outlined in the draft LTCCP available on our website or in hard copy.

<http://www.wellington.govt.nz/plans/annualplan/lccp/lccpengagement.html>

The Council has seven strategic areas – governance, environment, economic development, cultural well-being, social and recreation, urban development and transportation. Within each of these strategic areas Council aims to achieve specific long-term goals or 'Long-term Council Outcomes' for the city. The Council has recently developed new priorities for the coming three years [2009-2012] aimed at achieving these Long-Term Council Outcomes. You will find the details of each strategic area and their associated Council Outcomes in Part 3 of the LTCCP. The work of your organisation may contribute to more than one strategic area.

1. Please provide a summary of how the work of your organisation supports one or more of the Council's Long-term Outcomes. You will find these Long-Term Outcomes outlined in the 'strategy tree' within each strategic area of the LTCCP.
2. Please outline how your organisation will contribute to *one or more* of the three year priority areas. These three year priority areas are outlined under 'Our focus for the next three years' within each strategic area of the LTCCP.
3. Please identify the activities that you are requesting funding for which will enable you to achieve the above.

Evaluation

The Council is required to demonstrate to the public how the activities it undertakes or supports contribute to the community outcomes. We require robust information from your organisation on the impact our funding has.

4. Please outline how your organisation will evaluate the impact that the funded activities have on the Council's Long-term Outcomes?

Partnership

Through the Council's engagement with community organisations strong partnership with council and with other organisations has been identified as a priority.

5. Please outline how your organisation will work in partnership with other organisations [including the Council] to undertake the funded activities.

Treaty of Waitangi

Wellington City Council has a commitment to the Treaty of Waitangi and its underlying principles. We recognise that to a greater or lesser degree your organisation will have practices and processes in place that demonstrate a commitment to the Treaty of Waitangi.

6. Please outline how your organisation demonstrates a commitment to the Treaty of Waitangi.