

---

**REPORT 1**  
(12 15/52/03/IM)

---

## **WELLINGTON CITY COUNCIL GENERAL GRANTS**

---

### **1. Purpose of Report**

This report provides recommendations for the distribution of the Council's General Grants pools.

### **2. Recommendations**

It is recommended that the Grants Subcommittee:

- 1. Receive the information.*
- 2. Agree to fund the applicants as listed in Appendix 3 (General Grants)*

### **3. Background**

The Council provides grants to assist community groups to undertake projects that meet community needs. Grants are also a mechanism for achieving the Council's objectives and strategic priorities, especially those priorities that rely on community organisations carrying out specific activities.

The general grants scheme provides funding for projects from community organisations that meet general and specific criteria (Appendix 1). Organisations and projects are funded through contracts and annual grants pools that provide grants that are discretionary, short term and project based in nature.

### **4. Discussion**

The amount available in the general grants pools is set through the long term plan and the funds are allocated either through three year funding agreements or as grants for projects allocated through three grant rounds each year.

The total funding available for each pool is \$294,142 for the cultural pool, \$347,243 for the social pool, \$50,000 for the economic pool and \$80,000 for the environmental pool. \$2,399,226 is allocated to three year funding contracts that deliver across the social, cultural and environmental pools.

Funding available for allocation in this round, the last round of the financial year is: \$84,905 for the Social Pool, \$88,152 for the Cultural Pool, \$32,429 for the Environmental pool. All Economic pool funding was allocated in the August and October 2012 funding rounds.

There are 47 funding requests to the social pool requesting a total of \$448,976 and the cultural pool has 37 funding requests, seeking \$292,232. The environmental pool has 16 funding requests for a total of \$215,966. The economic pool has one funding request.

#### **4.1 Application Assessment**

Officer's recommendations (Appendix 3) are based on evidence of need, alignment with the Council's strategic goals, the grants criteria (Appendix 1), agreed focus areas (Appendix 2) and the likely effectiveness of funding these projects. Officers also take into account the management of previous funding (through accountability reports).

The assessment process may include consultation with; the applicant, persons or organisations referred to in the application, Council officers, and persons operating or knowledgeable about similar services to that of the applicant. Applicants are given five working days where possible to respond to a request for more information, so some recommendations may be subject to change depending on responses received after this report has been written.

The original information provided by applicants has been forwarded to subcommittee members in two separate books, one for General Grants and another for the School Pools Partnership Fund. The sub-committee can also view funding requests for General Grants including all documents provided through the online system.

Funding requests have been grouped into the pool they have chosen in their funding request. Some applications show a strategic fit to more than one pool. Flexibility will be required in deciding which pool to fund from as a number of applications clearly fit the strategic aims of more than one funding pool.

The recommendations (Appendix 3) gives each applicant's organisation name, which funding pool they have applied to, a brief project description, the total project cost, amount requested and some general comments.

To ensure funds are used appropriately, tags may be suggested in certain circumstances should funding be approved. This is usually in cases where applicants need to use funds for a specific aspect of their budget or they are awaiting confirmation of sufficient funds from other sources to proceed with their project.

The level of funding recommended takes into account:

- the amount needed for the activity to proceed
- an amount in line with past precedents
- an amount in line with suggested funding alternatives

- an amount that reflects the level of fit with general and strategic criteria

If members of the Subcommittee require more information on applications prior to the grants meeting, they can contact the Funding team.

## **5. Conclusion**

The Subcommittee is asked to consider the applications received for General Grants and decide whether or not it is appropriate to fund the applicants, and at what level.

Contact Officer: *Jenny Rains, Manager Community Services*

## Supporting Information

### **1) Strategic Fit / Strategic Outcome**

*WCC General Grants are allocated to support outcomes from the cultural, social, economic and environmental strategic areas.*

### **2) LTP/Annual Plan reference and long term financial impact**

*The Cultural grants come under project C661, Environmental grants under project C652, Social & Recreational grants under C678 and the Economic grants under project C647.*

### **3) Treaty of Waitangi considerations**

*Any grants application that could have implications for Maori are referred to WCC Treaty Relations Office for recommendations. The Treaty Relations Team are sent the full list of applicants and projects for comments and have reviewed applications.*

### **4) Decision-Making**

*This is not a significant decision.*

### **5) Consultation**

*N/A*

### **6) Legal Implications**

*N/A*

### **7) Consistency with existing policy**

*The grant pools have been created to assist community initiatives in line with Council strategy.*

## Appendix 1: Grants Criteria

### Generic 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.

### Specific criteria relating to 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.

## Specific criteria relating to the School Pools Partnership Fund

- (a) The Pools Partnership Fund aims to improve access to and uptake of learn-to-swim, aquatic education, aquatic sport and casual aquatic enjoyment by the local communities of Wellington City by increasing the total available pool capacity and aquatic programme opportunities throughout the city.
- (b) The project must demonstrate how it helps resolve current and forecast demand for learn-to-swim and aquatic education within Wellington City boundaries.
- (c) The project must be strategically located to both facilitate easy access for participant schools, (a 15-20 minute walk time from neighbouring schools is appropriate) and ensure that appropriate catchments are created across the city.
- (d) The applicant must facilitate use of the pool facility by other schools during the school day.
- (e) The applicant must make the pool facility available for wider community use outside of the school day/term. \*
- (f) The project must have written support from the School Board of Trustees and school management.
- (g) Any trust or management arrangement for the project must be legally constituted and have adequate skills in planning, governance and management.
- (h) The project must have a Formal Use and Licence to Occupy Agreement in place with the Ministry of Education.
- (i) The project must have an appropriate business and asset management plan in place which ensures that no additional operational or capital funding will be sought from Wellington City Council.
- (j) Projects will only be able to be funded once through the Pools Partnership Fund.
- (k) The applicant must agree to provide an annual report to Wellington City Council about the pool's operation, maintenance, and achievements. This report will need to be provided throughout the indicated life of the asset, as defined prior to construction, and will include statements on schools programmes, community access, and operation of the asset.

\* Consider that wider community use referred to in (e) above includes:

Use by groups, clubs and associations separate from the school, trust, or management arrangement of the facility which are based within Wellington City (Tawa but not the Hutt Valley or Porirua) and whose membership is made up of predominantly Wellington City residents.

## Focus Areas

### Cultural Grants

The focus areas and associated criteria recognise the importance of sense of place, diversity, partnerships with arts organisations, festival groups and youth participation in arts and cultural activities.

Focus areas	Specific criteria
Grassroots organisations (particularly those with a focus on youth)	<ul style="list-style-type: none"> <li>▪ Encourage or increases youth participation in the arts</li> <li>▪ Acknowledge community diversity and civic pride</li> </ul>
For specific projects, exhibitions or other groups	<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 has a positive economic benefit for the city</li> <li>▪ Be a specific project for an exhibition or event</li> </ul>
Maori art	<ul style="list-style-type: none"> <li>• Demonstrate an emphasis on traditional or contemporary Maori cultural influence</li> </ul>
Significant community festivals and events	<ul style="list-style-type: none"> <li>▪ 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</li> </ul>

### Environmental Grants

Focus areas reflect the current priorities which include delivering on the Climate Change Action Plan and promoting opportunities for initiatives that promote the city's natural environment.

Focus areas	Specific criteria
Waste	<ul style="list-style-type: none"> <li>▪ Encourage composting of organic waste</li> <li>▪ Facilitate and support recycling, composting and waste reduction</li> </ul>
Energy and climate change	<ul style="list-style-type: none"> <li>▪ Support reduced energy consumption and/or promotion of renewable energy</li> <li>▪ Encourage change in travel behaviour</li> <li>▪ Improve energy efficiency and conservation</li> </ul>
Biodiversity and stream protection	<ul style="list-style-type: none"> <li>▪ Restore and protect natural biodiversity</li> <li>▪ Increase awareness of biodiversity stream protection</li> <li>▪ Support clean ups that have a direct impact on biodiversity value</li> </ul>
Water	<ul style="list-style-type: none"> <li>▪ Encourage reduced water consumption, Increased water efficiency / resilience</li> </ul>

## Economic Grants

Focus areas support the development projects of economic benefit to Wellington. The projects must benefit the wider community (local or city wide) not individuals or businesses. Applicants should not be government agencies.

Focus areas	Specific criteria
Retain core economic activity	<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	<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>

## Social Grants

The focus areas recognise the importance of strong, sustainable communities and the need for building capacity in the community.

Focus area	Specific criteria
Capability and capacity	<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>▪ Encourage and support volunteers and foster skill development and training for the community</li> </ul>
Safety	<ul style="list-style-type: none"> <li>▪ Build a safe community and/or environment</li> <li>▪ Promote personal safety</li> </ul>
Physically active	<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	<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>