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## **GRANT CRITERIA REVIEW**

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### **1. Purpose of report**

To present a review of the grant criteria and seek the Committee's approval for a new grant criteria framework.

### **2. Executive summary**

The current general criteria were established in 2006 and the focus areas were last updated in 2011. A review found that while the generic grant criteria that are common across all pools work well on the whole, the different communities of interest in each pool means that blanket criteria specifying community benefit do not work well in some circumstances.

It is proposed to remove the generic grant criteria in favour of developing more robust and specific criteria for each grant pool. The flow-on effect of removing generic grant criteria would be the establishment of the four grant pools as separate entities – with their own objectives, tailored criteria, and focus areas.

The Grants Subcommittee considered the findings from the review and the proposed changes to the grant criteria framework at its meeting on 27 May and agreed “*that the findings of the review and proposed move from grant pools to grant funds (with separate objectives, criteria, and focus areas) be presented to the Strategy and Policy Committee for approval*”.

### **3. Recommendations**

Officers recommend that the Strategy and Policy Committee:

- 1. Receive the information.*
- 2. Note the review highlighted the need to move away from generic criteria in favour of specific criteria for each grant pool*
- 3. Agree to establish four grant funds – the Our Living City Fund, the Business Improvement District Development Fund, the Arts and Culture Fund, and the Social and Recreation Fund*
- 4. Agree to the objectives, criteria, and focus areas for the Grant Funds as outlined in Appendix C.*

## **4. Background**

The current general criteria were established in 2006 and the focus areas were last updated in 2011. It is timely to review the criteria given we have a new strategic framework in the Wellington Towards 2040: Smart Capital strategy, a host of policy and strategy reviews, and changes in the purpose of local government.

This review is also undertaken at a time where we are on the cusp of profound changes in how communities support each other. A combination of factors including advances in information communication technology driving use of social media and the emergence of virtual communities, a movement from organisational to project-based volunteering, the emergence of social enterprise, baby boomers changing the face of retirement, and a challenging economic climate as the impact of the Global Financial Crisis lingers point to the need to look at how best deploy Council's grants funding to support active, vibrant, and healthy communities.

The current criteria framework can be found in Appendix A. It consists of a set of generic grant criteria applicable to all applications across the four grant pools as well as each pool having specific criteria that reflects Council's priorities. The current pools are based on the four well-beings from the LGA02 – Cultural, Social, Economic and Environmental. The generic grant criteria are also used for other funds such as the Betty Campbell Accommodation Assistance fund.

## **5. Discussion**

### ***5.1 Key findings from the review***

The review involved an analysis of Council's strategic drivers, trends in grant allocations, and interviews with officers about their experiences in using the generic and specific grant criteria and related focus areas. A summary of the review of the general criteria can be found in Appendix B

The key finding from the review is that while the generic grant criteria that are common across all pools work well on the whole, they can create barriers for considering worthwhile proposals in specific pools. The different communities of interest in each pool means that blanket criteria specifying community benefit do not work well in some circumstances. For example, the current criteria preclude applications where benefits accrue to households and businesses and while this makes sense for the Social and Cultural pools, it doesn't work as well for Economic Pool or the Environmental Pool (outside of community initiatives such as community gardens and volunteer planting programmes) because households or businesses often directly benefit from proposals that have a flow-on benefit to the community.

The review highlighted the need to move away from generic criteria in favour of specific criteria for each grant pool. While each pool may share a number of

criteria, others would be tailored to suit the particular demands of that community of interest and relevant Council outcomes.

### 5.2 Proposed approach

It is proposed to remove the generic grant criteria in favour of developing more robust and specific criteria for each grant pools. The flow-on effect of removing generic grant criteria would be establish the four grant pools as separate entities – with their own objectives, tailored criteria, and focus areas - as outlined in Diagram One.

#### Current Framework

Generic General Criteria			
Specific Pool Criteria	Specific Pool Criteria	Specific Pool Criteria	Specific Pool Criteria
Focus Areas	Focus Areas	Focus Areas	Focus Areas
<b>Environmental Pool</b>	<b>Economic Pool</b>	<b>Cultural Pool</b>	<b>Social Pool</b>

#### Proposed Framework

Fund Objectives	Fund Objectives	Fund Objectives	Fund Objectives
Specific Fund Criteria (includes tailored generic criteria)			
Focus Areas	Focus Areas	Focus Areas	Focus Areas
<b>Our Living City Fund</b>	<b>BID Development Fund</b>	<b>Arts and Culture Fund</b>	<b>Social and Recreation Fund</b>

**Diagram One:** Proposed changes to Grant Criteria framework

It should be noted that removing general grant criteria that specific criteria would also need to be developed for the remaining grant funds and subsidies. It also means that there would be additional work to update online application forms and the application guide.

### **5.3 Details of the four grant funds**

Appendix C outlines the proposed objectives, criteria, and focus areas for the four grant funds. The following is a summary of the proposed changes:

#### **5.3.1 Environmental Pool becomes the Our Living City Fund**

The Council has launched the Our Living City work programme to ensure Wellington grows its urban-nature connections. It is designed to get better outcomes from activities like community gardens and establishing green roofs and walls. The Environmental Pool has had a pivotal role in supporting community activity to green our city and it makes sense to reinforce this connection by reframing the pool “our living city”.

It is proposed the fund would have criteria based around “growing and enjoying our natural capital” and “reducing our environmental impact” goals of the Our Living City programme. These include activities such as green infrastructure (eg living walls and roofs), resilience to natural events, and emissions reductions from stationary energy, transport, and waste.

Priority would be placed on applications that leverage funding from other organisations or businesses and on projects which foster community action. Applications for greening activities on private property or in other public spaces, such as schools, would be acceptable where there was a quantifiable immediate or flow-on benefit to the wider community. Applications for programmes that support energy conservation, waste reduction, water reduction, and renewable energy in the residential and commercial sector would also be acceptable.

The criteria in this fund would create the possibility of contributing to major capital works, like green roofs and walls. So the application guide would also be updated to place more specific criteria around the funding of capital items, namely the project needs to be visible to the public, leverages substantial investment from private sector or public sector partners, and has a discernible positive environmental impact.

#### **5.3.2 Economic Pool becomes the Business Improvement District Development Fund for the next two years**

The Council’s Business Improvement District (BID) policy is designed to support local business communities make local areas more vibrant. The current Economic Pool has the “growth of local emerging business and local economic activity” as one of its two focus areas. This fits neatly with the objectives of the BID policy and by prioritising funding for this activity over the next two years provides additional impetus to achieving the outcomes of the BID policy. A Business Improvement District Development Fund would focus on providing seeding funding for local business organisations to determine the feasibility of establishing a business improvement district in their area or to undertake the strategic planning to establish a business improvement district where the interest has already been established.

The focus of the fund would be reviewed after two years to determine whether a sole focus on Business Improvement Districts is desirable. Widening the criteria to accommodate digital and innovation projects may also be a future option. If it emerges the fund is undersubscribed, it is proposed to reallocate the balance of funding to other projects with a significant economic development component in the final round of the year.

### **5.3.3 Cultural Pool becomes the Arts and Culture Fund**

In recent years, the Council has adopted an Arts and Culture Strategy and an Events Policy that provides the strategic framework to establish criteria for an Arts and Culture Fund. In particular, the Arts and Culture Strategy has four focus areas that could be supported through community grants - the city as a hothouse for talent, Wellington as a region of confident identities, active and engaged people, and our creative future through technology.

This fund would take the most advantage of the proposed changes to the generic grant criteria (outlined in Table Two) particularly in relation to modifying how groups establish their credentials. It would also take most advantage of the flow-on amendments in the guidance notes to applicants, such as making catering eligible where it is an integral part of a cultural event or activity.

### **5.3.4 Social Pool becomes the Social and Recreation Fund**

The current generic grant criteria are best suited to the Social Pool. While key social policies have been reviewed, such as the Positive Ageing Policy, Accessible Wellington Action Plan and Te Mahana, there hasn't been an update of the strategic framework in the social and recreation area, outside of amendments made through the long term plan process, since the last grant criteria review in 2006. Therefore the proposed changes to the criteria for a Social and Recreation fund are more about updating the current focus areas to ensure they best contribute to our strategic direction.

On the whole, the current focus areas are very robust and are effective in prioritising across a diverse range of outcomes. The biggest challenge in the future is that we expect demand on the pool to increase as wider funding environment becomes increasingly challenging. The proposed amendments are designed to align the criteria to our new strategic outcomes and include providing scope to support social entrepreneurialism, prioritising neighbourhood activity, and supporting the strategic planning of sports codes.

## **5.4 Supporting emergent and innovative community projects**

The review found that the accountability and organisational credential criteria could give applicants the impression that emergent and innovative projects are not eligible. It is recommended that the Arts and Culture and the Social and Recreation funds include a specific criterion that prioritises innovative projects involving new technologies or approaches that have the potential to transform our sense of community. The proposed criterion highlights that the Council is fully cognisant that there is greater risk in supporting new and emergent ideas

and as such, sets a lower threshold for establishing the credentials of applicants and the achievement of outcomes. There would still be controls in place to ensure the funds are spent on their intended purpose.

#### ***5.5 The mechanics of establishing focus areas for each fund***

The proposed approach involves the removal of a common set of grant criteria across all pools and replace with criteria and focus areas specific to each pool. It is proposed that the focus areas for each fund be reviewed annually to incorporate priorities emerging from the draft annual plan. The process would involve a paper being presented at the May Grants Subcommittee on annual focus areas based on the Council's priorities outlined in the draft Annual Plan for that year.

#### ***5.6 Consultation and Engagement***

There will be a significant engagement exercise to support the proposed changes to the grant criteria.

#### ***5.7 Financial considerations***

The review was about generating the best return on investment from the general grant pools. There are no additional financial implications emerging from this report.

#### ***5.8 Climate change impacts and considerations***

The establishment of an Our Living City Fund contributes to the achievement of the Council's climate change outcomes, particularly in relation to supporting community activity.

#### ***5.9 Long-term plan considerations***

There are no implications for the long term plan emerging from changing the grant criteria.

## **6. Conclusion**

Grants play a pivotal role in mobilising communities to contribute to the Council's strategic outcomes. A review of the grant criteria the need to move away from generic criteria in favour of specific criteria for each grant pool. The proposed establishment of specific funds with criteria explicitly connected to key policies ensures the Council generates best return on investment from providing grants to communities.

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                                  Manager

## SUPPORTING INFORMATION

### 1) Strategic fit / Strategic outcome

*Grants are central to supporting communities to deliver on the Council's strategic outcomes. The proposed changes to the grant criteria makes stronger connections between the evaluation for applications and the achievement of these strategic outcomes.*

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

*The Long Term Plan makes provision for community grants in several places - 2.1.6 - Community environmental initiatives, 3.1.4 - Grants and creative workforce, 4.1.4 - Cultural grants, and 5.2.4 - Grants (Social and Recreation).*

*There are no long term financial impacts emerging from the proposed changes to the grant criteria.*

### 3) Treaty of Waitangi considerations

*The proposed changes to the criteria include a tailored criterion for each fund relating to consideration of the Treaty of Waitangi.*

### 4) Decision-making

*This is not a significant decision. The report outlines the findings from a review of the current grant criteria and recommends changes to the criteria within the existing funding mechanisms and funding parameters.*

### 5) Consultation

#### a) General consultation

*There will be a significant engagement exercise to support the proposed changes to the grant criteria.*

#### b) Consultation with Maori

*The Treaty Relations team were involved in the review and the crafting of tailored Treaty-related criterion for each grant fund.*

### 6) Legal implications

*There are no legal implications emerging form this report.*

### 7) Consistency with existing policy

*The proposed changes to grant criteria strengthen connections to Council's policies.*

# APPENDIX A

## Current grant pools' purpose, criteria, and focus areas

### **Purpose of general grants:**

Grants are included in the Annual Plan to provide

- A flexible, reactive mechanism for the Council to support community groups that are undertaking projects that meet a need identified by the community.
- The Council with the ability to encourage innovation, diversity and creativity.
- A mechanism to support the city's social, cultural, economic and environmental infrastructure.
- A mechanism that enables the Council to ensure particular activities occur without directly providing a service.
- Funding through contracts as a mechanism to support organisations that represent core business of the Council or directly contribute to Council's strategic or policy goals.

### **Generic grants criteria:**

- Your project makes a positive contribution to achieving the Council's Strategic Outcomes and Points of Difference as listed in the Annual Plan.
- 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 residents of Wellington city.)
- The applicant is a legally constituted community group or organisation, not an individual or individuals. (Groups may apply under an appropriate umbrella organisation.)
- The 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, and demonstrated ability to report back on past funding as appropriate.
- Projects will not be funded for the same purpose more than once in any financial year. (Different aspects of the same project may be eligible for more or different grants.)
- Failure to report adequately on past Council funding can result in a group not being eligible for future funding.
- The project should be physically and financially accessible either 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 (eg letters of support from other organisations / leaders).
- The applicant must show that the project expands the capacity, range or level of similar types of services in the community and that it has involved users in identifying the need for the project.
- The principal intent of the project is not for private or commercial financial gain, though such gains may occur as a side effect of the project.
- The application must demonstrate an awareness of the Treaty of Waitangi, in particular when involving mana whenua and taura here.

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## Grant pools specific criteria and focus areas:

CULTURAL	
Community festival	Priority will be given to projects where: <ul style="list-style-type: none"> <li>• the applicant group is based in a geographic community (a suburb) or a community of interest (such as an ethnic group) and proposes a festival or event that reflects a community need.</li> </ul>
Grassroots / youth participation	Grassroots organisations (particularly those that are youth focussed) Priority will be given to projects that: <ul style="list-style-type: none"> <li>• encourage youth participation in the arts</li> <li>• acknowledge community diversity and civic pride.</li> </ul>
Maori art	Priority will be given to projects that: <ul style="list-style-type: none"> <li>• demonstrate an emphasis on traditional or contemporary Maori cultural influences.</li> </ul>
For specific projects, exhibitions or other groups	Priority will be given to projects that: <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 have a positive economic benefit for the city</li> <li>• are a specific project for an exhibition or event.</li> </ul>
ECONOMIC	
Retain core economic activity	Priority will be given to projects that: <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	Priority will be given to projects that: <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>
ENVIRONMENTAL	
Biodiversity and stream protection	Priority will be given to projects that: <ul style="list-style-type: none"> <li>• restore and protect natural biodiversity</li> <li>• increase awareness of biodiversity and stream protection</li> <li>• support clean-ups that help improve the environment and biodiversity.</li> </ul>
Energy and climate change	Priority will be given to projects that: <ul style="list-style-type: none"> <li>• reduce energy consumption and improve energy efficiency</li> <li>• change travel behaviour in support of active modes (such as cycling or walking) and public transport</li> <li>• lead to renewable energy usage.</li> </ul>
Waste	Priority will be given to projects that: <ul style="list-style-type: none"> <li>• increase composting of organic waste</li> <li>• increase recycling and waste reduction.</li> </ul>
Water	Priority will be given to projects that: <ul style="list-style-type: none"> <li>• reduce water consumption</li> <li>• increase water efficiency/resilience.</li> </ul>

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<b>SOCIAL</b>	
Build capability and capacity within the community	Priority will be given to projects that: <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>• Support volunteers and foster skill development and training for the community.</li> </ul>
Promote personal and community safety	Priority will be given to projects that: <ul style="list-style-type: none"> <li>• build a safe community and/or environment promote personal safety.</li> </ul>
Physically active communities encouraging health and wellbeing	Priority will be given to projects that: <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	Priority will be given to projects that: <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>
Community Preparedness	Community Preparedness Priority will be given to projects that; <ul style="list-style-type: none"> <li>• have a local neighbourhood focus that impacts upon at least 15 homes or a defined geographic community such as walkways or apartment buildings</li> <li>• strengthen local connectedness in a way that is sustainable and has an ongoing benefit to the neighbourhood</li> <li>• increase community resilience and emergency preparedness locally</li> <li>• are open to the whole neighbourhood</li> </ul>

# APPENDIX B

## Summary of potential amendments to general grants criteria

Criterion	Commentary	Recommended changes:
<p>Your project makes a positive contribution to achieving the Council's Strategic Outcomes and Points of Difference as listed in the Annual Plan.</p>	<p>It appears that few applicants seriously engage with the strategic framework. It is much more likely that people tailor their application around the specific criteria and focus areas.</p> <p>The criterion isn't particularly useful as an assessment guide but assessors still found it useful to see applicants make strategic connections.</p> <p>It was also seen as a useful stop gap for applications that don't fit with Council's strategic direction but can't be excluded on other grounds.</p>	<p><b>Retain</b> criterion and <b>update</b> to reflect current strategic framework.</p> <ul style="list-style-type: none"> <li>• Towards 2040: Smart Capital strategy (The four outcomes :a connected city, an eco-city, a people centred city, and a dynamic central city)</li> <li>• Long Term Plan 2012-22 priorities (An inclusive place where talent wants to live, resilient city, and a well managed city)</li> <li>• Annual Plan priorities for the relevant year</li> </ul>
<p>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 residents of Wellington city.)</p>	<p>This criterion can become a little difficult to define for organisations that work regionally – especially for funding organisational capacity where the core activity may be based in the city but the service users are across the region.</p> <p>There were some suggestions that the application form could be clearer that this criterion is about the location of project or activity.</p>	<p><b>Retain</b> criterion, no amendments.</p> <p><b>Update</b> application guide to address ambiguity around regional and national services.</p>
<p>The applicant is a legally constituted community group or organisation, not an individual or individuals. (Groups may apply under an appropriate umbrella organisation.)</p>	<p>Being a legally constituted community organisation is an important safeguard against the misappropriation of funds.</p> <p>However, the umbrella requirement creates compliance costs for legally constituted organisations acting in an umbrella capacity.</p>	<p><b>Retain</b> criterion, no amendments.</p>

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	<p>Māori, Pacific, and ethnic groups are often not legally constituted and can sometimes find it challenging to find a suitable umbrella organisation.</p> <p>On the other hand, being an umbrella organisation creates opportunities to foster collaboration or their relationships in the sector.</p>	
<p>The 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, and demonstrated ability to report back on past funding as appropriate.</p>	<p>While it is always prudent for applicants to demonstrate their organisational sustainability, this criterion was generally seen as excessive – especially for small value grants.</p> <p>It also creates a barrier for innovative applications from start-up organisations that may not have well-established systems in place.</p> <p>There were some comments that budgets submitted in some applications were not sufficiently specific to make robust assessments.</p>	<p><b>Amend</b> criterion so that:</p> <ul style="list-style-type: none"> <li>• It is not applicable for applications under \$1k, the applicant only needs to submit a budget and reporting process.</li> <li>• Applies only to extent of demonstrating how the organisation’s financial and organisational processes contribute to successfully delivering stated outcomes for applications between \$1k and \$5k; and</li> <li>• Applies in full for applications over \$5k</li> </ul> <p><b>Update</b> application guide to provide more guidance on submitting budgets, especially for applications seeking large amounts of funding.</p>
<p>Projects will not be funded for the same purpose more than once in any financial year. (Different aspects of the same project may be eligible for more or different grants.)</p>	<p>While this criterion assists applicants understand which costs are eligible, it does not influence the assessment of applications. As such, it makes sense to move this criterion to the guidance notes for applicants.</p> <p>There can be some ambiguity in projects with multiple stages, and particularly those spanning</p>	<p><b>Remove</b> criterion.</p> <p><b>Update</b> application guide giving examples about acceptable staging arrangements and multiple events of a similar nature in the same year.</p>

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	multiple years, about the assessment of similar cost areas to support different stages of a project.	
Failure to report adequately on past Council funding can result in a group not being eligible for future funding.	<p>Between 10-20% of successful applicants have a condition to submit previous accountability forms prior to receiving new funds which points to the value of retaining this criterion as a means of obtaining reports backs from grants recipients.</p> <p>Apart from determining whether an applicant is eligible to apply, this criterion does not influence the assessment of applications. As such, it makes sense to move this criterion to the guidance notes for applicants.</p>	<p><b>Remove</b> criterion.</p> <p><b>Update</b> application guide to highlight that failing to report adequately on past funding makes the group ineligible for future funding.</p>
The project should be physically and financially accessible either by a wide range of people or by the intended users.	<p>This criterion has proved useful as a trigger to think about the different dimensions of making their project accessible.</p> <p>Feedback from applicants is that we need to define this criterion better – particularly around financial sustainability.</p> <p>Assessors have highlighted the cost of participating in the activity is part of the evaluation mix and the information helps with marginal decisions.</p>	<p><b>Separate</b> into two criteria – one about physical accessibility and the other about financial accessibility.</p> <p><b>Update</b> application guide giving a checklist of physical accessibility features and examples of financial accessibility</p>
The project should show evidence of community support, collaboration and building partnerships with other organisations (eg letters of support from other organisations / leaders).	<p>This is a useful criterion. Crowd-sourced evidence can be compelling – e.g. Timebank and Kaibosh – and should be encouraged.</p> <p>It is difficult to demonstrate support for completely new, innovative ideas.</p>	<p><b>Amend</b> criterion to include social media and crowd-sourcing in the list of examples for support.</p>
The applicant must show that the project expands the capacity, range or level of similar types of services in the community and that it has involved users in identifying the need for the	<p>While the overall sentiment of this criterion was well supported, the wording creates some potential issues. The “expands the capacity” element could encourage the duplication of services, while involving users in identifying the need for the</p>	<p><b>Collapse</b> criterion with the “principal intent” criterion (below) and <b>amend</b> to focus on collaboratively demonstrating that there is demand for the proposed activity.</p>

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<p>project.</p>	<p>project is sometimes not appropriate or possible.</p>	
<p>The principal intent of the project is not for private or commercial financial gain, though such gains may occur as a side effect of the project.</p>	<p>This criterion can be interpreted that applications from the emergent social entrepreneurial sector would be ineligible because they would be defined as “principally for commercial gain”.</p> <p>As long as we are clear that the public good elements are clearly defined and that the related costs are able to be isolated then there is no reason to preclude applications for profit making activities.</p> <p>In addition, several outcomes in the environmental area (energy and emissions reductions, renewable energy, waste reduction, water conservation) are best achieved by working with households businesses.</p>	<p><b>Collapse</b> criterion with the “expands the capacity” criterion (above) and <b>amend</b> criterion to focus on the delivery of demonstrable public good outcomes irrespective of the initial intent of the proposed activity.</p>
<p>The application must demonstrate an awareness of the Treaty of Waitangi, in particular when involving mana whenua and taura here.</p>	<p>There was substantial feedback that while this criterion was important, it often was difficult to operationalise and had little practical impact in the assessment of applications.</p>	<p><b>Develop</b> separate criterion tailored for each focus area.</p>

# APPENDIX C

## Proposed Grant Fund Objectives, Criteria, and Focus Areas

### OUR LIVING CITY FUND

#### Fund objectives:

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

#### Fund 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, not an individual or individuals. (Groups may apply under an appropriate umbrella organisation.)
- The applicant provides evidence of sound financial management, good employment practice, clear and detailed planning, clear performance measures, and reporting processes.
  - For applications less than \$1,000 provide a budget and reporting process
  - For applications less than \$5,000 provide a budget, reporting process, and outline how the applicants financial and organisational processes contribute to successfully delivering stated outcomes.

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- 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 (eg social media interest, letters of support from other organisations/leaders).
- The applicant must show that the project discernibly improves community well-being 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 clean-up
- Resilience to natural events
- Healthy communities, including community gardens.
- Reducing emissions from stationary energy, transport, and waste and facilitating renewable energy development.

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## **BUSINESS IMPROVEMENT DISTRICT DEVELOPMENT FUND**

### Fund objective:

- To support the strategic planning for the establishment of a business improvement district which provides a vehicle for local business-led initiatives that support key city objectives of vibrant centres, business creation and development, and increased employment.

### Fund 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.
- The applicant is a legally constituted community group or organisation that represents businesses in the location of the proposed Business Improvement District.
- 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 (eg social media interest, letters of support from other organisations/leaders).
- The applicant must show that the project discernibly improves community well-being and adds value to the range of similar types of services in the community.
- The Council is committed to the principles of the Treaty of Waitangi – partnership, participation, and protection. Outline how your project can progress these principles, particularly in relation to economic participation by Māori.

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## Focus Areas:

- Supporting local business groups to:
  - Develop a business plan outlining the proposed activities that will be funded by the targeted rate and which comply with BID policy
  - Agree a constitution and establish a legal entity to administer the BID. The Council should be consulted on the constitution.
  - Undertake full consultation on the targeted rate and the planned activities and complete an establishment vote with a majority vote supporting the BID.

# APPENDIX C

## **ARTS AND CULTURE FUND**

### Fund objectives:

- To support the city as a hothouse for talent
- To reinforce Wellington as a region of confident identities
- To support active and engaged people
- To encourage our creative future through technology.

### Fund 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, not an individual or individuals. (Groups may apply under an appropriate umbrella organisation.)
- The applicant provides evidence of sound financial management, good employment practice, clear and detailed planning, clear performance measures, and reporting processes.
  - For applications less than \$1,000 provide a budget and reporting process
  - For applications less than \$5,000 provide a budget, reporting process, and outline how the applicants financial and organisational processes contribute to successfully delivering stated outcomes.
- 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.

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- 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 well-being and adds value to the range of similar types of services in the community.
- The Council acknowledges the significance of Māori cultural practice. Demonstrate how your project values and increases the visibility of Māori cultural traditions and contemporary applications.

## New and developmental arts projects:

This fund would have a special category for new and developmental arts projects. Applicants that apply under this category will need to demonstrate the formative nature of the project. Successful applicants would have tailored funding agreements that recognises the greater uncertainty about the delivery of outcomes.

## Focus Areas:

### **The city as a hothouse for talent:**

Priority will be given to projects that:

- Ensure there is an appropriate range of platforms for local talent to present their works
- Value new talent and connect it with support networks

### **Wellington as a region of confident identities:**

Priority will be given to projects that:

- Recognise and celebrate the role of mana whenua and Māori history in the city
- Enable all ethnic, demographic and suburban communities to explore, celebrate and share their own cultural identity
- Enable suburban and other geographical communities to undertake projects that explore, celebrate and share their own identity

### **Active and engaged people:**

Priority will be given to projects that:

- Support arts practitioners to work with communities to develop work of, by and for that community
- Ensure the sustainability of organisations that facilitate and/or undertake activities within communities
- Maximise the potential of arts and cultural activities to increase community connectedness, resilience and participation in community/city decision-making

### **Our creative future through technology:**

Priority will be given to projects that:

- Increase access to technology for use in the creation, distribution and marketing of creative products and services

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## **SOCIAL AND RECREATION FUND**

### Fund objective:

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

### Fund 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, not an individual or individuals. (Groups may apply under an appropriate umbrella organisation.)
- The applicant provides evidence of sound financial management, good employment practice, clear and detailed planning, clear performance measures, and reporting processes.
  - For applications less than \$1,000 provide a budget and reporting process
  - For applications less than \$5,000 provide a budget, reporting process, and outline how the applicants financial and organisational processes contribute to successfully delivering stated outcomes.
- 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).

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- The applicant must show that the project discernibly improves community well-being 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 how the specific needs of Māori have been incorporated into the planning of your project.

## Emergent and innovative community projects:

This fund would have a special category for emergent and innovative community projects. Applicants that apply under this category will need to demonstrate the transformative nature of the project. Successful applicants would have tailored funding agreements that recognises the greater uncertainty about the delivery of outcomes.

## 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