

## **Appendix 1: Grants Criteria and Funding Guidelines**

### **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 Sports Development Grants:**

12. Projects should enhance the strategic management of sports and recreation organisations
13. Priority will be given to proposals that promote youth participation in sport and recreation

### ***Project Funding Guidelines:***

#### **Organisations should:**

- be a not for profit, legally constituted sports or recreation organisation
- have a constitutionally 'open' membership (this means that membership rules should not exclude any category of person and membership fees must be reasonable)
- be operating in the Wellington rate paying area

#### **What types of projects are eligible?**

The main purpose of the grants will be to help fund professional advice and support for enhancing the strategic management of clubs. Here are some examples of projects that would fit the purpose of the grants:

*Club development:*

- Assisting with the development and/or implementation of a plan
  - strategic
  - operational
  - business
  - risk management
  - volunteer management
  - marketing
- Training for club administrators to improve organisational management, e.g. accounts mentoring
- Professional fees that cannot be funded from other sources, e.g. consultants, engineering, accounting, architects, legal etc

*Recreation planning:*

- Projects to strengthen school/club links
- Projects to identify facility or programme needs for the city in a particular sporting code
- Investigating opportunities for sharing resources or facilities

**Costs / projects that *won't* normally be funded by Wellington City Council:**

- catering
- costs associated with resource consent processes
- fundraisers and projects which seek to raise funds or which provide training for fundraisers
- personal travel and accommodation
- prize money
- purchase and maintenance of vehicles, land or buildings
- ongoing salary or administration costs (e.g. rent, insurance, utilities)
- retrospective funding for projects that have already been completed
- scholarships
- services or projects considered to be the responsibility of central government or some other funding body
- social functions