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**REPORT 1**  
(1215/52/03/IM)

## **WELLINGTON CITY COUNCIL GENERAL GRANTS**

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

This report:

1. Provides recommendations for the distribution of the Council's General Grants pools; and,
2. Provides recommendations for the distribution of \$15,000 for Community ICT from the 2010/11 budget.

### **2. Recommendations**

It is recommended that the Grants Subcommittee:

1. *Receive the information.*
2. *Agree to fund the applicants as listed in Appendix Two.*

### **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 one).

### **4. Discussion**

This is the third grant round for the 2009-2010 financial years. The total pool available for allocation through the general grant rounds is \$780,052 which is allocated within four pools. The annual amount in each pool is:

- \$318,014 for the Cultural Pool;
- \$50,000 for the Economic pool (which has reduced from an annual amount of \$165,000 available in previous years);
- \$80,000 for the Environmental Pool;
- \$332,038 for the Social Pool.

**Table One**

<b>Pool</b>	<b>Available for allocation 2009-10</b>	<b>Available for allocation March 2010</b>
Cultural	\$318,014	\$84,648
Economic	\$50,000	\$15,000
Environmental	\$80,000	\$35,930
Social	\$332,038	\$114,641

	<b>Available for allocation 2009-10</b>	<b>Available for allocation March 2010</b>
Community ICT	\$50,000	\$15,000

The number of applications received in each round has been increasing over the last two years. Across all four pools there were 97 in this March round, compared to 66 applications in the October 2009 round. We continue to see pressure on the social pool, with 47 applications received, requesting a total of \$625,648.

The total funding available in the social pool includes an additional \$15,000, the balance of the allocation from \$50,000 which was ring-fenced for provision of community ICT as part of the 2010-11 budget. Additional information for Application 41 (Wellington Community Net Trust) is included as Appendix three.

The current recommended allocations within the four pools (defined by focus areas) are expressed as a percentage of the total application (see Table Two).

**Table Two**

(a) Pool	(b) Focus Area	(c) Recommended Target	(d) October 2010	(e) Allocations recommended March 2010
<b>Cultural</b>	Maori art	12%	17%	9%
	Grassroots organisations (particularly those with a focus on youth)	30%	24%	26%
	For specific projects, exhibitions or other groups	13%	15%	53%
	Significant community festivals and events	45%	44%	12%
<b>Economic</b>	Initiatives that may benefit Wellington economically including feasibility studies and/or preliminary research around a concept. Contribute to sense of place	100%	100%	100%
<b>Environmental</b>	Promotion of water and energy efficiency and conservation, energy security and the use of renewable energy resources	25%	92%	0%
	Improved stream protection	25%	60%	13%
	Biodiversity and Waste minimisation	0%	20%	39%
(a) Pool	(b) Focus Area	(c) Recommended Target	(d) October 2010	(e) Allocations recommended March 2010
<b>Social</b>	Capacity and capability building by community organisations	60%	37%	48%
	Programmes that support youth	13%	39%	25%
	Promoting participation in sports and recreation	13%	5%	2%
	Safety programmes	13%	19%	24%

Table Two shows some ongoing patterns of discrepancies between the recommended target (%) for each focus area (c) and previous (d) and current recommendations (e).

In particular the Environmental pool shows a high degree of variation in the recommended amounts compared to the target percentage. There have been some changes in this area of work since these focus area were set in 2006. Council now supports and coordinate projects and work streams which (in addition to existing focus areas) address climate change, the promotion of sustainable travel and the establishment of community and edible gardens.

The impact of changes in central government policies around funding of local programmes and service delivery is evident in the applications to both the social and environmental pools. For applications to the social pool this continues to be the case for projects which were supported through funding from the health sector and from other funders like Adult and Community Education (ACE) and Tertiary Education Council (TEC). Many local organisations face increasing competition for funding from local gaming trusts and through other fund distributors. Some local organisations have, however, been able to access government funding through the Community Response Fund which supports organisations who face hardship or increased demand because of the economic downturn.

These focus area percentages are intended as a guide and do allow for flexibility to respond to emerging issues however the discrepancies reflect the profile of applications and are driven by demand. Accordingly it is planned to review these focus areas.

#### **4.1 Application Assessment**

Officer's recommendations (Appendix Two) are based on evidence of need, alignment with the Council's strategic goals, the grants criteria (Appendix One) and effectiveness of funding these projects.

Officers also take into account, management of previous funding (through reports) and information from City Communities, City Arts, Treaty Relations, Strategy and Policy, City Events and other business units.

The assessment process can include consultation with all or some of the following; 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 ten 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 a separate book. In general, applicants have been grouped into the pool they have chosen on their application form. 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 pool.

The recommendation sheet (Appendix two) gives each applicant's organisation name, which funding pool they have applied to, a brief project description, the total project cost, amount requested and general comments from the Grants Team

Tags to ensure funds are used appropriately 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.

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 Grants Team, who will do their best to get this ready in time for the meeting.

The Grants Team collects statistical information to provide an overview of spending after the allocations have been made, to help give an indication of the type of projects most funded and the age groups that receive most benefit.

## **5. Conclusion**

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

Contact Officer: *Mark Farrar, Senior Advisor and Grants Team Leader*

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

*The Cultural grants come under project C661, the Environmental grants under project C652, the 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 Office is sent the full list of applicants and projects for comments.*

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

*This is not a significant decision.*

### **5) Consultation**

#### **a) General Consultation**

*The Grants Team sends the full list of applicants and projects for comment to appropriate Council officers prior to presentation to the Subcommittee. Applicants and persons or organisations referred to in the applications and others may be spoken to for comments where appropriate.*

#### **b) Consultation with Maori**

*The WCC Treaty Relations Office is sent the full list of applicants and projects for comment prior to presentation to committee.*

### **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 Cultural Grants:**

All projects must be community based and aimed at attracting or involving a minimum of 1,000 people and meet at least one of the following:

- Project encourages or increases youth participation in the arts
- Project preserves and enhances Wellington's role as Arts and Cultural Capital of New Zealand
- Project acknowledges community diversity and civic pride
- Project attracts visitors to Wellington and has a positive economic benefit for the city
- Project is a specific project for an exhibition or event
- Project demonstrates an emphasis on traditional or contemporary Maori cultural influences
- Applicant 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

### **Specific criteria relating to Economic Grants:**

- Projects should benefit the wider community rather than individuals or particular sectors
- Applicants should not be government agencies or limited liability companies

### **Specific criteria relating to Environmental Grants:**

- Project has positive impacts upon Council's Strategic Outcomes in relation to the environment (e.g. bio-diversity, eco-systems, landscape and natural heritage, waste minimisation, water conservation, fuel use/alternative transportation, eco-design etc.)
- Project enhances, restores or protects the environment within Wellington City.
- Project promotes environmental sustainability or understanding of environmental values.

### **Specific criteria relating to Social grants:**

#### *Building Capability & Capacity:*

- Project encourages growth of communities and participation in community life.
- Preference for projects that assist the development of economically or socially disadvantaged groups in the community.

#### *Sport and Recreation:*

- Priority will be given to:
  - Programmes targeting youth – 13 to 20 year age group
  - Spending that supports active participation by youth by providing essential items for the activity
  - Projects that encourage volunteer involvement to support active participation by youth
  - Projects that historically would have been eligible for Hillary Commission funding and have unsuccessfully sought funding from other sources

#### *Safety:*

- Projects that lead to a safer community environment.
- Projects that promote personal safety.
- Projects that help reduce crime in Wellington.

#### *Youth:*

- Programme targets youth in the 10-25 year age group.
- Programme emphasises youth involvement in planning, and learning to make constructive use of leisure time.
- Programme is unable to get sufficient funding from other sources.
- Project is aimed at keeping youth/rangatahi safe.
- Project encourages youth/rangatahi to develop their full potential as individuals and members of the community.
- Project encourages youth/rangatahi to participate in community networks and/or in the decision making and development of their city.



*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.

## Appendix 2: Recommendations

### Cultural March 2020

Appl No	Organisation Name	Project Description	Total Cost	Amount Requeste	Amount Recommend	Comments
1	Africa Connection Aotearoa Trust	collecting stories of African Kiwis which will be fictionised into a play script	\$26,565	\$12,785	\$5,000	Stage one and two of a four stage project to produce a play. More inclusive.
2	Asia New Zealand Foundation	the Diwali Festival of Lights	\$171,917	\$25,000	\$8,000	A full day festival which also Celebrating diversity, more eventful, more inclusive.
3	Bard Productions (under Capital Theatre Productions Trust)	a historical fantasy dealing with human quarantines	\$27,894	\$5,063	nil	Original theatre piece incorporating both Wellington and Soames/Matiu Island venues. More eventful, arts capital
4	DANZ Dance Aotearoa NZ	Global Dance Celebration - a workshop and performance project	\$14,560	\$8,560	\$5,000	Workshop and performance with six to seven cultural dance groups. More inclusive, celebrating diversity
5	Documentary New Zealand Trust	6th edition of the Documentary Edge Festival	\$62,800	\$16,300	nil	Screenings and film maker discussions featuring international documentary film over eighteen days. More eventful
6	Elena Violinist Limited	cross-art collaboration between kapahaka and music practitioners	\$4,264	\$4,264	\$2,000	Development of original Kapa Haka performance. The work will be premiered during Matariki. More inclusive
7	Emerging Artists Trust of Wellington	one day forum "Producing for the Performing Arts"	\$13,143	\$9,143	nil	Stage one of two stage project to strengthen the performing arts sector
8	Enjoy Trust	running costs and increased staff hours at the Gallery	\$155,793	\$9,206	\$8,000	Support for Enjoy Gallery.
9	Feet with Heat Dance Trust	dance showcase to celebrate the diversity of dance	\$46,669	\$20,228	\$5,000	Tenth anniversary of event. More eventful, arts capital
10	Footnote Dance Company	Footnote Forte series	\$51,383	\$6,000	\$4,500	Site specific dance event using waterfront venues. More eventful, arts capital
11	Funktion Music Ltd	Arts businesss and planning scheme Phase 1 - scoping study	\$5,000	\$5,000	nil	Creation of new resources and toolkit to aid in music mentoring. Strengthening arts partnerships
12	Gondwana Productions Ltd	a restoration/conservation plan on two of NZ/s oldest fairground rides	\$17,500	\$10,000	nil	Low priority, no confirmed sponsors, application is for retrospective funding.
13	Hospice New Zealand Inc	a theatre piece/play around death and dying	\$20,000	\$15,000	\$5,000	Creation of original theatre piece.
14	Integrated Dance Wgtn (under Touch Compass Dance Trust)	pilot Integrated Community Dance class programme	\$7,025	\$4,985	\$4,985	New series of workshops for mixed ages and ability dancers. Strengthening arts partnerships, more inclusive

## Appendix 2: Recommendations

Environmental March 2010						
Appl No	Organisation Name	Project Description	Total Cost	Amount Requested	Recommended Amount	Comments
1	2020 Communications Trust	community electronic waste collection day (eDay)	\$85,552	\$18,722	\$10,000	Repeat event to divert 100 tonnes of electronic waste from landfill.
2	Enviro Challenge New Zealand Charitable Trust	environmental management and leadership programme for 8 Wellington High Schools	\$44,000	\$20,000	nil	Low priority, Council supports organisations providing leadership programmes.
3	Enviroschools Foundation	to maintain a network of sustainable communities through Wellington schools	\$140,000	\$10,000	\$10,000	Community focussed environmental projects working out of ten Wellington schools.
4	FROKS under Makara Peak Mountain Bike Supporters	regeneration of South Karori Stream	\$15,000	\$11,868.75	\$3,500	Programme including weeding, planting and pest control from the Ford Bridge to the 'road end' section of the Karori stream
5	NZ Historic Places Trust - Central Region	heritage research project of Wellington south coast Red Rocks to Makara and Terawhiti, to inform a historic area registration and Wellington District Plan heritage protection	\$4,000	\$2,000	\$2,000	South coast heritage research project.
6	Papawai Reserve Group/Mt Cook Mobilised	production and erection of an information sign at Papawai Reserve	\$411	\$410.81	\$411	Sign to give information about the group, the stream and it's fish. Suggest working with Parks and Gardens to produce sign
7	Shine NZ Trust Board	Earthbuilding Project for Wellington community residents	\$6,500	\$6,500	nil	Workshops for 'Earthbag Dome' sustainable buildings. No clear fit for criteria
8	Sustainable Business Network Inc	an awards ceremony to acknowledge those who are committed to sustainability	\$25,000	\$15,000	\$2,500	Awards ceremony for the Get Sustainable Challenge
9	Woodridge Planters Inc	native tree planting in Kentwood Drive Reserve	\$1,200	\$600	\$525	Native tree planting programme
<b>Transfers</b>						
1	Friends of Mount Street Cemetery	an archaeological survey to identify a walkway which avoids burial places	\$3,060	\$3,060	\$2,160	Identify route of walkway to avoid graves Transferred from Social .
		<b>Totals:</b>	<b>\$324,722.81</b>	<b>\$88,162</b>	<b>\$31,096</b>	

**Appendix 2: Recommendations**

Environmental March 2010						
Appl No	Organisation Name	Project Description	Total Cost	Amount Requested	Recommended Amount	Comments
			Amount Available		\$31,100	
			Amount Remaining:		\$4	

## Appendix 2: Recommendations

### Social March 2010

Appl No	Organisation Name	Project Description	Total Cost	Amount Requested	Amount Recom	Comments
1	Africa Connection Aotearoa Trust	contributing to salary of Coordinator	\$33,500	\$11,000	nil	Low priority, application to cultural pool for a project has been recommended for funding.
2	Anvil House Community Cluster Level 1 Inc	to replace 25 of 43 chairs in the Anvil House level 1 meeting room	\$1,778	\$1,778	nil	Support for costs of this equipment will be met through accommodation assistance budget.
3	Aro Valley Community Council	community English classes for migrants	\$5,763	\$2,881	\$2,881	Support for part of the costs of tutors for this important community programme which provides free childcare for women.
4	Art of Living Foundation of NZ	Youth Leadership Training Programme for students and young professionals	\$40,600	\$40,600	nil	A new programme based on overseas learning, low priority for Council funding.
5	Arthritis New Zealand - Wellington Service Centre	contribution to the Arthritis Educator salary	\$52,000	\$4,500	nil	Not a high priority for funding.
6	Capital Gymnastic Club	purchase of competitive standard trampoline	\$15,407	\$4,014	\$4,014	A busy and well used gymnasium delivering quality programmes, have exhausted fundraising options for this equipment.
7	ChangeMakers Refugee Forum	partial funding for the Refugee Youth Community Development Worker	\$59,280	\$25,000	nil	Council supports many youth initiatives across the city including delivery with a refugee focus. Would recommend further discussion with youth network and other providers to assist in meeting this need.
8	Chinese Student and Scholar Assn of Wgtn Inc	the Entrepreneurship-Career development forum	\$2,718	\$2,718	nil	Low priority for funding, a range of opportunities already provided through Settlement Support, Officers will work with this group to explore options.
9	Crofton Downs Primary School	a playground on a field for the school and local community	\$27,296	\$27,296	nil	Although this is a well used community facility this is a low priority for funding. Officers will work with the school board to identify other opportunities.
10	Dress for Success Wellington	update showroom to create an efficient and safe environment for clients and volunteers	\$2,500	\$2,500	\$2,500	Important organisation delivering, mainly through volunteers a key service for women in the city.
11	Friends of Mount Street Cemetery	an archaeological survey to identify a walkway which avoids burial places	\$3,060	\$3,060	nil	Transfer to environmental

## Appendix 2: Recommendations

### Social March 2010

Appl No	Organisation Name	Project Description	Total Cost	Amount Requested	Amount Recom	Comments
12	Fuse Wellington Charitable Trust	providing opportunities for young people with intellectual disabilities	\$26,140	\$10,400	nil	Lack of information about delivery and relationship to other providers to this group of young people, Officers will work with this organisation.
13	Hataitai Residents Association	printing of newsletters for Hataitai residents	\$1,140	\$250	\$250	Operational support for local residents association.
14	Johnsonville Community Centre Inc.	cost of the Youth Workers salary	\$16,000	\$16,000	\$11,000	Youth provision at Johnsonville Community Centre.
15	Karori Community Centre Inc	funding assistance for youth workers salaries		\$27,872	\$11,000	Youth provision at Karori Community Centre.
16	Karori Community Toy Library Inc	replacement of older board games, toys, CD Roms	\$2,687	\$1,344	\$1,300	Good fit with criteria.
17	Kilbirnie/Lyall Bay/Rongotai Progressive Assn Inc	organise public meetings for Council elections and other key issues		\$600	\$250	Organisational support for local residents Assn.
18	Makara Community Centre Assn	replacement of cutlery in the Makara community hall	\$5,308	\$5,308	nil	Support for costs of cutlery for this well used community facility in Makara will be met through discretionary budget.
19	Menz Shed - Wellington (under Wesley Community Action)	operational support for Menzshed	\$18,430	\$10,110	\$7,000	One off support to help this group become established in their new premises, officers will work with the group to secure rental income from vacant upstairs rooms and car parks.
20	Northern Suburbs Activities Group (under Wesley Com Action)	involvement of all isolated and new people to the northern suburbs	\$2,714	\$1,500	\$1,500	Important local group providing connections for newcomers to the suburb.
21	NZ Council of Victim Support Groups - Wellington Office	reimbursing volunteer mileage and supervision for volunteers	\$88,200	\$5,200	\$2,200	Support for volunteers expenses for local services.
22	NZ Sign Language Teachers Assn	to host a NZ Sign Language Teachers conference	\$5,790	\$1,000	\$1,000	Contribution to costs of this important hui which will help this organisation build capacity in the city.
23	Operation Restore Newtown Trust	productive community involvement for disadvantaged people	\$61,000	\$46,600	\$20,000	An important intervention in the Newtown area to address community safety issues, recommend support for 6 months.
24	Parent Help Wellington Inc.	employment of part-time administration staff	\$11,232	\$11,232	\$5,000	Contribution to administrationsupport

## Appendix 2: Recommendations

### Social March 2010

Appl No	Organisation Name	Project Description	Total Cost	Amount Requested	Amount Recom	Comments
25	Parent to Parent Wellington Region	to provide information to families with children with special needs	\$49,712	\$9,399	nil	Low priority for funding given pressure on pool, based outside Wellington seeking funds for rental and power.
26	Parents Inc	Toolbox is a six session, interactive group parenting programme	\$32,976	\$3,921	nil	Low priority for funding.
27	Post & Ante Natal Distress Support Group (Wgton)	a conference for health professionals supporting women experiencing PND	\$17,000	\$5,800	nil	Low priority for funding.
28	Pregnancy Counselling Services	contribution towards running costs for the Wellington area	\$39,000	\$5,000	nil	Low priority for funding.
29	Restorative Justice Services Wellington Trust	arranging and facilitating meetings between offender and victims	\$66,750	\$5,000	nil	Low priority for funding, service funded through Ministry of Justice.
30	Shakti Community Council Inc	salary for a full time co-ordinator	\$50,000	\$40,000	nil	Low priority given pressure on pool.
31	Somali Community of Wellington Region Inc	salary for Community Development Coordinator	\$29,250	\$28,750	nil	Officers recommend that this group re-apply in July after securing office space and planning their work programme.
32	St Michaels Church	Kelburn Community Development Project	\$11,000	\$11,000	\$5,000	Deliver of community activities using the church in Kelburn as a base.
33	Strathmore Park Community Base Inc	Miramar Community Centre - a Kapahaka group for local Maori youth and their whanau	\$7,488	\$6,448	\$4,700	Holistic approach to community building for rangatahi in Strathmore Park and Miramar.
34	Talavera Municipal Tennis Club Inc	repair of subsidence, drainage work, retaining wall, resurfacing	\$70,000	\$25,000	nil	Under the lease arrangements the club are responsible for maintainance. Current membership 179.
35	Te Whare RokiRoki - Maori Womens Refuge	funding for a part-time position to support the organisation	\$26,208	\$22,176	nil	Low priority. Officer will work with this group.
36	The Peace Foundation	to expand the Youth Conflict Resolution Programmes	\$9,000	\$4,000	nil	Low priority for funding, Council supports a range of youth organisations in the City.
37	Well Heart Club	to promote heart health awareness		\$1,500	\$1,500	Good fit with criteria. Local volunteer led community based programme.
38	WellElder Counselling Trust	counselling for Wellingtonians 55 and over	\$171,106	\$36,020	\$8,000	Important local service providing counselling for members of the senior community.

## Appendix 2: Recommendations

### Social March 2010

Appl No	Organisation Name	Project Description	Total Cost	Amount Requested	Amount Recom	Comments
39	Wellington Cadet Centre Trust	to complete the fit-out of the cadet centre facility	\$15,950	\$15,950	nil	Low priority
40	Wellington City Mission	expansion of Transition to Work programme through appointment of another teacher	\$199,994	\$29,669	nil	Low priority given pressure on this pool. Application for teacher costs.
42	Wellington Gay Welfare	support for the Schools Out programme	\$35,000	\$10,000	\$5,000	Support for schools out programme.
43	Wellington Somali Council Inc	community capability and capacity-building	\$8,500	\$8,500	nil	Low priority for funding.
44	Wellington Sri Lankan School	hire of classrooms at Tawa College, Tawa	\$3,000	\$1,500	\$500	Small contribution to costs associated with meeting space.
45	Wellington Womens Refuge	salary for Volunteer Coordinator/Trainer	\$51,131	\$41,747	\$10,000	Important support and education service for those affected by violence and abuse.
46	Wellington Young Workers' Resource Centre Inc	part of one salary to begin new organisation promoting positive workplace experiences	\$144,140	\$25,000	nil	New initiative with no other confirmed funding.
47	Wgtn Regional 2020 Communications Trust t/a Wellington ICT	EYC Bar camp 2010 and the EYC Conference 2010 to upskill IT volunteers	\$40,420	\$12,000	\$10,000	Addresses community need to develop website building strategies and capacity.
48	YWCA of Wellington & Hutt Valley	funding for the Executive Director's salary	\$40,500	\$10,000	nil	Low priority for funding.
			<b>\$1,600,668</b>	<b>\$621,143</b>	<b>\$114,595</b>	
			<b>Amount Available:</b>		<b>\$114,641</b>	
			<b>Amount Remaining:</b>		<b>\$46</b>	

41	Wellington Community Net Trust	community group website hosting and transitional cost	\$25,000	\$25,000	\$15,000	WCN hosting and transition. \$15,000 of ringfenced community ICT funds.
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<b>Amount Available:</b>		<b>\$15,000</b>
<b>Amount Remaining:</b>		<b>\$0</b>



## Appendix 2: Recommendations

		<b>Economic March 200</b>				
<b>Appl No</b>	<b>Organisation Name</b>	<b>Project Description</b>	<b>Total Cost</b>	<b>Amount Requested</b>	<b>Rec Amnt</b>	<b>Comments</b>
1	The Big Idea - Te Aria Nui Charitable Trust	to promote the Big Idea strategy to Wellington	\$155,100	\$20,000	nil	The Big Idea were supported previously for the Big Idea website.
2	The Whiteboard NZ Ltd	a major exhibition promoting inner city living	\$218,120	\$20,000	\$15,000	Significant expo with a focus on inner city and urban living.
		<b>Totals:</b>	<b>\$373,220</b>	<b>\$40,000</b>	<b>\$15,000</b>	
				<b>Amount Available:</b>	<b>\$15,000</b>	

## **Appendix 3: APPLICATION 41 – SOCIAL**

# WCC GRANT APPLICATION PROJECT DESCRIPTION TEMPLATE

## ALL grant applicants should complete this template

- Fill in the 2 page **application form** by hand, and attach it to this document
- Check the **application guide** for instructions on how to use this template.
- Sections marked with an asterisk \* do not need to be completed by all applicants.
- Please aim to keep this document within six pages.

**PLEASE DO NOT print this document, then hand-write answers onto it.**

If you are not able to use this electronic version, then attach your own project description using the same headings.

<b>Grant Pool applied to:</b>	<input type="checkbox"/>	<b>Cultural</b>	<input type="checkbox"/>
<b>Economic</b>			
(same as your application form)	<input type="checkbox"/>	<b>Environmental</b>	<input type="checkbox"/>
			<b>Social</b>

For the pool you have selected, please tick **one** focus area that your project best fits:

### Cultural:

- Community Festival
- Grassroots / Youth Participation
- Maori Art
- Other

### Economic:

- Economic Development
- Development of the city's status as a centre of creativity and innovation

### Environmental:

- Energy / Water Efficiency
- Education /Community Participation
- Stream Protection
- Other

### Social:

- Capability and Capacity Building
- Safety
- Sports & Recreation Participation
- Youth Development (10-25 years old)

## 1. Organisation Background

Give a brief description of your organisation:

- How long have you been in existence?
- What are your aims? What is the core service you provide?
- Approximately how many people use your service (per week/month/year)?
- How many paid staff and volunteers are there?
- Does your group have a particular ethnic or geographical focus?

## BACKGROUND

The Wellington Community Net Trust (WCNT) was established in April 2010 in response to the fact that Wellington Information Communication Technology Trust (WICT) was to cease providing web hosting services to community groups. This hosting service is known as Wellington Community Net (WCN).

A group of volunteers who have assisted community groups utilise WCN formed WCNT and agreed to act as interim trustees. Wellington City Council (WCC) has agreed to transfer the hardware and other assets that are needed to operate WCN to WCNT. WCNT has also secured a sponsor, the School of Business and Government (SBG), who will house and support the server from 1 July 2010.

There are currently about 400 websites on WCN. The websites hosted by WCN are used by thousands of Wellingtonians every week.

## WELLINGTON COMMUNITY NET TRUST OBJECTIVES

The founding deed for WCNT defines its objects as:

*The objects of the Trust are those charitable objects and purposes which are recognised by the law and the High Court of New Zealand as being charitable, including to:*

- *Establish, promote and advance an independent Internet or other technologically based community network for the Wellington region, providing world-wide access to information and communication resources for not for profit and other entities.*
- *Educate not for profit and community entities in the Wellington Region, and such other regions as the Trustees may determine, in the maintenance and development of:*
  - *the community website hosting service known as the Wellington Community Net (WCN), and*
  - *other Internet websites which support the development, operation and promotion of WCN initiatives*
  - *technological advances in the distribution of information and communications*
- *Gather and share views and ideas about digital information management, dissemination and utilisation, including but not limited to:*

- *Promoting, planning and organising ways of sharing this activity,*
- *acting as a resource which extends the education and understanding of the cultural, social and economic effects of digital and any other technological information and;*
- *developing learning resources and similar material.*
- *Ensure that not for profit and community groups and individuals in the Wellington region are equipped in life with the essential skills and expertise to participate effectively in the knowledge and information economy and technological advances.*
- *Undertake community initiatives directed at resolving 'Digital Divide' issues.*
- *Promote participation in civic life and enhance the Wellington region community socially, culturally and economically.*
- *Cooperate and work with Wellington region communities including (but not limited to) the Tangata Whenua, educational institutions, business community, ethnic and cultural groups, persons with disabilities, and social groups in projects consistent with the Trust's Objects.*
- *Establish and maintain connections and cooperate with organisations in New Zealand and overseas which the Trustees determine to be advantageous to the Trust.*
- *Solicit and raise funds and carry out activities which support and promote the work as defined in the Objects of the Trust.*
- *Ensure that, at all times the Trust carries out what needs to be done to achieve the aims defined by these Objects.*
- *Do any lawful act nationally and internationally that advances the above charitable aims.*

Further information is contained in the trust deed (already forwarded).

## **2. Project Description & Outcomes**

### **Project outline:**

- How has the need for this project been identified?
- Include a timeline, where the project is taking place, who will be involved.
- Does the project focus on a particular group of people? (e.g. age group, ethnicity)
- Give specific numbers of people involved – as participants, audience etc.
- If the project has a regional focus, state what percentage of people involved will be from the Wellington rate paying area.

**Outcomes:**

- What are the aims of the project and how will these aims be achieved? How will you know whether the project has been successful?
- What are the specific benefits to be achieved for Wellington residents?
- Please give specific targets or milestones for the project, e.g. numbers of people involved, positive evaluation results.

**Wellington Community Net Project**

The project is to continue the operation of the Wellington Community Net by transferring the assets to a new trust (Wellington Community Net Trust) to operate as host for the WCN websites from 1 July 2010.

A business plan is being further developed to assist in the two key phases of this project:

1. An interim phase to establish the WCNT, and assume responsibility for the ongoing provision and operation of WCN; May to June 2010
2. Consolidation of WCNT, including gaining trust membership and elected trustees, long term sustainable hosting and funding, promotion and increase of use of WCN by community groups; July 2010 to April 2011.

This is of necessity brief, given the short time frame available to ensure that WCN continues to operate with minimal interruption after 30 June.

The following business plans will be developed commencing in June 2010 after the transition.

- long term financial plan
- technical support and maintenance plan
- communication plan
- Trust plan

The long term financial plan will incorporate replacement and upgrade of assets, fund raising through Trust membership, donations, and application for grants from gaming trusts and other similar sources.

The technical support and maintenance plan will cover hardware and software (eg upgrades) maintenance, the provision of a self help and volunteer help service to web site holders, backup (if required) and business continuity and disaster recovery.

The communication plan will build on the interim communication plan, and include regular communications, use of WCN website, email newsletters (eg a google group), and promotion of WCN.

The Trust plan will provide options for the interim trustees on membership, elections, and governance.

### **3. Community Support**

What other community groups do you work with and how? (If you have not received any WCC grants in the last 3 years provide at least one letter of support from an established organisation.)

The Trust was established with the aim of continuing Wellington Community Net in a sustainable ongoing form.

The Trust is aware it already has received support from numerous users of the WCN. Letters of support from organisations have been sought and will be forwarded to the Committee.

The Trust is aware that around 400 community websites are currently managed by WCN. The Trust is endeavouring to communicate with all the owners of the websites on the proposed transfer and to determine whether they wish to continue with WCN. To date responses have been extremely positive on the desire to continue with WCN.

The support for Wellington Community Net is also shown by the agreement by SBG to sponsor and host the server and website.

### **4. Marketing**

How will you market your project? What steps have you taken, or will you take, to reach your target audience / client base?

A communication plan is being developed which identifies the various sections of the community who need to be kept informed about the activities of WCNT as:

- Current users of WCN
- Current funders and operators of WCN
- Sponsors and funders of WCNT
- Volunteers who will provide ongoing support to operate WCN
- The general Wellington community

The initial communication plan is focused on the period from the foundation of WCNT through to the end of July 2010 when the transfer of responsibility of operating WCN will be completed and operational procedures established.

WCNTrust intends to use all means available to us to communicate with current WCN users and the key people running WCN websites.

A Google group has been established to which some 30+ users are subscribed. These users were invited to join the group as they were known technical contacts of user groups. The users can be contacted via the wcn-future group.

An alternative list of contacts for user groups has been established based on the public address given by groups on their sites, however this is not a complete list as a significant number of sites do not provide a contact email address.

## **5. Finances:**

**Insert the budget** for your project here, or attach it as a separate document.

- show all income and expenses relating to the project, including other grants that have been applied for
- specify whether costs include or exclude GST (if you are GST registered the amount of funding you request should *exclude* GST)
- list any in-kind support separately, e.g. volunteer hours

### **Budget**

See attached budget

The income side includes the proposed council grant, additional sponsorship which may have an in kind element, and a membership fee for involvement in the Trust – members of the Trust will be able to vote on Trustees when an inaugural AGM occurs later this year.

On the expenditure side the three key elements are:

- 1) organising the transfer of the websites and assets to WCN Trust;
- 2) the physical moving of the assets to WCN Trust
- 3) ensuring the sustainable maintenance of the websites and assets in the next year.

Due to the new nature of the Trust the budget figures are estimates of likely costs for different elements.

How are your services normally funded (e.g. user fees, member subscriptions, central government, grants and sponsorship)?

List your top 3 sources of income over the last year. If you receive central government funding towards this project, please explain what this funding covers.

Not relevant as the Trust was only established in April 2010.

List all grants received by your organisation in the last 2 years from WCC, or note where these are listed in your accounts:

Not relevant as the Trust was only established in April 2010.





this work.

10 May 2010

## ***Draft Wellington Community Net Trust Business Plan 2010***

This is a draft high level business plan for the Wellington Community Net Trust (WCNT). The Wellington Community Net Trust has been formed to own and operate the free web hosting of Wellington Community Net ([WCN](#)), originally set up under the auspices of the Wellington City Council ([WCC](#)), and recently administered by the Wellington ICT ([WICT](#)) with funding from the WCC. The funding for WCN, and the administration of WCN by WICT will terminate as of 30 June 2010.

This plan consists of two phases

1. An interim phase to establish the WCNT, and assume responsibility for the ongoing provision and operation of WCN; May to June 2010
2. Consolidation of WCNT, including gaining trust membership and elected trustees, long term sustainable hosting and funding, promotion and increase of use of WCN by community groups; July 2010 to April 2011.

This is of necessity brief, given the short time frame available to ensure that WCN continues to operate with minimal interruption after 30 June.

### ***ESTABLISHING WCNT, AND ASSUMING RESPONSIBILITY FOR WCN***

The Wellington Community Net Trust was created in April 2010, with advice, support, and sponsorship from [John Dean Law Office](#). Interim Trustees were appointed from volunteers wishing to retain WCN and its community, and benefit Wellington's vibrant network of community groups.

Wellington Community Net Trust is fortunate to have support and major sponsorship from **SBG New Zealand School of Business & Government** ([www.sbg.ac.nz](http://www.sbg.ac.nz)), in the form of physical hosting and sysadmin services for the WCN servers. SBG provides a wide range of online courses, including NZDip Bus and NZIM Diploma in Management and Certificate courses, as well as face-to-face Workshops and blended and online courses for the Public Sector.

The WCNT trustees have indicated that they wish to see the provision of websites for community groups in the greater Wellington area to remain free, and to open up WCN to new members as soon as possible.

The WCN Trust has support for its plans from [Wellington ICT Trust](#) and Wellington City Council who will transfer ownership of the server and domain names to WCNT.

To manage the transition of responsibility of WCN from WICT to WCNT the following detailed plans are being developed:

- technical transition plan;
- communication plan;
- ongoing financial plan;
- grant application.

The technical transition plan will include liaison with WCC/WICT over domain names, software licences, and backup and removal of the WITC server. and with SBG regarding installation and configuration of the server. This plan will be a separate document.

The communication plan will cover communication with stakeholders (WCC, WICT, SBG), website holders, public relations (including press releases, promotion of WCN, and publicity). This plan will be a separate document. Steve (stakeholders), Barry (website holders), and Tim and Stan (PR) will assist.

The financial plan will ensure that any expenses and contingent expenses for the transition are anticipated and allowed for. This plan will be a separate document, and include an asset register, budget and cash flow.

The grant application to WCC has been submitted. It requires supporting documentation and supporting letters from some current WCN website holders. The grant from WCC if approved will cover the incidental costs of moving the server and equipment and training volunteers to manage it.

## ***WCNT CONSOLIDATION AND ONGOING OPERATIONS***

### **Governance**

Following the transfer of WCN to its new hosting arrangements the interim trustees have indicated that they wish to establish a paid membership scheme for WCNT. Finalising the details of this will be a high priority for the trustees once the transfer of responsibility for the WCN hosting service is complete.

The current thinking is that financial members of WCNT will be able to elect WCNT Trustees. Elections will be held once a long term business plan is in place, a membership based established and people willing to act as trustees identified. Some interim trustees have indicated that they only wish to serve until this election.

### **Finance**

The main costs associated with operating the WCN hosting service are:

- The provision of hardware and software
- Providing physical accommodation and power
- Internet traffic charges
- Managing the user community

The hardware and software to be transferred to WCNT are estimated to have an economic life of at least two more years. During this time WCNT will accumulate funds to replace or refurbish the equipment.

WCNT has secured sponsorship to cover the physical accommodation, power and Internet charges. WCNT will manage this relationship to ensure it remains mutually valuable, should the sponsors situation change alternate sponsorship will be sought.

Technically competent people from within the user community have volunteered to provide ongoing support to the user community. Funding to provide ongoing training will be required.

There will be some small general administration costs e.g domain name registration, postage etc.

WCNT intends to recover the small amount of money needed in excess of that obtained from sponsorship and grants via a membership fee. Financial membership will bestow the right to participating in the governance of WCNT by electing the trustees.

## **Planning**

The following business plans will be developed commencing in June 2010 after the transition.

- long term financial plan
- technical support and maintenance plan
- communication plan
- Trust plan

The long term financial plan will incorporate replacement and upgrade of assets, fund raising through Trust membership, donations, and application for grants from gaming trusts and other similar sources.

The technical support and maintenance plan will cover hardware and software (eg upgrades) maintenance, the provision of a self help and volunteer help service to web site holders, backup (if required) and business continuity and disaster recovery.

The communication plan will build on the interim communication plan, and include regular communications, use of WCN website, email newsletters (eg a google group), and promotion of WCN.

The Trust plan will provide options for the interim trustees on membership, elections, and governance.

## ***WCNT OBJECTIVES***

The objects of the Trust are those charitable objects and purposes which are recognised by the law and the High Court of New Zealand as being charitable, including to:

- Establish, promote and advance an independent internet or other technologically based community network for the Wellington region, providing world-wide access to information and communication resources for not for profit and other entities.
- Educate not for profit and community entities in the Wellington Region, and such other regions as the Trustees may determine, in the maintenance and development of:
  - the community website hosting service known as the Wellington Community Net (WCN), and
  - other internet websites which support the development, operation and promotion of WCN initiatives
  - technological advances in the distribution of information and communications

- Gather and share views and ideas about digital information management, dissemination and utilisation, including but not limited to:
  - Promoting, planning and organising ways of sharing this activity,
  - acting as a resource which extends the education and understanding of the cultural, social and economic effects of digital and any other technological information and;
  - developing learning resources and similar material.
- Ensure that not for profit and community groups and individuals in the Wellington region are equipped in life with the essential skills and expertise to participate effectively in the knowledge and information economy and technological advances.
- Undertake community initiatives directed at resolving 'Digital Divide' issues.
- Promote participation in civic life and enhance the Wellington region community socially, culturally and economically.
- Cooperate and work with Wellington region communities including (but not limited to) the Tangata Whenua, educational institutions, business community, ethnic and cultural groups, persons with disabilities, and social groups in projects consistent with the Trust's Objects.
- Establish and maintain connections and cooperate with organisations in New Zealand and overseas which the Trustees determine to be advantageous to the Trust.
- Solicit and raise funds and carry out activities which support and promote the work as defined in the Objects of the Trust.
- Ensure that, at all times the Trust carries out what needs to be done to achieve the aims defined by these Objects.
- Do any lawful act nationally and internationally that advances the above charitable aims.

**WELLINGTON COMMUNITY NET TRUST BUDGET  
1 April 2010 to 30 September 2010**

2010-05-  
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<b>Revenue</b>	<b>Budget</b>
150 Trust Subscriptions (est.) \$50.00 per year per member	3,750
WCC Grant	25,000
Other Sponsorship	5,000
<b>Total Revenue</b>	<b>33,750</b>

<b>Expenses</b>	
1 Sysadmin costs for transfer of server to SBG & configurations of same	4,000
2 Set up new help desk, forums etc for transition from one paid support person to many support volunteers, and Train volunteers on how to manage the system, including extra "howtos" in the FAQ as well as face-to-face training	7,000
3 Set up AccountLab Plus to process payments and establish membership and fee collection systems	2,500
4 Reconfigure existing admin system to automate wherever possible, including intergrating 2 & 3 above	2,500
5 Assisting any WCN members who do not wish to continue with their account on WCN	2,500
6 Costs of setting up new trust, bank accounts, initial admin and accounting system	4,000
7 Marketing WCN (including publicity and promotion and communication of all the changes to WCN members & responses required)	7,000
8 Miscellaneous	2,000
<b>Total Expenses</b>	<b>31,500</b>

<b>SURPLUS (SHORTFALL)</b>	<b>2,250</b>
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