

---

## **GRANTS FRAMEWORK**

---

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

The purpose of this report is to establish new grants pools and determine priorities for grants expenditure in 2006/07 – 2008/2009 financial years.

### **2. Executive Summary**

Strategy and Policy Committee (SPC) agreed to a re-configured grants framework (attached as appendix 1) at its meeting of 21 April 2005. The framework aims to focus grants on short term projects. In September 2005, SPC agreed that some organisations be funded through the annual plan or through contracts that take account of service levels (a summary of those decisions is in appendix 2).

In line with the framework agreed in April, this paper is concerned with establishing the pools and priorities for the next three years for the grants expenditure. Those priorities signal the areas and amounts that the Council intends grants to be spent on. The priorities take account of:

- Social, cultural, economic and environmental well-being
- Strategic priorities
- Current spending by the Council.

In 2005/06 the total grants pool was \$2,835,850 and the 2006/07 budget provides for the same amount. The organisations being funded through the Annual Plan and through contracts, as a result of the September decisions, account for \$1,734,500. Deducting \$1,734,500 from the total leaves \$1,101,350 as being available for distribution in 2006/07.

It is proposed that four grants pools are established to replace the current nine. Given the total amount available to grants is \$1,101,350, four pools is sufficient to distinguish at a high level the general focus areas for grants and also allow for flexibility within the pools.

The Local Government Act 2002 requires that local authorities promote economic, cultural, social and environmental wellbeing and it is recommended that the four pools reflect those four well-beings.

It is intended that the size of the individual pools is fixed, but that the amounts available to any focus or priority areas may be a little more flexible. This is because the extent to which community organisations are willing to undertake projects in particular areas is not always predictable. By having some flexibility, grants decisions can be more

responsive to emerging issues. Strategic priorities and current practice have informed the recommendations.

Criteria for applications for the grants have been reviewed to ensure alignment with the new pools and priority areas.

### 3. Recommendations

It is recommended that the Committee:

1. *Receive the information.*
2. *Note that Strategy and Policy Committee agreed to a new grants framework in April 2005.*
3. *Note that Strategy and Policy Committee agreed in September 2005 that for the 2006/07 financial year and beyond, some organisations funded through the grants scheme would be funded by contract or through the Annual Plan process.*
4. *Agree to recommend to Strategy and Policy Committee that four grants pools are established, namely – environmental, economic, cultural and social.*
5. *Agree to recommend to Strategy and Policy Committee that \$15,000 from both the social and cultural grants pools is transferred to environmental grants.*
6. *Note that amounts for priority or focus areas are approximate to allow for flexibility.*
7. *Agree to recommend to Strategy and Policy Committee that the four grants pools have the following focus areas for grants expenditure in the 2006/07 financial year:*

<i>Pool</i>	<i>Amount</i>	<i>Priorities</i>
<i>Environment</i>	<i>\$80,000</i>	<i>Approximately 25% to energy/ water efficiency Approximately 25% to stream protection Approximately 50% to community projects that support participation and environmental education</i>

<i>Cultural</i>	<i>\$334,000</i>	<i>\$15,000 transferred to environmental grants leaving a balance of \$319,000 Approximately 45% to significant community festivals and events Approximately 12% to Maori art Approximately 30% to grassroots organisations (particularly those with a focus on youth) Approximately 13% for specific projects, exhibitions or other groups</i>
<i>Economic</i>	<i>\$165,000</i>	<i>100% for initiatives that may benefit Wellington economically including feasibility studies and research into projects</i>
<i>Social</i>	<i>\$552,350</i>	<i>\$15,000 transferred to environmental grants \$20,000 to Mayoral relief fund \$15,000 to Tawa Community Board \$15,000 to Sports and Cultural representatives Of the remaining \$487,350: Approximately 60% to capacity and capability building by community organisations Approximately 13% for programmes that support youth Approximately 13% for safety programmes Approximately 13% for promoting participation in sports and recreation</i>

8. *Agree to recommend to Strategy and Policy Committee that the Mayoral relief fund becomes a three year contract.*
9. *Agree to recommend to Strategy and Policy Committee that it adopts the revised criteria included in this paper.*

#### **4. Background**

Grants are included in the Annual Plan to provide a mechanism for the Council to respond to community groups that are undertaking projects that meet a need identified by the community.

In April 2005 Strategy and Policy Committee (SPC) agreed to a re-configured grants framework (attached as appendix 1). In September 2005, SPC made decisions about which organisations would be funded through the annual plan or through contracts

thereby removing from the grants pool a significant number of grants. A summary of those decisions is attached as Appendix 2.

This in turn contributes to focussing the grants pool to grants that are discretionary, short term and project based in nature and the concept of non-contestable grants is removed. Grants are one mechanism for achieving the Council's objectives and are most appropriate when considering objectives that rely to some extent on participation and engagement by community organisations; therefore there are priority areas for which grants are more appropriate than others.

Principles guiding the distinctions between funding organisations through the **grants, contracts or annual plan** are as follows:

- Grants should be focussed upon short term projects by organisations that directly or indirectly contribute to the Council's role as community leader or to strategic goals. Usually grants will not be large, will contribute to strategic objectives. Accountability arrangements are likely to focus on a report that confirms the project was undertaken and some indication of the success of it (for example the number of people benefiting from it).
- Organisations funded through a contractual arrangement are likely to have longer term funding for activities that represent core business of the Council or directly contribute to Council's strategic or policy goals. This includes organisations whose activities are such that the Council has an interest in influencing those activities. Both parties to the agreement will negotiate the purpose of the funding based on agreed outputs for the city. Negotiated agreements are appropriate where the Council has an ownership interest in the land or buildings and an interest in how the services or outputs are delivered.
- For an organisation to be resourced through the Annual Plan/LTCCP, that organisation should be regarded as a feature of Wellington and its unique sense of place. Its funding is likely to be of a magnitude that justifies its inclusion in the Annual Plan consultation process. Accountability would be managed through an agreed monitoring mechanism. The Council would not wish to influence the day to day operations of the organisation but rather, would be interested in the outcomes it contributes to.

This paper is concerned with the decision making framework and establishing priorities for grants expenditure. It does not address the level of funding any specific organisation receives. Within the Draft Annual Plan deliberations Councillors may wish to increase or decrease the amount available for grants expenditure.

In relation to specific organisations that are to be funded through contracts or the Annual Plan, any alterations for the 2006/07 financial year will be the subject of a new initiative for the 2006/07 Long Term Council Community Plan (if an increase is sought) and any decreases to the amount currently granted to an organisation will be reported to the Grants Subcommittee through the review process.

Having decided which organisations will be funded through the annual plan and contracts, the Grants Subcommittee is now being asked to consider the configuration of the grants pools and priorities or areas of focus for the balance of the grants funding and make recommendations to SPC on those priorities.

In line with the framework agreed in April, this paper is concerned with establishing the pools and priorities for the next three years for the grants expenditure. Those priorities signal the areas and amounts that the Council intends grants to be spent on. The priorities take account of:

- Social, cultural, economic and environmental well-being
- Strategic priorities
- Current spending by the Council.

## 5. Discussion

### 5.1 Current Grants Allocation

In 2005/06, the Council budgeted to spend \$2,835,850 on grants in Wellington. There are nine grants pools, three of which offer both contestable and non-contestable grants as shown below. Non-contestable grants are approved for salaries on a three yearly basis whereas contestable grants are paid for a variety of purposes on an annual basis. The LTCCP did not provide for any changes to the grants pools, therefore the budgeted amount for 2006/07 is the same as that for 2005/06.

Table 1: Summary of 2005/06 Grants Pools

<b>KAA</b>	<b>2005/06 Grants Scheme</b>	<b>Project codes</b>	<b>Contestable Pools</b>	<b>Non-Contestable</b>	<b>Total Pool</b>
CA	Arts and Cultural Grants	C425	151,000	280,000	431,000
CHS	Salary Grants	C476	310,000	710,000	1,020,000
CHS	Strategic Grants	C469	165,000	0	165,000
NE	Environmental Grants	C428	50,000	0	50,000
CHS	Community Grants	C130A	297,000	395,850	692,850
CHS	Community Festival Grants	C468	142,000	0	142,000
CHS	Youth Development Grants	C475	200,000	0	200,000
CA	Maori Arts	C424	35,000	0	35,000
CHS	Safer Community Grants	C466	100,000	0	100,000
	<b>TOTAL</b>		<b>1,450,000</b>	<b>1,385,850</b>	<b>2,835,850</b>

### 5.2 Proposed Grants Pools

It is proposed that four grants pools are established to replace the current nine. Given the total amount available to grants is \$1,101,350, four pools is sufficient to distinguish at a high level the general focus areas for grants and also allow for flexibility within the pools.

The Local Government Act 2002 requires that local authorities promote economic, cultural, social and environmental wellbeing and it is recommended that the four pools reflect those four well-beings.

The Council has seven strategic areas, the four well beings plus urban development, transport and governance. Historically there are few applications that would fall under urban development, transport and governance. It is not likely that community organisations would be undertaking projects that contribute to strategic goals associated with urban development and transport therefore grants are not a particularly appropriate mechanism for achieving the Council's goals in those areas. Grants in the governance area are likely to be associated with residents associations and participation projects. The size of a governance pool would not be of such magnitude to justify inclusion as an area of its own. Such projects or applications would be eligible for the social pool grants.

### **5.3 Size of Grants Pools**

In 2005/06 the total grants pool was \$2,835,850 and the 2006/07 budget provides for the same amount. The organisations being funded through the Annual Plan and through contracts, as a result of the September decisions, account for \$1,734,500. Deducting \$1,734,500 from the total leaves \$1,101,350 as being available for distribution in 2006/07.

For the purposes of determining focus areas and priorities for grants spending the current grants spending has been assigned across the proposed pools. Some of the current spending has been committed as a result of the September decisions and a summary of the amounts for each portfolio is shown in Table 2.

Table 2: Grants Pool available for Distribution

<b>Portfolio area</b>	<b>Amount in 05/06 Pool</b>	<b>Amount committed</b>	<b>Residue available for distribution</b>
Environment	50,000		50,000
Cultural	608,000	274,000	334,000
Social and Recreation	2,012,850	1,460,500	552,350
Economy	165,000		165,000
<b>Total</b>	<b>2,835,850</b>	<b>1,734,500</b>	<b>1,101,350</b>

### **5.4 Priorities and Focus Areas**

It is intended that the size of the individual pools is fixed, but that the amounts available to any focus or priority areas may be a little more flexible. This is because the extent to which community organisations are willing to undertake projects in particular areas is not always predictable. By having some flexibility, grants decisions can be more responsive to emerging issues. It is intended that in the third quarter of each year a paper will be presented to the grants subcommittee to amend the focus areas to reflect any changes in context. Therefore recommendations on the amounts for each focus area are phrased as approximates and intended as a guide.

Strategic priorities and current practice have informed the recommendations. As noted above, grants are not necessarily the best mechanism for achieving some of the strategic priorities but rather tend to be effective for those priorities that rely on community organisations carrying out specific activities.

#### **5.4.1 Environmental**

The environmental pool comprises \$50,000 from C428 Environmental Grants. In the past, nearly half of that pool has been applied to projects concerned with tree planting. Other grants have been made to smaller projects to develop booklets, install fencing and gardening projects.

Councillors have identified the following priorities in the draft Environmental Strategy for 06/09:

- Promotion of water and energy efficiency and conservation, energy security, and the use of renewable energy sources
- Improved stream protection
- A Council biodiversity plan, including removing and replacing hazardous trees
- Strengthened partnerships with stakeholders to increase environmental awareness, community participation, and the achievement of environmental goals

It is recommended that approximately half of the Environmental Grants be focussed on the two highest priorities above, relating to energy/water and stream protection. The biodiversity plan will be addressed in-house and as such cannot be facilitated through grants. The fourth priority of partnerships is about an approach rather than a particular project or activity area. Examples where a partnership approach may be appropriate include environmental education programmes and increased involvement by businesses and households on sustainability issues related to energy, water, waste, biodiversity, and building practices. Grants by their nature support a partnership approach in that they fund projects that are based in the community by community organisations.

The strategic priorities call for greater emphasis on community engagement in supporting environmental goals and as noted above, grants are an ideal mechanism for promoting community engagement. The current pool of \$50,000 has been fully subscribed and the new priorities suggest a broadening of the types of activity the Council wishes to support.

It is recommended that the environmental grants pool is increased by \$30,000 by decreasing both the cultural and social pools by \$15,000 and transferring that \$30,000 to the environmental grants. Such an increase would support strengthening environmental partnerships and would allow for some expansion of the grants to address new priorities of energy/water and stream protection without forcing a reduction of support for the existing programmes such as tree planting and community gardening.

#### **5.4.2 Cultural**

As noted above of the \$608,000 in the cultural pool, \$274,000 has been committed and therefore the cultural pool comprises \$334,000. The cultural pool includes:

- C425 Arts and Culture (\$431,000)
- C468 Community Festivals (\$142,000)
- C424 Maori (\$35,000).

If it is agreed that \$15,000 is transferred to environmental grants the cultural pool will have \$319,000. The priorities that councillors have identified for the cultural portfolio are concerned with:

- Protect local sense of place
- Strengthening partnerships with arts organisations and festivals
- Benefits and relevance of diversity
- Engaging grassroots organisations and youth oriented arts and culture.

In relation to the priority concerned with strengthening partnerships with arts organisations, the September grants decisions signalled commitments to arts organisations with which the Council wishes to have a partner relationship such as the Sinfonia, and professional theatres. Those decisions also signal support for the Fringe and Jazz Festivals, Arts Access and the Chapman Tripp awards.

Creative New Zealand provides Wellington City Council with \$100,000 for creative communities grants on an annual basis. Those grants support grassroots organisations and projects.

Grants, by their nature, support community organisations and it is recommended that the cultural grants are focussed on:

- supporting community festivals and celebrating diversity (approximately 45%)
- Maori art with particular emphasis on grassroots organisations and contemporary Maori art (approximately 12%)
- supporting and increasing youth participation in arts (approximately 13%)
- specific projects, exhibitions and other groups (approximately 30%).

The Maori Arts Pool had \$35,000 to support contemporary Maori arts initiatives. This pool will be incorporated in the cultural grants pool. If it is agreed that 12% (12% of \$319,000 is about \$38,000) of the cultural pool is committed to Maori arts the policy objectives of the Maori art pool will continue to be met.

#### **5.4.3 Economic**

The strategic grants pool (C469 \$165,000) is arguably the only current pool that is concerned with economic development. The Council (along with other local authorities in the region) established Positively Wellington Business as part of its commitment to economic development and working with organisations to promote strategic objectives concerned with economic development. Such initiatives are likely to be more successful in achieving economic objectives than grants. However, grants are useful for projects including feasibility studies or preliminary research around a concept that may

become economically advantageous to Wellington. Historically strategic grants have also been made for one-off capital expenditure of less than \$50,000. Such grants would usually be short term, one-off and contribute not only to economic benefits but also to sense of place. It is recommended that \$165,000 is made available for economic development grants.

#### **5.4.4 Social**

The social pool comprises C130A Community (\$692,850); C475 Youth (\$200,000); C466 Safety (\$100,000) and C476 Salaries (\$1,020,000). Of the amount already committed through the September grants decisions, \$73,000 is being spent in the safety area, \$158,000 is being spent on youth, \$514,000 on community and \$795,500 has come from the salaries pool.

As noted above there is \$552,350 available for social and recreation grants after deducting funding for organisations to be resourced through contracts or the Annual Plan. It is recommended that of the \$552,350 available the following commitment should be made:

Mayoral Relief Fund	\$20,000
Tawa Community Board	\$15,000
Sports and Cultural Representatives	\$15,000
Environmental grants	\$15,000

The Mayoral Relief Fund was established in the 1930's to provide relief to individuals and families in need. The funding is granted to an organisation for three years to distribute on Council's behalf. It is the only payment made specifically to assist individuals. By making the grant the Council can have confidence that there is an organisation able to provide that assistance for the public good. The 2005/06 grant was made to the Wellington City Mission. Due to the ongoing nature of this grant it is recommended that this grant becomes a three year contract.

Council has provided \$10,000 per annum for payments of \$150 to be made to Wellington residents selected to represent New Zealand internationally. This enables 66 grants to be paid per annum. The payment of \$150 represents Council, on behalf of the wider community, celebrating success and supporting achievement. These grants build significant good will for the Council and recipients act as ambassadors overseas. It is recommended that the fund is increased from \$10,000 to \$15,000 because there have been an increasing number of applicants eligible for a payment and it is recommended that the payments are increased to \$200. This would allow for 75 people to be funded per annum.

The Tawa Community Board has had a grants pool since its establishment. The pool was set up when the Tawa Borough Council was disestablished and Tawa became part of Wellington City. It may be reviewed as part of a review of community boards. The policy rationale for this pool is not strong in terms of the grants framework design however the continuation of the pool is recommended on the basis of the relationship with the Tawa Community Board and that there is local decision making about the needs of that community.

If it is agreed to make the commitment to these funds, the amount available for distribution is decreased by a further \$65,000 to \$487,350.

In the social and recreation portfolio, councillors have agreed their priorities are that the Council will:

- work harder to increase the value of community facilities to their communities
- build capability and capacity within the community to promote social cohesion and sound social infrastructure
- increase its efforts to promote participation in sport and recreation particularly for youth.

These priorities underpin a desire to build strong communities with robust social cohesion and high levels of participation in the community. Supporting community organisations contributes to the capability and capacity priority and has traditionally been the most resourced area of the grants pool. Grants are an ideal mechanism to support community groups and promote participation in the community.

It is intended that to increase participation in sports and recreation, particularly by youth, Council officers will work with community organisations to ensure programmes and services are provided that encourage that participation. To support that role, grants should be made available to community groups that are working to increase participation in sports and recreation. Since the Hillary Commission Sports Fund (of \$200,000 per annum) was discontinued, Wellington City Council has had no dedicated grants for this area.

In relation to the priority concerned with increasing the value of community facilities to their communities, it is expected that any projects or initiatives would fall under the capacity and capability priority area so it is recommended that this is not identified as a specific area within the grants priorities.

The Council has also marked its commitment to both safety and youth through the grants pool (and through other initiatives) and it is recommended that they continue to be focus areas for the social grants. For safety it is important to maintain some momentum for community based organisations that work to promote safety. Safety grants, in the past, have supported violence prevention programmes, self-defence and programmes that support homeless people. Youth grants have supported events, programmes for “at-risk” youth and personal development.

In the past Council has committed \$15,000 of grants to support residents associations. Such a pool supports participation in civic decision making by residents and assists in addressing barriers to participation, however to date, that pool has been undersubscribed and it is recommended that it is merged with the social grants pool.

It is recommended that approximately 60% of the social grants is directed towards activities, programmes and projects that contribute to capacity and capability building of community organisations and that the remaining 40% is split evenly across youth, safety and projects that encourage participation in sports and recreation.

The following table summarises the funds available in each pool and the priorities for grants expenditure for 2006 – 2009.

<b>Pool</b>	<b>Amount</b>	<b>Priorities</b>
Environment	\$80,000	Approximately 25% to energy/ water efficiency Approximately 25% to stream protection Approximately 50% to community projects that support participation and environmental education
Cultural	\$334,000	\$15,000 transferred to environmental grants leaving a balance of \$319,000 Approximately 45% to significant community festivals and events Approximately 12% to Maori art Approximately 30% to grassroots organisations (particularly those with a focus on youth) Approximately 13% for specific projects, exhibitions or other groups
Economic	\$165,000	100% for initiatives that may benefit Wellington economically including feasibility studies and research into projects
Social	\$552,350	\$15,000 transferred to environmental grants \$20,000 to Mayoral relief fund \$15,000 to Tawa Community Board \$15,000 to Sports and Cultural representatives Of the remaining \$487,350: Approximately 60% to capacity and capability building by community organisations Approximately 13% for programmes that support youth Approximately 13% for safety programmes Approximately 13% for promoting participation in sports and recreation

### **5.5 Accountability and Reviews**

All grants recipients will provide a report on how their grant was used and the benefits accrued as a result.

For organisations being funded through contracts or the LTCCP/ Annual Plan accountability requirements will be built into their agreements. Those processes will involve annual reports and provision of annual plans and budgets. In terms of financial processes and accountability there is not a lot of difference between the organisations funded through the LTCCP or through the contract mechanism. The distinction is more concerned with the relationship between the organisation and the Council and the extent to which the organisation is carrying out work that directly contributes to the Council's role.

All organisations that are being funded through contracts or the Annual Plan will be reviewed over the next three years. Some organisations are currently being reviewed in line with the grants decisions made in September. It is expected that for some of those organisations, a decrease in the amount of payment is possible or there may be a recommendation that the organisation returns to applying for grants on an annual basis.

Officers will report back to SPC with recommendations about funding levels following completion of the reviews. Any decreases can either revert to the general grants pool or could constitute savings. In the main, any decrease in funding to an organisation that has received ongoing funding and is now being paid through the contract mechanism will not come into effect until 2007/08 to allow transitional time to the organisation to adjust to a change in its funding streams.

Some organisations will be seeking an increase in funding and those applications will be presented within the Draft Annual Plan process.

## **5.6 Criteria for Grants**

There will be three rounds of grants per annum and each round will be open to all applicants.

Criteria for the grants have been reviewed to ensure alignment with the new framework and that they are fit for purpose. The generic criteria that apply across the grants pool are predominantly unchanged. Amendments were made to:

- make reference to the Council's strategic outcomes and priorities
- clarify that groups must be legally constituted community groups
- note capacity building
- clarify that future funding would be at risk if reports were not provided.

The revised generic grants criteria are attached as Appendix 3. Specific criteria for each of the pools have also been developed taking account of the focus areas and current practice. It is proposed that they are as follows:

### **5.6.1 Environmental**

Criteria additional to Wellington City Council generic criteria:

- Project contributes to either:
  - Promotion of water and energy efficiency and conservation, energy security, and the use of renewable energy sources or
  - Improved stream protection

- 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.

### **5.6.2 Cultural Wellbeing**

Criteria additional to Wellington City Council generic criteria:

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.

### **5.6.3 Economic Development**

Criteria additional to Wellington City Council generic criteria:

- Project provides benefits to the wider community rather than individuals or particular sectors.
- Applicants should not be government agencies or limited liability companies.

### **5.6.4 Social**

For the social pool there are several sets of criteria to reflect the diversity of the priority areas. Programmes should not be for essential social services that are more properly the responsibility of a government agency. Criteria additional to Wellington City Council generic criteria are:

#### Capacity Building

- 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

#### Safety

- Projects that lead to a safer community environment.
- Projects that promote personal safety.

- Projects that help reduce crime in Wellington.

#### Youth Grants

- Programme targets youth in the 10-18 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.

#### Sports and Recreation

Preference will be given to programmes or projects that target youth participation in sports and recreation.

#### Residents Associations Criteria

Applications from Residents Associations will be subject to the following criteria:

- 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.

#### Tawa Community Board

There are no changes to the criteria for the Tawa Community Grants

- Applicant is based in Tawa and the project directly benefits residents in the Tawa Ward.
- Applicant group must not have excess reserve funds.
- Preference for projects to be completed within 12 months.
- Preference for new or expanded activities.
- Grants will not be made for purposes that the Tawa Community Board considers to be subsidising subscriptions, rent or debt will not be supported except in exceptional circumstances.
- Grants may be made for charitable, educational, welfare, community development, cultural, recreational, sporting, activity development, equipment or training programmes.
- Preference will be given to grants that assist the development of economically or socially disadvantaged groups.

- Grants may be made for individuals representing New Zealand in a recognised sporting, cultural or other approved event will be considered.

## **6. Conclusion**

This paper proposes establishing four grants pools to be operational for the 2006/07 financial year and beyond. It considers priority or focus areas for the grants expenditure for the next three years and aligns the current criteria for grants to the new framework.

Contact Officer: *Helen Walker, Principal Policy Advisor*

## **Supporting Information**

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

*This paper is concerned with implementing a policy that has been developed to ensure there is greater alignment between the grants scheme and the Council's strategic direction.*

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

*Agreement to this proposal has implications for the annual plan and LTCCP in terms of how grants are managed however the proposal has been developed on the basis that the funds for grants remain at the same level.*

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

*Not applicable*

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

*This is not a significant decision.*

### **5) Consultation**

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

*At this stage consultation has not been carried out as the proposal is in its early stages. Once the funding arrangements for groups are known a consultation process will be carried out to ensure their needs are taken into account.*

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

*Not applicable at this stage.*

### **6) Legal Implications**

*Not applicable at this stage.*

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

*There is no inconsistency with existing policy.*

## GRANTS FRAMEWORK

	<b>Strategic Partners</b>	<b>Project/ Other Support</b>		<b>Contract Management</b>
		<b>One-off projects</b>	<b>Civic Leadership</b>	
Characteristics/ Council Interest	On-going significance to Wellington City Critical to social, cultural or environmental infrastructure. Sustainable with funding contribution. Long-standing Not-for-profit Partial funding only	Supporting organisations to realise potential Support to organisations to develop Projects or organisations that contribute to a strategic or policy goal on a short term basis Enables WCC to react to emerging issues Not-for-profit Community based Partial funding only	Ratepayers expectation that WCC will acknowledge achievements (as part of WCC leadership role) Community support	Council ownership of land/buildings (asset management plan to reflect investment strategy)  Groups delivering services on our behalf  Core business of WCC
Governance	Through LTCCP/ annual plan as line items Three yearly review Memorandum of Understanding may be appropriate	Annually Councillors determine the split and priority areas (prior to DAP).  Grants subcommittee determine the priorities for the next round to reflect the spend and priorities to date  Consider split between social, cultural and environmental well-being.		Contract negotiated and actively managed by business unit Memorandum of Understanding may be appropriate Some contracts will focus on deliverables, others on services
Certainty for recipient	High	Low	Low - Medium	High

Accountability	Audited accounts. Business plan. Review through the annual plan. In-depth review 3 yearly	Report back on achievements Part funding delivered with balance on attaining milestones Unlikely to have more than one year funding for a project Processes to ensure appropriate internal controls	Processes to ensure appropriate internal controls	Ongoing monitoring Contractual relationship Processes to ensure appropriate internal controls
Council influence on operations	Low	Low to Medium	Low	Medium - High

**Summary of SPC Decisions in September 2005**

In September 2005, the Strategy and Policy Committee (SPC) agreed that the following organisations be resourced through the Annual Plan/LTCCP:

- Carter Observatory
- Catacombs
- Chapman Tripp Theatre Awards
- Life Flight Trust
- NGC Sinfonia
- NBR Opera
- Professional Theatres: \$25,000 each to Downstage, Circa, Bats, Taki Rua
- Volunteer Wellington
- Wellington Free Ambulance
- Wellington Sculpture Trust<sup>1</sup>
- Wellington Women's Refuge

SPC also agreed that the following organisations be resourced through a three year contract.

- Arts Access Aotearoa
- Citizens Advice Bureaux
- Community Accounts Mentoring Service
- Multicultural Services Centre
- Pablo's Art Studios Inc
- Vincent's Art Workshop
- Wellington City Mission
- Wellington Night Shelter Trust
- Wellington Social Services Council
- Wellington Violence Intervention Programme now WEAV
- Wesley Wellington Mission Inc

SPC agreed that one year contracts be negotiated with the following organisations:

- Age Concern Wellington Inc
- Christmas Parade Trust
- Downtown Community Ministry (taking account of the review of Project Margin)
- Fireworks
- Fringe Festival
- Katherine Mansfield House
- Mokai Kainga Maori Centre
- Presbyterian Support
- Wellington Activity Centre
- Wellington Basketball
- Wellington Community Child Care Association
- Wellington ESOL Home Tutor Service
- Wellington International Jazz Festival
- Wellington People's Centre
- Wellington Senior Centre
- ZEAL

---

<sup>1</sup> The Sculpture Trust will receive annual funding from the Public Art Fund.

**Generic Criteria for all Grants Applications**

1. Project makes a positive contribution to achieving Council's Strategic Outcomes and priorities.
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. (Note: groups may apply under an appropriate umbrella organisation.)
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. Project is physically and financially accessible either by a wide range of persons or by the intended users.
6. Project shows evidence of community support, collaboration and building partnerships with other organisations (e.g. letters of support from other organisations/leaders).
7. 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.
8. 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.
9. Application demonstrates an awareness of the Treaty of Waitangi, in particular when involving Mana whenua and Taura Here.
10. Projects will not be funded for the same purpose more than once in any financial year. (Note: different aspects of the same project may be eligible for more or different grants).
11. Failure to report adequately on past Council funding can result in a group being considered ineligible for future funding.