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

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## **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
2. Recommends that an amount be held over to be used for the two remaining grant rounds this financial year.

### **2. Recommendations**

It is recommended that the Grants Subcommittee:

1. *Receive the information.*
2. *Agree to use the officers' recommendations in the schedule attached as Appendix Two as a guide to allocating a grant amount for the applications made under the General Grant pools.*
3. *Carry forward sufficient funds in each grant pool to meet expected demand for funds in the November 2007 and March 2008 grant rounds*

### **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 first grant round for the 2007-2008 financial year and the total pool available for allocation through the general grant rounds is \$1,006,477. The total amounts available in the pools is: \$352,000 for Cultural, \$105,528 for Economic, \$31,270 for Environmental and \$109,375.25 Social and the amount available for allocation in the current round is indicated by the table below (Table One).

**Table One**

<b>Pool</b>	<b>Annual Amount</b>	<b>Available for allocation July 2007</b>
Cultural	\$352,000	\$117,333
Economic	\$165,000	\$65,000
Environment	\$80,000	\$30,000
Social	\$409,477	\$200,000

The number of applications received this round is consistent with the previous July round in all areas. As this is the first round for the financial year, one third of the total pool for Cultural, Economic and Environmental pools will be available for allocation. Previously the July round accommodates the applications for salary grants and \$200,000 of the \$409,477 is available to accommodate this increased activity.

The suggested target allocations within the four pools (defined by focus areas) are expressed as a percentage. (Table Two)

**Table Two**

<b>Pool</b>	<b>Focus Area</b>	<b>Recommended Target</b>	<b>Allocations recommended July 2007</b>
<b>Cultural</b>	Maori art	12%	0%
	Grassroots organisations (particularly those with a focus on youth)	30%	33%
	For specific projects, exhibitions or other groups	13%	23%
	Significant community festivals and events	45%	44%
<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%
<b>Environmental</b>	Promotion of water and energy efficiency and conservation, energy security and the use of renewable energy resources	25%	0%
	Improved stream protection	25%	16%
	Strengthened partnerships with stakeholders and to increase community projects that support participation and environmental education	50%	17%
<b>Social</b>	Capacity and capability building by community organisations	60%	56%
	Programmes that support youth	13%	25%

Promoting participation in sports and recreation	13%	9%
Safety programmes	13%	10%

Table Two shows some discrepancies between recommended target and current allocations. For example in the Cultural Pool the recommended percentage for allocation to Maori Arts projects is 12% and currently 0% has been allocated. The percentages are intended as a guide and do allow for flexibility to respond to emerging issues. These discrepancies reflect the profile of applications and are driven by demand. There could be a number of reasons for this and it is suggested the Council officers review the way the grant pools are promoted and that the focus areas will be reviewed at a later date.

#### **4.1 Application Assessment**

Officers' 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 (report backs) and information from City Communities, City Arts, Strategy 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. This may result in the applicant providing revised or extra material (most commonly relating to accounts or budgets) that will be presented at the meeting in support of officers' recommendations. 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 and some flexibility will be required in deciding where to source 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, criteria and strategic fit reference (which includes any concerns about criteria fit and risk management issues).

The strategic fit (priority) for the project noted and the grading A, B or C is determined both by criteria fit and strategic alignment. Any criteria concerns held after the initial assessment of a project are noted on the sheet.

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.

#### ***4.2 Additional Applications/Information***

Two applications that were received but were omitted from application booklet are included along with any additional supporting information as Appendix three.

### **5. Conclusion**

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

Contact Officer: *Jenny Rains, Grants Team Leader*

<b>Supporting Information</b>
<p><b>1) Strategic Fit / Strategic Outcome</b>  <i>WCC General grants are allocated to support outcomes from the Cultural, Social, Economic and Environmental strategic areas.</i></p>
<p><b>2) LTCCP/Annual Plan reference and long term financial impact</b>  <i>The Cultural grants come under project C661, the Environmental grants under project C652, the Social &amp; Recreational grants under C678 and the Economic grants under project C647.</i></p>
<p><b>3) Treaty of Waitangi considerations</b>  <i>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.</i></p>
<p><b>4) Decision-Making</b>  <i>This is not a significant decision.</i></p>
<p><b>5) Consultation</b></p> <p><b>a) General Consultation</b>  <i>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.</i></p> <p><b>b) Consultation with Maori</b>  <i>The WCC Treaty Relations Office is sent the full list of applicants and projects for comment prior to presentation to committee.</i></p>
<p><b>6) Legal Implications</b>  <i>N/A</i></p>
<p><b>7) Consistency with existing policy</b>  <i>The grant pools have been created to assist community initiatives in line with Council strategy.</i></p>

## Appendix One

### **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.0020

## Appendix Two

## Appendix Three

### Additional Applications

## Appendix Four

### Further Information