

School Pools Partnership Fund Application – October 2012

Wellington City Council, 101 Wakefield Street, PO Box 2199, Wellington. Phone 499 4444, Wellington.govt.nz

Our goals: The School Pools Partnership Fund aims to improve access to and uptake of learn-to-swim, aquatic education, sport and enjoyment by local communities of Wellington City by increasing the total available pool capacity and aquatic programme opportunities throughout the city.

Organisation name _____

Criteria		Tick if met
No.	Criteria	
1.	Your project makes a positive contribution to achieving the Council's strategic outcomes and points of difference as listed in the Annual Plan.	<input type="checkbox"/>
2.	The project is Wellington-based and primarily benefits the people of Wellington. <i>(Exceptions may be made for projects based elsewhere in the region, but which significantly benefit residents of Wellington City).</i>	<input type="checkbox"/>
3.	The applicant is a legally constituted community group or organisation, not an individual or individuals. <i>(Groups may apply under an appropriate umbrella organisation.)</i>	<input type="checkbox"/>
4.	The applicant group provides evidence of (or, if a new group, systems for): sound financial management, good employment practice (where applicable), clear and detailed planning, clear performance measures, demonstrated ability to report back on past funding as appropriate.	<input type="checkbox"/>
5.	Projects will not be funded for the same purpose more than once in any financial year.	<input type="checkbox"/>
6.	Failure to report adequately on past Council funding can result in a group being considered ineligible for future funding.	<input type="checkbox"/>
7.	The project should be physically and financially accessible either by a wide range of people or by the intended users.	<input type="checkbox"/>
8.	The project should show evidence of community support, collaboration and building partnerships with other organisations (such as letters of support from other organisations/leaders).	<input type="checkbox"/>
9.	The applicant must demonstrate that the project expands the capacity, range or level of similar types of services in the community and that it has involved users in identifying the need for the project.	<input type="checkbox"/>
10.	The principal intent of the project is not for private or commercial financial gain, though such gains may occur as a side-effect of the project.	<input type="checkbox"/>
11.	The application must demonstrate an awareness of the Treaty of Waitangi, in particular when involving mana whenua and taura here.	<input type="checkbox"/>

Specific criteria

- (a) The Pools Partnership Fund aims to improve access to and uptake of learn-to-swim, aquatic education, aquatic sport and casual aquatic enjoyment by the local communities of Wellington City by increasing the total available pool capacity and aquatic programme opportunities throughout the city.
- (b) The project must demonstrate how it helps resolve current and forecast demand for learn-to-swim and aquatic education within Wellington City boundaries.
- (c) The project must be strategically located to both facilitate easy access for participant schools (a 15-20 minute walk time from neighbouring schools is appropriate) and ensure that appropriate catchments are created across the city.
- (d) The applicant must facilitate use of the pool facility by other schools during the school day.
- (e) The applicant must make the pool facility available for wider community use outside of the school day/term (see note A in the application guide).
- (f) The project must have written support from the School Board of Trustees and school management.
- (g) Any trust or management arrangement for the project must be legally constituted and have adequate skills in planning, governance and management.
- (h) The project must have a Formal Use and Licence to Occupy Agreement in place with the Ministry of Education.
- (i) The project must have an appropriate business and asset management plan in place which ensures that no additional operational or capital funding will be sought from Wellington City Council.
- (j) Projects will only be able to be funded once through the Pools Partnership Fund.
- (k) The applicant must agree to provide an annual report to Wellington City Council about the pool's operation, maintenance, and achievements. This report will need to be provided throughout the indicated life of the asset, as defined prior to construction, and will include statements on schools programmes, community access, and operation of the asset.

For advice regarding eligibility and criteria please phone a grants advisor on 803 8562.

Your project will be deemed ineligible for consideration if it commences within six to eight weeks of the closing date. It is essential that you have accounted for any previous grants from Wellington City Council.

Completed applications must be **received** by the Wellington City Council Grants Coordinator **no later than 5pm, Wednesday 31 October 2012.**

Please note – late applications will not be accepted. We will accept signed and scanned email applications to grants@wcc.govt.nz

PLEASE ENSURE THAT THIS FORM IS COMPLETED IN FULL. All applications will be acknowledged and applicants notified of outcomes. All decisions are final.

Organisation details – all details on this form must be completed or your application cannot be processed.

Organisation name _____

Postal address _____ Post code _____

Street address (if different from above) _____ Post code _____

Contact person's name _____ Role _____

Telephone no/s _____ Email _____

Alternative contact person _____ Role _____

Telephone no/s _____ Email _____

Are you registered for GST? Yes No GST number if registered _____ / _____ / _____

Bank account no _____

Legal status: Individual Trust Incorporated society Limited company * Other

* If 'Other', nominate an umbrella organisation and include their letter of confirmation.

How long has your organisation been operating? < 1 year 1–5 years > 5 years

Project details – give a brief description of your project (explain more fully in your application.)

Start date _____ / _____ / _____ Finish date _____ / _____ / _____

Where will your project take place? (venue/suburb) _____

Does the project aim to involve a particular cultural or ethnic group or reach a particular audience? If so, is it

General community Māori Pacific Island Other specific group _____

Total project cost \$ _____ **Other income/your contribution** \$ _____

Amount requested \$ _____ (This should relate to the budget attached.)

Does your project target a particular age group? Under 25 Over 60 General

Checklist – please attach the following documents (see application guide for more details.)

- business plan
- detailed budget clearly outlining phases and the associated costs – include written quotes for budgeted costs where possible
- asset management plan
- licence or agreement from the Ministry of Education
- copy of your most recent audited accounts or other evidence of your organisation's financial situation (see guide).
- printed (encoded) bank deposit slip for us to use if your application is successful (handwritten forms are not acceptable).
- letter/s of support from a reputable, established group associated with your project (compulsory if you have not been funded by Wellington City Council in the last three years).

Declaration: I am authorised to act on behalf of the organisation named above. The information supplied here and in the attached application is correct, and I consent to the information contained in our application being made available to the public. This consent is given in accordance with the Privacy Act 1993.

Name _____

Signed _____ Dated _____