

Betty Campbell Accommodation Assistance Fund application guide

Introduction

Through the Betty Campbell Accommodation Assistance Fund, Wellington City Council aims to help non-profit groups who work to reduce social disadvantage in Wellington City.

The fund supports groups in their administration costs so that they can deliver services to the community, in recognition of the high cost of office rental in Wellington. For the purposes of this fund, 'accommodation' is mainly defined as office and administration space, rented on an ongoing basis.

Groups that meet the criteria are eligible to receive a cash grant towards their rent according to their needs and available Council resources. The maximum subsidy is limited to 30 percent of annual rental, up to \$10,000. A contract for three years of funding will normally be offered, with payments made each year.

Criteria

The Council seeks to work with community groups that meet some or all of the following criteria:

1. Provide direct services to promote social wellbeing for Wellington residents (Social wellbeing means living in a supportive, ongoing community and having access to shelter, education, food and income.)
2. Contribute to building community capability and/or capacity for promoting social wellbeing for Wellington residents by providing coordination and support for other groups
3. Are located within the Wellington ratepaying area and whose services are accessible to all Wellingtonians
4. Are groups, or clusters of groups, renting accommodation for 30 or more hours per week
5. Are not-for-profit
6. Observe the required reporting and accountability standards
7. Plan for long-term sustainability (in line with the Council's goal of developing self-sustaining communities)
8. Have effective management and governance
9. Demonstrate how they contribute to building community capability and/or capacity
10. Demonstrate how they reduce social disadvantage for Wellington residents
11. Services and accommodation are physically and financially accessible to intended users
12. Take a lead in providing coordination, support or guidance for other groups
13. Are seen as actively contributing to the city's social infrastructure by helping to grow capability and capacity within and between community groups

14. Are in alignment with Wellington City Council's policies and programmes such as Accessible Wellington, Positive Ageing Policy and the Intercultural Framework

Criteria notes

- The Wellington ratepaying area includes Tawa but not the Hutt Valley or Porirua.
- Groups that **own** their premises are not eligible – only groups that are renting for at least 30 hours per week.
- Groups that are not legally constituted may apply under an appropriate umbrella organisation, or as part of a cluster of groups.
- Wellington City Council will not normally fund services or projects considered to be the responsibility of central government or some other funding body, such as direct provision of health services.

How to apply

- Fill in the Betty Campbell Accommodation Assistance Fund **application form** – you have two options:

1) PDF File– this needs to be printed off and filled in by hand.

2) Microsoft Word document – this can be downloaded from our website:

- save the document onto your computer.
- Open up the document and type your answers to the questions.
- Save as you go, then print out the finished document, sign it, and add the attachments requested. We do not accept emailed applications.

Note: The document is protected, which means that you can only type into the areas that are shaded grey, or click on grey boxes to mark them. If you have any problems formatting the document then contact the Grants Team for assistance.

- Please do not bind your application or enclose it in a folder of any sort as it will need to be photocopied.
- Keep a copy of the application for your own records.
- Completed applications (along with the attachments required) must be **received** by the grants coordinator before 5pm on the closing date. Late applications will not be considered.

Application form

Organisation details

- Write the legal name of your organisation at the top of the form and use this page as a cover sheet for your application. Make sure the organisation name you use matches the bank deposit slip.

Legal status

Tick the appropriate box provided or explain your circumstances. If your organisation is not a legal entity, you will need to come under the umbrella of another organisation. If this is the case, please provide a copy of a written agreement between your group and the umbrella organisation. (The Grants Team can provide a template.)

GST

If you are registered for GST

- Give the cost of your rent excluding GST, as GST can be added to your grant. If a grant is approved we will ask you to provide a tax invoice with your signed contract. (ie If a grant of \$1000 is approved, you will send us an invoice for \$1500, being the \$1000 grant plus GST of \$150).
- A tax invoice template is available from the Grants Team on request for you to use if you are successful.

If you are not registered for GST

- Give the full cost of your rent, which should include GST.
- GST will not be added to the grant as you are not registered, and what you are given recognises that you have incurred GST costs.

Accommodation details

Make sure you give specific answers.

We need to know your actual working space. If any space (such as meeting rooms) is shared please provide the percentage use by your group.

Type of grant requested

You can apply for either a one-year grant or a three-year contract.

- Three-year contracts may be offered depending on the availability of funds, how closely you fit the criteria, and whether there are likely to be any changes to your tenancy over the next three years.
- If you receive a three-year contract, a grant of the same amount each year will be paid annually. You will be required to provide a report back each year before the next year's grant is paid. (This will be detailed in your contract).

Evaluation criteria and finances

These questions are to allow us to see how well you fit the criteria.

Things to bear in mind when answering these questions:

We need to see why you need assistance from the fund – ie why do accommodation costs present a barrier to your operational effectiveness? What are the advantages of being located where you are?

If you offer support to other groups, be specific about what sort of support this is, eg:

- provision of training opportunities, such as the sharing of governance or management practices
- support and guidance for emerging groups
- collaboration with other groups in sharing premises or resources (office space, photocopying)
- collaboration with other groups to provide services.

Include specific details of clients you work with – e.g. number of clients per week/month/year.

You may wish to attach some supporting information, such as more details of services you offer, or a letter of support from an organisation you work with if you have not been funded by Wellington City Council before.

Declaration

If the form is not signed and dated your application is not valid. The form has a declaration that you sign because the information you provide becomes public when it enters the public domain. This means that certain items can be made public or asked for by members of the public. We are not permitted to withhold information if a formal request is made, so if any financial information is sensitive please clearly note this on the

documents in question – in some cases where there are sensitive items, we can sight them and then return them to you so they are not held as records.

Attachments required

1. Accounts

Some form of accounts must be provided as evidence of your organisation's sound financial management. It is important for us to be able to see how you manage your finances. We are unlikely to fund a project where the organisers are insolvent, or where past grants cannot be identified in a group's accounts.

- Provide a copy of your most recent annual accounts.
- If these accounts are more than **15** months old please state when more recent accounts will be available and provide an up-to-date statement of your financial position.

Do we need audited accounts?

- No, but if you do not audit your accounts you will only be eligible for a grant of up to \$5000.
- If your most recent accounts are with the auditor at the time you apply, let us know when they will be available and, if possible, provide a copy of draft accounts.

2. Evidence of rent paid

- Provide an up-to-date copy of your tenancy agreement or a letter from your landlord.
- This must clearly state how much rent you pay each year, and whether the amount includes or excludes GST.

3. Bank deposit slip

- You need to attach a printed, bank-encoded deposit slip for the account you wish a grant to be paid into. Handwritten slips are not acceptable.

Application and assessment process

- Completed applications (along with the attachments required) must be **received** by the grants coordinator before 5pm on the closing date. Late applications will not be considered.
- Within two weeks of the closing date you will receive a letter to confirm your application has been received.
- In the four to six weeks following the closing date you may be contacted by a member of the Grants Team for further information, or to discuss your application.
- Council Officers from City Communities and the Grants Team will assess all applications and will meet to decide who will be funded and to what level.
- The Grants Team will then write to all applicants to let them know the outcome.
- If you are successful you will be sent a funding agreement to sign and return.
- Any complaints about the grants process need to be made in writing to the Director, Citizen Engagement within 14 days of the date of the letter of notification of grants results.

Other funding

Fundview, a database listing a wide range of potential funders, can be viewed for free at Wellington Central Library and branch libraries and Citizen Advice Bureaux.

See fis.org.nz.

If you have a WCC library card you can access Fundview from anywhere: go to wcl.govt.nz then under 'Database spotlight' click on 'More...' then 'Online Database > Community and Funding > Start Fundview > then type in your library card number and name.

Gaming Trusts: There are a number of gaming trusts that have machines in Wellington city. Most of these are listed on the Charity Gaming Association website – cga.org.nz – go to CGA Members > Members List.

Grant Seekers Guide (Trust Waikato)

Useful introductory guide for people applying for grants – can download PDF document from: trustwaikato.co.nz/page/grant-seekers-guide

Other useful services

Get Set Go! is an essential course run by Wellington City Council for organisers of community recreation programmes and events. For more information see Wellington.govt.nz/services/eventplnsup/training/training.html

Community Resource Kit

An online resource for community groups – Covers everything from setting up groups, to funding, to running meetings.

See community.net.nz/how-to-guides/crk

Community Accounts Mentoring Service

Having trouble with finances for your community organisation? GST/PAYE/cash flow a mystery? Phone 04 234 8838 for help.

Keeping it Legal

A website with advice regarding legal responsibilities of community groups.

See keepingitlegal.net.nz

Wellington Community Net

Free web hosting; template system (easy do-it-yourself websites)

See wcn.net.nz

Council venues for hire:

The Council has a number of different venues available for hire, from community halls to the Convention Centre. See Wellington.govt.nz/services/venues for details about facilities, hire rates and contact details.

Wellington City Council contacts

Grants Team

Phil Railton-Jacks	Grants Advisor	803 8562
Barbara Franklin	Grants Co-ordinator (<i>not available Fridays</i>)	801 3595
Mark Farrar	Grants Team Leader	803 8525