

Community venue assistance grants application guide

Introduction

This grant helps to provide and improve access to community spaces for community use. The services and activities delivered at these venues must contribute to the Council's social wellbeing priorities.

Requests for community venue assistance should meet all of the general criteria, fit with at least one of the Council's strategic outcomes, and meet the Community Venue Assistance Grants criteria.

If you want to look at the Council's strategic outcomes in more detail then see either the Annual Plan 2010/11, or the Long Term Council Community Plan 2009–2019.

You can find these on our website Wellington.govt.nz – search under 'Plans'.

General grants criteria

1. The project makes a positive contribution to achieving the Council's strategic outcomes and points of difference as listed in the Council's Annual Plan.
2. The 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. The applicant is a legally constituted community group or organisation, not an individual or individuals.
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 and a 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 not being eligible for future funding.
7. The project should be physically and financially accessible either by a wide range of people or by the intended users.
8. The project should show evidence of community support, collaboration and building partnerships with other organisations (eg letters of support from other organisations/leaders).
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.
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.
11. The application must demonstrate an awareness of the Treaty of Waitangi, in particular when involving mana whenua and taurahere.

Community venue assistance grants criteria

Community venue assistance is intended to assist with creating community space and a venue where services and activities are delivered that contribute to the Council's social wellbeing focus areas.

1. Projects provide for a multi-purpose community space to run activities to meet the needs of the community.
2. Community development and community capability building is a core function of the applicant organisation.
3. The applicant organisation has a management committee to proactively manage the facility.
4. The applicant organisation has an active membership of 20 or more, excluding the committee, and the membership list is available for public inspection.
5. There is a demonstrable gap or need for the facility.
6. The Council does not support similar venues in the local area or suburb.
7. The applicant organisation may only receive funding in two consecutive years.
8. The maximum grant is for either 30 percent of the annual rental or lease cost, or \$15,000, whichever is the lesser.
9. Preference will be given to projects which support multiple user groups.

Criteria notes

- The Wellington City ratepaying area includes Tawa but not the Hutt Valley or Porirua.
- Groups that are not legally constituted may apply under an appropriate umbrella organisation – contact the grants team for an umbrella agreement template.
- Groups that have not reported back satisfactorily on a grant that is more than 12 months old will normally be considered ineligible.

Eligible costs

These can include:

- assistance towards rental or lease costs
- additional security required to allow wider community access
- extra keys.

Grants are NOT normally given for:

- activities or projects where the primary purpose is religious ministry
- core curriculum activities of educational institutions
- major capital works
- projects considered to be the responsibility of central government or some other funding body.

How to apply

Fill in the Community Venue Assistance **Application Form** – you have two options:

- 1) PDF File – labelled 'Application Form Hard Copy' – this needs to be printed off and filled in by hand.
- 2) Microsoft Word document – labelled 'Application Form Electronic' – this can be downloaded from our website:
 - click on **Application Form Electronic**
 - click **Save** and 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.

PLEASE DO NOT print this document, then handwrite answers onto it.

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 phone Grants Advisor Phil Railton-Jacks for assistance, on 803 8562 or email grants@wcc.govt.nz.

If you are not able to use the electronic version, then attach your own project description using the headings from the template, as follows: (additional guidance is available on request from the grants team).

1. organisation details
 2. venue details
 3. evaluation criteria
 4. advertising
 5. finances.
- 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

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).

Tell us how much you are applying for

We need to know what the rental/lease costs are, so you will need to provide copies of leases as well as financial statements (bank statements or accounts) showing these costs.

Community support

We are interested in who you are working with in your area, particularly if you have not previously been funded by the Council.

Venue details

We need to know what space/s you will have available for community use. If any space (such as meeting rooms) is shared please let us know the percentage usage by your group.

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 – ie what barriers will you address through this funding, how will this serve the community?

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 group
- collaboration with other groups in sharing premises or resources (office space, photocopying)
- collaboration with other groups in the provision of services.

Include specific details of the communities you work with – eg number of users or groups per week/month/year.

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

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. The Council is 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 financial position and 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, so please:

- provide a copy of your most recent audited 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 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 in the interim.

2. Bank deposit slip

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

3. 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 per annum, and whether the amount includes or excludes GST.

4. Letters of support

- if you have not been funded by the Council in the last three years, you must provide at least one letter of support from a reputable, established organisation
- if your project involves working closely with another community group, a letter of support from that group would be helpful.

Application and assessment process

- Completed applications (along with the attachments required) must be received by the grants coordinator before 5pm on the closing date (31 March 2011). 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.
- Within 4–6 weeks following the closing date you may be contacted by a member of the grants team for further information, or to discuss your application.
- Within 4–6 weeks, Council officers 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 within a few days of the decision 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 needs to be made in writing to the Director, Citizen Engagement, within 14 days of the date of the letter of notification of grants results.

Frequently asked questions

What is a community facility?

Community facilities or venues are spaces, buildings and amenities that support communities, groups, families and individuals to meet their social needs, make the most of their potential and achieve community wellbeing. These community facilities are an important tool in helping the Council meet its strategic objectives and develop and support community life. Facilities help bring people together, strengthen communities, and provide a platform to deliver the activities and services that contribute to community wellbeing.

Community facilities contribute to a sense of place by creating potential focal points for community activity so that the space becomes a concrete symbol of a community's sense of identity and place. Community facilities may also contribute to strong communities by supporting a sense of safety, security, trust and a good quality of life. Community facilities enable people to have many opportunities for involvement and engagement in formal and informal activities.

Why has the Council created this fund?

The community facilities policy emphasises the principle of partnership. When there are gaps in providing community spaces, particularly in neighbourhood areas, the Council will work with existing facility owners and providers to increase community access to their facility. The Community Venue Assistance fund of \$55,000 per year will help address any gaps in available community spaces.

Can individuals apply?

No. All applicants must be legal entities such as a company or incorporated society. The grants are for projects that have wider community benefits and are not intended to support a limited number of individuals.

What are the main reasons for declining an application?

The main reasons for declining an application are:

- low fit with criteria, eg project happens outside Wellington
- project should be funded from another source, eg a central government agency
- no report back has been received from your organisation about a previous grant, or reporting was poor
- funds are limited and applications need to be prioritised based on how well they fit the Council's strategic priorities.

Where else can I seek funding?

The full costs of a project are not normally solely met by the Council. Applicants are encouraged to explore other sources of potential funding. Contact a grants advisor to discuss what other funding bodies are available.

How much can I apply for?

The maximum grant is for 30 percent of the annual rental or lease cost or \$15,000, whichever is the lesser.

If my group is already in a Council building can we still apply?

No. If you are a community organisation in a Council building, then you are not able to apply for assistance with rental or lease costs through this fund.

How long do I have to spend the grant?

This will depend on the project. With most Council grants the funding must be spent within 12 months of receiving the grant. You must report back on how you have spent the grant by the end of that 12 month period.

Should Wellington City Council be acknowledged in any publicity?

Yes – if you receive a grant, one of the conditions is that the Council's support is acknowledged, so ratepayers can see how their money has been used.