

Wellington City Council general grant application guide

Types of grants

General grants are for community organisations and are allocated three times each year. They are funded from rates and linked to the outcomes that Wellington City Council wants to achieve in the city.

There are four types of grants or 'pools': Social, Cultural, Economic and Environmental.

Projects should meet all of the general criteria and fit with at least one of the focus areas for the grant applied for.

The focus areas for each grant pool link with the Council's strategic outcomes and relate to the Annual Plan.

If you want to look at the Council's strategic outcomes in more detail then see either the Annual Plan 2011/12, 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, 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, clear and detailed planning, well-defined performance measures and a demonstrated ability to report back on past funding.
- 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, particularly when involving mana whenua and taura here.

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 not normally be considered eligible.

Eligible costs

Grants are more likely to be funded in line with projects funded in the past and for similar amounts.

These can include:

- activity, resource and programme costs for projects that fit with our strategic focus areas
- minor capital works and equipment purchases for widely used community facilities (the applicant is normally required to contribute at least 50 percent of the cost)
- subsidising the salary of a coordinator who primarily enables community development (extra supporting information is required for grants toward salaries)
- volunteer costs and expenses (eg training and supervision).

Grants are not normally given for:

- activities or projects where the primary purpose is religious ministry

- catering
- core curriculum activities of educational institutions
- projects where the primary purpose is fundraising
- individual scholarships
- major capital works or projects more appropriately presented as Annual Plan submissions
- personal travel and accommodation
- prize money
- retrospective funding for projects that have already been completed
- services or projects considered to be the responsibility of central government or some other funding body
- social functions
- vehicles – purchase and/or maintenance.

SOCIAL

Social grants must meet all the general grants criteria (page 1) and fit one or more of the following focus areas and related criteria.

Focus areas

- Build capability and capacity within the community
- Promote personal and community safety
- Physically active communities encouraging health and wellbeing
- Youth

Social grants are intended to help build strong communities with robust social cohesion and high levels of participation in the community. The Council will not normally fund programmes which are seen to be the responsibility of a government agency, such as essential health or social services.

Focus area and related criteria

Building capability and capacity

Priority will be given to projects that:

- encourage growth of communities and participation in community life
- strengthen the local community, address local issues, strengthen and contribute to social wellbeing
- encourage and support volunteers and foster skill development and training for the community.

Safety

Priority will be given to projects that:

- build a safe community and/or environment
- promote personal safety.

Youth

Priority will be given to projects that:

- involve young people in the development and delivery of the project
- encourage constructive use of leisure time
- help young people gain a better understanding of community, an increased sense of belonging as active citizens and positive contributors to society
- promote volunteer opportunities for young people.

Physically active

Priority will be given to projects that:

- encourage and support health and wellbeing
- target communities of interest, including youth and seniors.

Additional criteria for applications from residents associations

The organisation must:

- be registered with Wellington City Council's City Communities as a residents association. Phone Mark Farrar, Grants Team Leader on 803 8525
- have a committee
- meet at least twice a year and keep minutes of these meetings
- have an active membership of 10 or more, excluding the committee

- keep accurate and detailed accounts
- agree to make their accounts and minutes available to Wellington City Council on request.

If applying for operational support the association should only complete section 8 of the project description template.

If applying for any other project, the organisation must complete the full project description template.

CULTURAL

Cultural grants must meet all the general grants criteria (page 1) and fit one or more of the following focus areas and related criteria.

Cultural grants can support arts projects that are community based, celebrate diversity, attract visitors to Wellington, and enhance Wellington's role as the arts and cultural capital of New Zealand.

Some projects may fit better with the Creative Communities Wellington Funding Scheme, which closes in February and August each year. Visit the 'services and information' section of Wellington.govt.nz, click on 'grants' and then 'creative communities'. Please contact our grants advisor for more information.

Focus areas

- Grassroots organisations, particularly those with a focus on youth
- Māori art with a particular emphasis on grassroots organisations and contemporary Māori art
- For specific projects, exhibitions or other groups
- Significant community festivals and events.

Focus area and related criteria

Grassroots organisations (particularly those with a focus on youth)

Priority will be given to projects that:

- encourage or increase youth participation in the arts
- acknowledge community diversity and civic pride.

Māori art

Priority will be given to projects that:

- demonstrate an emphasis on traditional or contemporary Māori cultural influences.

Specific projects, exhibitions or other groups

Priority will be given to projects that:

- preserve and enhance Wellington's role as arts and cultural capital of New Zealand
- attract visitors to Wellington and have a positive economic benefit for the city
- are a specific project for an exhibition or event.

Significant community festivals and events

Priority will be given to projects where:

- the 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.

ENVIRONMENTAL

Environmental grants must meet all the general grants criteria (page 1) and fit one or more of the following focus areas and related criteria.

Focus areas

- Waste
- Energy and climate change
- Water
- Biodiversity and stream protection

Environmental grants are intended to involve communities in supporting the Council's environmental goals and priorities. These include the Climate Change Action Plan, reducing energy, water use and recycling, as well as promoting and restoring the city's natural environment as described in the Biodiversity Action Plan. These plans can be viewed on Wellington.govt.nz at Plans/Policies/Bylaws. Projects must benefit the wider community (local or citywide) not individuals or businesses.

There are various ways that practical community projects could support our environmental goals: developing travel plans, promoting reduced energy or water consumption, clean-ups, community restoration and revegetation projects, projects that promote or pass on skills in composting, recycling or water conservation and stream quality or projects that protect threatened species or contribute to a better habitat for native animals. If you would like to discuss your project idea contact our grants advisor.

Focus area and related criteria

Waste

Priority will be given to projects that:

- increase composting of organic waste
- increase recycling and waste reduction.

Water

Priority will be given to projects that:

- reduce water consumption
- increase water efficiency/resilience.

Energy and climate change

Priority will be given to projects that:

- reduce energy consumption and improve energy efficiency
- change travel behaviour in support of active modes and public transport
- lead to renewable energy usage.

Biodiversity and stream protection

Priority will be given to projects that:

- restore and protect natural biodiversity
- increase awareness of biodiversity stream protection
- support clean-ups that help improve the environment and biodiversity.

ECONOMIC

Economic grants must meet all the general grants criteria (page 1) and fit one or more of the following focus areas and related criteria.

Focus areas

- Retain core economic activity
- Growth of local emerging business and local economic activity.

Economic grants support projects that are of economic benefit to Wellington. These grants can help with the retention of core economic activity and improve business capability, including local economic activity.

Grants can support and develop the growth of emerging and established businesses, this could include feasibility studies, support with the development of marketing strategies, partnership approaches around the creative/digital, clean technology, tourism or design sectors. Projects must benefit the wider community (local or citywide) and the local economy, ie not individuals or businesses. Applicants should not be government agencies.

Focus area and related criteria

Retain core economic activity

Priority will be given to projects that:

- support local economic development activity and capacity building
- feature strong partnerships with tertiary education institutions
- attract and retain skilled migrants
- strengthen the city's status as a centre of creativity, ideas and innovation.

Growth of local emerging business and local economic activity

Priority will be given to projects that:

- promote new ideas, businesses, products or partnerships – including creative/digital, clean technologies, innovative design and tourism.

HOW TO APPLY

- 1 Complete the two-page application form by hand and sign. Either post the application, deliver it to our service centre, or email a signed and scanned application to grants@wcc.govt.nz.
- 2 We also have a project description template that you can use for your project description. This is an electronic document that you can download from our website and save to your computer.
- 3 Some supporting material is also required – budget, accounts etc. (*See below for more details.*)

If you need help to complete your application ask a member of the Grants team. We recommend discussing your project with the Grants team before submitting an application to ensure that you meet the criteria.

Make sure that you answer all the questions on the form.

Please do not enclose your application in a folder of any sort, as it will need to be photocopied.

APPLICATION FORM – page 1

Write the legal name of your organisation at the top of the form and use this page as a cover sheet for your application.

The general grants criteria are listed on the first page of the form. The tick boxes are there to encourage you to read the criteria and think about whether you meet them.

Your project will be deemed ineligible for consideration if it commences within six to eight weeks of the closing date. Make sure you are not applying for any costs that will be incurred before this date (when the Grants Subcommittee makes its decisions).

APPLICATION FORM – page 2

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.)

Project details

Put a two-line description on the form – this will be entered into our database so should briefly summarise the key elements of your project.

Start/finish dates

We expect all grants to be spent within 12 months of the grant round closing date (ie within about 10 months from the date when the grant was approved). For a grant from the round closing on 30 March 2012, a report will be required by 30 March 2013. If your finish date for the project is more than 12 months after the grant round you will need to explain why in your project description.

Project cost/amount requested

These figures should be taken from the budget that you attach. (See notes overleaf about GST.)

- As 'Other Income / Your Contribution' state the total income that you expect to receive towards the project, excluding the grant amount you are requesting from Wellington City Council.
- The grant amount requested should be the total project cost minus the total of all other income.

Grant pool

Tick **ONE** pool that is the best fit for your project and make sure this matches the pool that you select on the project description template.

Declaration

If the declaration on the application form is not signed and dated your application will not be valid. The reason the declaration must be signed is because the information you provide will be available to the public. 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) Project description template (If applying for operational support residents associations need to complete only section 8. For all other projects please complete all of the project description template)

This document can be downloaded from our website.

- Click on **Project description template**.
- Click **Save** and save the document to your computer.
- Open up the document and type your answers to the questions.
- You can copy and paste from other documents you have, eg if you want to copy a mission statement or table.
- Save as you go, then print out the finished document and attach it to your application form.

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

You can only type into the areas that are shaded grey, or click on grey boxes to mark them. If you have any problems, phone a grants advisor 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 background
2. Project description
3. Outcomes
4. Need identification
5. Community support
6. Marketing
7. Organisation finances/previous funding
8. Risk management (grant requests of \$5000 or more).

Key questions to focus on when describing your project and its aims are:

- What are the specific benefits for Wellington residents?
- How does the project fit with the focus area? (eg social grant application – how will this project help encourage participation in community life?)
- How will you know whether the project has been successful?

It is up to you how much detail you provide – you should try to answer all the questions concisely and aim to keep the document within six pages.

You may provide additional supporting material, but this may not be included in the committee book due to space considerations. Any material not included in the book sent to the Grants Subcommittee will still be looked at by the Grants team and key points will be taken to the subcommittee meeting.

2) Project budget

Your budget must clearly show all income and expenditure relating to the project. We need to see the full cost of the project even if you only request the cost of a specific item. We suggest you use a format that will allow you to later enter your actual income/expenditure against budgeted figures to make reporting on the project easier.

GST

Show your project costs using columns: Net cost GST component/
Gross cost

If you are registered for GST

- The amount you request should be GST exclusive, as GST can be added to your grant. A tax invoice will be required with your contract if a grant is approved. (If a grant of \$1000 is approved, you will send us an invoice for \$1150, being the \$1000 grant plus GST of \$150.)

If you are not registered for GST

- You should apply for the true cost of project, which may include GST costs you have incurred.
- GST will not be added on top of your grant as you are not registered, and what you are given recognises that you have incurred GST costs.

Income

- List all other income that has been (or will be) received for the project.
- List any other grants that have been (or will be) applied for and note the date that you expect to know the outcome of each application.
- If any income will be received from participant fees or ticket sales, explain how this is calculated. (This should relate to the numbers that you have estimated will attend, eg venue capacity 1000, ticket cost \$10 each, three shows, 50 percent attendance expected – expected income: \$10 x 500 people x 3 shows = \$15,000.)

Expenditure

Budget items should be supported by quotes where possible.

All quotes should clearly show whether GST is included or excluded. Quotes are particularly important for new projects or new organisations to show that the budget is realistic.

Large budget items should be clarified, eg 'staging costs \$5000' is not a detailed enough explanation.

In-kind sponsorship

- If you are receiving any in-kind sponsorship, please list this separately in your budget.
- If your organisation is contributing resources other than a cash amount towards the project, please note your contribution separately and NOT as both income and expenditure.

ATTACHMENTS REQUIRED *continued*

3) 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.

If you are applying for \$5000 or more:

- 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 your financial position.

If you are applying for **less than** \$5000:

- Provide a copy of your most recent accounts, if available.
- If you do not have compiled accounts, please provide any of the following that are available:

- a copy of a recent bank statement
- a copy of your cash book to show how you have managed over the past year
- a budget from a previous project of a similar scale that you have organised.

4) 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.

5) Letters of support

- If you have not been funded by Wellington City Council in the past 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 all the required attachments) must be received by the grants coordinator before 5pm on the closing date. Late applications will not be accepted.
- Within two weeks of the closing date you will receive a letter to confirm your application has been received.
- In the six to eight weeks following the closing date you may be contacted by a member of the Grants team for further information, or to discuss your project.
- About six to eight weeks after the closing date the Grants Subcommittee will meet to decide who will be funded and the amount of the grant.
- The Grants team will write to all applicants within a few days of the subcommittee meeting to let them know the outcome.
- If you are successful you will be sent a funding agreement to sign and return, and also a report-back form to be completed at the end of your project.
- Grants Subcommittee decisions cannot be appealed, as its decisions are final.
- Any complaints about the grants process need to be made in writing to the Director, Community Services within 14 days of the date of the letter of notification of grants results.

FREQUENTLY ASKED QUESTIONS

Who makes the decisions?

Wellington City Council's Grants Subcommittee meets six to eight weeks after the closing date of each grant round. The subcommittee is made up of five elected Councillors and the Mayor. Seven days before the meeting, the subcommittee receives a report from the Grants team leader which sets out officers' recommendations for grant applications. These recommendations are based on discussions with applicants and assessment of applications.

Information about the Grants Subcommittee and this report is posted on Wellington.govt.nz at 'Have Your Say' meetings grants.

What are the main reasons for declining an application?

- Poor budgets, unrealistic requests or insufficient financial background information has been supplied.
- There is a poor fit with criteria, eg the project happens outside Wellington.
- The project should be funded from another source, eg central government.
- There was no report-back on a previous grant, or reporting was inadequate.
- Funds are limited and applications need to be prioritised based on how well they fit the Council's strategic priorities.

Can individuals apply?

No. These grants are for projects that have wide community benefits, not to support a limited number of individuals.

Can limited companies apply?

Yes, limited companies are eligible to apply for grants – however the project must be not for profit and must clearly show community benefits. The main aim of the project being to benefit the community, not create paid work for individuals in the organisation applying.

Can projects that take place outside the Wellington ratepaying area be supported?

Not normally. One of the key criterion is that projects must benefit local communities, so regional or national projects will be considered lower priority than projects that are solely focused on Wellington City. For regional projects, the project description should clearly show what benefits there will be for Wellington residents specifically (eg show the percentage of clients living in Wellington).

How much should I apply for?

That depends on the scale of the project, what your needs are, and where else you can secure funding. The best policy is to be honest and realistic about your needs and the costs for which you are seeking funds. If you are successful, the Council will attempt to make a fair contribution to your project. It may be helpful to look at the list of past allocations for the grant pool you are applying to – this will give you an idea of what amounts similar projects have received.

Where else can I seek funding?

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

Do I need to ask for a grant towards a specific cost in my budget?

No. You do not normally need to specify a cost. If there are costs in your budget that we would not normally fund, we may add conditions to the grant. If you are applying to other funders for specific costs then explain this in your budget.

Can I apply for more than one project?

If you are an established group, you can apply for a grant (or grants) towards more than one project – we would prefer groups to apply once a year rather than several times for different projects.

- If your projects all fit the same grants pool, then just fill in one application form.
- If you have projects that clearly fit different grant pools, then fill in a separate form for each pool you are applying to.

For example:

Project 1: salary costs for a volunteer coordinator

Project 2: programme costs for a series of anger-management courses

Project 3: one-off dance performance

Projects 1 and 2 fit with the Social pool, but project 3 fits the Cultural pool. Two application forms can be completed – the first covering projects 1 and 2, the second covering project 3. If you are unsure how to best lay out your application, talk to a grants advisor.

What are the 'points of difference' mentioned in the general grants criteria?

Please describe how your project adds to the uniqueness of Wellington, compared to other cities, and contributes to the Council's outcomes.

Do I need audited accounts?

See the notes under 'attachments required' for what needs to be provided with your application. If you receive a grant, the report-back guide will tell you what needs to be provided with your report. If your grant is over \$5000 we expect to see audited accounts.

How long will I have to spend the grant?

We will ask you to report back to us within a year of the date that the grant round closed.

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.