

## School Pools Partnership Application Guide

### Introduction

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.

Applications close on the last working day of October and March. \$500,000 in total will be available for grants in 2011/12 and 2012/13 (subject to available funds).

Projects should meet all the criteria and tie in to the Council's strategic outcomes. These are outlined in the Council's Annual Plan 2010/11, and the Long Term Plan 2009–2019.

Find these online at: [Wellington.govt.nz](http://Wellington.govt.nz) > Plans/Policies/Bylaws > Plans/ Policies

Annual Plan 2010/11 > Select Social and recreation, you will find information under 5.3.1 Swimming Pools

Long Term Plan 2009–2019 > look at the full strategy for your grant pool: Social = Social and Recreation Strategy; Cultural = Cultural Well-Being Strategy; Economic = Economic Development Strategy; Environmental = Environmental Strategy.

### Criteria Projects must meet all the following 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, 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 taura here.

### 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).
- (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 on 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.

#### **Note A**

Consider that wider community use referred to in (e) above includes:

Use by groups, clubs and associations separate from the school, trust, or management arrangement of the facility which are based within Wellington City (Tawa but not the Hutt Valley or Porirua) and whose membership is made up of predominantly Wellington City residents.

Applications will need to include the following supporting documentation.

- detailed asset management plan clearly outlining phases and the associated costs
- business plan
- licence or agreement from the Ministry of Education.

For more detailed advice on criteria, specific information or a copy of the 2009 Lumin report, contact Julian Todd, Manager Recreation Wellington, [julian.todd@wcc.govt.nz](mailto:julian.todd@wcc.govt.nz), phone 803 8154.

For advice regarding the application process and basic criteria questions contact Phil Railton-Jacks, Grants Advisor: [phil.railton-jacks@wcc.govt.nz](mailto:phil.railton-jacks@wcc.govt.nz), phone 803 8562.

### **Grant conditions**

The Council will reserve the right to impose conditions when approving grants under this funding policy, as set out below:

1. grants will be subject to the availability of funds in any particular financial year
2. one grant only will be considered for each project
3. staged availability of monies may be agreed as a condition of a grant
4. where a grant has been approved for a conservation report or other professional report, payment will be made following a peer review of the report by the Council or a designated consultant.

### **How to apply**

1. Complete the two-page application form by hand and sign. Either post the application or deliver it to our reception as we do not accept emailed or faxed applications.
2. Some supporting material is also required – budget, accounts etc (see below for more details).
  - please staple together your application with any attachments
  - make a copy of the application for your own records
  - please do not enclose your application in a folder of any sort, as it will need to be photocopied. As part of the photocopying process we may cull excessive pages
  - completed applications (along with the attachments required) must be received by the grants team before 5pm on the closing date. Late applications will not be considered.

### **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 generic 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.
- There is a date given before which projects cannot start – make sure you are not applying for any costs that will be incurred before this date, which is related to when the committee meets to make decisions.

#### **Page 2**

##### **Legal status**

Tick the appropriate box provided or explain your circumstances.

##### **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 and finish dates**

These dates should relate to the timeline in the asset management plan.

### **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.

### **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 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 are only requesting the cost of a specific item.

Supporting documentation

Applications must include the following supporting documentation:

- detailed Asset Management Plan clearly outlining phases and the associated costs
- business plan
- licence or agreement from the Ministry of Education.

### **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 if a grant is approved. (ie If a grant of \$1000 is approved, you will send us an invoice for \$1500, being the \$1000 grant plus GST of \$500).

#### **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.

### **Expenditure**

- **Budget items should be supported by formal quotes.** All quotes should clearly show whether GST is included or excluded.
- If the budget includes professional fees, specify the hourly rate and how many hours are required

### **In-kind sponsorship**

- If you are receiving any in-kind sponsorship please list this separately at the bottom of 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.

### **2. 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 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:
- copy of a recent bank statement
- copy of your cash book to show how you have managed over the past year
- budget from a previous project of a similar scale that you have organised.

### **3. 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.

### **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.

## **Assessment process**

- Within two weeks of the closing date you will receive a letter to confirm your application has been received.
- In the 6–8 weeks following the closing date you may be contacted by an Officer from Recreation Wellington or a member of the grants team for further information, or to discuss your project.
- Approximately 6–8 weeks after the closing date the Council's Grants Subcommittee (see Appendix 1) will meet to decide who will be funded and to what level. This is a public meeting. The recommendations of the Grants Subcommittee will be taken to the next Strategy and Policy Committee (SPC) for approval.
- The grants team will write to all applicants within a few days of the SPC meeting to let them know the outcome.
- If you are successful you will be sent a funding agreement to sign and return.
- Officers will agree with successful applicants on a payment schedule, based on information from the business plan. Payment of a grant will be made according to the plan agreed on.
- Strategy and Policy Committee decisions cannot be appealed, as decisions are final.
- 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.

## **Frequently asked questions**

The Council is unlikely to ever be the sole funder for any project so a contribution from the applicant and evidence of effort to find other sponsors or sources of funding is important.

### **Why has the Council created this fund?**

The Council has a focus on partnership approaches to meeting demand for community facilities and emphasises partnerships. The Council has made a commitment to address gaps in community spaces which include aquatic facilities in the city.

### **Who can apply?**

Applicants must be a legally constituted group or organisation.

### **Who makes the decisions?**

All applications will be assessed by officers within the Council's Recreation Wellington business unit, reviewed by the Council's Grants Subcommittee and then approved by Strategy and Policy Committee.

### **What are the main reasons for the declining an application?**

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

### **Will 100 percent of the costs be funded?**

Given the anticipated level of costs required to upgrade existing school facilities it is more likely that Council funding will meet only part of the costs of these projects. The size of applications will depend 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.

**Will this fund help with energy efficiency improvements such as installing solar panels?**

Projects funded under this fund will need to meet the specific criteria set out in this application guide. If energy efficiency improvements are likely to improve access for other schools and the wider community then those costs may be considered.

**Do we need to let the general public access the pool when they want?**

All facilities supported through this fund will need to make a commitment to the provision of wider community use of the facility and includes use of the pool by other schools. Wider community use as defined within the criteria could be use by local groups or clubs who may provide learn-to-swim programmes. There is an expectation that grant-supported school pools may provide some sessions for casual public swimming to take place.

**Can applicants apply more than once for the fund?**

Projects can only be funded once, that is each project can only receive one grant. Projects that have been declined may apply again after discussion with Council officers.

**If successful, how and when will the grant be paid out?**

All applicants will need to provide a detailed business plan which should include any grant funding from the Council. Officers will agree on a payment schedule with successful applicants based on information from the business plan. An initial payment will be made as agreed, subsequent payments will be made after the applicant has reported on the previous funds.

## **Other funding**

The Council is unlikely to ever be the sole funder for any project so a contribution from the applicant and evidence of effort to find other sponsors or sources of funding is important.

**Sport funding:** the SPARC website has a funding directory – go to [sparc.org.nz](http://sparc.org.nz), click on About Funding > Search the Directory of Potential Funding Sources.

**Community facilities:** the Lottery Community Facilities Fund (LCFF) makes grants to organisations for projects to build or improve community facilities. Funding is provided for facilities that support participation in community activities and social interaction. Check out online [cdgo.govt.nz](http://cdgo.govt.nz). Click on 'Available Grants' > Lottery Community Facilities Fund

**Gaming trusts:** are regulated by the Department of Internal Affairs. Check out online [gaming.dia.govt.nz](http://gaming.dia.govt.nz). Click on 'Funding for Community Groups' then use the map to search for grant providers in your area. Many of these funders have their own websites which can be found online.

**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](http://fis.org.nz).

If you have a WCC library card you can access Fundview from anywhere: go to [wcl.govt.nz](http://wcl.govt.nz) then click on 'Online Database > Community and Funding > Start Fundview > then type in your library card number and name.