

## Sports Development Grants Application Guide

### Purpose

This fund provides \$50,000 of grants annually to sports clubs so they can receive professional advice and support to enhance their strategic management. This may involve feasibility studies, research and assistance for programme development, club growth and expansion, asset management (not maintenance) and club diversification.

### 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, 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 for this fund

1. Projects should enhance the strategic management of sports and recreation organisations.
2. Priority will be given to proposals that promote youth participation in sport and recreation.

### Criteria notes

- The Wellington City ratepaying area includes Tawa but not the Hutt Valley or Porirua. Clubs applying should be based in Wellington. If a group works across the region, its application will need to give a clear breakdown of what percentage of members etc are from Wellington, and should show what support has been sought from other councils.
- Groups that are not legally constituted (eg trust, incorporated society) may apply under an appropriate umbrella organisation.
- Groups that have not reported back satisfactorily on a grant that is more than 12 months old will not be eligible.

Projects should meet all of the general criteria and the Council's strategic outcomes. You can find these on our website [Wellington.govt.nz](http://Wellington.govt.nz) – search under 'Plans'.

### Eligible projects and costs

#### Organisations should:

- be a not-for-profit, legally constituted sports or recreation organisation
- have a constitutionally 'open' membership (this means that membership rules should not exclude any category of person and membership fees must be reasonable)
- be operating in the Wellington ratepaying area.

### **What types of projects are eligible?**

The main purpose of the grants will be to help fund professional advice and support to enhance the club's strategic management. Here are some examples of projects that would fit the purpose of the grants:

#### **Club development**

- assisting with the development and/or implementation of a plan
  - strategic
  - operational
  - business
  - risk management
  - volunteer management
  - marketing
- training for club administrators to improve organisational management, eg accounts mentoring
- professional fees that cannot be funded from other sources, eg consultants, engineering, accounting, architects, legal etc

#### **Recreation planning**

- projects to strengthen school/club links
- projects to identify facility or programme needs for the city in a particular sporting code
- investigating opportunities for sharing resources or facilities

This fund is not intended for 'business as usual' costs, equipment needs or sporting events. The Council also has a Social grants pool that can assist with sport and recreation projects – see below under other sport-related Council grants.

#### **Costs/projects that won't normally be funded by Wellington City Council:**

- catering
- costs associated with resource consent processes
- fundraisers and projects that seek to raise funds or which provide training for fundraisers
- personal travel and accommodation
- prize money
- purchase and maintenance of vehicles, land or buildings
- ongoing salary or administration costs (eg rent, insurance, utilities)
- retrospective funding for projects that have already been completed
- scholarships
- services or projects considered to be the responsibility of central government or some other funding body
- social functions

## **Frequently asked questions**

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

Wellington City Council's Grants Subcommittee. Details are available on our website at [Have Your Say > Meetings > Grants – view profile](#).

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

- poor budgets, unrealistic requests or insufficient financial background information
- low fit with criteria, eg applying for ineligible costs
- applicant has not reported back satisfactorily on previous funding
- the application doesn't convince the committee that there will be clear benefits to the community
- project should be self funding, or funded from another source, eg a central government agency
- funds are limited and applications need to be prioritised based on how well they fit the criteria.

### **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 how much similar projects have received.

### **How long will I have to spend the grant?**

We will ask you to report within a year of when the grant round closed, ie for a grant from the round closing on 30 March 2012 a report will be required by 30 March 2013.

### 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.

### Should the 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.

## Application and assessment process

- Completed applications (along with the all the required attachments) must be received by the grants coordinator before 5pm on the closing date. Complete the two-page application form by hand and sign. Either post the application, deliver it to our service centre on Wakefield Street, or email a signed and scanned application to [grants@wcc.govt.nz](mailto:grants@wcc.govt.nz). **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 8–10 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 8–10 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 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.

## How to apply

1. There is a two-page **application form** that you need to complete by hand and sign.
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 manager, Sports and Recreation Engagement on 803 8157 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. As part of the photocopying process we may cull excessive pages.

## 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.
- 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 (*when the committee makes its decisions*).

### 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 apply 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.

### **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**

This can be downloaded from our website:

- Click on **Project description template**.
- Click **Save** and save the document onto your computer.
- Open the document and type your answers to the questions.
- 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](mailto: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. project description and outcomes
3. community support
4. marketing
5. finances/previous funding
6. 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?
- 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 if a grant is approved. (ie 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 the 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 three shows = \$15,000.)

### **Expenditure**

#### **Budget items should be supported by formal quotes.**

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.

## **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 are affiliated to a national or regional body, you must provide a letter from that organisation endorsing your application.
- If your project involves working closely with another community group, a letter of support from that group would be helpful.

## **6. Strategic plan**

- If you have a strategic or business plan please provide a copy. This is not compulsory but may be helpful.

## **Other sport-related Council grants**

### **General grants – Social pool**

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, such as essential health or social services, that are seen to be the responsibility of a government agency.

#### **Focus areas**

- build capability and capacity within the community
- promote personal and community safety

- promote participation in sport and recreation – particularly for youth
- youth development

#### **Criteria – sport and recreation**

- Applicants must be legally constituted community groups.
- Priority will be given to:
  - programmes targeting youth – 13 to 20 year age group
  - spending that supports active participation by youth through providing essential items for the activity
  - projects that encourage volunteer involvement to support active participation by youth
  - projects that historically would have been eligible for Hillary Commission funding and have unsuccessfully sought funding from other sources.

General grants are allocated at the same time as sport development grants (if funds are available) – see the Council website for an application form, project description template and application guide.

#### **Sports and Cultural Representatives Fund**

The Sports and Cultural Representatives Fund provides assistance to Wellington residents who have been selected to represent New Zealand overseas. The fund is intended to increase the profile of Wellington and Wellingtonians overseas.

#### **Value**

Individual grants are for \$200. Applications are accepted at any time, subject to availability of funds.

Note: grants are normally limited to five per team, or in some cases five per event. This is because funding is limited, and the scheme aims to assist a wide range of sporting and cultural disciplines.

#### **Criteria**

Applicants must apply in writing, providing confirmation that they:

- live in the Wellington ratepaying area (*eg copy of phone or power bill*)
- have gone through a national selection process and been chosen to represent New Zealand overseas in a sporting or cultural activity (*ie letter of selection*).