

## Safe and Sustainable Transport – community programme application guide

### Introduction

The Safe and Sustainable Transport (SST) community programme grant is for community organisations and individuals and is allocated once each financial year. Funding comes from the New Zealand Transport Agency and Wellington City Council rates and is linked to specific road safety and sustainable transport strategic outcomes.

Projects should meet all the general criteria and fit with at least one of the focus areas which link with the Council's strategic outcomes for transport:

**2.1 More liveable:** *Wellington will be easy to get around, pedestrian-friendly and offer quality transport choices.*

**2.3 More sustainable:** *Wellington will minimise the environmental effects of transport and support the environmental strategy.*

**2.4 (b) Healthier:** *Wellington's transport system will contribute to healthy communities and social interaction.*

**2.5 Safer:** *Wellington will seek to improve the safety and security of its citizens as they move around the city and region.*

If you want to look at the Council's strategic outcomes in more detail then see either the Annual Plan 2011/12, or the Council's Long Term Plan 2009–2019.

Where to find these online: [Wellington.govt.nz](http://Wellington.govt.nz) > Plans/Policies/Bylaws > Plans/ Policies

- Annual Plan 2011/2012 > [Wellington.govt.nz/plans/strategies/pdfs/transport.pdf](http://Wellington.govt.nz/plans/strategies/pdfs/transport.pdf)
- Long Term Plan 2009–2019 > look at the full strategy for your grant pool: [Wellington.govt.nz/plans/strategies/pdfs/transport.pdf](http://Wellington.govt.nz/plans/strategies/pdfs/transport.pdf)

### Grants criteria

1. Project makes a positive contribution to achieving the Council's Strategic Outcomes and Points of Difference as listed in the Council's current Annual Plan.
2. Project is Wellington City based and primarily benefits the people of Wellington.
3. 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.
4. Projects will not be funded for the same purpose more than once in any financial year. (Note: different aspects of the same project may be eligible for more or different grants).
5. Failure to report adequately on past Council funding can result in a group being considered ineligible for future funding.
6. Project is physically and financially accessible either by a wide range of persons or by the intended users.
7. Project shows evidence of community support, collaboration and building partnerships with other organisations (eg letters of support from other organisations/leaders).
8. Applicant must demonstrate that the project expands the capacity, range or level of similar types of services in the community and that there was user input into identifying the need for the project.
9. The principal intent of the project is not for private or commercial monetary gain, though such gains may occur as a side effect of the project.
10. Application demonstrates an awareness of the Treaty of Waitangi, in particular when involving mana whenua and taura here.

#### Specific criteria notes

1. The Wellington City ratepaying area includes Tawa but not the Hutt Valley or Porirua.
2. Groups that have not reported back satisfactorily on a grant that is more than six months old will normally be considered ineligible.
3. Projects or activities need to respond to priorities within Safer Journeys 2020 document.
4. Funding is only available for individuals or organisations unable to access NLTP funding through other avenues.

## Eligible costs

Grants are MORE likely to be funded for what has commonly been funded in the past and at levels consistent with similar projects. These can include:

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

Funding for the SST community programme grant must comply with NZTA guidelines. The following are able to be funded:

- hire of equipment (speed trailers, vans etc)
- purchase of low-cost capital items such as bicycles and car seats (where these are part of the set up/establishment of a rental programme, which will become self-sustaining and where these address an ongoing transport need)
- purchase of low-cost capital items such as bicycles, car seats where these are a prize for an education programme/promotional event
- any in-car training component may be considered if it meets ALL of the following:
  - the priority group and community need is identified using statistics, data, referrals, and/or community knowledge<sup>1</sup>.
  - It is part of an agreed restricted licence training course.
  - The course must be conducted by an approved instructor holding an 'I' endorsement for the appropriate vehicle class.
  - Each participant must have booked and paid for the restricted drivers test to be held within one week of course completion.
  - There is a minimum of eight participants.
  - There is a maximum of one hour of in-vehicle assessment per participant.
- set up and promotion of carpooling schemes
- special event travel plans.

### Grants are NOT normally given for:

- activities or projects where the primary purpose is religious ministry
- catering
- core curriculum activities of educational institutions
- fundraisers and projects which seek to raise funds or which provide training for fundraisers
- 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 maintenance.

### Specific to the SST community programme grant the following will NOT be funded:

- purchase of high-cost capital equipment/vehicles (eg vans, variable message signs, speed trailers)
- purchase of low-cost capital items such as car seats or bicycles which are then given free of charge to individuals
- maintenance of assets such as police alcohol buses, school cycle racks
- one-on-one in-vehicle training
- courses associated or linked with the graduated driver licence system where fees are usually paid/collected for driver training (this includes courses such as defensive driving which reduce probationary time)
- driver licence assistance courses must not be delivered to, nor targeted primarily at, schools or school students. The target group for community programmes are drivers who have not proceeded through the licence system
- testing/booking fees for driver licences
- if the costs of road codes are included in the course costs, these must be included in the price paid
- public transport subsidies
- staff member(s) who coordinate a Workplace Travel Plan (WTP) within the business. Support for the WTP and buy-in of a workplace needs to be assured to increase the long-term success and integration in business activity

<sup>1</sup>The rationale for driver licence programmes is to deliver them to those in the community who have not moved through the graduated licence system and require help and support to obtain their driver licence. This need should be established and supported with evidence (statistical and/or anecdotal) before funding is approved, the course should target this identified group.

Participants may not have progressed through the licence system due to learning or literacy difficulties; English as a second language; financial difficulties (eg long-term unemployment); cultural, religious or ethnic factors that may have prevented them obtaining a licence; difficulties in dealing with authorities, filling in forms or sitting tests.

- school staff time during normal teaching duties may not be counted as an in-kind donation
- ongoing running of carpooling schemes
- duplication of Police Enforcement Officer (PEO) activities. If there are insufficient PEO resources to meet the demand, these activities may be funded, but only in coordination with the local PEO.
- sponsorship of a third party to provide advertising of the message (this is not considered to be an effective advertising tool. SST grants funding is provided directly to community groups to provide an education or advertising campaign)

The Safe and Sustainable Transport community programme grant will develop capability and capacity within the community. The Council will not normally fund programmes, such as essential health or social services, which are seen to be the responsibility of a central government agency.

The fund is intended to help build strong and safe communities with high levels of participation in the community. Applications must meet one or more of the focus areas outlined below.

#### Focus areas

- alcohol
- cycling safety and/or skills training
- intersection safety
- motorcycles and mopeds safety and/or skills training
- pedestrian safety and walking promotion
- safety belts
- speed
- travel planning
- young drivers.

#### Additional criteria

- Projects should benefit the wider community rather than individuals or particular sectors.
- Applicants should not be government agencies or limited liability companies.
- Projects should encourage growth of communities and participation in community life.
- Projects should promote environmental sustainability or understanding of environmental values.

Potential applicants are encouraged to discuss their projects with either the Council's transport safety education coordinator or sustainable transport coordinator before making an application.

### How to apply

1. There is a two-page **application form** that you need to complete by hand and sign (we accept signed and scanned email applications to grants@wcc.govt.nz).
2. We also have a **project description template** that you should 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 such as budget, accounts etc – see below for more details.

If you need help with completing your application ask a member of the Grants Team. We recommend that you discuss your project with the Grants Team or another relevant Council officer 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 or group at the top of the form and use this page as a cover sheet for your application.
- The 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 Council staff meet 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**

We expect all grants to be spent within six months of the round closing date (ie within about 10 months of when the grant is approved.) For a grant from the round closing on 31 May 2012 a report back will be required within six weeks of the completion of the project or by 31 December 2012. 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 regarding GST).

- As 'third party/in-kind' 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 focus areas**

Tick ONE focus area that your project fits most closely with and make sure this matches the focus area that you select on the project description template.

### **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. Project description template**

This is a Microsoft Word document that can be downloaded from our website. To use the template:

- Click on Safe and Sustainable Transport Community programme **project description template**
- Click **Save** and save the document to your computer.
- Open up the document and type your answers to the questions in the grey boxes.
- Copy and paste if you like from other documents you have (eg if you want to copy a mission statement or table from somewhere else)
- 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.**

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 a grants advisor for help 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 (additional guidance is available on request from the Grants Team).

1. organisation background
2. project description
3. community support
4. marketing
5. finances
6. managing risks

Key questions to focus on in 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?

Tables and bullet points are helpful ways to present information clearly, especially when listing outcomes and risks.

### **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 are only requesting 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 easy.

## 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 a tax 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 in your description of outcomes (eg venue capacity 1000, ticket cost \$10 each, three shows, 50 percent attendance expected – expected income:  $\$10 \times 500 \times 3 = \$15,000$ ).
- Activities which receive, or are eligible for WINZ funding, or Gateway funding (or any educational programme in which unit standards are earned) will not be funded. These are already government-funded.

## 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 detailed enough).
- All project coordination costs must be included as a professional service depending on the relevant role or the person involved.

### In-kind donations/sponsorship<sup>2</sup>

- 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.
- In-kind donations must be an essential part of running or operating the activity, volunteers are recorded on a standard rate of \$15 an hour.
- In-kind donations cannot be transferred between activities.
- Time/resources from central government, or central government-funded organisations may not be included as an in-kind donation. These have already been subsidised/funded by the government.

### Third-party contributions<sup>3</sup>

- Cash from central government, or central government-funded organisations may be included as a financial contribution to the project. However money or goods provided by organisations which change the scope of the activity are included as third-party contributions, not contribution to local share (reduces the amount eligible for subsidy). However money or goods provided by organisations which do not change the scope of the activity are included as a contribution to local share, not third-party contributions (only the amount over 25 percent reduces the subsidy).
- Funding from the Road Safety Trust can be included as a third-party contribution, if this has been agreed to by the trust.
- Funding from other NZTA sources, for example Living Streets grants, cannot be included as third-party contributions.

## 2. Accounts

**Some form of accounts must be provided as evidence of your organisation or group'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:

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

<sup>2</sup> In-kind donations are non-monetary contributions that are essential to the success of the activity and would otherwise have been a cost to the activity. These include items such as donations of goods (stationery, prizes, t-shirts, refreshments etc) and donations of services (volunteers time at \$15/hour, donated professional services). In-kind donations of goods or services can be used to make up the 25 percent local share.

<sup>3</sup> Third-party contributions are any financial or non-financial contributions made by external parties, who provide assistance in return for a variation to the scope or timing of the activity.

- 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.

#### **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 the 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.

## **Frequently asked questions**

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

Council staff from the Transport Planning group have delegated authority to approve grant applications. The Safe and Sustainable Transport Reference Group will provide advice and expertise about which grants should be recommended for approval.

Details will be available on the Council website: [Have Your Say > Meetings > Safe and Sustainable Transport Reference Group – view profile.](#)

### **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 City.
- 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.

### **Can individuals apply?**

**Yes**, however this grant is for projects that have wide community benefits, not to support a limited number of individuals.

### **Can limited companies apply?**

**Yes**, however the project must be not-for-profit and must clearly show community benefits. The main aim of the project must be to benefit the community, not to 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 criteria is that projects must benefit local communities, so regional or national projects will be considered as having a 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 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.

### **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?**

**Yes**, you can apply for a grant (or grants) towards more than one project however you must have a separate application form for each project.

### **Do I need audited accounts?**

If you receive a grant the report template 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 within six months of when the grant round closed (eg for a grant from the round closing on 31 May 2012 a report back will be required by 31 December 2012).

### **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. This may mean including the Council's logo or name on brochures, posters, website or verbally on radio or television.

## Application and assessment process

- Completed applications (along with the attachments required) must be **received** by the grants coordinator before 5pm on the closing date. Either post in your application, deliver it to Council reception on Wakefield Street or email a signed and scanned application to [grants@wcc.govt.nz](mailto:grants@wcc.govt.nz). Late applications will be returned to the sender.
- Within one week of the closing date you will receive a letter to confirm your application has been received.
- In the two to three weeks following the closing date you may be contacted by a member of the Grants Team or from the Transport Planning group for further information, or to discuss your project.
- About two to three weeks after the closing date the Safe and Sustainable Transport Reference Group (SSTRG) meets to discuss the applications.
- Council officers from the Transport Planning group have delegated authority to approve grant applications and will make the decisions after consultation with SSTRG.
- The Grants Team will 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, and also a report-back form to be completed at the end of your project.
- Decisions cannot be appealed, as decisions are final.
- Any complaints about the grants process need to be made in writing to the Director, Infrastructure within 14 days of the date of the letter notifying you about grants results.

## 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.

**Fundview**, a database listing a wide range of potential funders, can be viewed for free for Wellington Library card holders at the Central Library, branch libraries and Citizen Advice Bureaux (you normally have to pay a subscription fee). Their website is [fis.org.nz](http://fis.org.nz). Or 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.

**Gaming trusts** are regulated by the Department of Internal Affairs. Check out the website [dia.govt.nz](http://dia.govt.nz). Search for 'Funding for Community Groups'. Many of these funders have their own websites which can be found online.

**Projects outside Wellington:** if your project has a wider focus than the Wellington ratepaying area, write to the councils and other funders in the areas where you are going to be active.

### Grant Seeker's Guide (Trust Waikato)

Useful introductory guide for people applying for grants – download PDF document from: [trustwaikato.co.nz/page/grant-seekers-guide](http://trustwaikato.co.nz/page/grant-seekers-guide)

## Other useful services

### Accounting for Charities

Provide subsidised, affordable mentoring and training. Phone 565 3299.

**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](http://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 and running meetings. See [community.net.nz/how-toguides/crk](http://community.net.nz/how-toguides/crk)

### Community Accounts Mentoring Service

Having trouble with finances for your community organisation? GST/PAYE/cash flow a mystery? Phone 385 3518 for help.

### 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](http://Wellington.govt.nz/services/venues) for details about facilities, hire rates and contact details.

### Wellington community net

Free web hosting; template system (easy do-it-yourself websites). See [wcn.net.nz](http://wcn.net.nz)

## Wellington City Council contacts

Contact the following people for advice regarding the application process and criteria:

Phil Railton-Jacks, Grants Advisor 803 8562

Sustainable Transport Coordinator, Emma Hope, 803 8632

Transport Safety Education Coordinator, Anna Blomquist, 803 8635