



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Grants Policy

Date of Approval	30 June 2021
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GRANTS POLICY

1. Purpose

The SWDC Grants Policy guides the allocation of grants to groups and organisations delivering projects, events and services that benefit the people of the South Wairarapa and contribute to the vision ‘Best of country living with the community at the heart of everything we do’.

By providing community groups and organisations with direct financial assistance, SWDC can support shared objectives, be a catalyst for positive change, deliver value for money to ratepayers, and help to sustain a thriving and independent community sector. The Grants Policy is applicable to the following discretionary grants programmes:

- » Community and youth grants programme; and
- » Community board grants and Māori Standing Committee grants.

2. Operation and scope

The grants programme will operate transparently in all respects and at all stages of the process, while protecting financial confidentiality. We will provide clear information in a timely way about the opportunities to apply for funding and our expectations of applicants and recipients.

We will publish information about the grants we provide – who has received them and for what purpose. We will also provide feedback to unsuccessful grant applicants about why their application has been declined.

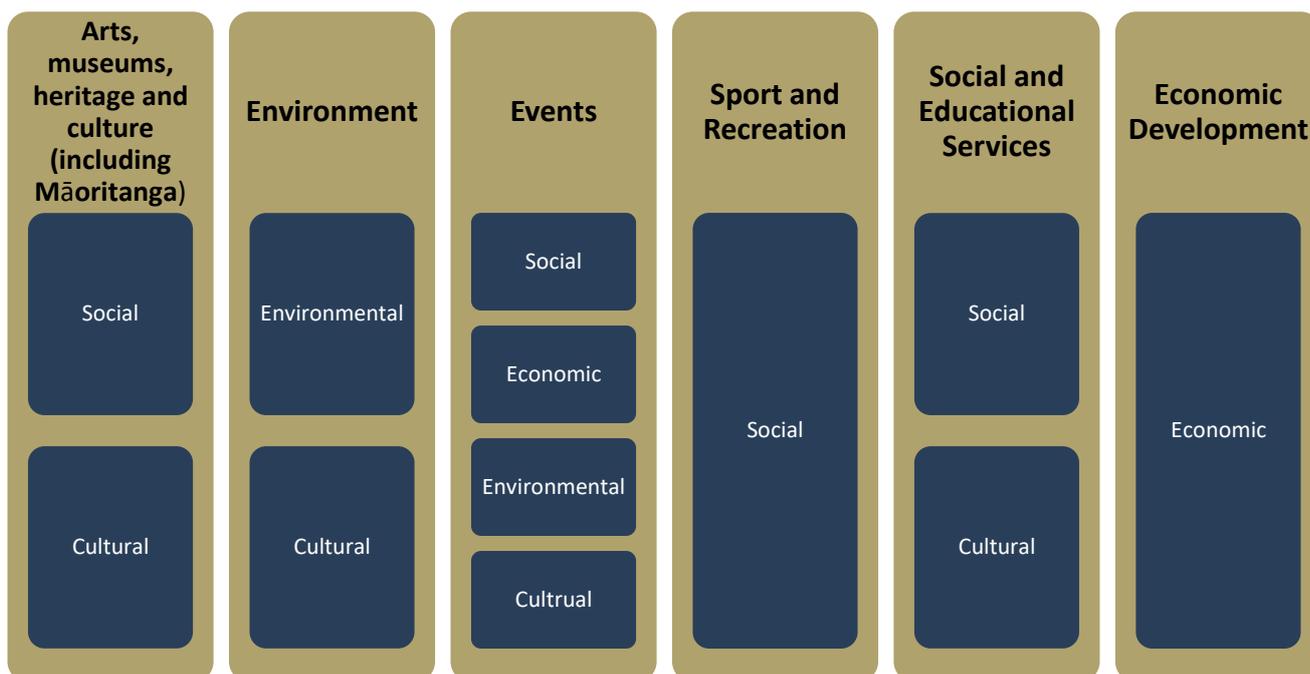
We seek to enable sustainable organisations and initiatives, while avoiding organisations and groups becoming financially dependent. Where the intention is to provide support on an ongoing basis, including for multi-year or operational funding, decision-makers may consider entering into a partnership arrangement with the applicant. However, past funding doesn’t represent a commitment to future funding beyond the term of the agreement.

Grant funding can only be allocated to activities for a public purpose and that meet the goals of the SWDC, community board or Māori Standing Committee from which funding is sought. Grants can be allocated to deliver one-off projects, provide ‘seed funding’ to test new ideas and approaches to help with start-up or expansion costs into the South Wairarapa, or to enable recipients to leverage more sustainable sources of financial support.

2.1. Community Grants

Grants will be allocated to organisations for activities that contribute to the community in at least one of the funding categories below. The funding categories are aligned to the four community wellbeings, as outlined in the Local Government Act 2002, and SWDC’s community outcomes, as outlined in the Long Term Plan.

Our Six Funding Categories: Goals and Community Outcomes they Deliver



Our Goals and Community Outcomes

Social wellbeing -	Residents are active, healthy, safe, resilient, optimistic and connected
Environmental wellbeing -	Sustainable living, safe and secure water and soils, waste minimised, biodiversity enhanced
Economic wellbeing -	A place of destination, new business and diverse employment that gives people independence and opportunity
Cultural wellbeing -	Strong relationships with iwi, hapū and whānau, celebrating diverse cultural identity, arts and heritage

2.2. Youth Grants

Targeted funding to support activities that encourage development and enable participation of young people in the South Wairarapa.

2.3. Community Board Grants

The Featherston, Greytown and Martinborough community boards operate their own local grants programme in accordance with this policy. The community boards may identify priority areas for funding which should be linked to the [board's strategic plan](#).

Grants may be awarded to community groups and organisations for projects, services, events and other activities that benefit their local community.

2.4. Māori Standing Committee Grants

The Māori Standing Committee (MSC) operates a grants programme in accordance with this policy. The MSC may identify priority areas for funding which should be linked to its [strategic plan](#).

3. Eligibility

3.1. Community and Youth Grants

Who can apply for grants?

- » Community organisations with a formal legal structure e.g. incorporated societies, trusts, clubs with formal rules.
- » Commercial organisations where the activity has tangible benefit to the wider South Wairarapa community and the application is:
 - » To cover the costs of delivering a free community event or activity;
 - » To subsidise the costs of a charged-for event or activity (i.e. reducing fees to enable community access); or
 - » To provide a charged-for event or service that would otherwise not be commercially viable, where that event or service will help achieve community outcomes. Any charge must be set at level that encourages broad participation.
- » The applicant does not need to be based in the South Wairarapa but the applicant must be able to demonstrate that the activity benefits the South Wairarapa community. Applications for region-wide or national activities must have tangible benefit to the South Wairarapa community.
- » Applicants may not be in receipt of any other Council or Council-administered grant given for the same activity in the same financial year. Applicants are encouraged to apply for Community or Youth Grants where the activity benefits more than one ward or the wider South Wairarapa community.

3.2. Community Boards

Who can apply for grants?

- » Non-profit community organisations with a formal legal structure or a group of individuals who have come together for a common purpose but who do not have a legal structure.
- » The applicant does not need to be based in the South Wairarapa or the ward from where the funds are being sought but the applicant must be able to demonstrate that the activity benefits the ward where the funds are being sought.
- » Applicants may not be in receipt of any other Council or Council-administered grant for the same activity in the same financial year.

3.3. Māori Standing Committee

Who can apply for grants?

- » Non-profit community organisations with a formal legal structure or a group of individuals that have come together for a common purpose but who do not have a formal legal structure.
- » An individual who can demonstrate their connection to South Wairarapa through whakapapa or family connection, or can demonstrate how the activity will benefit the South Wairarapa Māori and non-Māori community.
- » Applicants may not be in receipt of any other Council or Council-administered grant for the same activity in the same financial year.

4. Ineligible Applications

Applications that will not be funded are:

- » Overseas travel.
- » Private expenses outside of the agreed scope.
- » Activities seeking to promote commercial, political or religious objectives.
- » Sponsorships or endowments.
- » Applications to provide social welfare or health treatment/benefits to individuals.
- » Costs associated with fundraising events where profits or proceeds are redistributed to other organisations or individuals.
- » Sports team accommodation, travel or uniform without evidence of an application being made to a Gaming Trust or other funding provider or clear evidence of club contribution.
- » Applications from individuals (except applications to the Māori Standing Committee).
- » Ongoing operational expenses e.g. staff or contractor salaries, rent, rates, insurance, vehicle operating and maintenance costs, and debt payments, except where covered by a partnership arrangement.
- » Applications from organisation which have not completed accountability requirements for previous grant funding.

5. Grant Assessment Criteria

Applications received must:

- » State how the application links to one or more of SWDC's community outcomes and the Community Board/Maori Standing Committee's funding priority and strategic direction where applicable.
- » Be from an eligible applicant and meets all the requirements of this policy.

In making a decision, consideration will be given to:

- » The need for funding in terms of the financial health of the applicant and/or the availability of other funding sources.
- » The viability and sustainability of the activity and/or applicant, including suitable governance and management arrangements in place to oversee grant expenditure.
- » The extent of the benefit to the community.
- » The extent the application meets SWDC's community outcomes and the Community Board/Maori Standing Committee's funding priority and strategic direction where applicable.
- » The activity scope and cost.
- » Where the application relates to an activity on Council-owned land or amenities, or an amenity that will be gifted or sold to the Council, evidence of consultation with the community and council officers, and status of any consent applications and approvals.
- » The applicant's compliance with relevant legislative requirements and recognised standards of good practice.
- » Previous or current grant funding, concessionary or financial assistance given by SWDC, community boards or the Māori Standing Committee and the applicants endeavours towards financial independence.
- » The contribution to the activity being provided by the applicant.
- » Collaboration or partnerships with other groups or organisations and evidence of minimisation of duplicated services.
- » Whether the activity can be completed within 12 months, except where covered by a partnership arrangement.
- » Funding for new activities or expansion of services will be preferred over funding to retain the status quo. Applications that are directly or indirectly intended to supplement projects that are not viable on their own merits will have a low priority for funding.

6. Who Makes the Decision?

6.1. Community and Youth Grants

Allocation decisions for community and youth grants will be made by a Grants Subcommittee, a subcommittee of the Finance, Audit and Risk Committee. The Terms of Reference of the Grants Subcommittee include the following:

- » Membership to include the Mayor and two councillors from each ward, selected from members of the Finance, Audit and Risk Committee in the first instance with other councillors appointed in order to achieve a balance of ward representation.
- » Delegation to make a decision on the distribution of the Community and Youth Grants.
- » The Mayor will be the chairperson.
- » Standing orders apply.

The Grants Subcommittee will meet once a year to make the allocation decisions, generally this meeting will be held in August of each year. If funds remain unallocated a second funding round will be held in February of the following year.

Applications for funding outside of this process and budget allocation will not be received by the Subcommittee or other committees. SWDC may receive applications for funding of an urgent nature or where exceptional circumstances apply on approval of the Mayor and Chief Executive. Urgent applications will not be accepted while a funding round is open.

6.2. Community Board and Māori Standing Committee Grants

Allocation decisions for community board and Māori Standing Committee grants will be made at their regular scheduled meetings. The frequency for considering grants will be determined by the community boards and the Committee and will be notified on the application form and on the grants page on SWDC's website.

7. The Application Process

The following process outlines the process for making an application and having that application assessed.

- » All applications must be submitted to SWDC officers by the advertised date.
- » Applications will not be considered if the fund has been fully allocated or is outside of a grant funding round (see exception in section 6.2).
- » For community and youth grants only, a report will be provided to the Subcommittee detailing:
 - » The total amount available for allocation and the total amount requested.
 - » A copy of the grant criteria so that the Subcommittee can assess if the application meets the criteria and how the application relates to the community outcomes.
 - » The applicant, a brief summary of the activity, how much is requested, the category they are applying under, and any grant, concessionary or financial support received within the last three years.
 - » Any applications that do not meet the policy, with the reasons why.
 - » Any other information required that will assist the Subcommittee in their deliberation.
- » Applications will be considered in a formal meeting which is open to the public.
- » Applicants are able to speak to their application at the applicable meeting and may be contacted for purposes of clarification prior to the meeting by SWDC officers.
- » A grant may be subject to conditions.
- » Applications will be considered against the grants criteria.
- » Where an application is declined, reasons will be specified.
- » No appeals on merits of decisions will be considered.

- » Grants will be paid as follows:
 - » For GST registered organisations, on receipt of a GST invoice.
 - » For applicants not GST registered, payment will be made to the account number and organisation as submitted in the application.
 - » On receipt of evidence of any conditions imposed being fulfilled.

8. Terms and Conditions

Applications must meet the following terms and conditions:

- » All applications must be completed using the correct form and delivered either by hand to SWDC's main office or libraries or by email by the closing time on the closing day as advertised.
- » All applications must be signed; an electronic signature is acceptable.
- » The last set of financial accounts and a full project budget must be attached to all applications over \$5,000.
- » A completed accountability form must be returned to SWDC within 12 months of the date of the grant being paid out, or prior to any future grant application being made.
- » Any unspent funds must be returned to SWDC within one year of receipt unless there is prior agreement to carry over such funds.
- » Any discrepancies in funding (e.g. funds spent out of scope) may result in an audit of the organisation's accounts and a request to return the grant funding to SWDC.
- » The recipient is required to inform the grant distributors if any difficulties and/or potential difficulties arise which may compromise delivery of the activity.