## SOUTH WAIRARAPA DISTRICT COUNCIL

## **12 DECEMBER 2018**

## AGENDA ITEM C1

## **APPLICATION FOR GRANT FUNDING**

## **Purpose of Report**

To present an application for funding from Healthy Homes for funding consideration.

## Recommendations

Officers recommend that the Council:

- 1. Receive the Application for Grant Funding Report.
- 2. Receive and consider the application for funding from Healthy Homes for \$5,000 and either approve grant funding at the requested level, at a partially funded level, or decline funding.

## **1. Executive Summary**

A funding application has been received from Healthy Homes (Appendix 1).

Council are requested to consider the application on its merit and fit with the community outcomes as included in the Long Term Plan (Appendix 2) and Council's Grant Policy (Appendix 3).

## 2. Discussion

Every year as part of the annual plan or long term plan (LTP) process Council considers applications for funding at the time that submissions to the plans are considered. Historically all funding put aside for the purpose of grants is allocated; no discretionary funding is available for applications received during the year.

Councillors elected to put aside a contingency in the Long Term Plan 18/28 so funding was available should midterm applications with merit be received.

## 3. Financial Implications

There would be no budgetary financial implications should a decision be made to fund Healthy Homes to the full amount requested. Appendix 4 provides an outline of all grants given to date for the 18/19 financial year.

A \$12,642 contingency amount is available should Council elect to fund the applicant.

## 4. Appendices

- Appendix 1 Healthy Homes Application for Funding
- Appendix 2 Community Outcomes
- Appendix 3 Council's Grant Policy
- Appendix 4 Grants allocated to 12 December 2018

Contact officer: Jennie Mitchell, Group Manager Corporate Support Reviewed by: Paul Crimp, Chief Executive Officer

# Appendix 1 - Healthy Homes Application for Funding



## South Wairarapa District Council

## 2018/28 Long Term Plan

## **Grant Application Form**

Email to: ltp@swdc.govt.nz before 4 pm, 23 April 2018

### **1. ORGANISATION DETAILS**

Name of organisation:

WAIRARAPA HEALTHY HOMES STEERING COMMITTEE (WHH)

Physical address:

C/- 161 Queen Street

MASTERTON

Postal address:	
С/-РОВох 444	
MASTERTON	

Phone No (Day): 06 3706263
Mobile No: 0272404893
Phone No (After hours): 0272404893

When was the organisation formed and what are its aims and objectives?

Formed in 2004, this steering committee has, over the last 14 years, raised and coordinated community funding that has enabled the leveraging of EECA/Government funding for the retrofitting of insulation in the homes of low income and high health-needs Wairarapa people. The combined subsidies have generally made the work done, free to the home-owners. Some 2,583 homes have had retrofit insulation installed through the WHH scheme to 30 June 2018.

The WHH committee has representatives of the three Wairarapa Councils, the DHB, Trust House and WINZ. The objectives of the Committee have been to improve the health and productivity of Wairarapa people by ensuring they live in warm and dry homes. Cold, damp and poorly insulated homes are a major factor in poor health which directly impacts peoples quality of life, work and children's education.

Using the Government's EECA subsidies, the WHH community funding has enabled beneficial outcomes for all residents of the homes where work has been done.

Total number of members in your organisation?	N/A
How many full-time equivalent people work in your organisation?	N/A
How many volunteers work in your organisation?	N/A
Date of last AGM?	N/A
Are you GST registered? Y/N (via MDC)	GST No:

Officers of organisation	
Chair: Bob Francis	Phone No:
Secretary: David Paris	Phone No:
Treasurer:	Phone No:

## **2. PROJECT OVERVIEW**

Specific reason for grant application (e.g. upgrade to facilities/purchase of equipment/one-off event):

The Warmer Kiwi Homes programme was launched by EECA in July 2018. The WHH provider, EnergySmart has secured a contract with EECA to deliver 140 insulation retrofits in the Wairarapa before 30 June 2019. The EECA subsidy is 67%, but requires a level of community funding to support the low income home owners.

The community funding (including your Council's grant) will be combined with a manufacturer's subsidy to pay the balance of the costs of the work – making it free to the home-owners.

Criteria for home-owners to qualify include, community services card or Super Gold Combo card or home located in a Quintile 5 area (deprivation index 9 or 10).

Work to be carried out: ceiling insulation, underfloor insulation, ground vapour barrier, foil removal.

Where and when will the activity/event take place or what is the anticipated completion date of the project (please note funds cannot be allocated retrospectively)?

Warmer kiwi Homes is a 4 year programme, but funding being sought for is currently only for this year (to 30 June 2019).

Why should South Wairarapa District Council (SWDC) support this project/event?

There remain many homes in the Wairarapa still to be properly insulated and many of those are in the SWDC area. Between 2012 and 2016 192 (18%) of the 1,044 homes subsidised were in the SWDC area.

Who will benefit from these funds and in what way?

Home owners and residents in the homes being insulated will benefit, with warmer, drier and healthier homes to live in.

Would you like to speak in support of your application at a meeting of the South Wairarapa District Council? Bob Francis is available to speak to this submission if required.

### **3.** FINANCIALS

Funding requirements	
Total cost of project	\$ See attached
Your organisation's contribution	\$
Other outside funding (please supply brief details)	\$
Amount applied for in this application	\$ 5,000
Shortfall (please provide brief details of how will balance be found)	\$
Project income (if applicable), e.g. generated from sales to public	\$
Is organisation a registered charity?	Yes/No
Have you applied to SWDC for funding before?	Yes/No
If yes, when, for what purpose and how much was granted?	

Bank account details							
Name of bank:							
Account name:							



Account No:	

### 4. Declarations

We agree to comply with requests from an officer or councillor from SWDC for additional information in relation to this application.

### Statement to comply with the Provisions of the Privacy Act 1993

The personal information above is collected and will be held by SWDC for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold.

### Authorisation

- I certify that the information provided in this application form is true and correct to the best of my knowledge.
- I have the authority to make the application on behalf of the organisation.
- I agree that the necessary documentation listed below is attached to this application.
- I confirm that we will complete and return a grant accountability form within two months of the project being completed.
- The organisation will keep receipts and a record of all expenditure for 7 years.
- Any unspent funds will be returned to SWDC.
- All expenditure will be accounted for in the Grant Accountability Form.

Signatory One	Signatory Two
Signed:	Signed:
Full name:	Full name: David Rris
Designation:	Designation: Manager Finance, Mix
Date:	Date: 21 / Nov 2018
Supporting documentation	required for this application

- Most recent annual accounts including notes and review/audit report.
  Income and expenditure statement for part year and inaugural minutes (if organisation has been operating for less
- than 12 months)

## ENERGY WISE WAIRARAPA HEALTHY HOMES

C/- MASTERTON DISTRICT COUNCIL P 0 Box 444, Masterton

5<sup>th</sup> November 2018

South Wairarapa District Council P O Box 6 Martinborough

### WAIRARAPA HEALTHY HOMES - PROJECT FUNDING FOR 2018-19

Wairarapa Healthy Homes steering committee (WHH) is a group of funding agencies in the Wairarapa who have supported government-funded insulation programmes since 2004. EECA has been channeling government funding to assist Kiwis to upgrade their homes to be warmer and drier. The health and productivity benefits of their programmes are well documented. Additional community funding has enabled low income and high health needs families to have the retrofit work done at little or no cost.

WHH has gathered and applied that community funding, based on low income and health needs criteria. The period from June 2016 to June 2018 has seen reduced EECA subsidies, less take up of the programmes and less value gained from the community funding. That has changed under the new government, with a new programme now underway.

The new EECA funding scheme **'Warmer Kiwi Homes'** has been through a tender round and the Terra Lana Ltd subsidiary EnergySmart has been awarded contracts in a number of areas of the country, including the Wairarapa. Part of the EECA criteria is that there is a level of community funding to add to their funding of 67% of the costs. They have opened up the criteria to qualify for the work to include homes in decile 9 & 10 areas.

EnergySmart have a Wairarapa branch and are now ready to roll out the Warmer Kiwi Homes programme. We expect it will re-invigorate our objective of making the homes of the people in the Wairarapa warmer and healthier. The increased level of EECA funding and the broadening of the criteria to allow more homes to qualify for the subsidy are both huge positives for our region.

The WHH group of funders have included South Wairarapa District Council over most of the past 14 years and we ask that the Council again contributes to the community funding that means low income home owners have warmer, drier, healthier homes.

The attached financial report has previously been provided, but is included again for completeness of this application. Masterton District Council continue to be support the programme and have committed their carried over funding. Carterton have agreed to a contribution of \$5,000 in 2018/19. The Wairarapa DHB is very supportive and have confirmed verbally that they will provide funding again.

The table below shows analysis of homes completed in the SWDC area over the 4 year period when the WHH scheme was being fully implemented. The last two years have had a lower level of activity and no SWDC funding. EnergySmart staff work with health providers and other agencies to identify homes that are in need of the retrofit work and qualify under the criteria. There remain many homes in the SWDC area in need of the retrofit work.

### Wairarapa Healthy Homes

Retrofit Insulation Project in SWDC Area

	 2012/13		2013/14		2014/15		2015/16	
Homes completed in SWDC area	42		51		65		34	
Homes completed in Wairarapa WHH Subsidy applied (average per	188		244		407		205	
home)	\$ 531	\$	347	\$	221	\$	499	
Value of retrofit work done (average per home)	\$ 4,452	\$	3,150	\$	3,424	\$	3,183	
Grant ex SWDC	\$ 12,000	\$	12,000	\$	12,000	\$	12,000	
Total value of work done in SWDC Area	\$ 187,000	\$	160,668	\$	222,586	\$	108,229	
Value of WHH Subsidy applied in SWDC area	\$ 22,302	\$	17,697	\$	14,365	\$	16,966	
Benefit to SWDC ratepayers	\$ 175,000	\$	148,668	\$	210,586	\$	96,229	



## Wairarapa Healthy Homes Project - Financial Report

12 Months to 30 June 2018

The figures reported below relate to the financial transactions that WHH has funded. Not included are any homes where an EECA subsidy or Terra Lana sudsidy has been applied with no WHH subsidy.

		Ş	\$		\$		\$		\$			Average
Costs	No.	2014	/15	20	15/16	2	2016/17	2	2017/18		F	ber Home
<b>Retrofit Measures</b>	trofit Measures											
2004 - 2012/13	1,920											
2014/15	407	1,39	93,731									3,424
2015/16	205				652,556							3,183
2016/17	7						13,634					1,948
Current Year 2017/18	44								165,535	\$ 3,762		3,762
Totals	2,583	1,39	93,731		652,556		13,634		165,535			
Income												
EECA		83	36,239		347,747		-		36,222	1	\$	823
Owner contributions**			-		-		4,090		38,868			883
Terra Lana subsidy		46	67,381		202,591		3,408		41,384	2		941
		1,30	03,620		550,338		7,498		116,474			
Community Funding Applie	d	9	90,111	9	102,217		6,135		49,060	3		
Average WHH funding per	home	\$	221	Ś	499	Ś	876	Ś	1.115			
Average WHH funding per	home	\$	<b>221</b> 6%	\$	<b>499</b> 16%	\$	<b>876</b> 45%	\$	<b>1,115</b> 30%			
Average WHH funding per	home							\$	•		Proj	Life to date
	home	201	6%		16%		45%	\$	30%		Proj	Life to date 410,000
Community Funding		201	6% 4/15		<i>16%</i> 015/16		45% 2016/17	\$	30%		Proj	
Community Funding Wairarapa DHB	·	201	6% 4/15 10,000		<i>16%</i> 015/16 20,000		45% 2016/17 20,000	\$	30%		Proj	410,000
Community Funding Wairarapa DHB Trust House Charitable Tru	·	201	6% 4/15 10,000		<i>16%</i> 015/16 20,000		45% 2016/17 20,000	\$	30%		Proj	410,000 447,000
Community Funding Wairarapa DHB Trust House Charitable Tru Eastern & Central Commun	·	201	6% 4/15 10,000 20,000		16% 015/16 20,000 30,475		45% 2016/17 20,000 4,525	\$	30% 2017/18 - -		Proj	410,000 447,000 100,000
Community Funding Wairarapa DHB Trust House Charitable Tru Eastern & Central Commun Masterton DC	·	201	6% 4/15 10,000 20,000		16% 015/16 20,000 30,475 30,000		45% 2016/17 20,000 4,525	\$	30% 2017/18 - -		Proj	410,000 447,000 100,000 445,000 144,000 75,000
Community Funding Wairarapa DHB Trust House Charitable Tru Eastern & Central Commun Masterton DC Sth Wairarapa DC	·	201	6% 4/15 10,000 20,000 30,000 12,000		16% 015/16 20,000 30,475 30,000 12,000		45% 2016/17 20,000 4,525 30,000 -	\$	30% 2017/18 - -		Proj	410,000 447,000 100,000 445,000 144,000
Community Funding Wairarapa DHB Trust House Charitable Tru Eastern & Central Commun Masterton DC Sth Wairarapa DC Carterton DC	·	201.	6% 4/15 10,000 20,000 30,000 12,000		16% 015/16 20,000 30,475 30,000 12,000		45% 2016/17 20,000 4,525 30,000 -	\$	30% 2017/18 - -		Proj	410,000 447,000 100,000 445,000 144,000 75,000
Community Funding Wairarapa DHB Trust House Charitable Tru Eastern & Central Commun Masterton DC Sth Wairarapa DC Carterton DC	·	201	6% 4/15 10,000 20,000 30,000 12,000 6,000	20	16% 015/16 20,000 30,475 30,000 12,000 5,000		45% 2016/17 20,000 4,525 30,000 - 6,000	\$	30% 2017/18 - - 30,000 - - -		Proj	410,000 447,000 100,000 445,000 144,000 75,000 49,240
Community Funding Wairarapa DHB Trust House Charitable Tru Eastern & Central Commun Masterton DC Sth Wairarapa DC Carterton DC Other (Genesis, PowerCo)	st ity Trust	201.	6% 4/15 10,000 20,000 30,000 12,000 6,000 78,000	20	16% 015/16 20,000 30,475 30,000 12,000 5,000 97,475		45% 2016/17 20,000 4,525 30,000 - 6,000 60,525		30% 2017/18 - - 30,000 - - 30,000			410,000 447,000 100,000 445,000 144,000 75,000 49,240 1,621,000

Notes

1 From Aug 2017 there was 25% EECA subsidy on owner/occupier houses.

2 Manufacturer's subsidy ex Terra Lana is part of the 3rd party funding formula accepted by EECA.

3 WHH subsidy was either 25% or 50% depending whether owners contributed 25%

	2017/18	MDC	CDC	SWDC	
	No. Houses insulated	28	6	10	
	WHH subsidy applied	\$ 32,651	\$ 5,601	\$ 10,809	
	2016/17	2	3	2	
	2015/16	137	34	34	
1.					

Note: All \$ figures exclude GST

Certified as an accurate record of Costs and Income of the Wairarapa Health Homes Project as recorded through the Masterton District Council financial system.

### 2018/19 Warmer Kiwi Homes Project

### Terra Lana contract with EECA (from 1st October 2018)

(approx. 140 owner homes in year 1) Programme Costs (estimate \$3,050 per home)	\$ 427,000
funded by:	
EECA contribution (67%)	286,090
WHH subsidy to owner homes (\$700 per home)	98,000
Homeowner contributions	-
Terra Lana manufacturer's subsidy	42,910
	\$ 427,000

WHH Expected Funding	
Wairarapa DHB	10,000
Trust House Foundation	30,000
Masterton DC*	20,000
Sth Wairarapa DC	5,000
Carterton DC	5,000
Carried forward from 2017/18*	30,865
	100,865

The EECA Warmer Kiwi Homes programme is a 4 year programme, so any funding not used by 30 June 2019 will be carried forward into the next year.

The current application anticipates 140 homes are achieveable by 30 June 2019.

\* MDC grant from 2017/18 is unspent and an additional sum is available for 2018/19, but remains subject to other funders and quantity of homes being delivered.

### WHH Eligibility Criteria

67% EECA contribution is towards:

- \* ceiling insulation
- \* underfloor insulation
- \* Ground vapour barrier
- \* Foil removal

Houses built prior to 2008 (previous programme was 2000 or earlier)

No cap on house size

Low income owner occupiers only, defined as:

Community Services card or Gold Card, or

Home located in a quintile 5 area (deprivation index 9 & 10)

Priority given to homes that have been identified and referred by the DBH and health providers

Yours faithfully

R.C. Franci

Bob Francis Chairman of WHH Steering Committee

# Appendix 2 - Community Outcomes

## COMMUNITY OUTCOMES

Council resolved to update the community outcomes and mission and vision for this LTP.

The new Vision, Mission and Values for SWDC are as follows:

#### Our Vision is 'for the South Wairarapa to be an open energetic and unified community'

Our Mission is to be "future focused, growth oriented and exercise sound judgement'

#### **Our Internal Values are:**

Rigorous Listening Learning & Respecting Teamwork Community Focussed Valuing Mana Uara of People and Land Manaakitanga /Caring Society Freedom & Liberty

The new Council developed the following outline of the strategic plan for the three years ahead. These four pillars have formed the basis for decisions on what to include and what to exclude from this LTP.



This strategic plan is supported by the five community outcomes identified in previous LTPs.

Together they will enable Council to achieve this vision. Council has a role in achieving the community outcomes via significant activities.

THE COMMUNITY OUTCOMES FOR THE SOUTH WAIRARAPA ARE AS FOLLOWS: HEALTHY AND ECONOMICALLY SECURE PEOPLE	EDUCATED AND KNOWLEDGEABLE PEOPLE	VIBRANT AND STRONG COMMUNITIES	SUSTAINABLE SOUTH WAIRARAPA	A PLACE THAT'S ACCESSIBLE AND EASY TO GET AROUND
Working towards healthy and well housed people who are economically secure, active and involved in their community.	Educated and knowledgeable people who feel confident that they can achieve their aspirations.	A place where people feel safe, are proud to live and have a sense of belonging.	A sustainably managed district where economic development and environmental management go hand in hand.	Well served by a range of transport options (including roading), local and regional services and telecommunications.

# Appendix 3 - Council's Grant Policy



## **GRANTS POLICY**

### 1. INTRODUCTION

The purpose of the Grants Policy is the consistent allocation and management of contestable and discretionary community grants awarded at the local or regional level ensuring fairness to all. These grants support the delivery of a wide range of outcomes identified in the South Wairarapa Long Term Plan, Annual Plan, and other key strategic documents.

South Wairarapa District Council's commitment to the provision of grants is one aspect of the Council's overall support function within the community. The total amount of annual funding to be allocated for the purpose of community grants will be decided upon through the Council's Long Term Plan (LTP) and subsequent annual plans (APs). A Community Grant is a 100% rate-funded form of donation to a not-for-profit organisation.

It is recognised that Local Authorities are one of the few organisations that can levy a tax, and in this context we are receiving revenue from the ratepayer who has little choice and transferring it to another person or group.

The Policy will ensure that the allocation and distribution of grant funding:

- Is clear on who can apply and for what
- Occurs in a consistent, efficient, effective manner
- Is transparent, equitable, fair and accountable
- Supports the direction outlined in the LTP/AP
- Best meets Community Outcome objectives
- Contributes to the social, cultural and environmental well-being of the community
- Contributes to Council's vision, mission, values and strategic plan
- Assists in strengthening the community and developing self-reliance
- Allows Council and/or its community partners to target areas of highest need.

Throughout this policy "Council" means:

- South Wairarapa District Council (SWDC)
- Community Boards, Committees and Sub-Committees of SWDC

Council's policy seeks to support and resource initiatives that meet identified community needs, which contribute to community empowerment and strengthen communities. Community grants are primarily for the benefit of the district's residents.

Grants will be allocated to organisations which contribute to the community in at least one of the following areas:

- Social
- Environmental
- Recreational
- Cultural
- Arts

- Sport
- Heritage Preservation
- Maori
- Economic Development
- Events

The activities must benefit the South Wairarapa District, or, at the discretion of the Council, the Wairarapa region. Regional funding will be considered on a per capita basis and must show a tangible direct or indirect benefit to South Wairarapa.

### 2.1 Eligibility

- 2.1.1 Organisations and groups making an application must be not-for-profit, and not involved with any commercial activity. They must be South Wairarapa based or with a distinct activity in the District and be in line with the objectives and community outcomes of the South Wairarapa District Council.
- 2.1.2 They should preferably be incorporated in their own right or directly linked to another incorporated organisation.
- 2.1.3 Individuals may not apply.
- 2.1.4 Applicants may not be in receipt of any other Council concessionary or financial support, approved or given for the same financial year. Not-for-profits may apply for Community Board grants in addition to Council grants.

### 2.2 Concession for Charitable and like community organisations and groups

Services and Facilities for which a Concession may be given.

- 2.2.1. Planning and Regulatory.
  - 2.2.1.1 Applications for Resource, Building or Plumbing Consents and Licences and Bylaws Permits are not eligible for a concession, either monetarily or otherwise. However, affected organisations may seek a grant from the Council in accordance with its policies and practices in respect to grants.
  - 2.2.1.2 Road closures for street days or other fund-raising activities are eligible for a concession of up to 50% of the cost of any related advertising that is placed by the Council.
- 2.2.2 Council Halls, Parks and Reserves.
  - 2.2.2.1 A concession of up to 50% of the cost or a charge for rent or similar fee payable for the short term use of a Council owned facility may be given. Except where a concession is already built in and disclosed in the charge.
  - 2.2.2.2 Deposits or bonds required against due performance may not receive a concession.

### 2.3 Annual Grants

As part of the Long term Plan or Annual Plan process Council nominates funds to support Community organisations delivering against Council objectives. These funds can be applied for through the Long Term Plan and Annual Plan submission process. Applicants need to complete a grant application form and provide an accountability form once the grant has been allocated. Copies of these forms can be found on SWDCs website.

### 2.5 Special Grants

### 2.5.1 Creative Communities Grant

The Creative Communities Scheme supports and encourages local communities to create and present diverse opportunities for accessing and participating in arts activities within the South Wairarapa. The scheme is a partnership between Creative NZ and the Council who administer the scheme. Recipients must show that the proposed project meets one or more of the funding criteria: Broad community involvement, diversity and/or young people. . Individuals may apply for these grants.

Applications are considered 2-4 times per year by the Local Assessment Committee.

### 2.5.2 Sport NZ Grants

The Sport NZ (formerly SPARC) Rural Travel Fund is open to South Wairarapa sports clubs and school teams with young people aged between 5 and 19 years who require subsidies to assist with transport expenses to local sporting competitions. The scheme is a partnership between Council and Sport NZ and was developed in response to concerns about the lack of participation in sport by young people living in rural communities. Individuals may not apply for these grants.

Applications are considered annually by the Local Assessment Committee.

### 2.5.4 Community Board Grants

Each community board (CB) has their own funds and policy to support the distribution of their funds. These can be found on <u>www.swdc.govt.nz</u>

### 2.5.5 Maori Standing Committee Grants

From the 2018/19 financial year, the Maori standing committee (MSC) has been allocated grant funding to be administered in a similar format to that of the CB grants. These will need to meet the grant criteria set by the MSC and application and accountability forms will be required to be completed.

### 2.5.6 Youth Grants

From the 2018/19 financial year, SWDC will allocate grants targeted at youth development in addition to the general community grants. These will require application and accountability

forms to be completed. These grants will be allocated as part of the LTP or AP process along with general community grants.

### 3. CRITERIA FOR GRANTS

- Organisations must demonstrate the ability to responsibly plan and administer the project
- The organisation must be a non-profit organisation, except in relation to economic development and heritage grants.
- Except for Sport NZ (formerly SPARC), grants cannot be for individuals.
- The project must be of economic, environmental, social or cultural good to the community or district, consistent with community priorities established in the current LTP or AP
- Grants must support Council's objectives of achieving equity and fairness throughout the district
- When considering applications Council will give recognition to funds already approved, including base funding before making allocations from the funding pool.
- Council may seek comments and recommendations from the Community Board or Maori standing committee should it be deemed necessary.
- Funds must be used only for the purpose for which they were sought and/or approved, and in accordance with any terms or conditions imposed by the grant distributers (e.g. Creative communities or Sport NZ)

Further considerations to be made when deciding on Community Grant distribution:

- The level of compliance with the requirements by the applicant on any previous grant from the South Wairarapa District Council or grant distributer
- Collaboration or partnerships with other groups or organisations and minimising of duplicated services
- The ability of the applicant to successfully deliver the services (demonstrated by the adequacy of the organisation's structures, its financial and management practices and previous track record for services or projects)
- Other possible sources of funding available to the applicant and its fundraising capabilities
- The applicant's compliance with all relevant legislative requirements and standards of good practice.

### 4. GRANTS WILL NOT BE DISTRIBUTED FOR

- Overseas travel
- Reducing debt servicing
- Private expenses outside of the agreed project scope
- Services or projects seeking to promote commercial, political or religious objectives, including political advocacy projects or commercial enterprises
- Costs associated with fundraising events where profits are redistributed to another group
- 4.2 Applications in retrospect
- 4.3 The complete cost of a project
- 4.4 Rates as these are covered under the rates remission policy.

### 5. APPLICATION

5.1 Applications must state in writing using the SWDC grant application form:

- Description of the project
- Benefit to the community or district
- Total cost of the project
- Reason for the project
- Outcomes of the project
- Contribution, if any, by applicant or other organisations

5.2 Applications over the amount of \$5,000 must have accompanying financial statements and a full project budget

5.3 Applications must be received at least 2 weeks prior to the event/activity.

- 5.4 Applications will not be considered in retrospect.
- 5.5 A decision made in respect to an application for a concession is final and there is no right of appeal

### 6. PAYMENT OF GRANTS

- 6.1 All applicants will be notified in writing of the outcome of their application for funding.
- 6.2 Grants are payable upon receipt of the necessary documentation from the applicant:
  - a GST invoice, where applicable, for the grant
  - proof of expenditure, such as invoices if requested at the time the grant is approved
  - a deposit slip with account number and organisation's name
- 6.3 The recipient is required to inform the grant distributers if any difficulties and/or potential difficulties arise which may compromise the service or project.

### 7. ACCOUNTABILITY

- 7.1. An accountability report is required from an organisation receiving funding, either:
  - as soon as the funds are spent, or
  - within 9 months of receipt of funds, whether spent or not
- 7.2. Any unspent funds must be returned to SWDC within one year of receipt unless there is prior agreement to carry over such funds.
- 7.3 Any discrepancies in funding (e.g. funds spent on other than the intended project) may result in an audit of the organisation's accounts and a request to return the grant funding to SWDC.
- 7.4 Organisations receiving a grant over \$5,000 must provide Financial Statements disclosing the grant and the purpose to which the grant was put.

# Appendix 4 - Grants allocated to 12 December 2018

#### South Wairarapa District Council Grant Applications 2018/19 Financial Year

	2018/19 Financial Year						
Submn Number	Grants	2018/19 Approved General Grants	2018/19 Approved Youth Grants	2018/19 Requested	2017/18 Approved	2016/17 Approved	Comments
180	Aratoi	25,000		45,000	25,000	25,000	
79	Cobblestones	15,000		15,000	15,000	15,000	3 years at \$15K pa
115	Community Networks Wairarapa Inc	-		1,500	-	-	
117	Connecting Communities - Neighbourhood support	10,000		37,375	14,000	14,000	
117	Connecting Communities - Rent	3,000		16,810	-	1,000	
117	Connecting Comm's - Wai Youth Council	-	1,000	1,500	-	-	
161	Enviroschools/Toimata	11,200		11,200	11,200	11,000	
174	Featherston Booktown	2,000		8,000	-	-	3 years at \$2K pa
116	Featherston Community Centre	2,000		15,000	-	-	
8	Featherston Heritage Complex Society	2,000		2,000	-	-	
42	Featherston Information Centre	-		635 4,000	2 000	- 10.000	Please apply for a FCB grant
148	Featherston Fell Museum	2,000			2,000	10,000 1,665	
N/A 102	Gold Awards Greytown Cricket Club	- 1,665		1,665 50,000	1,665 -	- 1,665	Approved \$20K using contributions not grant
167	Hau Ariki Marae	1,000		5,000	-	-	funding
86	Kuranui College	-	35,000	35,000	-	-	
86	Kuranui College	-		25,000			Approved \$25K using contributions not grant funding
N/A	Kuranui College Prizegiving	-	350	350	350	350	
N/A	Maori Sports Awards	100		100	100	100	
12	Martinborough Colonial Museum	2,000		5,000	5,000	5,000	
28	Martinborough Dark Sky Society Martinborough Dark Sky Society	2 000		25,000	-	-	
28 165	MSC/Marae based education programmes	3,000 10,000		5,400 20,000	-		
165	MSC/Marae Maintenance	-		30,000	-	-	
3	NZ Memorial Museum, LeQuesnoy, France	500		500	-	-	
120	Para Kore Marae Incorporated	2,000		2,000		-	
109	Pukaha to Palliser	10,000		25,000		-	Approved for one year in 2018/19
160	Sport Wellington - Sports awards	500		500	500	700	
160	Sport Wellington	5,000		7,000	5,000	5,000	
96	The Wairarapa Whanau Trust (Alan Maxwell)	-	23,380	23,380	23,380	-	Approved for one year in 2018/19
N/A	UCOL - Scholarships	-	-	1,000	1,000	1,000	
31	Wairarapa Arts Festival (Kokomai)	5,000		10,000	10,000	5,000	
1	Wairarapa Racing Club	-		5,000	-	-	
95	Wairarapa Road Safety Council Wairarapa community Driver Mentor Programme.	-	5,000	5,000	5,000	-	
181	Wairarapa Safer Community Trust	10,000		10,500	10,000	10,000	
125	Wairarapa Trails Advisory Group	11,368		11,368	-	-	
76	Wairarapa Youth Education Training and Employment Partnership (YETE)	-	5,000	10,000	5,000	-	
66	Wellington Free Ambulance	9,525		9,525	9,525	9,525	
147	Wings over Wairarapa	8,000		10,000	-	5,000	
	Grants approved 2018/19 FY:	151,858	69,730	491,308	143,720	119,340	
	Agreed contingency:	18,142					
	Budget required 2018/19 FY:	170,000					
	Not requested this year:						
	Bring it to Colombo				-	20,000	
	Featherston Community Kitties				-	1,000	
	Greytown Sports Facilities Working Group				5,000	-	
	GTN sports & Leisure				-	20,000	
	Huri Huri: Wairarapa Bike Festival Charitable Trust				5,000	12,000	
	Maori Standing Committee - High profile youth event				1,500	-	
	Maori Standing Committee - promote Maori language & Culture				900	-	\$300 per town
	Sport Wellington				-	750	
	Sustainable Farming Fund				1,260	-	
	Wairarapa Balloon Festival				5,000	-	
	Wairarapa Hockey				-	2,000	
	Greytown Sports Facilities Working Group*				(5,000)	-	Use Skate park funding to cover this 2017/18
	Grants approved after 27 June 2018 Jusing				157,380	175,090	

#### Grants approved after 27 June 2018 - using

Huri Huri 2,00 3R Group Ltd 1,50	Contingency remaining:	12,642
Huri 2,00	Contingency spent:	5,500
Huri Huri 2,00		
Huri Huri 2,00	3R Group Ltd	1,500
	2D Crown Ltd	1 500
Wairarapa chamber of commerce 2,00	Huri Huri	2,000
Wairarana Chamber of Commerce 200	Wairarapa Chamber of Commerce	2,000

Wairarapa Business Awards. Costs associated with promoting the <u>Wairarapa Summer of Cycling Campaign</u> To enable access to child car seat recycling in the district