

# SOUTH WAIRARAPA DISTRICT COUNCIL

18 MARCH 2020

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## AGENDA ITEM C2

### APPLICATION FOR GRANT FUNDING

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#### **Purpose of Report**

To present applications for grant funding from Greytown Rugby Football Club (GRFC) and Greytown Bowling Club (GBC) for consideration.

#### **Recommendations**

Officers recommend that the Council:

- 1. Receive the Applications for Grant Funding Report.*
- 2. Receive and consider two applications for grant funding from Greytown Rugby Football Club and Greytown Bowling Club and either approve grant funding at \$15,000.00 and \$5,828.82 respectively, or decline funding.*
- 3. Note that if either or both grants are approved funding will be carried forward and offset against the 2020/21 grant budget.*

#### **1. Executive Summary**

Two funding applications have been received.

1. Greytown Rugby Football Club (GRFC) at Appendix 1; and
2. Greytown Bowling Club (GBC) at Appendix 2.

Council are requested to consider the applications on their merit and fit with the community outcomes as included in the Long Term Plan (Appendix 3) and Council's Grant Policy (Appendix 4).

This funding request is for the 2019/20 financial year.

#### **2. Discussion**

Up to and including this financial year, the Council considers applications for grant funding as part of the Annual Plan or Long Term Plan process at the same time that submissions to the plans are considered. For the 2019/20 financial year all funding put aside for the purpose of grants has been allocated; no discretionary funding is available for applications received during this financial year.

The Mayor and Greytown Councillors are members of the Greytown Sport and Recreation Advisory Group, convened in November 2019 to develop a proposal to enhance active recreation and sports in Greytown. The Council will consider including the Greytown Sports Hub proposal as part of the consultation on the 2020/21 Annual Plan, due for public release on 6 April 2020. If the proposal is endorsed by the Council and South Wairarapa community, support will be available for the GRFC and GBC in the 2020/21 year and beyond.

In light of these circumstances, the Mayor has agreed to receive the applications for grant funding in the current financial year prior to a decision on the Greytown Sports Hub proposal being made. For the avoidance of doubt, the applications for grant funding are separate to the Greytown Sports Hub proposal and any decision to approve these grants would not commit the Council to support the Sports Hub proposal.

If either or both grants are approved, funding would be carried forward and offset against the 2020/21 grant budget. Council is amending the grant policy from the 2020/21 year and will be allocating the grant budget (but not the individual grants) when it adopts the Annual Plan at the 30 June meeting. Grants will be considered subsequent to that meeting. If Council approves either or both of these applications, it will need to consider allocating sufficient grant budget to cover these grants and any grants received for the 2020/21 year.

### 3. Financial Implications

The grant policy requires any applications for funding over \$5,000 to be accompanied by financial statements. Both the GRFC and GBC have provided accounts and a summary of their liquidity is below:

#### Greytown Rugby Football Club as at 28 January 2020

Cash at bank	\$32,652
Accounts Receivable	5,764
Term Deposits*	23,417
Total current assets	61,833
Less: Accounts Payable	4,569
<b>Total cash/liquidity available</b>	<b>\$57,264</b>

### Greytown Bowling Club as at 31 May 2019

Cash at bank	\$11,081
Accounts Receivable	0.00
Term Deposits*	40,641
Total current assets	51,722
Less: Accounts Payable	186
<b>Total cash/liquidity available</b>	<b>\$51,536</b>

\* Term Deposits would generally be liquid within 30 days

#### **Funding Available:**

There is no discretionary funding available for the 2019/20 financial year. It is recommended that if either of these grants are accepted funding would be carried over and offset against the 2020/21 budget pool.

#### **4. Appendices**

Appendix 1 - Greytown Rugby Football Club Application for Funding

Appendix 2 - Greytown Bowling Club Application for Funding

Appendix 3 - Community Outcomes

Appendix 4 - Council's Grant Policy

Contact officers: Katrina Neems, Acting Chief Financial Officer  
Karen Yates, Acting Policy and Governance Manager

Reviewed by: Harry Wilson, Chief Executive Officer

# **Appendix 1 - Greytown Rugby Football Club Applications for Funding**



## South Wairarapa District Council

### Annual Plan 2019/20

### Grant Application Form

Submit to: [ap@swdc.govt.nz](mailto:ap@swdc.govt.nz) before 4 pm, 8 May 2019

#### 1. ORGANISATION DETAILS

**Name of organisation:**  
Greytown Rugby Football Club Inc.

**Physical address:**

East Street

Greytown 5712

**Postal address:**

C/- Greytown Sport & Leisure

PO Box 106

Greytown 5742

**Contact Person:**

Edwin Read

**Phone No (Day):**

**Email:**

er8856@hotmail.com

**Mobile No:**

0275433946

**Phone No (After hours):**

#### **Funding Criteria**

Council has approximately \$75,000 available for youth focused projects and \$170,000 available for community grants.

Please select the category that is the project's main focus (mark with an X)

Youth Grant

Community Grant

X

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

The Greytown Rugby Football Club Inc (GRFC) is the 2<sup>nd</sup> oldest Rugby Club in NZ, formed in 1876.

The club exists to provide the community the opportunity to be involved in the sport of Rugby (regardless of age or capability) and to ensure a positive environment for all the community to enjoy.

Total number of members in your organisation?	90 Active members, 100 Social Members NB: Over 500 attend the club old-timers day annually.
How many full-time equivalent people work in your organisation?	None receive wages however work completed would be equivalent to at least 1 FTE – grounds, kitchen, bar, funding applications etc etc
How many volunteers work in your organisation?	Circa 40-50 (coaching, management senior & JAB, committee (8), Cleaning, grounds & buildings maintenance
Date of last AGM?	27 <sup>th</sup> November 2019
Are you GST registered? Y/N	Y GST No: 025-919-229

<b>Officers of organisation</b>	
Chair: Andy Holmes	Phone No: 0274441168
Secretary: Tana Isaac	Phone No: 0210788526
Treasurer: Charlie Fairbrother	Phone No: 0274309000

## 2. PROJECT OVERVIEW

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

Assistance with payment of ground rental after removal of support from Greytown Trust Lands Trust (GTLT).

Through support over this period the Club will be able to continue the work alongside the council and Greytown Sport & Leisure to investigate the options available to continue the 2<sup>nd</sup> oldest rugby club in New Zealand and provide sporting opportunities to the families of the South Wairarapa.

**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)?**

Over the period 1 April- 31 August 2020 the club will make 2 cash payments to GTLT the owner of the grounds.

GRFC has a perpetual lease (entered into in 1993). Over recent years GTLT has reduced in small increments their funding to GRFC. 2 years ago they removed the access to bulk funding (\$8k towards fixed costs) that is still available to all other Greytown sports clubs. They also asked GRFC to pay cash of \$3k of rental for use of the land and \$5k the following year. This year they have advised in February that GRFC will have to pay what they deem as market rental of \$48k for 12 months rental. The rental over 5 months is \$20,000.

On 1 April we will need to make a payment for 3 months rent in advance (\$12k). Similarly on the 1<sup>st</sup> day of the quarter after that (1 July 2020 for 2 months to 31 August as per this application - \$8k).

We are seeking funding of \$15,000 being 75% of 5 months rental.

The 5 months will allow GRFC & SWDC to continue the process of investigating the needs of Greytown and submission through the annual plan including public consultation. GRFC realise this process cannot be forced or rushed and would like the time to follow due process and support the council in their consideration of the community needs.

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

Firstly GRFC are grateful to SWDC for their agreement to seek solutions on this issue. Since the completion of the feasibility study into the development of a community sporting complex 12 months ago, GRFC have been making Annual & Spatial plan submissions and assisting Greytown Sport & Leisure in seeking a solution to the GTLT stated desire to liquidate their land holdings in central Greytown and the subsequent loss of sports, recreation & community greenspace.

There are many opinions towards GTLT's position however in all cases GRFC have tried to focus on the best solution for the community, all sporting clubs and stakeholders.

This emergency application is a direct result of the stance taken by the land owner. The very short timeframe has left no option to seek alternative funding support or fundraising.

The GRFC has been an active contributor to Wairarapa Bush & New Zealand rugby. Locally the club fields teams in all senior club competitions and in almost all JAB grades played within the region. Greytown has been able to provide competitive teams at all levels and given opportunities to both young and not so young to be involved in a sport that remains part of the fabric of our society. Several of our JAB players have in the last 2 years gone on to represent New Zealand age group teams and in one case has embarked on a professional sporting career. These players spoke and presented the trophies at the JAB prizegiving last year.

GRFC are run by a group of passionate and committed volunteers who give their all to run our club in our town to create an happy & safe environment for our kids and the members of our local community, who take great pride in representing their town.

**Who will benefit from these funds and in what way?**

The Greytown and SWDC communities through opportunities to participate in sports and recreation.

The players and supporters of the GRFC will benefit as we are able to play home games on the ground played on by the club continuously for over 140 years.

The grounds & facilities are not only used by Rugby teams. The clubrooms are used by Hockey, Baseball & Netball clubs currently and are also available for hire to fundraising organisations. The fields are used by the wider public, in a multitude of ways, as a green space including – golf, dog walking, running, walking, fitness training (the club hosts the community gym within the clubhouse building) etc.

The club is one of the significant green spaces in central/east Greytown. The greater community benefit from access to this space.

**Would you like to speak in support of your application at a meeting of the South Wairarapa District Council? Yes/No**

Yes please

### 3. FINANCIALS

Funding requirements	
<b>Total cost of project</b>	<b>\$20,000</b>
<b>Your organisation's contribution</b>	<b>\$5,000</b>
<b>Other outside funding (please supply brief details)</b>	<b>\$0</b>  Unable to seek funding due to short timeframe – all charitable funders will not fund retrospective costs and there is not sufficient time to make applications. Should funding beyond this part year be required we will be seeking this from those alternative sources.
<b>Amount applied for in this application</b>	<b>\$15,000</b>
<b>Shortfall (please provide brief details of how will balance be found)</b>	<b>\$</b>
<b>Project income (if applicable), e.g. generated from sales to public</b>	<b>\$ Nil</b>
<b>Is organisation a registered charity?</b>	<b>Yes/No YES</b>



Have you applied to SWDC for funding before?	Yes/No No
If yes, when, for what purpose and how much was granted?	
Are you GST Registered	Yes/No Yes

Bank account details (required for non GST registered applications only)	
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.

<u>Signatory One</u>		<u>Signatory Two</u>	
Signed:		Signed:	
Full name:	Edwin Read	Full name:	
Designation:	Committee Member	Designation:	
Date:	2 <sup>nd</sup> March 2020	Date:	

<b>Supporting documentation required for this application</b>	
<ul style="list-style-type: none"><li>• Most recent annual accounts including notes and review/audit report.</li></ul>	<input type="radio"/>
<ul style="list-style-type: none"><li>• Income and expenditure statement for part year and inaugural minutes (if organisation has been operating for less than 12 months)</li></ul>	<input type="radio"/>



26 February 2020

To our Elected Mayor & Representative Councilors  
South Wairarapa District Council  
19 Kitchener Street  
Martinborough 5711

**Special Grant Application – Greytown Rugby Football Club Inc. Est. 1876**

I am writing to you on behalf of the Greytown Sport & Leisure Society in support of an application by our member, Greytown Rugby Football Club. They wish to apply for emergency assistance in order to pay the unsubsidized rental of their grounds which comes into effect 1<sup>st</sup> April 2020.

As a background this club was established in 1876 with land made available by Greytown District Trust Lands. It was the members and successive committees that have built, maintained grounds and renovated the clubhouse as it stands today.

The club has now recently been advised that effective 1<sup>st</sup> April 2020 they have to pay Greytown Trust Lands Trust the current market value rental but without the 90% rent rebate that was provided last quarter.

In order to future plan for the club over the up and coming season the committee is working tirelessly at all its options whilst continuing to provide a great playing environment for all its members. This new situation will be crippling and despite the many efforts, this new threat will be the 'beginning of the end' of this heritage club of Greytown and in fact NZ.

Please accept this correspondence as a letter of support for Greytown Rugby Football Clubs application. We know they will receive full consideration from the councilors and I wish to thank you in anticipation for that.

Kind regards,

Jackie Gray  
Executive Officer

PO Box 106, Greytown, 5742  
Greytown Town Centre, 89 Main Street, Greytown, 5712

06 304 8310 | 027 7304999  
greytownsport@xtra.co.nz | www.greytownsport.org.nz | www.facebook.com/GreytownSportLeisure

# **Appendix 2 - Greytown Bowling Club Applications for Funding**



## South Wairarapa District Council

### Annual Plan 2019/20

## Grant Application Form

Submit to: [ap@swdc.govt.nz](mailto:ap@swdc.govt.nz) before 4 pm, 8 May 2019

### 1. ORGANISATION DETAILS

<b>Name of organisation:</b> The Greytown Bowling Club (Est. 1903)
<b>Physical address:</b>
55-59 East Street
Greytown

<b>Postal address:</b>
C/- Greytown Sport & Leisure Society
P O Box 106 Greytown 5742

<b>Contact Person:</b> Dean Hands	<b>Phone No (Day):</b> 021 104 4982
<b>Email:</b> <a href="mailto:handsdean@gmail.com">handsdean@gmail.com</a>	<b>Mobile No:</b> 021 104 4982
	<b>Phone No (After hours):</b> 021 104 4982

<b>Funding Criteria</b> Council has approximately \$75,000 available for youth focused projects and \$170,000 available for community grants.	
Please select the category that is the project's main focus (mark with an X)	
<b>Youth Grant</b>	<input type="checkbox"/>
<b>Community Grant</b>	<input checked="" type="checkbox"/>

**When was the organisation formed and what are its aims and objectives?**  
 The Club was officially established in 1903 and its vision is to be the most successful Bowling Club in the Wairarapa region.  
 Our mission is "to promote the sport of Bowls as enjoyable, entertaining and accessible to everyone in the Greytown and South Wairarapa communities.

<b>Total number of members in your organisation?</b>	51
<b>How many full-time equivalent people work in your organisation?</b>	1 (greens & Club house maintenance over the season)
<b>How many volunteers work in your organisation?</b>	16 committee & helpers
<b>Date of last AGM?</b>	14 <sup>th</sup> July 2019
<b>Are you GST registered? Y/N</b>	GST No: 51-881-648

<b>Officers of organisation</b>	
<b>Chair: Darren Meyrick</b>	<b>Phone No: 027 629 5207</b>
<b>Secretary: Pat Herbert</b>	<b>Phone No: 06 2168992</b>
<b>Treasurer: Dean Hands</b>	<b>Phone No: 021 1044982</b>

## 2. PROJECT OVERVIEW

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

We wish to apply for emergency assistance to cover the increased rental demand from 1<sup>st</sup> April 2020 to 31<sup>st</sup> August 2020. This is to allow us to complete the summer season and to continue working with SWDC and the Team Greytown working party to find a solution for the Annual Plan process.

**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)?**

Market rental for the next quarter will be payable in advance from 1<sup>st</sup> April 2020. We will need extra assistance to cover until 31<sup>st</sup> August (5 months) in order to meet our obligations while the Annual plan process occurs

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

This is an emergency situation that the Greytown Trust Lands Trust has created unexpectedly. We were aware of a decreasing rental subsidy in line with rent reviews but last year we were advised that the rental subsidy grant which was 95% of the market rate was dropping to 90% for the last quarters payment but this has since been advised in person on Wednesday 29<sup>th</sup> January 2020 and by formal letter that the subsidy grant will be 0% effective 1<sup>st</sup> April 2020. A complete shock to all the members.

Who will benefit from these funds and in what way?

The whole club and community who utilise our facilities. The committee of volunteers is under extreme pressure to find a solution and many options have been looked at. (Possible hub at Kuranui, current proposed Saving green Space working party with SWDC and a possible shared arrangement at The Orchard retirement village if they were to supply a green- but have been since advised they are not)

Would you like to speak in support of your application at a meeting of the South Wairarapa District Council? **Yes/No**

Supported by The Greytown Sport & Leisure Society representatives, Jackie Gray, Executive Officer & Gary Hewson, Board Member & Team Greytown Board Representative

### 3. FINANCIALS

Funding requirements	
Total cost of project	\$ 11,859.40 (proposed market rental from 1 April till 31 <sup>st</sup> August 2020)
Your organisation's contribution This is the current rental amount that we could afford to continue paying if we were still receiving a grant from GTL	\$ 5,156.25  (One quarter of April-June plus extra 2 months to 31 <sup>st</sup> Aug 2020)
Other outside funding (please supply brief details)	\$
Amount applied for in this application	\$ 6,703.15 gst incl.

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?	\$500+gst from Greytown Community Board, May 2019, to help with the purchase of x2 sets of lightweight regulation bowls to assist with learner members and available for all to use. (total cost \$1300.00)
Are you GST Registered	Yes/No

<b>Bank account details (required for non GST registered applications only)</b>	
Name of bank:	BNZ
Account name:	Bank of New Zealand, Carterton Branch
Account No:	020 640 0011592-00

#### 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**

Signed:

*D. Meyrick*

Full name: Darren Meyrick

Designation: President

Date: 18/2/20

**Signatory Two**

Signed:

*D. Hands*

Full name: Dean Hands

Designation: Treasurer

Date: 18/2/20

**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)



14<sup>th</sup> February 2020

To our Elected Representative Councillors  
South Wairarapa District Council  
19 Kitchener Street  
Martinborough 5711

**A letter of support from Greytown Sport & Leisure Society in regards to a grant application for assistance from the Greytown Bowling Club.**

To those of you who may be unaware of the current situation, our Bowling Club is facing a most critical time since its establishment in 1903. Due to the current arrangement with the land owners, Greytown trust Lands Trust, the Bowling Club find themselves faced with a new land rental arrangement as of 1<sup>st</sup> April 2020 that is untenable. (Market value rent with no subsidy- previously 90% subsidised by way of a grant)

Over the years the club has faced many trying times, as with any club of dedicated volunteers, but to have the rental arrangement and grant subsidy of recent times abruptly ended is a major concern.

Greytown Bowling Club has had lean membership times in the past but over recent years the club has provided new opportunities that have grown the membership to 51. There is a strong business house competition on Thursday evenings where 16 teams have registered this season. With the offer of 'Have a Go Bowls' where training is provided to anyone interested this club has opened its doors to the entire community. It even has the youngest competitive member at just 11 years old, Jaya Green.

On the horizon we have The Orchard retirement village development that is also wanting a relationship with the club as they will not be providing a bowls facility within their space and the clubs location is very desirable to potential residents for sporting and social opportunities within their new community.

Provision to pay annual rental contributions has always been at the front of the clubs fundraising efforts and despite have good reserves for building and green maintenance, regular sponsorship deals and always attracting new sponsors this situation they find themselves in now is crippling. Over the last two seasons the club has worked tirelessly to hire the venue out for Christmas and corporate functions where the game is taught and played and a meal is provided. This has proved very successful but brings with it an enormous amount of work from the volunteers.

PO Box 106, Greytown, 5742  
Greytown Town Centre, 89 Main Street, Greytown, 5712

06 304 8310 | 021 922 122

greytownsport@xtra.co.nz | www.greytownsport.org.nz | www.facebook.com/GreytownSportLeisure



The Greytown Bowling Club has been part of recent collaborations that the Society has been coordinating with affected parties and South Wairarapa Council representatives. This taskforce is looking at all options for saving centralised green space in Greytown and ensuring the whole community has access to sport & recreation areas to cope with the population growth and demand now and into the future.

We ask that you look favourably at their request for short term assistance while all options are being explored.

Thank you in anticipation for the consideration we know you will give to this application.

Kind regards,

Jackie Gray  
Executive Officer  
Greytown Sport & leisure Society and on behalf of all Board Members

PO Box 106, Greytown, 5742  
Greytown Town Centre, 89 Main Street, Greytown, 5712

06 304 8310 | 021 922 122

greytownsport@xtra.co.nz | www.greytownsport.org.nz | www.facebook.com/GreytownSportLeisure  
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# Appendix 3 - Community Outcomes



# **Appendix 4 - 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 [www.swdc.govt.nz](http://www.swdc.govt.nz)

### 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 distributors (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 distributor
- 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 distributors 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.