

SOUTH WAIRARAPA DISTRICT COUNCIL

20 FEBRUARY 2019

AGENDA ITEM C14

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 Wellington Gliding Club Incorporated 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 Wellington Gliding Club (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 Wellington Gliding Club to the full amount requested. Appendix 4 provides an outline of all grants given to date for the 18/19 financial year.

A \$7,642 contingency amount is available should Council elect to fund the applicant.

4. Appendices

Appendix 1 - Wellington Gliding Club Application for Funding

Appendix 2 - Community Outcomes

Appendix 3 - Council's Grant Policy

Appendix 4 - Grants allocated to 20 February 2019

Contact officer: Paul Crimp, Chief Executive Officer

Appendix 1 - Wellington Gliding Club Application for Funding



South Wairarapa District Council

2018/28 Long Term Plan

Grant Application Form

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

1. ORGANISATION DETAILS

Name of organisation:

Wellington Gliding Club Incorporated

The operational entity applying on behalf of the Greytown Soaring Centre:

The Greytown Soaring Centre is an umbrella entity for all gliding activity at Papawai and the Wellington Gliding Club operates under the aegis of the Greytown Soaring Centre. Although the Greytown Soaring Centre owns the Training Centre building, the main gliding activity at Papawai, including training, is conducted by the Wellington Gliding Club which also owns the flight simulator, the upgrading of which is the purpose behind this grant application. When describing the gliding activity at Papawai we often refer to the Greytown Soaring Centre because of its umbrella nature, but the Wellington Gliding Club is in fact the principal gliding entity operating out of Papawai.

Physical address:

76 Tilsons Road, Papawai, Greytown 5794

Postal address:

PO Box 30200, Lower Hutt 5010

Contact Person:

Phone No (Day):

| | |
|--------------------------------------|---|
| Brian Sharpe | 027 248 1780 |
| Email: bwsharpe@xtra.co.nz | Mobile No: 027 248 1780 |
| | Phone No (After hours): 027 248 17890 |

When was the organisation formed and what are its aims and objectives?
The Club was formed and incorporated in 1956. Its principal objectives are to promote and encourage gliding by carrying out instruction, providing gliders and establishing airfields and other facilities for the benefit of the Club and its members.

Members are drawn from a wide area, but principally from the wider Wellington area and the Wairarapa.

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| Total number of members in your organisation? | 119 |
| How many full-time equivalent people work in your organisation? | There are no employees |
| How many volunteers work in your organisation? | 15 members have recognised positions, but most flying members undertake some function within the Club on a regular basis. |
| Date of last AGM? | 24 November 2018 |
| Are you GST registered? Yes | GST No: 016-714-330 |

| Officers of organisation | |
|--|-------------------------------|
| Chair: Brian Sharpe (President) | Phone No: 027 248 1780 |
| Secretary: Mike Lennard | Phone No: 04 917 1082 |
| Treasurer: Tom Davies | Phone No: 04 565 0204 |

2. PROJECT OVERVIEW

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

We intend to upgrade our existing glider flight training simulator to :

- Incorporate virtual reality capability
- Replace the current cockpit with a two-seater.
- work up formal exercises in Condor simulator software with associated work books etc.
- Fit cameras to our twins for recording lessons for review / debrief.

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)?

Where: The Training Centre at the Greytown Soaring Centre , 76 Tilsons Rd , Papawai

When: Over the next 18 months.

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

This upgrade will significantly enhance our ability to train our students cost effectively through reducing the number of flying hours that would otherwise be required.

We believe this will enable us to attract an increasing number of students in general and in particular within the Wairarapa region. We are strong believers in supporting our Youth Membership which now numbers 20 and includes 3 students from Kuranui College.

In summary, we believe this will enable us to increase the value of what we think is an attractive South Wairarapa asset. In addition, we believe that our encouragement of Youth will contribute to the overall well-being of the community.

Who will benefit from these funds and in what way?

Glider flying students through lower cost training

The local Greytown community through an increasing number of visitors

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| <p>Would you like to speak in support of your application at a meeting of the South Wairarapa District Council? Yes/No</p> <p>If this would be helpful – Yes</p> <p><i>Submission hearings will be held on 14 & 15 May 2018 at the Council Chambers, Martinborough</i></p> |

3. FINANCIALS

| Funding requirements | |
|--|---|
| Total cost of project | \$ Up to \$13,000 including the existing simulator |
| Your organisation's contribution | \$7000 – existing simulator |
| Other outside funding (please supply brief details) | \$ None |
| Amount applied for in this application | \$ 5000.00 |
| Shortfall (please provide brief details of how will balance be found) | \$ The Project will require a significant number of volunteer effort which will be supplied by the membership |
| Project income (if applicable), e.g. generated from sales to public | \$ NA |
| Is organisation a registered charity? | No |
| Have you applied to SWDC for funding before? | No |

| | |
|--|----|
| If yes, when, for what purpose and how much was granted? | NA |
|--|----|

| | |
|-----------------------------|-----------------------------|
| Bank account details | |
| Name of bank: | Bank of New Zealand |
| Account name: | Wellington Gliding Club Inc |
| Account No: | 02 0560 0041898 000 |

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: | Brian Sharpe | Full name: | Tom Davies |
| Designation: | President | Designation: | Treasurer |
| Date: | 11 February 2019 | Date: | 11 February 2019 |



| Supporting documentation required for this application | |
|--|-----------------|
| <ul style="list-style-type: none">• Most recent annual accounts including notes and review/audit report. The Club Rules do not require an audit or a review of its financial statements | Attached |
| <ul style="list-style-type: none">• Income and expenditure statement for part year and inaugural minutes (if organisation has been operating for less than 12 months) | N/a |

South Wairarapa District Council 2018/28 Long Term Plan Grant Application

Conditions of Grant:

Residential eligibility:

- Organisations, Charitable Trusts & Incorporated Societies must currently operate within South Wairarapa or have a broader Wairarapa-wide benefit.

Application forms:

- Will be accepted either in electronic or hard copy form.
- A separate application must be made for each project or event.

Annual grant:

- All applications are considered by the South Wairarapa District Council and awarded at their discretion and on the merits of each project for the greater wellbeing of the South Wairarapa community.
- There is no maximum amount for any one grant, however, the SWDC's resources are limited and funding support is not guaranteed on an on-going basis.
- Applicants will need to re-apply each year for consideration of funding to continue.
- There is a 12-month time limit for uplifting the funds from the date of notification of approval.
- After 12 months, if funds have not been uplifted the grant will be rescinded and a new application must be completed and submitted for consideration.
- Unused funds must be returned to SWDC.

Supporting material:

- Organisations are required to provide copies of their most recent annual report and financial statements that have either been audited or reviewed by a suitably qualified person.
- Within two months of completion of the project or event, applicants are required to send to the SWDC a completed Grant Accountability form.

Payments:

- GST registered applicants must provide a tax invoice to enable the grant to be paid
- Grants will be paid directly into the applicant organisation's designated bank account.
- SWDC may request receipted accounts as evidence of payment in advance of release of this grant.

Please return the completed by 4.00 pm on Monday 23 April 2018 to:

South Wairarapa District Council

PO Box 6

Martinborough 5741

Or email: lt@swdc.govt.nz

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:

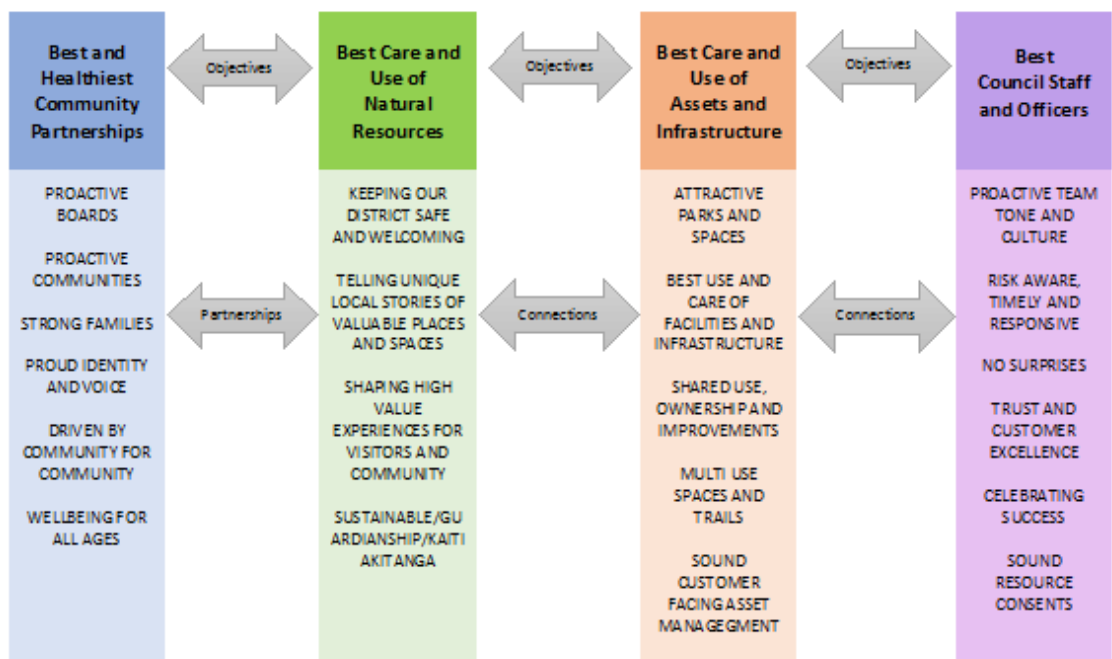
Our Vision is 'for the South Wairarapa to be an open energetic and unified community'

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

Our Internal Values are:

- Rigorous
- Listening
- Learning & Respecting Teamwork
- Community Focused
- 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.



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 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.

**Appendix 4 - Grants
allocated to 20 February
2019**

**South Wairarapa District Council
Grant Applications
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 | - | - | Please apply for a FCB grant |
| 148 | Featherston Fell Museum | 2,000 | | 4,000 | 2,000 | 10,000 | |
| N/A | Gold Awards | 1,665 | | 1,665 | 1,665 | 1,665 | |
| 102 | Greytown Cricket Club | - | | 50,000 | - | - | Approved \$20K using contributions not grant funding |
| 167 | Hau Ariki Marae | 1,000 | | 5,000 | - | - | |
| 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 | - | | 25,000 | - | - | |
| 28 | Martinborough Dark Sky Society | 3,000 | | 5,400 | - | - | |
| 165 | MSC/Marae based education programmes | 10,000 | | 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 |
| | | | | | 157,380 | 175,090 | |

Grants approved after 27 June 2018 - using contingency:

| | |
|-------------------------------|---------------|
| Wairarapa Chamber of Commerce | 2,000 |
| Huri Huri | 2,000 |
| 3R Group Ltd | 1,500 |
| Healthy Homes | 5,000 |
| Contingency spent: | 10,500 |
| Contingency remaining: | 7,642 |

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| Wairarapa Business Awards. |
| Costs associated with promoting the Wairarapa Summer of Cycling Campaign |
| To enable access to child car seat recycling in the district |
| Funding insulation of homes alongside EECA funding |