

SOUTH WAIRARAPA DISTRICT COUNCIL

20 NOVEMBER 2019

AGENDA ITEM B4

APPLICATION FOR GRANT FUNDING

Purpose of Report

To present an application for funding from Tukurumuri Hall Society Incorporated for funding consideration.

Recommendations

Officers recommend that the Council:

1. *Receive the Application for Grant Funding Report.*
2. *Receive and consider two applications for funding from Tukurumuri Hall Society and either approve grant funding at \$2,000.00, or decline funding.*

1. Executive Summary

Two funding applications have been received from Tukurumuri Hall Society Incorporated (Appendix 1).

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

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

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. For the 2019/20 financial year all funding put aside for the purpose of grants was allocated; no discretionary funding is available for applications received during the year.

3. Financial Implications

Although no discretionary funding was available, the amount of \$2,000.00 has since become available due to Wairarapa Bike Festival Charitable Trust - Huri Huri Summer

Cycling not taking up their grant, should Council elect to fund the applicant. This would fund 43% of the amount requested.

Appendix 4 provides an outline of all grants approved for the 2019/20 financial year.

Please note the amounts requested on the grant forms are GST inclusive. As the Hall Society is registered for GST, they are able to claim the GST back from Inland Revenue. Therefore the total amount requested in the recommendations is the GST exclusive amount.

4. Appendices

Appendix 1 - Tukurumuri Hall Society Inc Applications for Funding

Appendix 2 - Community Outcomes

Appendix 3 - Council's Grant Policy

Appendix 4 - Grants approved 2019/20 year

Contact officer: Jennie Mitchell, Group Manager Corporate Support

Reviewed by: Harry Wilson, Chief Executive Officer

Appendix 1 - Tukurumuri Hall Society Incorporated Applications for Funding

South Wairarapa District Council

Annual Plan 2019/20

Grant Application Form

Submit to: ap@swdc.govt.nz before 4 pm, 4TH NOVEMBER 2019

1. ORGANISATION DETAILS

Tuturumuri Hall Society Inc

3136 White Rock Road

MARTINBOROUGH 5782

C/- Jenny Boyne

Tora Station

130 Tora Farm Settlement Road

MARTINBOROUGH 5782

Contact Person: Jenny Boyne	Phone No (Day): 06 3078869
Email: jenny@torastation.co.nz	Mobile No: No coverage where we live
	Phone No (After hours): 063078869

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 Society is now 66 years old. The Hall was built by the Community in 1958 on land belonging to Stoney Creek Station.

Its aim is to promote a Community Centre and integrate social, sporting activities for the District of Tukurumuri.

REGISTERED CHARITY # CC55862

INCORPORATED SOCIETY # 216395

NZBN # 9429042877301

Total number of members in your organisation?	42 households
How many full-time equivalent people work in your organisation?	n/a
How many volunteers work in your organisation?	15
Date of last AGM?	23rd September 2019
Are you GST registered? Y/N No	

Officers of organisation	
Chair: Mike Firth	Phone No: 3078169
Secretary: Jenny Boyne	Phone No: 3078869
Treasurer: Jenny Boyne	Phone No: 3078869

2. PROJECT OVERVIEW

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

1. To assist with the Costs associated with our insurance, currently Public Liability only.

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)?

We presently do not have insurance

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

The Tututurmuri Hall is located in the SWDC and the members are all ratepayers.

The Hall is managed, maintained and used by the members and non members.

Who will benefit from these funds and in what way?

The District is the primary beneficiary.

Would you like to speak in support of your application at a meeting of the South Wairarapa District Council? Yes

3. FINANCIALS

Funding requirements	
Total cost of project	431.25
Your organisation's contribution	
Other outside funding (please supply brief details)	\$
Amount applied for in this application	
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
Have you applied to SWDC for funding before?	Yes
If yes, when, for what purpose and how much was granted?	early 2000's for upgrade of toilet pans and stoves
Are you GST Registered	Yes

Bank account details (required for non GST registered applications only)	
Name of bank:	ANZ BANKING GROUP
Account name:	TUTURUMURI HALL SOCIETY INC

Account No:	010671 0006585-00
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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:	Full name:
Designation:	Designation:
Date:	Date:

Supporting documentation required for this application	
• Most recent annual accounts including notes and review/audit report.	<input checked="" type="radio"/>
• Income and expenditure statement for part year and inaugural minutes (if organisation has been operating for less than 12 months)	<input type="radio"/>

South Wairarapa District Council

Annual Plan 2019/20

Grant Application Form

Submit to: ap@swdc.govt.nz before 4 pm, 4TH NOVEMBER 2019

1. ORGANISATION DETAILS

Tuturumuri Hall Society Inc

3136 White Rock Road

MARTINBOROUGH 5782

C/- Jenny Boyne

Tora Station

130 Tora Farm Settlement Road

MARTINBOROUGH 5782

Contact Person: Jenny Boyne

Phone No (Day): 06 3078869

Email: jenny@torastation.co.nz

Mobile No: No coverage where we live

Phone No (After hours): 063078869

Funding Criteria

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

Youth Grant

Community Grant

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

The Society is now 66 years old. The Hall was built by the Community in 1958 on land belonging to Stoney Creek Station.

Its aim is to promote a Community Centre and integrate social, sporting activities for the District of Tukurumuri.

REGISTERED CHARITY # CC55862

INCORPORATED SOCIETY # 216395

NZBN # 9429042877301

Total number of members in your organisation?	42 households
How many full-time equivalent people work in your organisation?	n/a
How many volunteers work in your organisation?	15
Date of last AGM?	23rd September 2019
Are you GST registered? Y/N No	

Officers of organisation	
Chair: Mike Firth	Phone No: 3078169
Secretary: Jenny Boyne	Phone No: 3078869
Treasurer: Jenny Boyne	Phone No: 3078869

2. PROJECT OVERVIEW

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

- 1. To assist with the Costs associated with the land Transfer from GRWC to the Society.**

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)?

We are waiting title of the Hall expected to be confirmed soon.

Greater Wellington Regional Council (owners) awaiting approval of working re forestry rights.

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

The Tututurmuri Hall is located in the SWDC and the members are all ratepayers.

The Hall is managed, maintained and used by the members and non members.

Who will benefit from these funds and in what way?

The District is the primary beneficiary. the halls future will be secure as GRWC has been very generous allowing us to be squatters on their land since the sale of Stoney Creek to GRWC.

It was mooted that the hall would be moved to the school several years ago, but that did not eventuate.

Recently we were offered the land and the members agreed it was a prudent decision to purchase the land securing the Hall long term for the next generation.

Would you like to speak in support of your application at a meeting of the South Wairarapa District Council? Yes

3. FINANCIALS

Funding requirements	
Total cost of project	\$5,635.90 Land transfer
Your organisation's contribution	773.50 Land transfer
Other outside funding (please supply brief details)	\$
Amount applied for in this application	\$4,862.40
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
Have you applied to SWDC for funding before?	Yes
If yes, when, for what purpose and how much was granted?	early 2000's for upgrade of toilet pans and stoves
Are you GST Registered	Yes

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

Name of bank:	ANZ BANKING GROUP
Account name:	TUTURUMURI HALL SOCIETY INC
Account No:	010671 0006585-00

4. Declarations

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

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- 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:

Full name:

Designation:

Date:

Signatory Two

Signed:

Full name:

Designation:

Date:

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)

Oakley Moran

Barristers & Solicitors

4th Floor, Education House (West Block)
178-182 Willis Street, Wellington 6011
PO Box 241, Wellington 6140
New Zealand

Tuturumuri Hall Society Inc
C/- Gibson Sheat
Solicitors
Masterton

tel: 04 472 3055
fax: 04 472 6657
email@oakleymoran.co.nz

In account with
Wellington Regional Council
GST Number 39-344-939
C/- Oakley Moran
Solicitors
Wellington

WELLINGTON REGIONAL COUNCIL TO TUTURUMURI HALL SOCIETY INC – SALE AND PURCHASE LOT 4 DP 521861, WHITE ROCK ROAD, MARTINBOROUGH

SETTLEMENT STATEMENT AS AT 2 SEPTEMBER 2019

TO Purchase price	\$1.00	
TO Costs Contribution (clause 20.3)	\$3,375.00	
To GST	\$506.40	
BY Balance required to settle		\$3,882.40
	\$3,882.40	\$3,882.40
TO Amount to settle on 2 September 2019	\$3,882.40	

E & O E
Oakley Moran



Warren Lim
Date: 29 August 2019

GOODS AND SERVICES TAX INVOICE

TO: **Tuturumuri Hall Society Inc**
C/- Gibson Sheat
Solicitors
Masterton

In Account with

Wellington Regional Council
GST REG NO: 39-344-939

**WELLINGTON REGIONAL COUNCIL TO TUTURUMURI HALL SOCIETY INC – SALE AND
PURCHASE LOT 4 DP 521861 WHITE ROCK ROAD, MARTINBOROUGH**

To: Purchase price	\$1.00
To: Costs Contribution (clause 20.3)	\$3,375.00
To: Goods and Services Tax	\$506.40
	<hr/>
TOTAL	\$3,882.40
	<hr/>

Dated this 29th day of August 2019



W. W. H. LIM
SOLICITOR
WELLINGTON

Issued on behalf of **Wellington Regional Council**
by its solicitors **Oakley Moran**

09 September 2019

Tuturumuri Hall Society Inc
130 Tora Farm Settlement Road
RD 2
Martinborough 5782



FMG
284-292 Church Street
PO Box 1943, Palmerston North Central, Palmerston North 4440
tel 0800 366 466 fax 0800 366 455
email contact@fmg.co.nz

Dear Jenny

Your insurance renewal statement

Account No: 20146565

Thank you for choosing FMG to provide your insurance cover.

Your insurance renewal statement is enclosed confirming your insurance cover and any changes made over the year. When reviewing your cover, we encourage you to read the important conditions and explanatory notes on the back of your statement and your full terms and conditions in your policy wordings.

During the year we review client feedback and market changes and, where necessary, make changes to our policies. This process ensures insurance cover closest to your specific needs. We've enclosed a booklet to explain the key changes.

To view a complete list of policy changes and the full policy wording that applies to you, visit www.fmg.co.nz/policywording, call us on 0800 366 466 or email us at contact@fmg.co.nz to request a copy.

As a mutual we strive to keep premium increases to a minimum and work hard to ensure the level of cover for the premium paid, represents good value for money. We're also proud to be 100% New Zealand-owned and operated and because we're a mutual, we put our profits back into the business and in turn, back into rural and provincial communities throughout the country.

We thank you for your continued support.

Yours sincerely

A handwritten signature in grey ink that reads 'A Brunner'.

Andrea Brunner
Chief Client Officer
FMG

ACCOUNT SUMMARY

STATEMENT ISSUE DATE:
07 September 2019
ACCOUNT NUMBER:
20146565
POLICY NUMBER:
1092858

PAYMENT DUE:
\$431.25


DUE DATE:
01 October 2019

Tuturumuri Hall Society Inc
130 Tora Farm Settlement Road
RD 2
Martinborough 5782

Tax invoice/statement for your renewal

For the insurance period up to 01 October 2020

Please take the time to read through this document carefully as it forms part of the insurance contract you have with us. Remember to let us know if your circumstances change.

Opening balance	\$431.25
Payments since last statement	\$431.25 CR
FMG Renewal Premium	\$375.00
 Government charges*	\$56.25
CLOSING BALANCE	\$431.25
PAYMENT DUE: 01 October 2019	\$431.25

* Comprises Earthquake Commission premium \$0.00, Fire and Emergency Levy \$0.00 and GST \$56.25.

You can now receive your statements by email instead of in the post.

Complete the Contact Us form on our website to make this change.

Visit us
www.fmg.co.nz

Call us on
0800 366 466

Email us
contact@fmg.co.nz

Remittance

If you are paying by cheque, please remove this section and include it with your payment, or refer to the "Ways to Pay" section overleaf.

Payment Due: **\$431.25**
Due Date: **01 October 2019**

IMPORTANT CONDITIONS AND EXPLANATORY NOTES

1. Your Privacy

FMG collects personal information about you to evaluate the insurance you seek. The information is collected and held by FMG House, 284-292 Church Street, Palmerston North 4410. The collection of this information is required pursuant to the common law duty to disclose all material facts relevant to the insurance sought and is mandatory. Failure to provide this information may result in your application for insurance being declined or your insurance being void from the beginning.

Information collected about claims made under your policies may be given to and obtained from Insurance Claims Register Limited (ICR).

You have rights of access to and correction of this information, subject to the provisions of the Privacy Act 1993. You can obtain a full copy of our Privacy Policy at www.fmg.co.nz or by calling 0800 366 466.

2. Duty of Disclosure

Where your policy is being renewed, you have a legal duty to disclose to us everything that is material to the risk to be insured under this Policy. You must tell us everything which might affect our decision whether to provide the policy and, if we do agree to provide the policy, the terms of cover. If you do not do this then FMG may have the right to cancel your policy, decline to pay any benefits or treat your policy as being invalid from the beginning.

3. Government Levies

These are collected on behalf of the Earthquake Commission and Fire and Emergency New Zealand.

4. Renewals

Renewing policies expire at 4pm on the renewal date. To ensure continuity of cover (if appropriate), your premium should be paid on or before the renewal date.

Financial Strength Rating

FMG Insurance Limited has been assigned a Financial Strength Rating of

A (EXCELLENT)

as accorded by the international rating agency A.M. Best Company.

The rating scale is as follows:

A++ and A+	Superior
A and A-	Excellent
B++ and B+	Very Good
B and B-	Fair
C++ and C+	Marginal
C and C-	Weak
D	Poor
E	Under Regulatory Supervision
F	In Liquidation
S	Rating Suspended

WAYS TO PAY



Direct Debit:

Request a direct debit form by email to paymentservices@fmg.co.nz call us on 0800 366 466, or download a copy from our website www.fmg.co.nz



Internet/Phone Banking:

Add us as a payee using the following details, then schedule your premium payment for the due date.

Payee: **FMG Insurance Ltd**
Bank Account: **02-0727-0038720-00**
Particulars: **20146565**
Reference: **1092858**



Farmlands or Ruralco Account:

You can pay via your Farmlands or Ruralco account – just call us on 0800 366 466 with your account number and quote your
FMG account: **20146565**
Policy: **1092858**



Credit Card:

We accept Mastercard or Visa – just call us on **0800 366 466** with your credit card details and quote your
FMG account: **20146565**
Policy: **1092858**



Cheque:

Make your cheque payable to **FMG Insurance Ltd** and reference your account details on the reverse of the cheque, FMG account: **20146565** Policy: **1092858** and mail to:
FMG
Private Bag 4751
Christchurch 8140

Transaction Summary

This section shows all transactions since your last tax invoice/statement. Please note if you have made any changes or payments recently these may not be included.

<i>Date</i>	<i>Description</i>	<i>Changes</i>	<i>Payments</i>	<i>Balance</i>
	Opening Balance			\$431.25
20 Nov 2018	Payment/credit applied		\$431.25 CR	\$0.00
07 Sep 2019	Policy renewal (effective 01 Oct 2019)	\$431.25		\$431.25
CLOSING BALANCE				\$431.25

Policy Summary

This section lists your insured items and how much your premium is for each item. Please review these details and contact us if you have any questions.

<i>Covered items</i>	<i>Premium changes</i>	<i>Total Premium* (including changes)</i>
LIABILITY		
Liability		\$431.25
TOTAL PREMIUM* (including GST)		\$431.25

* The amount shown is the total premium charged for the period that the item/s are insured (note for cancelled items this will show the premium up to the cancellation date)

Policy Certificate

This section contains detailed information about your specific cover for each item insured with us. Please check all items carefully and if no changes are required, keep this in a safe place with your Policy documents. However, if you find any errors, or you would like to change anything, you can call us on 0800 366 466.

Description	Period of Insurance	Policy Details	*Excess	(excl GST) Sum Insured
LIABILITY				
Liability	01 Oct 2019 to 01 Oct 2020	<ul style="list-style-type: none"> • Liability Including Products Liability • Jurisdiction: New Zealand • Territorial Limits: Worldwide territory excluding USA/Canada • Unless special arrangements have been made, cover for goods and products being exported to USA and Canada and cover for the use of herbicides, fungicides or pesticides on any property other than your own, is excluded from this policy. Certain benefits are also limited to New Zealand territory. • Occupation: Public Halls • Cover includes: Statutory Liability, sub-limit \$250,000, excess \$500 • Cover includes: Moral Obligation, sub-limit \$5,000 • Cover includes: Property in Your Care, sub-limit \$250,000, excess \$1,000 • Cover includes: Product Withdrawal Expenses - New Zealand only, sub-limit \$100,000, excess \$2,500 • Cover includes: Underground Services, sub-limit \$1,000,000, excess \$2,500 • Cover includes: Vibration and Removal of Support, sub-limit \$250,000, excess \$5,000 • Retroactive date (Statutory): 28 Sep 2018 • Note: The *Excess includes the standard excess, voluntary excess and any imposed excesses 	\$250	\$1,000,000

DISCLOSURE STATEMENT

It is important that you read this information. This information is important and will help you decide which financial advisor to choose.

How is FMG regulated?

Farmers' Mutual Group is a Qualifying Financial Entity (QFE). This means that FMG takes responsibility for the financial adviser services provided by its QFE advisers (employees and nominated representatives).

As a QFE, Farmers' Mutual Group is licensed and regulated by the Financial Markets Authority (FMA) for its financial adviser services. You can obtain information about financial advisers from the FMA and can report information about FMG or its QFE advisers by contacting the FMA at:

Street Address:

Level 2, 1 Grey Street, Wellington 6011

Postal Address:

PO Box 1179, Wellington 6140

Telephone number:

(04) 472 9830

You can check FMG's QFE status and whether other entities are a member of FMG's QFE Group on the Financial Service Providers Register at www.fspr.govt.nz.

What products and services does FMG provide?

FMG underwrites and distributes its own general insurance products through its QFE advisers. To the extent that FMG does not underwrite certain products, it has arrangements in place to offer products from other insurers.

Through its Personal Insurance Team, FMG distributes risk-based life insurance and disability products underwritten by Fidelity Life Assurance Company Limited, Sovereign Services Limited and The National Mutual Life Association of Australasia Limited (branded AXA or AMP) and health insurance products underwritten by Southern Cross Medical Care Society.

What should you do if something goes wrong?

If you have a problem, concern or complaint about any part of FMG's services, please tell us about it so we can try to fix the problem. FMG has an internal complaints process that you can access by telephone, in person or in writing at the contact details above. FMG will review your concern and will either resolve the matter or provide you with a progress update within 10 working days.

If we cannot agree on how to resolve the matter, you can contact the Insurance & Savings Ombudsman Scheme. This service will cost you nothing and will help us resolve any disagreements. The contact details are:

Address:

PO Box 10-845, Wellington 6143

Telephone number:

0800 888 202 or (04) 499 7612

Email address:

info@iombudsman.org.nz

Privacy Act

FMG collects personal information about you to evaluate the insurance you seek. The information is collected and held by FMG, 284-292 Church Street, Palmerston North.

The collection of this information is required pursuant to the common law duty to disclose all material facts relevant to the insurance sought and is mandatory. Failure to provide this information may result in your application for insurance being declined or your insurance being void from the beginning.

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You can obtain a full copy of our Privacy Policy at www.fmg.co.nz or by calling 0800 366 466.

NAME:

**Farmers' Mutual Group/
FMG Insurance Limited
trading as FMG**

ADDRESS:

**FMG House
284-292 Church Street,
Palmerston North 4410**

TELEPHONE NUMBER:

**0800 366 466 or
(06) 356 9456**

EMAIL ADDRESS:

contact@fmg.co.nz

WEB ADDRESS:

www.fmg.co.nz

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A (EXCELLENT)

as accorded by the international rating agency A.M. Best Company.

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C++ and C+	Marginal
C and C-	Weak
D	Poor
E	Under Regulatory Supervision
F	In Liquidation
S	Rating Suspended

L1, 43 Chapel Street
PO Box 562
Masterton 5840
DX PA89009

t: 06 370 6480
f: 06 377 7496
www.gibsonsheat.com

Tuturumuri Hall Society Incorporated

STATEMENT

Client reference
651104-1

Date
4 September 2019

Phone number
06-379-237

PURCHASE WHITE ROCK ROAD, RD 2, MARTINBOROUGH

DEBITS

Amount required to settle as per **attached** settlement statement

3,882.40

Disbursements (GST inclusive)

Search Fees

10.00

Registration Fees

240.00

Office Expenses (GST inclusive)

Office Expenses (postage, copying, calls, faxes and account service fee)

40.00

Our fee on:

a. Contract

b. Transfer

c. Tax Statement

d. Settlement

e. Registration

f. Accounting and Administration

600.00

GST on our fee

90.00

AMOUNT REQUIRED FROM YOU

4,862.40

\$4,862.40

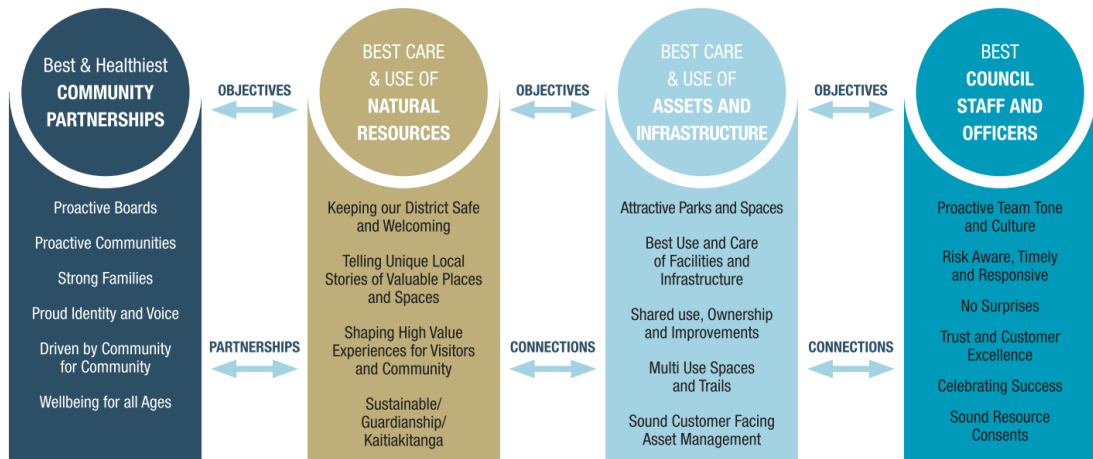
\$4,862.40

E & O E
Gibson Sheat

Meghan Batt

Our bank account details are: 06-0529-0258941-00. Please note Reference 651104 1 on direct credit payments

Appendix 2 - Community Outcomes



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 8 November 2019

South Wairarapa District Council					
Grant Applications					
2019/20 Financial Year					
Submn Number	Grants	2019/20 Grants Approved	Total Requested	2018/19 Approved General	Comments
139	Business Wairarapa	\$2,000	\$2,000	\$0	Wairarapa 2019 awards
145	Cobblestones	\$15,000	\$15,000	\$15,000	Operational 3 years at \$15K pa
69	Community Networks Wairarapa Inc	\$0	\$2,500	\$0	Operational
106	Connecting Communities - Neighbourhood	\$12,000	\$16,810	\$13,000	Operational and employ Social Services Coordinator
106	Connecting Communities - Neighbourhood	\$10,000	\$48,000	\$10,000	Neighbourhood Support Coordinator
109	Crisis Pregnancy Support Wairarapa Trust	\$0	\$15,000	\$0	Trial drop in centre in Masterton
86	Crisis Pregnancy Support Wairarapa Trust	\$0	\$13,000	\$0	Operational and continued funding Service Liaison and
17	Cycle Classic	\$5,000	\$15,000	\$0	2020 NZ Cycle Classic in South Wairarapa
133	Digital Seniors Project	\$1,000	\$5,000	\$0	Operational - expand hubs to all South Wai towns
85	Enviroschools/Toimata	\$11,200	\$11,400	\$11,200	MOU
1	Featherston Amateur Swimming Club	\$0	\$29,000	\$0	Purchase equipment - solar panels
119	Featherston Booktown	\$6,000	\$12,000	\$2,000	3 years at \$2K pa
125	Featherston Community Centre	\$5,000	\$25,000	\$2,000	Operational
N/A	Featherston Fell Museum	\$2,000	\$2,000	\$2,000	Annual Operational allocation
105	Featherston Heritage Complex Society	\$2,000	\$4,000	\$2,000	Operational
62	Featherston Junior Football Club	\$3,438	\$3,438	\$0	Goal Posts
121	Featherston School	\$5,000	\$25,000	\$0	Build community bike course at Featherston school for
N/A	Gold Awards	\$1,665	\$1,665	\$1,665	Annual contribution
173	Greytown School	\$5,000	\$5,000	\$0	Constuction of bike track, pump track & skills track, purchase
127	House of Science	\$2,000	\$15,000	\$5,000	Operational costs for science resources
76	Kahutara School	\$2,950	\$2,892	\$0	Gravel path and viewing area for wetlands
N/A	Kuranui College Prizegiving	\$350	\$350	\$350	Annual contribution
N/A	Maori Sports Awards	\$100	\$100	\$100	Annual contribution
94	Maori Standing Committee	\$27,000	\$80,000	\$0	Operational - see submission for details
75	Martinborough Colonial Museum	\$2,000	\$3,000	\$2,000	On-going development
87	Martinborough JAB Rugby Club	\$1,000	\$2,000	\$0	Upgrade gear, training resources
92	Pirinoa Hall Inc.	\$2,000	\$5,000	\$0	Purchase 2 water tank required for Civil Defence
178	Sport Wellington	\$5,000	\$5,000	\$5,000	Operations - support work in SW district
71	The Waihinga Charitable Trust	\$0	\$10,000	\$0	Landscaping basketball court
108	Volunteering Wairarapa	\$2,500	\$5,000	\$0	Operations
174	Wairarapa Arts Festival (Kokomai)	\$5,000	\$10,000	\$5,000	Kokomai Creative Festival Wairarapa
175	Wairarapa Balloon Festival	\$3,000	\$5,000		Operations - for Balloon Festival 2020
124	Wairarapa Bike Festival Charitable Trust	\$2,000	\$2,000	\$2,000	Marketing support Huri Huri Summery Cycling Campaign
100	Wairarapa Healthy Homes	\$2,000	\$5,000	\$5,000	EECA Warmer Kiwi Homes programme
73	Wairarapa Road Safety Council	\$5,000	\$5,000	\$0	Ongoing support for programme
42	Wairarapa Search and Rescue	\$2,000	\$3,500	\$0	Operations
171	Wairarapa Sports Artificial Surface Trust	\$0	\$20,000	\$0	Northern Turf cover at Clarevill Hockey Complex
137	Wairarapa Trails Advisory Group	\$11,368	\$11,368	\$11,368	Wairarapa Cycling Coordinator
168	Wairarapa Whanau Trust	\$40,000	\$40,000	\$23,380	Operations
110	Wairarapa Winegrowers Association	\$3,600	\$3,600		Cover costs of MBA water issues
140	Wairarapa Youth Education Training and	\$5,000	\$10,000	\$5,000	Operations
53	Wellington Free Ambulance	\$10,450	\$10,450	\$9,525	Operations \$1 per person in our district
116	Wellington Gliding Club	\$1,000	\$1,230	\$2,000	Support Papawai Marae providing 4 days youth camps
6	Arotai	\$25,000	\$35,000	\$25,000	\$25k Operatonal; \$10k '50 yrs Arotai'
176	Martinborough Football Club	\$3,500	\$5,000		New goals for 10-13 year olds
	Total	\$250,121	\$546,303		
120	Wairarapa Water	\$20,000	\$25,000	\$0	Wakamoekau Comm Water Storage Project. Agred as a one of payment towards the Water Wairarapa project to be funded from the economic development budget