



Community Wellbeing Fund Subcommittee Meeting Agenda – 29 May 2024

NOTICE OF MEETING

This meeting will be held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference, commencing at 7:00pm. The meeting will be live-streamed and be available to view on our [YouTube channel](#).

Committee Membership: Councillor Rebecca Gray (Chair), Councillor Martin Bosley, Councillor Pip Maynard, Tui Rutherford (FCB, Louise Brown (GCB), Storm Robertson (MCB), Terina Kawai (MSC), Janice Smith CE and Narida Hooper Pou Māori.

All SWDC meeting minutes and agendas are available on our website: <https://swdc.govt.nz/meetings/>

A. Open Section

A1. Mihi / Karakia Timatanga – Opening

Kia hora te marino	May peace be widespread.
Kia whakapapa pounamu te moana	May the sea be like greenstone; a
Hei huarahi mā tatou I te rangi nei	pathway for all of us this day.
Aroha atu, aroha mai	Let us show respect for each other, for
Tātou i a tātou katoa.	one another.
	Bind us all together.

A2. Apologies

A3. Conflicts of interest

B. Reports from Chief Executive and Staff

B1. Community Wellbeing Fund Terms of Reference Report	Pages 2-4
B2. Community Wellbeing Fund Criteria Report	Pages 5-25
B3. Community Wellbeing Fund Meeting Schedule Report	Pages 26-27

D. Karakia Whakamutunga – Closing

Kua mutu ā mātou mahi	Our work has finished
Mō tēnei wā	For the time being
Manaakitia mai mātou katoa	Protect us all
Ō mātou hoa	Our Friends
Ō mātou whānau	Our Family
Āio ki te Aorangi	Peace to the universe



Community Wellbeing Fund Subcommittee

29 May 2024
Agenda Item: B.1

Community Wellbeing Fund Subcommittee Terms of Reference

1. Purpose

For the Community Wellbeing Fund (CWBF) Subcommittee to review the draft terms of reference, provide feedback on the document, and to consider recommending its adoption.

2. Recommendations

Officers recommend that the *CWBF Subcommittee*:

1. Receive the CWBF Subcommittee Terms of Reference Report.
2. Provide feedback on the CWBF Subcommittee Terms of Reference.
3. Adopt the CWBF Subcommittee Terms of Reference.

3. Executive Summary

A Community Wellbeing Fund Subcommittee was created by Council ‘to establish, manage and review the Community Wellbeing Fund, including specific delegations’ (refer to resolution DC2023/132).

The [Local Government Act 2002](#), schedule 7, outlines the specific role of subcommittees, this has been replicated to the Terms of Reference.

4. Discussion

With a newly developed Community Wellbeing Fund, it is essential that the Subcommittee has a Terms of Reference to refer to throughout the duration of the fund. Officers request that the CWBF Subcommittee adopt the Terms of Reference as it is presented, or with amendments as suggested at the meeting.

5. Appendices

Appendix 1 – CWBF Subcommittee Terms of Reference

Contact Officer: Lina McManus, Funding Coordinator

Reviewed By: Nicki Ansell, Acting Manager Stakeholder Relations

Appendix 1 – CWBF Subcommittee Terms of Reference

Community Wellbeing Fund Terms Of Reference

1. Purpose

The purpose of the subcommittee is to:

- Ensure the strategic overall management and performance of the Community Wellbeing Fund (CWBF).
- Distribute grants to eligible individuals, groups and organisations that will have a direct impact on South Wairarapa communities and wellbeing outcomes.

2. Key responsibilities

- Approve CWBF grants to eligible applicants.
- Advise and support the development of the CWBF.
- To have a strategic understanding of funding.
- Receive and review applications reports.
- Review the financial position of the fund.
- Monitor milestones of activities and initiatives funded.
- Provide input into planning for engagement and promotional activity for the duration of the fund with a focus on positive news stories.
- Provide input into due diligence processes and priorities.

3. Delegated Authority

Power to Act:

- Approve criteria and plans related to the CWBF
- Assess and approve Community Wellbeing Grants
- The ability to sub-delegate to Community Boards and the Māori Standing Committee, grants consistent with their Terms of Reference.

Power to Recommend to Council:

- Grant requests that meet CWBF Criteria above \$50,000, for Council consideration.

4. Membership and Composition:

Chair: Cr Rebecca Gray

Membership: Cr Martin Bosley, Cr Pip Maynard, Tui Rutherford (Featherston Community Board), Louise Brown (Greytown Community Board), Storm Robertson (Martinborough Community Board), Terina Kaiwai (Māori Standing Committee), Janice Smith (Chief Executive) and Narida Hooper (Pou Māori).

Alternates: Cr Olds, Cr McAulay and Cr Plimmer, Annelise Schroeder (Featherston Community Board), Jo Woodcock (Greytown Community Board), Angela Brown (Martinborough Community Board) and Andrea Rutene (Māori Standing Committee)

Quorum: Five Members

Frequency: Bimonthly

Community Wellbeing Fund Criteria Report

Purpose of Report

To approve funding criteria for the Community Wellbeing Fund Subcommittee (CWBF) and application form.

Recommendations

Officers recommend that the Community Wellbeing Fund Subcommittee:

1. *Receive the CWBF Criteria Report.*
2. *Approve the application funding criteria for CWBF to allow both community, groups, organisations and individuals to apply.*
3. *Approve the funding assessment criteria (scoring and weighting) for funding in 2024/25*
4. *Approve the application form to be made available in print and online on the Council website.*

1. Background

In August 2022 Council approved entering into a funding agreement between DIA and SWDC for Three waters Reform – Better Off package (Tranche 1 Funding) of \$1.88m. Last year, the proposal to fund a Community Well Being Fund was accepted and the agreement signed. The initial agreement was varied to allow \$0.5m to be applied to a new initiative, that is the desludging of the Greytown and Martinborough Wastewater Treatment Plant ponds project. This left \$1.38m for the original intent of a Community Wellbeing Fund.

With the ongoing complexities with Central government, and the subsequent shift from the Better Off package to Local Water Done Well it was resolved by the Strategy Working Committee on Wednesday 8th May to allocate a \$0.5m of Beter Off Funding to the Community Wellbeing Fund to enable community led projects across the South Wairarapa to be considered and approved if appropriate.

2. Discussion

2.1 CWBF Application Funding Criteria

As the Community Wellbeing Fund is a one-off grant fund it is recommended that a clear set of criteria is drafted to ensure the impact of grants allow for the highest wellbeing outcomes in our community. For the purpose of this report we note Funding Criteria encompasses Application Criteria and Assessment Criteria, these have been separated in this discussion, however it is important to note they interconnect and each will be included in the CWBF Application Form and Guide to ensure or process is accessible, equitable and transparent.

1. This a contestable grant round which will essentially open from launch, once funds are spent/allocated the subcommittee will close the fund.
2. Applicants can be:
 - Individuals
 - Schools
 - Community groups (sports clubs, umbrella/affiliated organisations, marae)
 - Incorporated Societies or a local branch of one
 - Charitable Trusts or a local branch of one

Amounts available to access will differ between the applicant groups via tiers. So that the subcommittee is satisfied that any individual, group, or organisation that is eligible, can access the fund in an equitable and transparent manner whilst ensuring our due diligence requirements are met.

3. To be eligible applicants must meet one of the following criteria:
 - A) Supporting communities to transition to a sustainable and low emissions economy.
 - B) Delivery of initiatives that support improvements in community wellbeing.

And must include one or more of the following wellbeing outcomes:

Social	Economic	Cultural	Environmental
--------	----------	----------	---------------

4. Applicant Tiers:
 1. Cornerstone Fund (up to \$2000) Any applicant that meets A or B and wellbeing outcomes
 2. Grassroots Community (up to \$10,000) Groups without a legal structure
 3. Grassroots Societies and Charities Fund (up to \$25,000) Groups with a legal structure
 4. Impact Fund (\$25,000+) Must meet reporting requirements and supporting documentation.
 5. Transformative fund \$45,000+ will be considered the CWBFS discretion and delegated to council.

The CWBFS may consider applicants ability to apply outside the recommended tier amount at their own discretion.

5. The focus of the fund will be on the South Wairarapa District, however initiatives that were outside of this locale that had measurable benefit to our communities may be considered at the CWBFS discretion.

6. Applicants are required to present to the CWBF subcommittee meeting at which their grant is being considered, video presentations and online presentations will also be accepted.
 - 6a. Where an applicant may not be in a position to present to the committee as above, the CWBF subcommittee may allow the individual or organisation to work with a Fund Advisor who can speak to the application on their behalf.
7. Successful applicants are required to spend grants received within 12 months of payment being made. Should an extension be required applicants must write to grants@swdc.govt.nz in advance requesting permission.
8. Grants must only be used for the purpose authorised as stated in an application. Unspent grants must be returned to the Fund as soon as possible.
9. All grant recipients are required to report back in an accountability form or video within 12 months.
 - 9a. Where an applicant may not be in a position to report back via accountability form the CWBF subcommittee may allow the individual or organisation to work with a Fund Advisor to create an accountability video.
10. Additional reporting together with evidence of the expenditure of what will be required for tiers 2, 3 and 4, within 3 months of project end.
11. The maximum grant will be \$50,000. (GST will be added to grants approved for GST registered applicants).
12. Grants over \$50,000 will be escalated to Council for consideration, and may include community engagement activities (e.g. token / vote endorsement)
13. Grant applications will be processed by staff and reviewed and weighted by a Wellbeing Scoring Matrix prior to a formal meeting. All deadlines and meetings will be communicated to applicants.
14. Grants awarded and amounts allocated are at the sole discretion of the CWBFS, the decision of the subcommittee if final and cannot be appealed.
15. What we can't fund:
 - Debt servicing or refinancing costs.
 - Stock or capital market investment.
 - Gambling or prize money.
 - Purchase of land and buildings.
 - Professional Fundraising.
 - Private social functions.
 - Medical or healthcare costs.
 - Air travel and/or accommodation associated with commercial ventures
 - Salaries or wages related to employment; this does not include project management and administration costs
 - Projects that accrue profit to the applicant, project sponsor or any associated individual or entity
 - Money that will be redistributed as grant funding, sponsorship, donations, bequests, aid funding or aid to other recipients.
 - Payment of any legal expenditure or expenditures related to mediation disputes.
 - Projects that are considered to be the primary responsibility of local or central government or another funding body.

- Activities or initiatives where the primary purpose is to promote religious ministry, political objectives, commercial or profit-oriented interests.
 - Activities or initiatives that negatively impact on community wellbeing and or are a detriment to an individual or organisation’s wellbeing.
16. The above criteria may be reviewed by the CWBS and updated at any time upon their discretion, any changes will be communicated to applicants in due course.

2.2 CWBF Application Assessment Criteria

A robust weighting and scoring matrix has been developed to support the Fund Advisor in shortlisting applications and CWBFS in assessing individual and group initiatives and projects.

Social	Cultural	Economic	Environmental	SCEE Rating	Locale	Audience	Ability	Ko Papa Maori	LLTA Rating	Supporting documents
4	5	1	2	12	5	3	4	5	17	No
										Yes all
										missing bank acc
										missing letters
										missing accountability
										missing declaration
										missing budget
										missing multiple
										No

1. Each of the wellbeing outcomes will be scored out of 5, with the highest score of 20 SWDC recommends applicants articulate the How, What and Why clearly in their presentation. Locale, audiences, ability and kaupapa Māori will be scored out of 5, with the highest score of 20.
2. Additional weighting may be given to:
 - Projects that primarily focus on South Wairarapa initiatives and communities
 - Projects that provide the supporting documents particularly letters of support
 - Projects that include partnership with other community groups or funders
 - Projects that support māori aspirations with a focus on kaupapa māori values
 - Projects that support local businesses and suppliers with quotations
 - Projects that benefit more than one audience demographic
3. Each application will have a cover page for the CWBFS to review during deliberations

SWDC Community Wellbeing Fund		
Project Description:		
Funding Criteria met:	Total CWBF Criteria Score	Wellbeing areas met:
1. or 2.		
Wellbeing Outcomes	How Outcome is Measured	How outcome is reported
		Survey, Case study, Images, Accountability report, Infographics, Dashboard, Community feedback, quotes

4. Applications that do not make the shortlist will be reported to the committee.

However, the Fund Advisor will look to work with applicants proactively to ensure that this is limited.
5. Assessment criteria may be updated or changed upon the discretion of the CWBFS.

2.3 Financial Considerations

Strategy Working Committee approved (SWC2024/41):

- A total grant pool of \$500,000 to be used for the Community Wellbeing Fund.
- Expenditure for marketing and promotions will come from this total.

This is a one-off grant, in partnership with DIA.

Grant distributions and Subcommittee expenditure must be made by resolution at a formal meeting.

If funding from the 24/25 year is unspent a review of the fund criteria and process should be made.

2.4 Communications

Council staff will promote the CWBF across all Councils Advertising and Marketing channels and will provide a Communications plan (Appendix A) for DIA reporting. Clear application questions (Appendix B) in a fill form format will be included in an applicant guide that will be made readily available on Councils website at this address: www.swdc.govt.nz/grants, local libraries, and our office at Kitchener Street.

3. Conclusion

If the CWBF Subcommittee approves the Community Wellbeing Fund Criteria Report, the CWBF will be launched and the engagement and launch phase of the fund will proceed.

4. Appendices

Appendix A – Communications Plan

Appendix B – Community Wellbeing Fund Application Questions

Contact Officer: Lina McManus, Funding Coordinator

Reviewed By: Nicki Ansell, Acting Manager Stakeholder Relations

Appendix 1 – Communications Plan

Comms & Engagement Plan – Community Wellbeing Fund 2024-25

Please note this is a live/working document and will be updated regularly.

Purpose

To outline the communications and engagement approach for all stages of the Community Wellbeing Fund 2024-25 (CWBF). This plan identifies key stakeholders, the proposed communications approach, key messaging for the different audiences. Please see the CWBF Master sheet: Gantt Sheet for tasks and project milestones to be completed by staff.

Communication and Engagement Objectives

Ensure our communities understand and participate in applying to the CWBF to support good decision making by the subcommittee:

- Understanding who we need to communicate and engage with and how.
- Communicating the background of the fund, its purpose and why are we prioritising community wellbeing in this way and what this means for our community.
- Communicating how our communities can apply to the funds, contribute to projects and report back to have their voices heard while showcasing their success’.
- Delivering activities, resources, and tools that make it easy for our communities to apply and engage, ensuring that all communities participate, and that process is fair, equitable and transparent.
- Communicating the timeframe of launch, receiving applications, and when decisions will be made, grants distributed, and accountability reporting required.

Communications & Engagement Key Principles

- **Be transparent:** Ensure information is available and accessible. No surprises keep subcommittee, staff, applicants and public informed of developments.
- **Plain English messaging:** Key points using plain English, outlining clearly how the community can be involved, the process, and what we plan to deliver.
- **Mātauranga Māori:** Collaborate with Pou Māori, MSC and community to actively promote te reo and tikanga Māori.
- **Multi-channel approach:** Messaging and engagement through a variety of formats, using existing relationships and networks to feed information.
- **Lead our own news:** Proactively lead positive news stories. Ensure we have the right people for the various touchpoints of the work.
- **Utilise existing, trusted relationships:** Tap into existing ways our communities come together, improving the engagement experience for our communities, go to where they are rather than expecting them to come to us.

High Level milestones

DESCRIPTION	TIMEFRAME (2024)
CWBF Workshop Criteria and Eligibility	April/May
Communication & Engagement Plan	April/May
CWBF Subcommittee Meeting	29 May
CWBF Soft Launch – Announced, Public Engagement	10 June
CWBF DIA 6 Monthly Reporting	June/July
CWBF Hard Launch – Opened, Applicant Engagement	20 June – 31 October
CWBF Subcommittee Decisions	28 November
CWBF DIA 6 Monthly Reporting	31 December

Key messages

Applied throughout all communications and tailored to audience, stakeholder, and channel. An FAQs and Applicant Guide document will be created to support these key messages.

- The Community Wellbeing Fund is now open for a contestable grant round. To be eligible applicants must meet one of the following criteria:
 - A) Supporting communities to transition to a sustainable and low emissions economy.
 - B) Delivery of initiatives that support improvements in community wellbeing.And must include one or more of the following wellbeing outcomes: Social, Economic, Cultural and/or Environmental. We welcome South Wairarapa communities to apply to the fund by 31st October 2024.
- This is a one-off contestable grant, when the funds are spent the committee will close the Fund. So, we encourage everyone eligible to complete an application or meet with a Fund Advisor to discuss your project as soon as possible.
- We want to hear from our communities, businesses, and organisations from across South Wairarapa who have initiatives or projects that will directly impact community wellbeing.

- We want to engage with our communities to make real impact toward well-being outcomes and report back on these positive stories.

CWBF Eligibility Criteria:

We also need to communicate the process and eligibility criteria:

1. This a contestable grant round which will essentially open from launch, once funds are spent/allocated the subcommittee will close the fund.
2. Applicants can be:
 - Individuals
 - Schools
 - Community groups (sports clubs, umbrella/affiliated organisations, marae)
 - Incorporated Societies or a local branch of one
 - Charitable Trusts or a local branch of one

Amounts available to access will differ between the applicant groups via tiers. So that the subcommittee is satisfied that any individual, group, or organisation that is eligible, can access the fund in an equitable and transparent manner whilst ensuring our due diligence requirements are met.

3. To be eligible applicants must meet one of the following criteria:
 - Supporting communities to transition to a sustainable and low emissions economy.
 - Delivery of initiatives that support improvements in community wellbeing.

And must include one or more of the following wellbeing outcomes: Social, Economic, Cultural and/or Environmental

4. Applicant Tiers:
 1. Cornerstone Fund (up to \$2000) Any applicant that meets A or B and wellbeing outcomes
 - 2.a Grassroots Community (up to \$10,000) Groups without a legal structure
 - 2b Grassroots Societies and Charities Fund (up to \$25,000) Groups with a legal structure
 4. Impact Fund (\$25,000+) must meet additional reporting requirements and supporting documentation.
 5. Transformative fund \$50,000+ will be considered at the CWBFS discretion and delegated to council.

The CWBFS may consider applications outside the recommended tier amount at their own discretion.

Communications Risks and Issues

Likelihood or risk is medium-low as this fund is public. The greatest risk would be conflict of interest, insufficient due diligence of applicants and financial fraud. However Council has mitigants, therefore the medium-low risk assessment.

Issues and risks associated with the CWBF will be recorded in the organisational risk register as needed.

Communications & Engagement Plan - Activities

ACTIVITY	TIMING	DESCRIPTION	RESPONSIBLE
Website page	7 June	Single point of truth for all information related to the Community Wellbeing Fund <ul style="list-style-type: none"> • Background and supporting information; subcommittee, eligibility • Application Form • Applicant Guide and FAQs 	Funding Coordinator, Digital Communications Advisor, Team Leader Communications
CWBF Launch and Coffee Storms Series	10 June – 31 st October	Process designed and implemented. Event planning, runsheet, logistics, and delivery Briefings for Subcommittee and staff Collection and write up of feedback	Funding Coordinator, Communications Team, Pou Māori, Community Development Coordinator
Internal staff comms	Updates at critical points	Confirmation of Criteria (emails sent to all staff to ensure they have the knowledge and resources to refer any questions to the right place)	Lina, Nicki
Media releases and responses	CWBF opens CWBF closes Final decision Milestones	Media releases written and signed off using key messages with quotes from identified spokespersons where relevant Pre-empt potential media coverage where possible	Funding Coordinator, Communications Team
FAQs	31 May or soon after	For website content – to be added to as required	Funding Coordinator, Communications Team
Key messages	29 May or soon after	For this document – to be adapted and added to as required	Funding Coordinator, Communications Team
Libraries	Prior to 20 June	Briefing information provided Collateral provided for libraries to set up	Funding Coordinator, Library Services Manager

Applicant Pack	Prior to 20 June	Content, Photos and Design	Funding Coordinator, Communications Team
VLOGs	Ideally one prior to June and others soon after	Identify Subcommittee members to participate Create scripts, record and edit Share via SM and website	Funding Coordinator, Communications Team, Manager Stakeholder Relations
Applicatoin process	5 April	Applications in hard copy, online or recorded on video Ability to verbally submit including recorded videos / interviews	Funding Coordinator, Communications Team, Pou Māori, Community Development Coordinator
Collateral	20 June or soon after	Flyer, posters and other resources for community meetings	Funding Coordinator, Communications Team, Manager Stakeholder Relations
Advertising	Throughout	Light-touch advertising that prioritises local free papers Midweek, Featherston Phoenix, Martinborough Star and Grapevine Radio – prepaid Rates newsletter	Communications Team
Digital – social media and Antenno	Continuous	Fortnightly? update on: <ul style="list-style-type: none"> • Key Milestones • Number of applicants • How to submit Promoting the community meetings Promoting Coffee storms Sharing the VLOGs Final decision Thank you – how your contribution made a difference	Communications Team

Stakeholders and audience

Stakeholder	Engagement channels	Comms channels	Connectors / Promoters
Featherston community	Saturday markets Community Hui Community Boards	Facebook, Featherston Phoenix, WTA Midweek, Library	Featherston Community Centre
Greytown Community	Community Hui Community Boards	Facebook, Greytown Grapevine, WTA Midweek, Library, Hall	
Martinborough Community	Community Hui Community Boards	Facebook, Martinborough Star, WTA Midweek, Library, Hall	
Rural and coastal communities	Community Hui Community Boards	Facebook,	
Business associations	Community Boards	Facebook including the EMs own pages Email	
Iwi and hapu	Māori Standing Committee Marae	In Person with Narida Email	Papawai Marae
Local Schools	On site	School newsletters, In person	
Aged persons organisations	Onsite Existing RMs	WTA Midweek, Free local newsletters Library	Age Concern, Wisdom and Wellbeing, RSA, Working Men's Clubs, Lions, Rotary, Probus, Red Robin,
Sports Organisations	Club rooms Community Boards	WTA Midweek, Free local newsletters Email	
Community Organisations	Community Hui Community Boards	WTA Midweek, Free local newsletters Email	
Individuals			

Appendix B – Application Questions

Community Wellbeing Grant Application Form

We will be running “Coffee Storms” over the month of June to support our community through the application process, please keep an eye out on our social media for details on these. We highly recommend you attend one of these drop-in sessions before you submit your application.

Complete the following sections to apply for a CWBF grant.

[Start](#)

Am I eligible, does my project fit the criteria?

Before you begin an application, please make sure you have read all the information on the Community Wellbeing Funding on our website and that you are eligible, this will help you in completing your application.

Does your project, activity or initiative meet one of the following?

- Supporting communities to transition to a sustainable and low emissions economy
- Delivery of infrastructure that support improvements in community well-being
- No – sorry your project does not qualify for our Community Wellbeing Fund at this time.

Are you?

- An individual
- A school
- Community group with no affiliation
- Community group with a regional or national affiliation
- Incorporated Society or Charitable Trust
- Delivering a community service that contributes to the wellbeing of South Wairarapa District residents.

Congratulations you are eligible to make an application for our Community Wellbeing Fund!

Please ensure your application and all supporting documents are sent to our Fund Advisor by 31 October 2024.

Would you like to meet with an Advisor before completing this form?

- Yes
- No

If yes, please email us and we can help you before you complete

If yes, please email us and we can help you before you complete the next steps

 grants@swdc.govt.nz

Next →

Applicant details

Full name (Including Middle Name)

John Michael Doe

Your Organisation/Group

Community Foundation, Youth Group

Position in Organisation/Group

Project Manager, Volunteer Coordinator

Street address

Address



City

State / Province

ZIP / Postal code

Suburb

Postcode

Email



name@example.com

Phone



Additional Key Contact

Alice Smith, Director

Email



name@example.com

Would you like to speak to your application?

- Yes
- No
- Yes, but I'd like support

Next →

Tell us about your project

Activity, initiative, or project name

Local Youth Mentoring Program

Tell us about your project or the activity you are seeking financial support for:

Date of proposed activity or project

MM/DD/YYYY



Where will the activity or project take place?

How many people will work with you on the project, activity or initiative and who?

How many people will your project, activity or initiative impact?

Which communities will benefit from this?

Featherston

Greytown

Martinbrough

Carterton

Masterton

ALL

Age Groups: (tick as many as applicable)

Under 5

5 - 19

19 - 30

30 - 64

65 +

Ethnicities (tick as many as applicable)

NZ European

Under 5

5 - 19

19 - 30

30 - 64

65 +

Ethnicities (tick as many as applicable)

NZ European

Māori ^{*}

Pasikifa



Asian

Middle Eastern

African

South American

What items will this money pay for?
(Please include a budget and quotes with your supporting documents)

Have you applied to other sources?
(If yes please include who and how much in your budget)

Yes

No

Total cost of this project, activity or initiative?

Amount requested ?

If successful, when would you need the funds by?

[Next →](#)

Impact

Which wellbeing outcomes does your project meet?

Social

Cultural

Economic

Environmental

Please share briefly how your project aligns with one or more of these wellbeing outcomes?

How will you know these outcomes have been met?

In a few brief words, can you sum up why this project is pivotal for community wellbeing

Type here, use @ to reference inputs

Next →

Declaration

Are you GST registered?

Yes _ _ _ _ _

No (please ensure you have included a 'Verified Bank Account' in your supporting documents)

Have you applied for SWDC funding before?

Yes

No

If yes, when and what for?

Do you agree to comply with requests from SWDC for additional information in relation to this application?

Yes

No

I/we have read and accept the SWDC Grants Policy and accept the terms and conditions.

Yes

No

Privacy Statement

The personal information collected in this application will comply with the provisions of the Privacy Act 2020. Your information be held by SWDC for the purpose of considering your application for CWBF Grant. 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 snapshot, form or video within twelve months of the date the grant is paid out.
- The organisation will keep receipts and a record of all



Thank you

Don't forget to include your supporting documents:


- Your Project Plan and Budget
 - Letters of support
- Verified bank account number e.g. deposit slip, or a recent bank statement
 - Quotes, for services, goods and/or contracts

If applicable to your organisation also attach:

- Trust Deed, Constitution or Rules
- Certificate of Incorporation, CC or NZBN
- Committee Resolution to apply for this fund.
- Annual accounts - please supply the most recent if more than 12 months old also supply a recent financial update
- If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

If applicable to your project also attach:

- Other supporting documents, lease agreement, license to occupy, consents
- If you are applying for more than \$25,000 we may request in addition to the above a Feasibility Study, Public Liability Insurance and Health and Safety Plans.
- If you are working with children a Child Safeguarding Policy

 Make your own form

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 snapshot, form or video within twelve months of the date the grant is paid out.
- The organisation will keep receipts and a record of all expenditure for seven years.
- Any unspent funds will be returned to SWDC.
- All expenditure will be accounted for in the Funding Outcomes Report.

Primary Signature

Add signature

Secondary Signature

Add signature

2024 MEETING SCHEDULE OF ORDINARY MEETINGS REPORT

Purpose of Report

To present the Community Wellbeing Fund Subcommittee with a proposed Meeting Schedule for the CWBF 2024.

Recommendations

Officers recommend that the CWBF Subcommittee:

1. *Receive the 2024 Meeting Schedule of Ordinary Meeting report.*
2. *Adopt the 2024 Meeting Schedule for Community Wellbeing Fund Subcommittee.*
3. *Delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.*
4. *Agree to a Launch and Engagement activity date.*

1. Executive Summary

Each year Council adopts a schedule of Council, Committee, and Community Board meetings for the following calendar year in accordance with schedule 7 cl19 of the [Local Government Act 2002](#). This report provides the CWBFS with the 2024 schedule of ordinary meetings for consideration.

At the CWBF Subcommittee workshop 9 May 2024, it was noted that a mix of in person and Zoom meetings would be suitable.

2. Discussion

Council Officers recommend following the initial launch of the fund a bi-monthly meeting schedule, with workshops as required.

Council Officers recommend avoiding scheduling meetings during school holidays.

The following is proposed for the schedule of ordinary meetings for the Community Wellbeing Fund Subcommittee in 2024.

2024 Community Wellbeing Fund Ordinary Meetings
Wednesday 29 May 2024
Thursday 25 July 2024
Thursday 5 September 2024
Thursday 28 November 2024

Additional ordinary, extraordinary, or emergency meetings may be scheduled from time to time in consultation with the Chief Executive.

2.1 Meeting Time and Venue

The preferred venue is the Supper Room, Waihinga Centre, 8 Texas St, Martinborough. If the preferred venue is not available at the time of the scheduled meeting an alternative venue will be secured and members will be notified.

The proposed start time for meetings of the Community Wellbeing Fund Subcommittee for 2024 is 7.00pm.

2.2 Launch and Engagement Date

Option 1: Single Launch Event

Saturday June 15 2024 – venue tbc

Option 2: Launch Event Series

Fortnightly Saturdays from June 15 – August 24 – Community Centres, Libraries, Parks, Marae

3. Conclusion

It is proposed that the next steps are:

- To provide feedback on the proposed Meeting Schedule and Launch and Engagement Dates.
- Recommend that the CWBF Subcommittee adopt the Meeting Schedule Report with any amendments as suggested on 29 May 2024.

Contact Officer: Lina McManus, Funding Coordinator

Reviewed By: Nicki Ansell, Acting Manager Stakeholder Relations