



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Community Grants and Funding Framework and Policy

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Policy Statement

It is the policy of South Wairarapa District Council (SWDC) to provide a clear framework for community investment via grants and funding for development of the district's voluntary, and community sector, while also ensuring Council's resources are targeted at meeting its strategic outcomes.

This policy describes the funds that are created and/or administered by Council to support the community and events sector.

The word 'community' is used here in its broadest sense; it signals that this policy will support social, cultural, environmental and economic outcomes for our people and places. This will make it easier for Council, elected members and staff to be equitable and transparent in their treatment of organisations, and for organisations to understand how the Council provides support to the community sector.

Community Grants and Funding Framework and Policy

Whakatauki

Mei te tatū o ngā whakaaro ki ngā āhuatanga o te hinengaro, Mei te ngāwari ake o te ahunga ki nāianeī, Kua tū nei te tūranga ki runga I ngā pakahiwi o te nehenehe.

If I am confident with where we'll be in the future, composed with how we are at present. It is merely because I am standing on the shoulders of the past.

1. Introduction

The strategic direction for our district is reviewed as part of the long-term planning (LTP) process every three years. A range of stakeholders from our communities and interested parties take part in this process by helping shape the overall direction for the South Wairarapa District.

Council is committed to driving strong economic outcomes that contribute to the district's prosperity, alongside social, cultural, and environmental benefits. One way we achieve this is by investing in local organisations and initiatives through grants that support organisations operating within South Wairarapa and delivering economic sustainability to its people.

2. Purpose

The purpose of the Community Grants and Funding Framework and Policy aims to provide a clear framework for how the Council, will deliver community investment and grant funding support to groups, organisations, and individuals to achieve sustainable outcomes that strengthens a thriving and independent community sector, in alignment with the LTP.

Community funding investment may be granted by the Council for the following purposes:

- a. Supporting the viability of community events that assist in the development of a thriving local economy.
- b. To be a catalyst for change for the benefit of the community, whilst enhancing the social fabric of our three towns and our rural and coastal communities.
- c. Protecting the district's built, cultural and natural heritage whilst building community cohesion and resilience.

Any specific and/or additional purposes of our various grants can be found in *Part B Funding Programmes*.

3. Strategic Context

The following Council strategies, plans and policies are critical to this framework and policy.

- Local Government Act 2002
- Long Term Plan 2025 - 2034

- The Māori Strategic Framework – Te aka ma taki taki
- Local Community Board Plans
- Community Development and Engagement Framework

4. Framework Objectives and Goal

The primary objective of the Community Grants and Funding Framework is to provide clear direction for community investment. To ensure successful implementation of this policy Council will work to achieve.

- a. Community investment and grant funding decision-making that focus' on measurable outcomes, that are monitored and reviewed.
- b. A transparent, accessible and equitable grants process for all funding applicants and programmes.
- c. Increased capacity and capability of groups and organisations to deliver initiatives that impact the social, economic, environmental and cultural wellbeing of our district.
- d. A shared understanding that Council support is provided through various means including grants, funding, scholarships, subsidies, venue remission, fund finder and general advice.

5. Grants Budget

The grants allocation available for each funding programme is generally determined through the LTP process.

Council may choose to earmark specific amounts for particular purposes during the annual budget process. Grants' allocation budgets will not roll over if they remain unallocated at 30 June.

The overall amount available per funding programme will be published in advance of funding rounds opening for each new financial year.

The budget for Creative Communities Scheme comes directly from Creative New Zealand.

The budget for the Sport NZ Rural Travel Fund comes directly from Sport NZ.

6. Community Investment Principles

To ensure equity across the different types of community investment, Council applies the following principles in inviting and considering applications.

A. Transparency

» We operate transparently at all stages of the process while protecting confidentiality. Clear information and expectations will be provided to the community in a timely manner.

B. Collaboration

» We provide feedback to unsuccessful applicants so they can learn and know how to improve next time and offer support to find other funding opportunities.

C. Equity

» We are impartial and treat all applicants fairly with applications being assessed on their alignment to the criteria.

D. Accountability

» We consider the outcomes of previous funding assistance given by Council, including an applicant's previous track record, their current capability and their future potential.

E. Respect

» We share many interests, values and goals with community and recognise that relationships formed from mutual respect and acknowledgement that delivering positive outcomes is as shared responsibility, will strengthen our community.

F. Outcomes-focused

» We allocate funding to projects that can demonstrate delivery of our funding criteria and outcomes.

7. Scope

The Council's Annual Plan alongside the LTP sets the grant allocations available for community support. Through our funding programmes we can support one-off and ongoing activities.

The Grants Policy applies to all grants funded and administered by Council, including Committees and Community Boards.

Funding programmes administered on behalf of other agencies have their own eligibility criteria and are attached to this policy schedule.

For individuals

- Creative Communities Scheme grants
- Greytown Community Board grants
- Featherston Community Board grants
- Māori Partnership Committee grants
- Martinborough Community Board grants

For the community and voluntary sector

- Creative Communities Scheme grants
- Economic Development Grant
- Greytown Community Board grants
- Featherston Community Board grants
- Māori Partnership Committee grants
- Martinborough Community Board grants

- Pain Estate Fund
- Sport NZ Rural Travel Fund (schools and sports clubs)

For the events sector

- Creative Communities Scheme grants
- Economic Development Fund
- Waste Minimisation Grant

Out of scope

- Mayoral Relief Fund
- Licence to Occupancy of Council Facilities
- Rates remission and postponements

8. Appendices

Part A – Guidelines

8.1.1. Eligibility

Who can apply?

- Schools may apply for activities not funded by Ministry of Education (**MOE**)
- Individuals – for Creative Communities and Community Board grants only
- Community organisations without a formal legal structure must include letters of support from the community
- Social enterprises and commercial enterprises may apply for initiatives that meet our economic development criteria

Ineligible applicants

- Political parties
- Council Controlled Organisations
- Other local authorities and government agencies
- Applicants with overdue accountability reports - *we cannot fund future projects from your organisation until this is received.*

Eligible expenses

Applicants will be asked to provide a budget for the project, event or initiative. In most cases Council should be one of several sources of funding. This should be reflected in your budget where possible.

Cost examples include:

- Project wages that are connected to an outcome
- Programmes expenses such as equipment, materials or tutor fees
- Costs integral to service delivery, e.g. Community Centre power bill

Ineligible expenses

- 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
- International air travel and/or accommodation
- Funding for the same project within 12 months
- Money that will be redistributed as grant funding, sponsorship, bequests, aid funding or aid to other recipients
- Payment of any legal expenditure or expenditure related to mediation disputes
- Projects that are primarily the responsibility of government agencies

- Activities or initiatives where the primary purpose is to promote religious ministry, political objectives, and individual profit-oriented interests
- Activities or initiatives that negatively impact community wellbeing and or are a detriment to an individual or organisation's wellbeing.

8.1.2. Lower priorities

In a competitive funding environment, the following may be a lower priority for funding:

- Salaries and administrative costs
- Commercial events; conferences, trade shows and expos
- National organisations
- Health based organisations that could be funded by Te Whatu Ora
- Education based organisations that could be funded by MOE
- Groups whose services are not located in the district
- Council may specify additional exclusions for funding

8.1.3. Conflicts of Interest

Community groups affiliated in some way to elected members or employees of Council can still be considered. However, organisations in this category should note any conflict of interest (real or perceived) as soon as possible to ensure any necessary steps can be taken to mitigate this.

Elected members or council employees involved in decision making are required to formally note any possible conflict of interest (real or perceived) and will be excluded from decision making and discussion related to those applications.

8.1.4. Assessment

Using a community social investment lens, we assess applications that enable us to:

- Address issues early, reducing future costs to Council
- Support proven sustainable solutions through data and lived experience
- Track and measure outcomes both qualitative and quantitative

And provide tangible benefits to our community.

It is important to consider how your project or activity meets the criteria of the fund, and what outcomes will be benefiting the community e.g. social, cultural, environmental or economic. Review Part B for more information on each of our fund's criteria.

A robust matrix has been developed to support the Grants and Funding team in preparing applications to be assessed by our Committees, Boards and Panels and may be used in meetings.

8.1.5. Supporting documents

It is best practice to showcase your capacity, capability and community endorsement by providing supporting documents.

These are required:

- Project Budget – template provided
- Trust Deed, Rules, Charter or Constitution
- Financial Statements or Audited Financial Statements if required by your rules
- Accountability report from previous years grants

These can support your case in a competitive climate:

- Your organisations about us - vision, mission, values, structure and committee
- One - two community letters of support
- Images, newspaper articles, survey results

Our grant forms include a checklist before you submit your application so you know what you need to provide to complete and full application.

Missing one or more required supporting documents might mean we can't process your application, which means you must wait for another meeting for your project to be considered.

8.1.6. Deadlines

Most of our grant's allocations are meeting based, the schedule is often set as part of the Council's Meeting Schedule process, and committee availability.

Each grant will be promoted and shared in a way that allows groups a minimum of four weeks to apply. In some cases, this may be more.

A grants calendar can be found on our website www.swdc.govt.nz and grant deadlines on Grant Guru – South Wairarapa Fund Finder.

We cannot accept late applications, please plan accordingly.

8.1.7. Decision Making and Decision Makers

Many factors are taken into consideration in decision making, with grants the priority is foremost alignment to criteria, impact and outcomes.

8.1.8. Decision Makers

Each funding programme will detail the mode of decision making for example, committee, board, assessment panel, staff assessment, peer review.

In allocating grant funding decision makers will;

- Declare any real or perceived conflicts of interest; and be excluded from any decision making, assessment or discussion related to those application
- Act with integrity, impartially and in fair and reasonable manner
- Apply the 'proportionality principle' in evaluating applications
- Assess each application in its entirety, on its own merits in alignment with this policy and framework
- Consider appropriately an applicant's financial situation, their overall financial position and sustainability, whether they have accessed or made reasonable attempts to access

other funding, whether the applicant has received or is receiving other assistance from Council.

8.1.9. Correspondence

We promote grant rounds on our social media, website and grant guru; which will always include deadlines, how to apply and any updates to the fund criteria or process.

When you submit your application, you will receive confirmation of its receipt via email and a save the date for any speaking or presentation opportunities.

If you are interested in presenting, we share speaking tips and detail the process for you.

Following a meeting of decision-makers we will let you know the outcome of your application within 10 Working Days.

You will receive a grant outcome letter via email that will let you know all your obligations as a successful grant recipient and include your accountability report form.

We give feedback where possible to unsuccessful applicants via email or over the phone.

Grant information is regularly updated online: www.swdc.govt.nz/grants

8.1.10. Processing payments

It is important you plan; accordingly, we cannot fund projects that have already started.

Ensure your organisation account details and finance contact in your application are up to date, include supporting documents e.g. bank account verification.

If these details change you can let our team know at accountspayable@swdc.govt.nz

If you are not GST registered your grant will be processed after the meeting date. This may take up to 20 Working Days.

For your planning note, grants are typically distributed into the applicants account on the 20th day of the month following a grants meeting.

If you are GST registered, you will need to raise an invoice for your grant to accountspayable@swdc.govt.nz

Please note grants that remain unclaimed after 60 Working Days of a decision will receive a final reminder to uplift. If a grant is not uplifted within 90 Working Days, the resolution to grant will be rescinded.

Accountability and Reporting

- **Do we have to account for our funding?**

Yes, it is best practice to account for your funding, this includes providing receipts, bank statements and completing an accountability form. Your grants outcome letter will detail clearly what you need to account and report on.

Please note: outstanding accountability forms restrict you from being eligible for future funding.

- **When do we need to account for our funding?**

You should account for your funding within 12 months of date of receipt regardless of when you applied for funding.

We appreciate that projects can take a while to get off the ground. You are required to report back to us 3 months after the completion of your project. If you can't meet this deadline, please get in touch with our team at grants@swdc.govt.nz

- **What is an approved purpose?**

An approved purpose is the purpose for which the grant was approved i.e. Solar Panels for Early Childcare Centres in Coastal Communities, September 2025. If the funding is spent on anything other than the approved purpose, a refund will be required. Your approval letter will detail the specific items we have agreed to fund.

In exceptional circumstances you may request to amend your approved purpose. You can do this by sending a letter to grants@swdc.govt.nz. If your request is declined, you will be required to refund the grant back to us.

If your approved specific purpose has been cancelled, the funding must be returned to the Council by direct credit within 30 Working Days of the cancellation being known. You can do this by depositing the funds into our bank account, using your grant number as a reference. If you need our bank account details, please contact our team at grants@swdc.govt.nz

Definitions

Community: means a social group sharing common characteristics, locality, heritage or interests, and perceived as distinct within the larger society within which it operates.

Community concessional lease: means a subsidised rental lease for occupation of Council administered land and/or buildings.

Double dipping: means an applicant has multiple current (live) applications for the same money and for the same purpose, this is not permitted with Council funds.

Financial year: means for Council being 1 July to 30 June.

Grant: a financial contribution to a group, organisation or sector of the community.

Marae: means meeting place registered as a reserve under the Te Ture Whenua Māori Act 1993 (The Māori Land Act).

Not-for-profit: means group with a primary purpose of delivering non-statutory services and activities, and does not seek to generate profit, revenue or financial surpluses for commercial or individual interests.

Political activities: means the promotion of a political stance, ideology or party.

Rates remission: a reduction, postponement or removal of rates.

Re-gifting: means an organisation seeks funding so they can administer these funds to individuals or organisations through their own funding scheme.

Religious activities: means any activity that promotes or supports a particular religious deity or ultimate reality (for example, but not limited to, worship ceremonies, religious studies, or active promotion and advertising).

Retrospective costs: means where a project, service or event has commenced prior to the funding committee meeting.

Social Enterprise: means a revenue generating organisation, with a primary purpose of achieving social, cultural or environmental goals, and reinvests financial surpluses in the pursuit of the social, cultural and environmental outcomes of the organisation.

Sporting activities: means general sports activities of sports clubs (for example, grounds maintenance, coaching, uniforms, tournament fees, venue hire costs for regular training and games, subsidies for registrations)

Statutory function: means a function conferred or imposed by a statutory instrument (law), and is delivered in part through government funding which is provided to the organisation for the purpose of providing the service.

Public Sector entities: means governmental or quasi-governmental organizations established to serve the public interest. They are accountable to the public and funded primarily through taxes, rates, or government grants.

Urupā: means Māori burial ground.

Working Day: means a day of the week other than—

- (a) a Saturday or a Sunday;
- (b) Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's birthday, Te Rā Aro ki a Matariki (Matariki Observance Day), and Labour Day;
- (c) a day in the period commencing with 25 December in a year and ending with 2 January in the following year;
- (d) if 1 January falls on a Friday, the following Monday;
- (e) if 1 January falls on a Saturday or Sunday, the following Monday and Tuesday;
- (f) if Waitangi Day or Anzac Day falls on a Saturday or Sunday, the following Monday

Part B: Funding Programmes

FOR COLLECTIVES, COMMUNITY GROUPS, BUSINESS, CHARITIES AND HAPORI	
1 Economic Development Fund	
Purpose	The Council's LTP sets the funding available for community support through grants. Through our funding we may support one-off and ongoing activities.
Eligibility	Open to local and regional organisations that are delivering collaborative initiatives that support the economic development of our district and communities. A group of individuals who have come together for a common purpose to benefit the South Wairarapa District may be considered.
Exclusions	See "What we can't fund" – additional exclusion may be made from time to time
Priorities	Are set by Council
Allocation	\$180,000 for financial year end June 2026. The application process, criteria and key dates will be shared in early 2026.

FOR INDIVIDUALS, CHARITIES, HAPORI AND COMMUNITY GROUPS	
2 Council Community Boards and Māori Partnership Committee	
Purpose	To support cost for project and initiatives that support Community Boards objects
Eligibility	Open to local individuals and for-purpose groups that are delivering collaborative initiatives that support their local community, residents or take place in the community boards remit.
Exclusions	The following applicants and expenditure will unlikely be eligible for funding; -live applications to the Economic Development fund, this is considered double dipping See "What we can't fund"
Allocation	Each has an allocation of \$20,000 set for the financial year 2025/26 Community Board grants and Māori Partnership Committee grants are open at the start of the financial year and will remain open until fully allocated, grant allocation meeting dates can be found online at www.swdc.govt.nz/grants The Community Boards and Māori Partnership Committee will assess applications and will make allocations as appropriate. To ensure your application is reviewed in time – check our grants calendar for deadlines. We cannot except late or incomplete applications.

FOR RESIDENTS, SCHOOLS, SPORTS CLUBS & COMMUNITY GROUPS IN THE 'BOROUGH' (TOWN) of MARTINBOROUGH

3 The Pain Estate Fund (Pain Farm)

Purpose	To support, maintain and improve facilities used by children and youth e.g. sports grounds, parks, camping grounds, swimming baths and/or equipping and maintain sports facilities and playground in Martinborough township.
Eligibility	Any funding distribution from the Pain Farm must be of benefit to the children and youth of Martinborough.
Exclusions	The fund criteria is exclusive, additional exclusions may be made at the discretion of Council
Priorities	<p>In 1932, George Pain made a will bequeathing the 210 acre property known as the Pain Farm to the then Borough Council (now the SWDC). Under provisions of the Charitable Trust Act 1957 in February 1966 the Court directed:</p> <p>“That the income from the Trust Lands should be used, in maintaining and improving the borough’s parks, sports grounds, camping ground, swimming baths, providing equipping and maintaining sports facilities and a children’s playground – in such manner and in such proportion as the Council may from time to time decide.”</p> <p>The fund therefor can only be spent in the Martinborough ‘township’, the former borough council area and has to benefit, impact or provide positive tangible outcomes for children and youth.</p>
Allocation	<p>Funds are only made available upon profits accrued from activities at the Pain Farm, therefor annual allocations and availability of funds vary year on year.</p> <p>Annually the Council will confirm by formal resolution the amount available for distribution from the fund and will notify the MCB.</p> <p>Following that the MCB will assess applications to the Pain Estate Fund and make recommendations to Council.</p> <p>Dates for grant deadlines, speaking and the total grants allocation will be updated on our website and social media.</p> <p>To ensure your application is reviewed in time – check our grants calendar for meeting dates and deadlines. We cannot except late or incomplete applications.</p>

FOR INDIVIDUALS, ARTS GROUPS AND HAPORI**4 Creative Communities Fund**

Purpose	To support operational costs for local arts activities, (events, project and initiatives) with an arts focus that
Eligibility	Open to individual artists, groups or organisations. Individuals must be NZ citizens or permanent residents.
Exclusions	The following projects can't get Creative Communities Scheme (CCS) funding: <ul style="list-style-type: none">- Fundraising activities- Developing galleries marae, theatres or other venues or facilities- Projects which are mainly focused around other areas e.g health, education or the environment that only have a very small arts component.- Arts projects in schools or other education institutions that are the core business of that institution or that are normally funded through curriculum budgets.
Criteria	<p>To be eligible for funding through CCS your project must meet one of the following:</p> <p>Participation – create opportunities for local communities to engage with and participate in local art activities for example, <i>festivals featuring local artists</i>.</p> <p>Diversity – support the diverse artistic cultural traditions of local communities for example, <i>workshops or exhibitions by local migrant communities</i>.</p> <p>Young people – enable young people (under 18) to engage with and participate in the arts for example, <i>a group of young people creating a film about an issue that is important to them</i>.</p>
Allocation	<p>Creative Community Scheme grants are open a minimum of twice a year and a maximum of four.</p> <p>Your application will go to an assessor panel of local artists, with industry expertise across varying forms. They are appointed for their knowledge and experience of the arts.</p> <p>While there is no limit in how much you can apply for, grants typically range from \$500 - \$3,000</p> <p>To ensure your application is reviewed in time – check our grants calendar for meeting dates and deadlines.</p>

FOR SCHOOLS AND SPORTS CLUBS**5 Sport NZ Rural Travel Fund**

Purpose	To support travel cost associated with travel to local sports competition, outside of school hours.
Eligibility	The Sport NZ 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.
Exclusions	The following applicants and expenditure will not be eligible for funding; <ul style="list-style-type: none">- Individual players, coaches or officials- Schools/teams in inter or intra competitions during school time- Schools/clubs outside the South Wairarapa Territorial Authority
Priorities	Applications are welcomed from sport club teams and school club teams within our region that consist of members aged between 5 and 18 years. We prioritise participation opportunities for: <ul style="list-style-type: none">• Girls and young women aged 5-18; and/or• Disabled tamariki (5-11) and rangatahi (12-18)
Allocation	<p>There are two grant rounds for each financial to encompass a winter season and a summer season. Additional rounds may be publicised to support growing demand for access to sports travel support.</p> <p>Council Officers assess applications in alignment with Sport NZ's criteria and matrix, making allocations accordingly.</p> <p>Funding allocations may range from \$250 - \$1,000</p> <p>To ensure you application is reviewed in time – check our grants calendar for meeting dates and deadlines. We cannot accept late applications.</p>