



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

COMMUNITY WELLBEING FUND

APPLICANT GUIDE



**Te Tari Taiwhenua
Internal Affairs**

CONTENTS

About the Community Wellbeing Fund	2
Eligibility and criteria	3
Criterion and wellbeing breakdown	4-5
What we can't fund	6
How applications are assessed	7
Key dates and contacts	8
Community Wellbeing Fund FAQ	9-10
Glossary	11



THE COMMUNITY WELLBEING FUND

The South Wairarapa District Council Community Wellbeing Fund (CWBF) is dedicated to fostering positive change and enhancing quality of life within the South Wairarapa District. It is for our local communities and people who live in our district. By investing in initiatives that support social, cultural, environmental, and economic wellbeing, we can create a vibrant, resilient and inclusive district where everyone has the opportunity to thrive.

In partnership with Te Tari Taiwhenua | Department of Internal Affairs (DIA) we are pleased to invest in initiatives, organisations and community groups that align with our strategic drivers and the following dedicated community wellbeing outcomes:



The Community Wellbeing Fund is a contestable grant fund. We have a pool of \$500,000 to grant to eligible projects. Applications will be assessed on clear criteria by the Community Wellbeing Fund Subcommittee. This is made of nine members and includes councillors, Community Board representative and Māori standing committee representatives.

The Community Wellbeing Fund Subcommittee members are:

- Councillor Rebecca Gray, Subcommittee Chair
- Councillor Martin Bosley
- Councillor Pip Maynard
- Tui Rutherford Chair, Featherston Community Board
- Louise Brown Chair, Greytown Community Board
- Storm Robertson Chair, Martinborough Community Board
- Terina Kawai, Māori Standing Committee
- Narida Hooper, Pou Māori Advisor
- Janice Smith, Council Chief Executive

The subcommittee will receive applications between 15 June 2024 and 31 October 2024. For real time updates and deadlines please check our website www.swdc.govt.nz/grants/cwbf/

ELIGIBILITY AND CRITERIA



Who is eligible to apply?

The Community Wellbeing Fund will benefit a range of community-based projects

- **Community groups**
- **Marae and Hapori**
- **Individuals**
- **Primary/Intermediate schools/kura**
- **Secondary schools/Wharekura**
- **Tertiary education providers/Whare Wānanga**
- **Charitable trusts**
- **Incorporated societies**

The focus of the fund is the South Wairarapa District, however, initiatives that are outside of this locale that have measurable benefit to our communities may be considered at the CWBF Subcommittee's discretion.

FUND CRITERIA:

Projects, initiatives or activities must meet one of the following criteria to be eligible:

Criteria a) Supporting communities to transition to a sustainable & low emissions economy.

Criteria b) Delivery of initiatives that support improvements in community wellbeing.

You must include and explain how your project meets one or more of the following wellbeing outcomes: Social, economic, cultural and/or environmental.

Criterion breakdown and wellbeing definitions are broken down on the next page. Before completing an Application Form please ensure you've read and understand the Community Wellbeing Fund eligibility and criteria a detailed version of these and all fund conditions can be found on our website.

FUNDING TIERS:

This is a contestable grant round which will open from launch and once all funds are spent, the subcommittee will close the fund.

- **Cornerstone Fund (up to \$2,000)**
Any applicant that meets criteria A or B and well-being outcomes
- **Grassroots Community (up to \$10,000)**
Groups without a legal structure
- **Grassroots Societies and Charities Fund (up to \$25,000)**
Groups with a legal structure
- **Impact Fund (\$25,000+)**
Must meet additional reporting, annual accounts, supporting documentation etc.
- **Transformative funds of \$50,000+**
Will be considered at the CWBFS's discretion and delegated to the Council.

The amounts displayed above are a baseline, the Subcommittee may consider grants outside these at their own discretion. If you would like to apply for more than outlined but do not have a formal group structure, we would advise you to partner with a group or organisation with qualifying status.

CRITERION BREAKDOWN



Criteria a: Supporting communities to transition to a sustainable and low emissions economy

Supporting communities: This means helping groups of people, usually those living in the same area, to make changes.

Transition: A change or shift, in this case, from the way things currently are to a new way.

Sustainable: In the context of the environment, sustainability refers to practices that can be continued indefinitely without depleting resources or causing harm.

Low emissions: This term refers to reducing the amount of greenhouse gases, such as carbon dioxide, released into the atmosphere from human activities. These emissions contribute to climate change.

Economy: The system of how a region or country produces, distributes, and consumes goods and services.

Criteria a includes projects or initiatives that support people to transition a system where they produce and use goods and services in a way that's better for the environment and won't deplete natural resources.

Some examples of projects that could fit under this criteria:

- Community solar projects: like investing in community solar panels.
- Sustainable agriculture programmes: like workshops for organic farming, permaculture, or regenerative agriculture.
- Energy efficiency upgrades: Services that help communities reduce their energy consumption
- Environmental education projects: Workshops, classes, or school programmes that teach sustainability and environmental stewardship.

Criteria b: Delivery of initiatives that support improvements in community wellbeing

Delivery of initiatives: This means putting into action or executing programs, projects, or activity.

Support improvements: This means helping to make things better or more effective.

Community wellbeing: The overall health, happiness, and prosperity of a group of people living in a particular area. This can include physical, mental, emotional, and social health.

Criteria b refers to programs or projects that aim to make people in the South Wairarapa district feel safer, healthier, happier and more prosperous so that they can live better lives.



...CRITERION BREAKDOWN CONTINUED



You will need to tell us how your project will meet one or more of our four core wellbeing outcomes:

Social wellbeing – Residents are active, healthy, safe, resilient, optimistic and connected.

Cultural wellbeing – Strong relationships with whānau, hāpu and marae, celebrating diverse cultural identity, arts and heritage.

Economic wellbeing – A place of destination, new business and diverse employment that gives people independence and opportunity.

Environmental wellbeing – Sustainable living, safe and secure water and soils, waste minimised, biodiversity enhanced.

Below is an example of how a “School Garden to Table” project that falls under Criteria a would meet our wellbeing outcomes:

Social

Environmental education can bring people together and promote a sense of community. It encourages individuals to work collectively towards shared goals, fostering social connections and cooperation.

Cultural

Environmental education can incorporate local knowledge and practices, thereby valuing and preserving cultural heritage. It promotes a culture of sustainability, fostering a greater sense of responsibility towards the environment among community members.

Environmental

The primary aim of environmental education is to increase awareness about environmental issues and sustainable practices. This can lead to changes in behavior that reduce waste, conserve resources, and protect biodiversity.

If you're feeling stuck visit our website for a mock application of a School Garden to Table project, which will further highlight how to best complete your application, with a few tips!



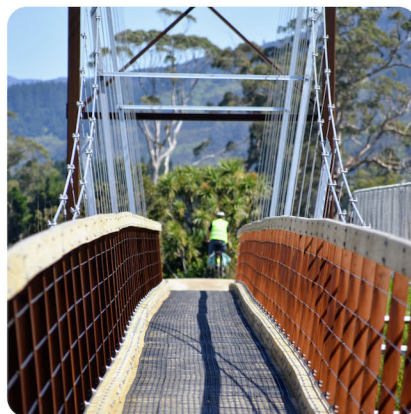
WHAT WE CAN'T FUND



- 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 primarily the responsibility of local or central government or another funding body
- Activities or initiatives where the primary purpose is to promote religious ministry, political objectives, and commercial or profit-oriented interests
- Activities or initiatives that negatively impact community wellbeing and or are a detriment to an individual or organisation's wellbeing.

The above may be reviewed by the Subcommittee and updated any time upon their discretion, changes will be communicated to applicants in due course.

THE PLAN, THE PROCESS, THE PEOPLE



The CWBF application form is built to give you the best chance at sharing your story and building a case for your funding needs. If you have the plan, the process and the people but need a bit more support in getting that onto paper, then read on and reach out to our team to help get you started.

With any funding it is important to articulate the how and why. Funders are investing in your ideas and they want to understand how you can achieve what you are proposing, can you deliver a solution to a problem?

They also want to understand why it is important they endorse your organisation's project with funding over another organisation. With funding being as competitive as it is in today's environment make sure you clearly state who your project will benefit, the more numbers and statistics you can give the better!

HOW APPLICATIONS ARE ASSESSED



A robust matrix has been developed to support the Grants and Funding team in preparing applications to be assessed by the Subcommittee.

Each of the wellbeing outcomes will be rated out of five. While you only need to meet one wellbeing, additional ratings will be given if you meet more. It is important consider how your project or activity specifically delivers on one of these outcomes. Ratings will also be given to locale, audiences, ability and kaupapa Māori considerations.

It is important that you include supporting documents, missing one or more of these might mean we can't process your application at our next meeting and you may have to wait until the next one for your project to be considered.

Social	Cultural	Economic	Environmental	Well-being Rating	Locale	Audience	Ability	Kaupapa Māori	LAAK Rating	Supporting documents
4	5	1	2	12	5	3	4	5	17	No

Missing bank acc
Missing letters
Missing accountability
Missing declaration
Missing budget
Yes - all

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 promote a 'butterfly effect' and kickstart future wellbeing projects
- Projects that support Māori aspirations with a focus on kaupapa Māori values
- Projects that provide quotes that support local businesses and suppliers
- Projects that benefit more than one audience demographic

We highly recommend you take up the opportunity to speak, present a video or have someone speak on your behalf at a Subcommittee meeting. Once all applicants have presented the subcommittee will begin assessing each application on its own merits. For a resolution of a grant to be distributed there must be a quorum.

All applicants will receive a letter from our Grants and Funding team detailing the outcome of their application within 5 working days of the meeting.

Assessment criteria may be updated or changed at any time upon the discretion of the subcommittee, any changes will be communicated to applicants in due course.

For more information contact grants@swdc.govt.nz or visit our website.

KEY DATES



The Subcommittee will meet bimonthly to receive, assess and grant funds. The last meeting date scheduled for the year is Wednesday 27 November 2024. We will be hosting drop-in sessions from July - October to support our community through the application process. Details can be found on our website.



- June**
Community Wellbeing Fund opens
- 24 July**
Subcommittee meeting
- 23 August**
Application submission deadline
- 4 September**
Presentations at Subcommittee meeting
- 31 October**
Final application submission deadline
- 27 November**
Presentations at Subcommittee meeting

KEY CONTACTS

We're here to help. If you need support please reach out to the key people below.

Name and area	Contact	Enquiries
Lina McManus Funding and Grants	lina.mcmanus@swdc.govt.nz	Application support, all Community Wellbeing Fund queries
Siv Fjaerestad Community Development	siv.fjaerestad@swdc.govt.nz	Lead Advisor Community Development, Advice
Narida Hooper Pou Māori	narida.hooper@swdc.govt.nz	Principal Advisor, Māori, Advice

FAQS



What is the Community Wellbeing Fund?

The Community Wellbeing Fund is a contestable grants fund, that is for the benefit of South Wairarapa communities. Eligible projects need to meet the fund criteria and SWDC wellbeing outcomes.

Who administers the Fund?

The Fund is administered by Council in partnership with DIA, all grants are approved by a panel known as the CWBF Subcommittee made up of councilors and community representative from Featherston, Greytown, Martinborough and the Māori standing committee.

Can individuals apply for funding?

Yes, if your project falls within the fund criteria and SWDC wellbeing outcomes you are able to apply for up to \$2,000.

Where can I get an application for from?

In person at one the South Wairarapa District libraries or at the council offices at 19 Kitchener Street, Martinborough. Application forms can also be obtained by emailing our team at grants@swdc.org.nz. We also have various formats of the form (pdf, word and digital) on our website.

When do applications close?

The fund is open from 15 June till 31 October. The Community Wellbeing Fund meeting schedule is as follows:

- **Wednesday 24 July, 7pm**
- **Wednesday 4 September, 7pm**
- **Wednesday 27 November, 7pm**

We will be receiving applications as they come and will hear them at the next convenient meeting date. To ensure your application is processed at the next meeting please ensure that it received completed in full no less than 10 working days before a meeting. The final deadline for 2024 will be Thursday 31 October.

How often can we apply?

You can apply for multiple projects at a time however we recommend you consider the resources required to meet your applicant accountability and responsibilities.

How much can we apply for?

This depends on whether you're an individual or a group, for total amounts head back to page 3 for the explanation, the CWBF Subcommittee may however consider applicants applying outside the recommended tier amount at their discretion.

Are supporting documents required?

Yes, the documents required will vary on the amount you are applying for and are detailed in the application form. At the minimum you will need to include a budget, bank verification, a quote and a letter of support.

Can we reapply after our application has been declined?

Yes, you are welcome to try again if your application has been declined. Our subcommittee may provide feedback to support you in future endeavors. We would strongly advise you meet with our Fund Advisor to support your next application.



...FAQS CONTINUED

Are their conditions attached to grants?

Yes, for more information please read the Accountability FAQ section.

How will the grant be paid?

If you are GST registered, you will need to raise an invoice to South Wairarapa District Council. To ensure you grant is paid in a timely manner please raise an invoice as soon as you can, following the receipt of your approval letter and send it to grants@swdc.govt.nz

If you are not GST registered grants will be direct credited into the nominated bank account in your application with the reference CWBF24.

Accountability

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.

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.

What if we need more time to account for our funding?

We appreciate that projects can take a while to get off the ground you are able 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 Twizel, September 2024. 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.

Can we request a change to our approved purpose?

Only in exceptional circumstances. You will need to make a request to the Subcommittee, 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.

What documents do we need to provide?

This will differ for each applicant; your approval letter will detail the specific items. To meet the minimum requirements, you will need to provide a receipt or tax invoice and bank statement.

What do we do if the approved specific purpose is cancelled?

If your approved specific purpose has been cancelled, the funding must be returned to SWDC by direct credit within 10 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

GLOSSARY



Accountability	fact or condition of being accountable; responsibility
Audit	an independent examination of financial information of and entity
Charitable Trust	an organisation registered under the Charities Act
Community	social unit with a shared socially significant characteristic, such as place, set of norms, culture, religion, values, customs, or identity
Community group	a group of individuals; connected by aligned values, a community purpose or collective vision
Criteria	a principle or standard by which something may be assessed or decided. Your
Conditional approval	application is approved provided you meet certain requirements; e.g. complete additional information requests
Contestable grants	any eligible organisation or individual has an equal opportunity to be considered for a grant. Funding is available in rounds and will run until the funds are spent.
Discretion	the freedom to decide what should be done in a particular situation. For any subcommittee decision quorum must occur.
Eligibility	having the right to do or obtain something through satisfaction of the appropriate
Fund	conditions a pool of money set aside for a specific purpose.
Funding advisor	is a person involved in providing advice or assistance, supporting applicants through the process of applying for the Community Wellbeing Fund from start to end.
Grant	financial assistance paid by SWDC from the Community Wellbeing Fund.
Grassroots	organisations that are championed by ordinary people to advocate for a purpose.
Hapori	section of a kinship group, family, society, community.
Impact	a marked effect or influence
Incorporated Society	an organisation registered on the Incorporated Societies register
Initiative	a new plan, process or activity to achieve something or solve a problem
Kaupapa	purpose; initiatives; proposal
Locale	a place where something happens or is set, or that has particular events associated with it.
Mana whenua	tribal authorities of the land in the Wairarapa; Ngāti Ruakawa Te Au ki ti Tonga, Te Atiwa ki Whakarongotai and Ngāti Toa Rangatira
Outcomes	a final product, or end result; consequence; issue.
Quorum	the minimum number of members of the subcommittee that must be present at any of its meetings to make the proceedings and resolutions of that meeting valid.
Subcommittee	a committee composed of members of a councillors, community boards, or other body.

NEXT STEPS

Search 'Community Wellbeing Fund' on our website to find:

- Application form
- Example application
- Dates for drop in sessions and coffee storms
- Meeting dates, agendas and reports
- Accountability form

Photo by Rebecca Jamieson, 2023





Photo: Dark Sky Star Safari, Jet Productions

We're committed to helping our community access funding and grant opportunities to support their endeavours.

If your project does not meet our Community Wellbeing Fund criteria, we may have other grant opportunities that align with your project. We will be launching a community grants finder that will showcase grants from Council and other funders in August.

For more information visit our grants page:
www.swdc.govt.nz/grants/

LET'S KEEP IN TOUCH

www.swdc.govt.nz/cwbf/

grants@swdc.govt.nz

19 Kitchener Street, Martinborough 5711

06 306 9611



**SOUTH WAIRARAPA
DISTRICT COUNCIL**

Kia Reretahi Tātau