



SOUTH WAIRARAPA  
DISTRICT COUNCIL

*Kia Reretahi Tātau*

# Grants Policy

## *Kaupapa Here Tono Pūtea*

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# GRANTS POLICY

## *Kaupapa Here Tono Pūtea*

### Whakatauki

*Mei te tatū o ngā whakaaro ki ngā āhuatanga o te hinengaro,  
Mei te ngāwari ake o te ahunga ki nāianei,  
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. Purpose/Te Pūtake

The Grants Policy guides the allocation of funding that benefits South Wairarapa communities and contributes to the South Wairarapa District Council (SWDC) outcomes and vision.

By providing direct financial assistance, SWDC can support shared objectives, be a catalyst for positive change, deliver value for money to ratepayers, and help to sustain a thriving and independent community sector.

### 2. Scope/Tirohanga whānui

The Council's Long-Term Plan sets the funding available for community support through grants. Through our funding we support one-off and ongoing activities.

The Grants Policy applies to all grants funded by Council, including Committees and Community Boards. We also administer funds from other sources, including funding administered on behalf of other agencies. These funds may have their own additional eligibility criteria.

### 3. Our funding outcomes/Ngā hua ā-Pūtea

#### Our Community Outcomes

<b>Social wellbeing</b> <i>Oranga Hauora</i>	Residents are active, healthy, safe, resilient, optimistic and connected
<b>Environmental wellbeing</b> <i>Oranga Taiao</i>	Sustainable living, safe and secure water and soils, waste minimised, biodiversity enhanced
<b>Economic wellbeing</b> <i>Oranga Ōhanga</i>	A place of destination, new business and diverse employment that gives people independence and opportunity
<b>Cultural wellbeing</b> <i>Oranga Ahurea</i>	Strong relationships with iwi, hapū and whānau, celebrating diverse cultural identity, arts and heritage

#### **4. Our funding principles/*Ngā mātāpono o te pūtea tautoko***

These principles are used to guide Council to achieve its community outcomes:

- » We honour Te Tiriti o Waitangi and the Council's partnership with mana whenua and Māori in the outcomes we deliver.
- » Supporting communities to transition to a low emissions and sustainable economy.
- » We build our community's capacity and capability to do things for themselves.
- » We work creatively and collaboratively with others for our diverse communities.
- » We invest to deliver measurable results across multiple outcomes (economic, social, environmental, cultural).
- » We deliver outcomes to enhance the lives of current and future generations.
- » We support local place-making and improvements on community well-being.
- » We prioritise equitable outcomes and distribution of funding across our district.

We also like to fund projects that:

- » Promote transformative social change.
- » Increase community collaboration and resilience.
- » Support social innovation.
- » Support sustainable growth opportunities within the community.

#### **5. Our allocation principles/*Ngā mātāpono tuku pūtea***

Council applies the following principles in inviting and considering funding applications.

- » We are impartial and treat all applicants fairly.
- » We operate transparently while protecting applicant's financial confidentiality.
- » We provide feedback to unsuccessful applicants so they can learn and know how to improve next time.
- » We consider the outcomes of previous funding assistance given by Council.

#### **6. Who can apply/*Mā wai tēnei pūtea***

Community organisations, marae committees, an individual, or a group of individuals who have come together for a common purpose to benefit the South Wairarapa can apply, except:

- » to fund activities seeking to promote commercial, political or religious objectives.
- » for costs associated with fundraising events where profits or proceeds are redistributed to other organisations or individuals.
- » from organisations which have not completed the funding outcomes report for previous grant funding.

## **7. Other ways we can support/*He huarahi tautoko anō***

Community organisations, marae committees, an individual, or a group of individuals who have come together for a common purpose to benefit the South Wairarapa and who meet the eligibility criteria outlined above, may also be eligible for:

- » A concession of up to 50% of the cost or a charge for hire or similar fee payable for the short-term use of a Council owned facility.
- » A venue hire concession will only be available once per financial year for each applicant.

# GRANTS PROCESS

## *Te Hātepe Tono Pūtea*

### 7.1. Additional Criteria for Council administered funds

#### 7.1.1. Māori Standing Committee

To be eligible applicants must be able to demonstrate their connection to South Wairarapa through whakapapa or family connection, or how the activity will benefit the South Wairarapa Māori and non-Māori community.

#### 7.1.2. Creative Communities Scheme

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. To be successful applications must show that the proposed project meets one or more of the funding criteria as outlined in the [application guide](#).

#### 7.1.3. Sport NZ Rural Travel Fund

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 [guidelines](#) provide further details on eligibility.

#### 7.1.4. Pain Farm Income Distribution

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:

*“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.”*

Any funding distribution from the Pain Farm must be of benefit to the residents of Martinborough.

## **8. How does the application process work?/Ngā hātepe o te tukanga tono pūtea**

The following outlines the process for making an application and having that application assessed.

### 8.1. When can you apply?

A funding round calendar is created for each financial year and available on the Council website.

Applications received after the closing date or outside of a funding round will not be accepted.

## 8.2. How do you apply?

- » Use the flowchart to help decide which grant to apply for
- » Complete the correct application form for the grant you are applying for
- » Submit the completed signed application to SWDC by the advertised funding round closing date.

## 8.3. How is your application assessed?

Once received, the application together with any supporting information will be presented to decision-makers for consideration. The application is assessed against the relevant criteria.

### 8.3.1. *Who makes the decision?*

For the majority of our funds, decisions are made by elected and appointed members. Some funds are administered by Council officers.

### 8.3.2. *How is the decision made?*

In making a decision, consideration may be given to:

- » The amount requested and available funds.
- » How the application aligns with the funding outcomes and principles.
- » Whether the application meets the eligibility criteria of the fund.
- » The applicant's compliance with relevant legislative requirements.
- » Whether the activity recognises standards of good practice.
- » Collaboration or partnerships with other groups or organisations.

Applicants can speak in support of their application.

### 8.3.3. *How are the funds paid?*

After allocation decisions have been made, applicants will be notified of the decision.

Grants are paid as follows once any conditions have been met:

- » For GST registered organisations, on receipt of a GST invoice.
- » For applicants not GST registered, payment will be made to the account number as submitted in the application.

## 9. Terms and Conditions/*Ngā ture*

Applications must meet the following terms and conditions:

- » No appeals on merits of decisions will be considered.
- » A completed funding outcomes report must be returned to SWDC prior to any future grant application being made.

- » Funding for activities not delivered must be returned to SWDC in the same financial year unless otherwise negotiated.
- » Any significant changes to events or activities must be approved by Council staff and the chair of the committee responsible for grants.
- » The decision-makers may impose additional conditions on the funding.