

	Grants Policy	Section 3
	Date Last Reviewed	May 2023
	Date of Next Review	May 2024

This statement summarises the current grants policy of the West Coast Community Trust. It is the intention of the Trustees to review and update this policy annually. The statement is set out as follows:

1. TABLE OF CONTENTS

1.	Table of Contents	Page 1
2.	Policy Objectives	2
3.	Policy Outcomes	2
4.	Grant Sectors - WCCT	2
5-6	Eligibility	2-3
7	Other Grant Criteria	2-3
8	Grants Budget – WCCT	4
9	DWC – Funding Criteria	4
10	Disaster Response Funding	4
11	Consideration of Applications	4
12	Changing Circumstances	5
13	Combined Community Trusts – NZ Wide Application Policy	5-6
14	Accountability – WCCT	6
15	Withdrawn Applications	6
16	Confidentiality	6
17	Policy Review	6
Appendices		
A	Accountability Form	7-8
B	Map Region	9

2. **POLICY OBJECTIVES**

The West Coast Community Trust (WCCT) has a vital role in helping West Coast/Te Tai o Poutini communities to make a Positive Difference by granting financial assistance to qualifying charitable, cultural, philanthropic, recreational and other purposes in the districts of Buller, Grey and Westland.

3. **POLICY OUTCOMES**

The WCCT is committed to supporting community groups now and into the future. This policy guides the trustees and staff on how to distribute the funding in a way that maximises the impact and value for the communities the trust serves.

The WCCT recognizes that funding available for distribution is limited. WCCT supports other funding partners to distribute their funding including a current distribution agreement with Development West Coast. This policy outlines how grant-making decisions are made and provides platform to enable the WCCT to expand its influence to other funders.

4. **GRANTS - WEST COAST COMMUNITY TRUST**

To assist in an appropriate allocation of grants the WCCT will consider the merits of each application and the benefits received across the community it serves. As funding availability is limited the WCCT has determined that the following sectors may make applications for a grant.

- **Art/Culture/Heritage**
- **Community Wellbeing**
- **Education**
- **Environmental Sustainability**
- **Health**
- **Sport/Recreation**
- **Youth**

5. **ELIGIBILITY**

Eligible applications will be groups/organisations that:

- An incorporated society
- A registered charitable trust, or
- A body (or club) or other legally constituted body which can demonstrate a formal constitution or rules with accounts and an annual report.
- Have a wide community benefit.
- Projects that clearly demonstrate that they have a positive impact in one of the above grant sectors.
- Are for project related costs – general operational expenses maybe considered.
- Some degree of contribution/fundraising towards the project (i.e. can be in-kind through volunteer labour, etc or financial support from other sources).
- Directly benefit the West Coast/Te Tai o Poutini region. Grants will not be made to nationally or regionally based organisations unless they have staff based on the West Coast, have a history of servicing the West Coast or where they fall within

the Combined Community Trusts NZ Wide Policy criteria.

6. Ineligibility include:

- Projects that do not benefit the communities that the WCCT serves
- Endowments or a capital fund
- Completed or retrospective projects
- Commercial organisations or groups operating for private profit.
- Projects which the Trustees consider are the primary responsibility of local or central government.
- Debt repayments
- Political and lobbying activities
- Religious or faith-based instruction, lobbying or education
- Uniforms except for those that have U18 year old participants
- Promotion or benefit of an individual
- Salaries, wages
- Overseas travel
- Motor vehicles
- Travel costs - Exceptions can be made in special circumstances where the impact of that travel will be of major benefit to the region.

7. Other Grant Criteria

- a) Groups and organisations seeking funding need to clearly demonstrate how funding support will either:
 - Contribute to community well-being.
 - Provide educational and cultural learning opportunities
 - Other philanthropic or recreational activities and services for the benefit and/or enjoyment of the public
 - Alleviate social problems or reduce the effects of poverty
 - Be otherwise beneficial to the community.
- b) Only applications completed online via the WCCT's website will be considered. Incomplete applications for grants will not be considered.
- c) An organisation must use the grant for the purpose for which it has applied and be fully expended within 12 months of the grant funds being received. If a time extension is required, written permission/email must be obtained from the trust. Failure to adhere to these requirements will require the grant to be refunded to the trust and may disqualify the applicant's organisation from future grants.
- d) Any new applicant shall have the support of a recognised agency, community group, national body or local authority. Two letters of support should be provided with an application.
- e) In the case of sporting organisations, the grant must be made to assist that sport at junior level (i.e. U18)

- f) A grant application will not be considered/approved if the applicant has an outstanding or unsatisfactory Accountability Report
- g) An organisation is eligible for one grant within a 12 month period between 1st April and 31st March.

8. WCCT Grants Budget

Subject to demand and appropriateness of the applications, the grants budget will be reviewed annually in line with the Investment Policy review. Trustees may, if they so choose, exceed the budget for a particular meeting without prejudicing the budget for the remainder of the year.

9. Development West Coast – Grants Funding Criteria

WCCT and DWC will work collaboratively to review applications proposed for consideration against the DWC fund. DWC will have the opportunity to provide guidance and advice on the preliminary schedule, prepared by WCCT, of applications submitted for either the April or October round. This is to ensure compliance with DWC's Deed of Trust. Following this consultation and feedback, the level of DWC funds, if any, approved for any applicant on the agreed schedule is at the discretion of WCCT trustees.

DWC funding is provided when possible for the development of community assets and/or projects which will demonstrably contribute to sustainable economic benefits for the respective District and consequently the Region.

Funds should be for larger projects – minimum distributions per project of \$3,000

The funding may only be used by WCCT for West Coast based community assets and/or projects.

- a) First priority to projects which have a Region-wide benefit,
- b) Second priority to those having District-confined benefits
- c) Third priority to those that deliver only local benefits.

INELIGIBILITY - DWC

DWC funding shall not be used for the purpose of Education, Health & Community Wellbeing as defined in WCCT Grants Policy or for the purpose of meeting any applications received by WCCT from local or territorial authorities.

10. DISASTER RESPONSE FUNDING

The West Coast Community Trust, like many other Community Trusts around the country, have in the past been called on to support communities impacted by natural disaster events. There is no obligation for the WCCT to respond to an emergency. The trust can however respond to emergencies when the trustees collectively decide

to. In responding, the trust will use its strengths (i.e. ongoing community relationships, long-term perspective, flexibility and co-ordination of funding) to:

- a) Enable the existing grant programmes to support communities and organisations over the medium term (post 90 days)
- b) Discuss at a board level strategic responses to the event.

11. CONSIDERATION OF APPLICATIONS

Applications will be considered at each full meeting of the Trust board following the closing dates of grants 30th April and 31st October.

All grant applications completed online will be presented to the Trustees. Trustees will consider applications fairly and without bias. A register of Trustee interests/conflicts (actual or perceived) will be maintained to ensure fair and unbiased determinations for funding applications.

12. CHANGING CIRCUMSTANCES – Purpose/Time

Change of Purpose

From time to time an applicant may request that their grant be able to be used for another project. The Chairperson and Deputy Chairperson have authority to approve such changes for standard grants and these shall be reported on at the next trust meeting. Where a conflict of interest occurs another trustee will be appointed to the review team by the non-conflicted member.

Time Extension

An organisation must use the grant for the purpose for which it has applied and be spent within that financial year (i.e. within 12 mth timeframe). If a time extension is required, the Chairperson and Deputy Chairperson have authority to approve such changes for standard grants and these shall be reported on at the next trust meeting. Where a conflict of interest occurs, another trustee will be appointed to the review team by the non-conflicted member.

13. COMBINED COMMUNITY TRUSTS - NZ WIDE APPLICATIONS

From time to time all Community Trusts receive applications that have national benefit. The following process has been agreed by the Combined Community Trusts:

- a. Before an application is promoted to other Community Trusts it must be within the policy and guidelines of the host Trust or recommended by the Chairpersons Group for consideration.
- b. If an application is considered worthy of national consideration the host Trust is to circulate:
 - a covering memo to the Chief Executives from the host Trust outlining the merits of the project,
 - a copy of the application on the application form of the host Trust,
 - the applicant's annual accounts and taxation status, and
 - a pro-rata guideline based on the most recent comparative data of net assets of individual Trusts, unless otherwise agreed.

- c. The host Trust will remain the point of contact and the financial controller throughout the project unless otherwise agreed.
- d. All Community Trusts are to advise the host Trust of their decision.
- e. The host Trust should not be obligated to fully fund the shortfall but would be expected to contribute their pro-rata amount as a minimum.
- f. If there is a lack of collective support the host Trust is able to decline the application.
- g. Once all Community Trusts have reported their decision the host Trust will invoice each supporting Community Trust for the amount approved, payable to the host Trust.
- h. A mandatory audit of the grant is the responsibility of the host Trust and should be advised to the participating Community Trusts once completed.

14. ACCOUNTABILITY - WCCT

An audit of grants will be undertaken by the trust to ensure funds have been used appropriately. The following matters will be satisfied:

- All grants to receive accountability form
- All new applicant organisations will be audited

No standard grant can be considered / approved if the applicant has an outstanding or unsatisfactory Accountability Report. For an audit to be considered satisfactory the applicant must provide at least a copy of the receipts involved or a set of financial accounts relating to the period in question.

Trust grants must be shown as separate entries in the annual accounts.

The return of funds will be requested in the following instances:

- The funds have not been used within 12 months of receipt.
- The funds have been used for a purpose, other than that specified in the original application.
- The recipient has failed to provide adequate evidence of how the funds were used.

15. WITHDRAWN APPLICATIONS

Applications may be withdrawn prior to consideration by the trustees in the following circumstances:

- A request from the applicant that the application be withdrawn.
- A documented lack of response from the applicant to requests for further information after a reasonable period of time has elapsed.

16. CONFIDENTIALITY

There will be no public discussion of any individual application.

17. POLICY REVIEW

This grants policy will be reviewed every three to five years.



Grant Accountability & Evaluation Report

To be completed within 12 months of receiving the West Coast Community Trust grant. Please note – failure to complete this report may result in your organisation having to refund the donation..

ORGANISATION & CONTACT DETAILS

Organisation Name
Contact Person **Position**
Phone : P: M: **Email Address**

GRANT INFORMATION

Purpose for which you received the grant?

How much was the grant approved for? \$

Total cost of the project: \$

Has the grant money been fully expended?

YES

NO

If the grant has not been fully expended, please explain why & provide time-frame etc of when it will be::

When was the grant approved?

How many people have benefited from this project? (please circle)

1-50

50-100

100-1000

1,000 -more

BUDGET INFORMATION

Please attached a summary of income/expendediture, receipts & any other supporting information that is relevant to this project.

WHAT DID YOU DO

What were the main benefits and outcomes of your project? (these may be for your organisation, clients/individuals and/or the community)

What were the successes and challenges of your project (what worked well, what didn't work so well and what have you learned?)

Please provide details of how you publicised the project and grant received?

Please provide a photo of your project, this can be forwarded by email to wccomtrust@netspeed.net.nz along with the name of your organisation

Photo
emailed

DECLARATION & PRIVACY ACT 1993 AUTHORISATION

Please note: this form needs to be completed by two authorised signatories of the organisation and that to the best of your knowledge all information provided in this report and attachments is true and correct.

I agree that the information included in this report and any attachments/supporting information may be used by WCCT for monitoring, evaluation, research and learning purposes.

Signature	
Name:	
Organisation	
Position Held	
Date	

Signature	
Name:	
Organisation	
Position Held	
Date	

