



WBS Charitable Trust Grant Policy

The WBS Charitable Trust (WBSCT or the Trust) is an organisation formed for the purpose of undertaking charitable causes within the Wairarapa region. The Trust does this primarily through the provision of grants to the Wairarapa community funded by donations from WBS.

The WBSCT meets twice a year to review grant applications and assess them according to the criteria set out in this policy.

Policy purpose

The purpose of the WBSCT grant policy is to:

- guide the allocation of funding
- outline types of grants and grant criteria
- confirm a process for the assessment and coordination of grant applications.

Grant criteria

- Grants are considered within the criteria listed below in this document.
- Applications are assessed as part of a funding round, held twice a year. These rounds are advertised through the WBS website and other channels as appropriate.
- Any financial contribution towards a project or initiative must have tangible benefit to the Wairarapa community.
- Applicants may be asked to acknowledge any grant as appropriate, such as logo placement, recognition online or via social media, in newsletters, on signage, or through naming rights.

Eligibility

To be eligible for funding, applications must fit the following criteria:

- The applicant must be a non-profit community organisation or formally constituted group.
- The applicant must be able to demonstrate that the project or initiative will benefit the Wairarapa community.
- Applications from individual Wairarapa residents may be considered if the Trust believes they are a worthy recipient.

Applications from commercial organisations will not be considered.

Criteria

The Trust uses the following criteria to guide decisions on the allocation of grants.

- The project or initiative must be Wairarapa-based or, if not, must benefit the Wairarapa.
- The application must show evidence of sound financial management, detailed planning, and demonstrated ability to report back on past funding as appropriate.
- The intent of the project or initiative must not be for private or commercial financial gain.
- Applications must relate to projects or initiatives to be undertaken within 12 months of a funding round.
- Applications from groups and organisations will be given precedence over those from individuals.

Applications are considered under the following categories:

- Arts and culture
- Sport and recreation
- Environment and sustainability
- Educational (particularly financial literacy)
- Community support

Applications are not considered where funding is for:

- ongoing operational expenses, such as staff salaries or wages, rent, rates, insurance or debt payments
- retrospective requests for completed projects
- political organisations, lobby groups or religious or faith-based groups
- any activity that may represent a reputational risk to WBS or the WBSCT
- any activity that may be considered a conflict of interest for WBS or the WBSCT.

Application process

Grant applications follow the process listed below.

- Applications should be made by completing the online application form on the WBS website: wbs.net.nz/funding/
- The Trust may invite applicants to speak about their application or may request further clarification regarding the application.
- The Trust is the reviewer and approver of grant applications, according to its own process. WBS supports the administration of the end-to-end grant process.
- Where the Trust decides to approve funding, that approval may include conditions.
- The Trust's decisions are reported to applicants as soon as possible following the funding round.
- Applicants must share an invoice from a third party related to their project or initiative for their funds to be paid. This invoice must relate to the original application unless the applicant has notified to the Trust, and had accepted, a change in circumstances.

Successful applicants must use their funds within 6 months of them being granted. If they are unable to spend the funds in this time, they must inform the Trust. Failure to spend the funds on time or to communicate any delay may result in the fund being passed on to another applicant.

Applicants should provide the following information about their organisation, as well as their project or initiative, as outlined in the online application form.

- Information about the nature of the organisation making the application, including how long they have existed and each person involved in governing or managing the organisation. For example, trustees, directors, executives etc
- Amount being sought
- Information about the project or initiative, including how the funds will benefit the Wairarapa community and specifically who will benefit from them
- Details about how the funds will be used
- Whether the organisation is getting funding anywhere else and, if so, how much
- Details of how the applicant will recognise the Trust's contribution if their application is successful
- Any supporting documents

Terms and conditions

The following terms and conditions apply to all grants allocated by the WBSCT.

- Successful applicants must complete an accountability form within 6 months of receiving the grant, showing evidence of how funds were spent.
- Past funding does not represent a commitment to future funding beyond the term of the agreement.

- Grants will be limited to available funds and the Trust reserves the right to reject applications based on budgetary planning and prioritising.
- The Trust's decision is final and appeals will not be considered.