

Reviewed: September 2023

Next review: March 2024



## WBS Charitable Trust Grant Policy

The WBS Charitable Trust (WBSCT) is an organisation formed for the purpose of distributing grant funding back to the Wairarapa Community.

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 WBS CT Grants 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 to be approved following the principles that:

- any financial contribution towards a project or initiative that has tangible benefit to the Wairarapa community
- grant applications will be assessed as part of a funding round, held twice a year. These will be advertised on the WBS website and on other channels.
- applicants may be asked to acknowledge any grant as appropriate, such as logo placement, recognition online or via social media, in newsletters, on signage, through naming rights.

### Eligibility

Any charitable or non-profit community organisation or formally constituted group is eligible to apply for a grant.

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. For example, the WBSCT has in the past supported individuals to attend Outward Bound courses.

Applications from commercial organisations will not be considered.

### Criteria

The following criteria will be used to guide decisions on the allocation of grants.

- The project is Wairarapa-based or, if not Wairarapa-based, it benefits Wairarapa.
- There is evidence of the applicant's sound financial management, detailed planning, and demonstrated ability to report back on past funding as appropriate.
- The main intent of the project is not for private or commercial financial gain.

- Applications must relate to projects to be undertaken within the next 12 months.

Applications will be considered under the following categories:

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

Applications will not be considered where the 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

- Applications may be made by completing the online application form on WBS's website: [wbs.net.nz/funding/](http://wbs.net.nz/funding/)
- The Trust may invite applicants to speak to their application or may request further clarification regarding the application.
- Where the Trust decides to approve funding, that approval may include conditions.
- The Trust's decisions will be reported to applicants as soon as possible following the funding round.
- The Trust will not consider any appeals on their decisions.
- Any unspent funds must be returned to the Trust, unless there is a prior agreement to carry over such funds.
- Past funding does not represent a commitment to future funding beyond the term of the agreement.
- Grants will be limited to the available funds and the Trust reserves the right to reject applications based on annual budgetary planning and prioritising.

Applications should meet the above criteria and applicants should provide the following additional information:

- Background of the organisation (expected to be more comprehensive for applications over \$5,000)
- Current financial status – assets and liabilities, full budget (for applications over \$10,000)
- Number of people in the Wairarapa likely to benefit from the funding, event or activity
- Proportion of funding from WBSCT compared to others
- Confirmation of no conflicts of interest
- Where appropriate Trustees may seek more information from applicants by inviting them to present their application face-to-face at a Trust meeting.
- Signage costs are tax deductible and to be met by WBS.