

Grants Policy

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. TRUST CRITERIA - REGION

The West Coast Community Trust will give financial assistance to charitable, cultural, philanthropic, recreational and other purposes being beneficial to the community principally in the West Coast region, that is the local government districts of Buller, Grey and Westland.

2. WHO MAY APPLY

Groups and organisations performing a community service by:

- Contribution to community well-being.
- Promoting education and learning
- Offering activities and services for the benefit and/or enjoyment of the public
- Giving time and resources to alleviate social problems.

These groups and organisations should be:

- An incorporated society
- A registered charitable trust, or
- A body (or club) controlled by an association of persons under an adopted constitution and rules with audited accounts and an annual report.

3. Grant Categories:

So that grants reach as many people as possible, the Trust donates under six broad categories:

- * Education
- * Welfare/Social
- * Health
- * Art & Culture
- * Sport & Recreation
- * Youth

5. Projects that are not eligible include:

- 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.

The Trust will generally NOT contribute to:

- 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.

6. Distribution Policy

Subject to demand and appropriateness of the applications, the distribution amount will be reviewed annually in line with the Investment Policy review.

7. Grants Budget

To assist trustees in managing the approval process, the annual grants budget shall be divided across the two grant meetings on the basis of historical percentages. Recommendations should be within budget unless there is an application for a regional project.

Priority will be given to projects that have wide community support and substantial funding in place.

Trustees may, if they so choose, exceed the budget for a particular meeting without prejudicing the budget for the remainder of the year.

8. POLICY ON GRANTS

- a. Only formal applications on the appropriate form will be considered. All questions must be answered and applications for grants will not be considered unless accompanied by the latest audited statement of income and expenditure.

- b. Only not-for-profit organisations are eligible to apply. i.e. not for personal financial gain.
- c. Application organisations do not need to be incorporated to be eligible to apply.
- d. Applicants will generally be expected to have undertaken fund raising of their own towards the cost of the project.
- e. Grants will not be made to nationally or regionally based organisations except where they directly benefit the West Coast region or fall within the Combined Trusts 'NZ Wide Policy'.
- f. An organisation must use the grant for the purpose for which it has applied and be spent within that financial year. If an extension is required, written permission must be obtained from the trust.
- g. The organisations must fill a charitable, cultural, philanthropic, recreational or any other role which the Trust considers is of benefit to the region.
- h. A new organisation shall have the backing or support of a recognised agency or a community group. Letters of support should be provided from national bodies, local authorities, etc.
- i. Account will be taken of 'Special Year' appeals and national appeals or any other special activity being conducted locally that will have an impact on our region.
- j. In the case of sporting organisations, the grant should preferably be made to assist that sport at a junior level.
- k. Grants to organisations of a similar nature should be made in proportion to the number of members they have or parties they assist.
- l. Grants are not generally for the use of individuals or for wages, for overseas travel or use while overseas, travel costs, motor vehicles. Exceptions can be made in special circumstances where the impact of that travel will be of major benefit to the region.
- m. Funds granted must be spent for the purpose allocated and successful applicants could be required to verify this. Failure to adhere to these requirements will require the grant to be refunded to the trust and may disqualify the applicant organisation from future grants
- n. Each application shall be judged on its merits. All eligible organisations will be treated without bias or prejudice.
- o. Under normal circumstances applicants who are successful may only apply once within a 12 month period.
- p. It is the policy of the Trust generally not to make grants to other Trusts which are accumulating money to give away.

9. STRATEGY

Maintain and regularly review (at least annually) a Grants Policy.
Maintain a high standard of research, presentation and information regarding each application presented to the Board.
Maintain a register of Trustee interest and declarations of interest in applications where applicable.

10. CHARITABLE STATUS OR TAX EXEMPTION

An applicant should have charitable status or be exempt from paying income tax. A copy of the letter confirming this status should be on file prior to the application being considered. Consideration may be given to applicants who are not tax exempt.

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 completed grant applications received will be presented to the Trustees. Where the applicant has not provided all the information requested on the form the application may be returned to the applicant for completion.

12. CHANGING CIRCUMSTANCES

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. Such requests for District or Regional grants are to be considered by the Board.

14. ACCOUNTABILITY

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

- Up to 20% of all approvals are to be audited
- All District or Regional grant approvals are to be audited
- 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 Board in the following circumstances:

- A written 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.

Applications may be returned to the applicant if they are incomplete. At this stage in the process they are not deemed to have been received.

16. CONFIDENTIALITY

There will be no public discussion of any individual application.