



NZ Lottery Grants Board
TE PUNA TAHUA
Distributor of NZ Lottery Profits

Information for applicants to the

LOTTERY COMMUNITY FACILITIES COMMITTEE

Te Tahua Hapori Ngā Whakaurunga

The Lottery Community Facilities Committee makes grants for building projects to construct and improve community facilities. Funding is provided for community facilities that support participation in community activities and social interaction to foster community cohesion and strengthen communities.

Before applying for funding please read this information sheet. It will help to determine whether your organisation may apply for funding to the Lottery Community Facilities Committee and how to submit an application. The information sheet also provides a full overview of what the Lottery Community Facilities Committee funds, and your responsibilities should your organisation receive a grant.

Please also read

- New Zealand Lottery Grants Board General Information Sheet
- Lottery Community Facilities Committee Application Guide
- Lottery Community Facilities Committee Feasibility Study Guide
- Lottery Closing and Meeting Dates Sheet

Please complete and submit

- Registration Form (combined COGS/Lottery form)
- Lottery Community Facilities Committee Application Form
- Client Agreement Form

The Registration and Application Forms can be completed online or downloaded from www.cdgo.govt.nz or please call **freephone 0800 824 824** for help or to request a paper application pack.

MISSION / TE WHAKATAKANGA

To provide opportunities for the development of and access to community facilities that contribute to community cohesion.

KAUPAPA

The Lottery Community Facilities Committee recognises the aspirations and needs of Māori, and their protocols.

E whakatau ana te Tahua Hapori Ngā Whakaurunga I ngā hiahia me ngā tūmanako o te Māori me o rātou kawa.

GRANT BENEFITS

The Lottery Grants Board encourages applicants to:

- focus on achieving their own outcomes
- work together to achieve common community outcomes
- be responsive to the communities they serve.

It is expected that all Lottery grants contribute to at least one of the following results:

- supporting volunteers
- enabling people to help themselves
- promoting community wellbeing and addressing disadvantage
- promoting community participation, inclusion and identity.

To ensure that grants provide community benefits, the Lottery Grants Board needs to understand the results grant applicants would like to achieve, how a Lottery grant would contribute to those results and how applicants will know what benefits have been achieved.

WHO WE MAY FUND

Applicants must

- be organisations with the ability and expertise to deliver the project
- be organisations with robust governance and management arrangements to ensure appropriate management of, and accountability for, Lottery grants

- be able to demonstrate they have secured at least 33.3% of the 'total remaining cost' of the project (see Prerequisite Funding section) unless applying for a feasibility study grant.

WHAT WE MAY FUND

Lottery Community Facilities Committee grants:

- must provide a benefit to a community within New Zealand
- must contribute directly to the provision of a community benefit of a public nature
- should enable a community benefit that would otherwise not be able to be provided.

Community cohesion is fostered by participation in a number of different activities or programmes. This means many types of community facilities projects may be supported.

The Committee's main emphasis is support for facilities open to use by the wider community, or that can be used for a range of services and activities.

To be considered for funding, projects must:

- encourage or enable community self reliance, capacity building and stability, or opportunities for social, civil or cultural participation, and reduce or overcome barriers to such participation
- be for a community purpose
- have a total capital cost over \$30,000
- have a person with relevant skills, specified as the project manager, to oversee and be responsible for the project.

Most building projects will also need to include a feasibility study as part of the application documentation.

It is expected that facilities supported by a Lottery grant will be, and remain, for the benefit of the community in New Zealand. It is also expected that the applicant organisation's legal establishment or governing document will include a suitable wind-up clause providing for assets to be distributed to another organisation with similar community purposes.

Special assessment criteria may apply for some types of facilities.

Purposes that may be funded include

- feasibility studies
- professional fees including legal, architectural, and quantity surveying costs related to the development of a project
- the purchase of land for a building project (purchase of land only without specific plans to build in the immediate future will not be funded)

- redevelopments or extensions that improve accessibility, broaden the range of uses of a facility, and enable improved capacity to respond to community needs
- purchase of buildings for conversion to a community facility
- construction of new buildings
- items considered necessary to make a facility fully functional, such as a kitchen in a community hall to enable wider use of the hall.

The amount of a grant awarded is determined by the Lottery Community Facilities Committee. A grant amount will depend on the amount of money available to distribute, and the relative merit of the different applications being considered. This may mean that a number of worthy applications may not receive a grant.

To manage demand it may be necessary for the Committee to set grant amount limits. This may mean that a grant may not be for the full amount requested in a grant application.

FUNDING PRIORITIES

Priority is given to projects that meet multiple criteria and that:

- meet clearly identified community need, provide opportunities for widespread and significant community interaction and cohesion, have wide community support or result from community initiative
- are multi-purpose or shared facilities that are accessible to the community and available for extensive or varied use by other community groups, as well as by the applicant
- provide for collaborative approaches by community groups for the provision of social services programmes
- provide facilities for
 - rural communities
 - isolated communities
 - disadvantaged groups
 - those who do not have ready access to similar or suitable facilities
 - locations of need
- are an appropriate size for the community, and the community has the capacity to develop, run and maintain the facility in the long-term independent of further support from the New Zealand Lottery Grants Board.

Projects that are usually funded by central or local government are unlikely to be a funding priority.

FEASIBILITY STUDIES

The Committee must be confident that your project is likely to succeed. A large building project may be a major undertaking for a community group.

Generally a detailed feasibility study should be carried out whenever a new building or major development of an existing building is planned. An independent and suitably qualified person should carry out the feasibility study. The feasibility study should be included as part of the application documentation.

If your organisation is planning a project where the total cost is less than \$100,000, that does not require permits or consents or is straightforward, such as reroofing an existing building, then a feasibility study may not be required. If you are not sure if your project requires a feasibility study phone the Lottery Community Facilities Committee Coordinator on **freephone 0800 824 824**.

Grants for Feasibility Studies

The Committee may make grants of up to \$20,000 to help with the cost of preparing a feasibility study. See the Lottery Community Facilities Feasibility Study Guide for details on what the feasibility study needs to include.

The Committee considers each application for a feasibility study separately from the actual project. Applications for feasibility studies must relate to a proposed community facility and must be made prior to the building project application and commencement of construction work. Applicants cannot apply for a grant for a feasibility study and the related building project in the same funding round.

If a grant is approved for the feasibility study, a grant for the actual project is not guaranteed.

Feasibility study grants are not available for legal services, architectural design costs (other than preliminary designs), planning approval costs, fundraising campaigns, stand alone business plans, or feasibility studies already completed before the application closing date.

PREREQUISITE FUNDING

Applicants must hold at least 33.3% of the 'total remaining cost' of the intended project in reserve at the time the application is submitted. 'Total remaining cost' is the cost of the goods and services the applicant has yet to pay for.

To work out the 'total remaining cost' start with the total project cost, then subtract the value of donated or in-kind goods and services, then subtract the value of any work already completed. The figure you are left with is the 'total remaining cost' (see Lottery Community Facilities Committee Application Guide for a more detailed explanation).

Evidence of prerequisite funds is required and can include:

- cash-in-hand
- grants or contributions from other sources
- borrowed monies, such as loans, debentures, bridging finance and overdrafts (applicants must provide loan approval letters and evidence of their ability to repay borrowed monies - this cannot include any Lottery grant that may be awarded).

The Committee is less likely to support organisations that it considers will be excessively reliant on loans to meet the cost of their facility. Loans must be commensurate with the size of the project and the capacity of the organisation to meet loan servicing costs.

Prerequisite funds cannot include

- previous Lottery grants
- unconfirmed funds
- the value of any unpaid labour
- the value of any discounts and donated materials
- the value of completed work for the project
- unrealised pledges and debentures

COMMUNITY SUPPORT

The Committee will take into consideration the input of discounts and voluntary labour for projects as a sign of community support.

WHAT WE DON'T FUND

In addition to the items not funded by any Lottery distribution committee (see New Zealand Lottery Grants Board General Information Sheet) the Lottery Community Facilities Committee does not fund:

- individuals
- ongoing operational costs including staffing or routine maintenance (it is expected that applicants will ensure that these costs can be met in another sustainable way)
- projects that fit the purposes of another Lottery committee
- projects costing \$30,000 or less in total (in this case an application for minor capital works funding should be made to the Lottery National Community Committee or a Lottery Regional Community Committee or the Lottery Outdoor Safety Committee)
- car parks and roading outside the land boundary on which the project is situated
- residential accommodation, i.e. accommodation that is a person's usual place of residence

- applications for the purchase of 'land only' with no immediate plans to build
- retrospective funding for projects or items completed or acquired before the committee application closing date
- repayment of loans.

WHEN TO APPLY

It is preferable to apply for a grant for a building project only when the project uses, size, general design, financing, staffing and maintenance plans for the facility have been agreed to by the applicant organisation. Necessary planning permissions, building and resource consents should be in place. The lack of necessary consents and permits could affect the outcome of your application.

Committee closing dates and meeting dates are available from www.cdgo.govt.nz or you can contact us on **freephone 0800 824 824**.

It is recommended that you start to prepare your application and the supporting documentation well before the application closing date.

APPLYING FOR FUNDING

Registration

If you have not previously registered as a client on the online grants management system, please do so on www.cdgo.govt.nz or complete the paper Registration Form and send it with your application and supporting documentation to:

Committee Coordinator
 Lottery Community Facilities Committee
 New Zealand Lottery Grants Board
 The Department of Internal Affairs
 PO Box 805
 WELLINGTON 6140

When you register you will be provided with a username and a password to enable you to login to the online grants management system. You may then submit applications online using this information.

If your organisation has previously registered, please check your registration details are up to date.

Completing the Application Form

It is preferred that applicants apply online at www.cdgo.govt.nz. You may also download a paper Application Form or complete the printed Application Form from the Application Pack. These can be requested by contacting us on **freephone 0800 824 824**.

Client Agreement Form

The New Zealand Lottery Grants Board has a Client Agreement Form that sets out the terms and conditions

every applicant must agree to before their application will be considered. There is a copy of the Client Agreement Form in the Application Pack or you can download it from www.cdgo.govt.nz. The Client Agreement Form needs to be signed and posted to the Lottery Community Facilities Committee Coordinator with the other documents that support your application.

Supporting documentation

An application comprises an Application Form and the required supporting documentation. The following documentation must be provided in addition to the Application Form

- a signed Client Agreement Form
- proof of legal entity status
- financial information (see Application Form)
- proof of prerequisite funds
- letters from organisations that support your project and/or will use the facility
- supporting documentation for each of the sections of the Application Form.

The nature of your project, the additional information in the Application Guide and the checklist at the end of the Application Form will help you determine the required documentation.

Additional supporting documentation

There is a range of other information you may provide to support your application. Examples include

- your organisation's strategic or business plan
- the condition of the building, e.g. building assessment, earthquake risk
- the present use of the building, e.g. user surveys, letters from users referring to any issues impacting on use, trends in usage
- extracts from relevant community planning documents that identify community needs
- summarised results of consultation process, e.g. records of notes taken at meetings with users or other stakeholders
- the plan you followed to consult with the local community and other stakeholders
- your monitoring and evaluation plan to track community use of the facility over the coming years and show how you will know what benefits have been achieved
- photographs
- population projections for your community over the next twenty years.

Legal entity status

Proof of legal entity status is required. Types of legal entities and the proof needed are set out in the Lottery Community Facilities Committee Application Guide.

An organisation which has no legal entity status of its own can apply if it is affiliated to a body that has legal entity status. In this case, the Client Agreement Form must be co-signed by a person authorised to sign on behalf of the body with legal entity status.

The supporting financial statements required are those of the body with legal entity status.

Submitting your application

Your completed Application Form must be received by the Department of Internal Affairs, Wellington by 4pm on the closing date regardless of the method of delivery. See details for delivery at the end of this information sheet.

Supporting documentation must be submitted with paper-based grant application forms. Supporting documentation for grant applications submitted online must be post marked on or before the closing date.

For your application to be complete you MUST

- complete all sections of the Application Form that apply to your project
- supply ALL information requested in the Application Form (where the information applies to your project)
- send copies of original supporting documents. (Supporting documents are part of the application and are retained by the Department)
- complete the Registration Form and the Client Agreement and send these with your Application Form and supporting documentation.

In submitting your application you and/or the organisation you represent acknowledge and agree that the Department may disclose to, or obtain from, any government department or agency, private person or organisation, any information about the applicant for the purposes of gaining or providing information related to the funding of the applicant.

To view any personal information held by us, or if you have any concerns about personal information that we hold, please write to: The Privacy Officer, The Department of Internal Affairs, PO Box 805, Wellington 6140.

Late applications

If your Application Form arrives after 4pm on the closing date, it will not be considered by the Committee at its meeting. The application can be submitted to the subsequent funding round, if the timing of the project permits this. You will need to ensure all documentation is updated if necessary.

WHAT HAPPENS NEXT

When your application is received, Department of Internal Affairs staff will check it is complete and it fits the funding criteria.

Incomplete applications

If your application is incomplete, you will be advised of the additional information required.

Failure to supply the requested documentation within 10 working days of the date of the letter informing you that the application was incomplete, will affect the outcome of the assessment of your application.

Assessing applications

A Department of Internal Affairs staff member will prepare a report for the Committee. The reports take into account assessment criteria and priorities described earlier in this information sheet.

Notification of decision

You can expect to hear the result of your application within 15 working days of the Lottery Community Facilities Committee meeting date.

Grant acceptance

If your application is successful, the Committee may decide to grant part of, or the entire amount you applied for. The Committee may attach conditions to the grant.

You will be sent a Decision Letter, and a Grant Acceptance Declaration detailing the conditions that apply to your grant. Please read these terms and conditions carefully. Two signatories with legal authority to sign on behalf of your organisation must sign and return the Grant Acceptance Declaration.

By signing the Grant Acceptance Declaration you confirm that your organisation agrees to accept all the terms and conditions of a grant, including the terms and conditions specific to your project and grant. Please keep a signed copy of the Grant Acceptance Declaration for your records.

Committee decisions are final and are not subject to review.

You may submit another application for a previously declined project to the next funding round, but it is recommended that you discuss this with the Lottery Community Facilities Committee Coordinator first.

Grant payment

Grants for building projects may be paid once agreed milestones have been met.

Grants for feasibility studies are paid when a copy of the study is received and assessed as satisfactory by the Department of Internal Affairs.

A Grant Decision Letter will provide payment details for each grant.

Time for spending the grant

The date by which the grant must be spent will be shown in the letter received by successful applicants.

The Committee has the discretion to award grants for a period of up to two years from the date of grant approval. If your project plan's timeline shows the project will take more than 12 months to complete, you can apply to spend the grant over a longer period.

If unforeseen events mean the grant will not be spent within the timeframe set by the Committee, you must apply in writing to the Committee for an extension of time before the grant period ends. If the grant is not fully expended within the timeframe specified by the Committee, and an extension has not been granted, the unspent portion of the grant may be written back for allocation to future Lottery Community Facilities Committee applicants.

Promoting New Zealand Lottery Grants Board Support

Grant recipients must acknowledge the New Zealand Lottery Grants Board's support for the project as a separate entry in the accounts, or in a note to the accounts, in the organisation's annual report and in any media publicity arising from the project.

Where a building project has been assisted, a plaque may be provided acknowledging Lottery Grants Board support. Please contact the Lottery Community Facilities Committee Coordinator if you would like to receive a plaque for your facility.

Accountability Reports

Grant recipients are required to complete Accountability Reports so the Lottery Grants Board can be assured that a grant has been spent in accordance with the Committee's decisions.

An Accountability Report is to be completed either within the timeframe set out in the Decision Letter, at the completion of the project, or when the grant has been fully spent.

An Accountability Report covers how the Lottery grant was spent, how it contributed to the grant recipient's project and organisation's goals and how the

community benefited from the grant. A copy of the grant recipient's annual accounts related to the period of Lottery Funding, that specifically shows receipt of a New Zealand Lottery Grants Board grant and the expenditure of grant monies, needs to be attached to the Accountability Report or submitted separately as soon as the accounts are complete. Accountability requirements are not satisfied until annual accounts relating to the grant period are received.

The online grants management system will explain the online Accountability Report submission process, or download a copy at www.cdgo.govt.nz. Failure to satisfy grant accountability obligations may affect the result of any future applications for Lottery Funding.

FURTHER ASSISTANCE

You can contact a Lottery adviser through **freephone 0800 824 824** or by emailing grantsonline@dia.govt.nz.

SUBMITTING YOUR APPLICATION

The postal address is:

Lottery Community Facilities Committee
The Department of Internal Affairs
PO Box 805
WELLINGTON 6140

The street address (for courier or personal delivery) is:

Lottery Community Facilities Committee
C/- Reception
The Department of Internal Affairs
Level 7
22 The Terrace
WELLINGTON

Applications must reach the Department of Internal Affairs by 4pm on the closing date, regardless of the method of delivery. Faxed application forms and/or accompanying documentation will not be accepted. Applications submitted after the closing date and time are unlikely to be accepted.

Supporting documentation should accompany paper-based applications. Supporting documentation for online applications should be sent immediately after submitting the application online.