

LOTTERY COMMUNITY FACILITIES FUND

Te Tahua Hapori Ngā Whakaurunga

Application Guide



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

SOME GENERAL INFORMATION

Before starting to fill in the Application Form, please read the following

- Lottery Grants Board General Information Sheet
- Lottery Community Facilities Fund Information Sheet
- Lottery Community Facilities Fund Application Guide
- Registration Form (combined COGS/Lottery Form)
- Lottery Community Facilities Fund Feasibility Study Guide
- Lottery Closing and Meeting Dates Sheet
- Lottery Group Client Agreement Form.

These documents can be downloaded from www.cdgo.govt.nz or contact the Department of Internal Affairs on **freephone 0800 824 824** between 8am and 5pm Monday to Friday and ask for a Lottery Community Facilities Fund Application Pack.

Please register as a Grants Online client at www.cdgo.govt.nz or on the paper COGS / Lottery Registration Form. The Registration Form is a separate form that applies to all Lottery committees. Your organisation needs to register only once. Guidelines for completing the Registration Form start on page 2 of this guide.

If you are applying online, firstly complete the online registration process then submit your Application Form online. If you are applying on paper, you can include the completed Registration Form with your Application Form and other supporting documentation. We prefer you to apply online.

Please answer all the questions on the form in the spaces provided. Please do not put 'see attached' or 'refer to'. We reserve the right to return any Application Forms that are incomplete. If you are applying on paper, please print and use a black or dark blue pen.

Read the Application Form and this Application Guide right through before you begin filling out the Application Form.

Wherever you see this symbol  on the Application Form please refer to the note with the same section number in the Application Guide

for further information. There is a checklist at the end of the Application Form to help you identify the supporting documentation you need to send to us. A glossary on pages 10 and 11 explains terms used in the documents.

Check your Application Form carefully before submitting. Changes cannot be made to the form after it has been submitted on our system. To change a submitted application you have to copy the application, edit it, then submit the new version. The original application will be withdrawn at your request. Call **freephone 0800 824 824** weekdays between 8am and 5pm and one of the Department's Client Information Officers will help you. Please note, the subsequent application will be considered at the same committee meeting only if it is received before the application closing date.

Application Forms must reach our office by 4pm on the closing date, regardless of the method of delivery. Faxed Application Forms and/or accompanying documentation will not be accepted.

Applications that arrive after 4pm on the closing date will not be considered at that meeting.

Please send your Client Agreement Form and supporting documentation as soon as possible. Failure to provide the required supporting documentation within ten working days of the letter acknowledging your application will almost certainly result in the Committee declining the application at its distribution meeting.

If you have difficulty with any of the questions, call **freephone 0800 824 824** between 8am and 5pm Monday to Friday, and one of the Department's Client Information Officers will help you.

PART I: YOUR GUIDE TO COMPLETING THE REGISTRATION FORM

SECTION A: REGISTRATION FORM

Questions to give us a brief summary of your organisation.

B4. We need to be sure your organisation

- can legally carry out the project. Your project needs to fall within the activities allowed in your legal documents, i.e. your constitution. For example, if you plan to erect a building your constitution must allow it, otherwise you need to change your constitution before making your application
- will be legally responsible for the money.

Please note, it is expected your legal establishment or governing document will include a suitable winding-up clause providing for assets to be distributed to another organisation with similar community purpose aims and objectives, should your organisation cease operating.

Organisations without legal entity status may not be granted more than \$10,000 from all Lottery committees in any one financial year. The Lottery Grants Board financial year is 1 July to 30 June.

An organisation which has no legal entity status of its own can apply for more than \$10,000 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 financial statements required to support the application are those of the body with legal entity status.

In addition to the copy of your rules or constitution or trust deed, please include, with your registration, proof of your legal entity status as outlined below

LEGAL ENTITY STATUS	PROOF NEEDED
Incorporated society	Registration Number (please refer to www.societies.govt.nz)
Registered charitable trust	Registration Number (please refer to www.societies.govt.nz)
Company	Registration Number (please refer to www.companies.govt.nz)
Local Authority, central government agency	No proof needed
Council Advisory Committees, Community Boards, Domain Boards, Reserve Boards or committees with delegated authority	Client Agreement must be co-signed by the Chairperson of the Council Advisory Committee, Community Board, Domain Board, Reserve Board or Committee and the CEO or Mayor of the Local Authority to which it is affiliated
School Board of Trustees	No proof needed
Unincorporated church groups	Client Agreement must be co-signed by the unincorporated group and a person with legal authority to sign on behalf of the relevant church governing body with legal status
Māori Trust Board (established under the Māori Trust Boards Act 1955) and District Māori Council (established under the Māori Community Development Act 1962)	No proof needed
Māori Committee or Māori Executive Committee	A letter from your District Māori Council confirming you are a Māori Association constituted under the Māori Community Development Act 1962
Whenua Topu Trust, Section 439 Trust, Ahu Whenua and Whānau Trust, Section 438 Trust and Māori Incorporation	Copy of the Māori Land Court order to show legal authority
Legal entities other than those listed	Proof of legal entity status

- D1. Please tell us the year your organisation began operating – your organisation may have begun before becoming a legal entity.
- D3. We need to know if you are part of a larger national body.
- D4. Please tell us what your organisation aims to achieve overall – aside from the project.
- E1. Please include all paid workers, both full and part-time.
- E2. 'Volunteers' means people who take an active part in the running of your organisation and who may receive an honorarium or reimbursement for their expenses, but who are not paid wages or a salary for their time. This may include committee members or people helping the organisation's projects on a voluntary basis. Please calculate the average number of hours worked by all volunteers collectively each week.

PART II: YOUR GUIDE TO COMPLETING THE LOTTERY COMMUNITY FACILITIES FUND APPLICATION FORM

SECTION B: PROJECT DETAILS

- B1. Select the box that best describes the type of project you are seeking to fund – if your project does not exactly fit any of the descriptions, please choose the one that is closest.

Please note, you cannot apply for funding for a feasibility study and the related building project in the same funding round.

All projects must fit the criteria of the Gambling Act 2003. Section 277 states that projects must be for community purposes that involve a community benefit of a public nature and must not involve pecuniary profit or gain for an individual or body (unless this is incidental to the purpose of the project).

GOVERNMENT AND LOCAL AUTHORITIES

Projects that are the responsibility of central or local government will not be funded. This means that the Lottery Community Facilities Committee will not fund a project that is the responsibility of a government agency e.g. in its current work plan, or if it would be funded if funds were available.

Local Authorities seeking funds for the cost of network infrastructures, as defined in section 197 of the Local Government Act 2002¹ are not funded. Local Authorities may, however, apply for funding towards community facilities outside their core area of responsibility as defined in the Local Government Act 2002.

It is expected that such projects will

- be identified as priorities in planning documents e.g. long-term council community plans
- receive a funding contribution from the Local Authority in line with previous levels of funding to projects of that type.

- B2. The text you write here will be used to summarise your project.

Example 1 Buy and convert the old picture theatre into a multi-purpose community facility. Work includes adding a stage and backstage facilities, repiling, sanding the floors, installing new seating, upgrading the toilets, and installing a sprinkler system.

Example 2 Replace the rusty corrugated iron roof of the hall with a long-run steel roof that will not require painting for at least 10 years.

- B3. The text you write here will be used to summarise how your organisation's community facility will make a difference to your community.

Example Our community has identified a new hall as the best way of strengthening our community. An elected governance group will ensure access to the venue for a wide range of community groups. Other uses include public meetings, recreational activities and prizegiving ceremonies.

- B5. If your organisation does not own the land a letter from the owner is required showing that the owner of the land approves your project.

- B6. Where land is leased, the Committee needs to know

- your organisation has a long term lease and/or
- rights of renewal for the expected life of the new/improved facility.

¹ According to Section 197 of the Local Government Act 2002, network infrastructure means the provision of roads and other transport, water, wastewater, and storm water collection and management.

- B9. Projects are not funded retrospectively. If your project finishes before the application closing date, it will not be funded. Any aspect of your project that has been completed prior to the closing date for applications will not be funded.
- B10. The Committee requires organisations applying for grants for most projects over \$50,000 to submit a feasibility study as part of the supporting documentation for their applications.

Applications for grants for the following sorts of projects may not have to provide a feasibility study

- where the expected total cost of the building project is no more than \$50,000
- where the application is for a straightforward project that does not involve changes to the footprint of an existing building or does not require permits or consents
- feasibility studies.

If you would like to discuss whether your project needs a feasibility study please ring the Lottery Community Facilities Committee Coordinator on **freephone 0800 824 824**.

The lack of a feasibility study could affect the outcome of your application.

Please note, you cannot apply for funding for a feasibility study and the related building project in the same funding round.

- B11. We suggest you contact your Local Authority for details of any permits and consents required. The lack of necessary consents and permits could affect the outcome of your application.
- B13. We suggest you contact your Local Authority for details of any special restrictions or requirements that may impact on your project, for example, classifications from the New Zealand Historic Places Trust.

Supporting documentation for Section B

You need to provide evidence to us that you either own the building or land being utilised for your project, or you have a lease and the approval of the owner to undertake your project.

If your organisation owns the land under the building/facility and/or the building, please include a copy of the Certificate of Title.

If using Māori land please include a copy of the Māori land order or a letter from the iwi authority to prove the legal status of the land.

If the Crown owns the land please include a copy of the Gazette notice for the land.

If your organisation leases the land, please include

- copies of the original lease agreement(s) and any amendments
- a letter showing that the owner(s) approve(s) of your project .

If your application is for a building project please also send us

- a feasibility study (if required – see notes in this guide about feasibility studies, B10)
- a concept drawing showing what the new/improved facility will look like and/or a set of plans
- a timeline and/or a project plan
- copies of relevant resource consents, building consents
- Building Warrant of Fitness, if required by the Building Act 2004
- details of the project manager, including qualifications, experience and a job description
- a copy of the most recent invoice from your insurance company.

Supporting documentation for applications for feasibility studies

- the brief for your feasibility study
- a copy of the quote you intend to accept, supported by approval from your governing body, or a copy of the signed contract from the author of the proposed feasibility study
- the Curriculum Vitae of the person who will undertake the study including details of their qualifications and experience in preparing feasibility studies like yours.

SECTION C: USES AND USERS

- C2. Your description of the present facility may include
- its age, original purpose, size and when any major upgrades occurred
 - what materials it is built of and its current physical condition
 - details of the primary users and how and when they use it
 - details of any other organisations who use the facility and what they use it for
 - any other information which you consider would be helpful to the Committee when considering your application.
- Consider including photographs with your application if these would help explain your project.
- C3. The sorts of issues impacting on the current use of the facility could be
- overcrowding - growth in membership of major user organisations may mean that component parts of the building can't cope with the number of current users e.g. parking, toilets, size of meeting rooms
 - changes in the expectations or needs of the current community
 - health and safety issues, for example, rotten flooring, a leaking roof, inadequate toilets, an unhygienic kitchen.
- C4. Describe the project as clearly as possible. The description should include summaries of key information from supporting documents such as the feasibility study, the quantity surveyor's report, conditions in the resource consent, and quotes for construction costs.
- C5. The Lottery Grants Board is increasing its focus on the achievement of community outcomes. The Committee would like to know how your organisation's new or improved facility will make a difference to your community. What are the benefits to your community as a direct result of your project? Will the project encourage or enable community self-reliance, capacity building and stability or provide opportunities for social, civil or cultural participation and reduce or overcome barriers to such participation? You need to think about what your community needs in the short term (say up to 10 years), and what it will need in the longer term (say up to 40 years). Your Local Authority may have information about the way that your community is likely to change over the next 40 years.
- C6. The Committee will want to be sure that the new/improved facility is required and that it will complement and not unnecessarily duplicate similar facilities nearby.
- C7. If your organisation has undertaken its own consultation, or is planning to do so, please identify the range of organisations and the consultation methods. Where the need has already been identified, for example, through consultation leading to inclusion in the long-term council community plan (LTCCP), please include relevant extracts in your supporting documentation.
- C8. The Committee expects your organisation to monitor the use and benefits of the facility over time to show that the facility continues to make a positive difference to your community. This question seeks details of how your organisation plans to monitor and evaluate the project.

Supporting documentation for Section C

Examples of optional supporting documentation that you could include are

- 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
- identified community needs e.g. extracts from relevant community planning documents
- summarised results of consultation processes e.g. records of notes taken at meetings with users, other stakeholders
- your organisation's strategic or business plan
- your consultation plan for consulting with the local community and other stakeholders
- your monitoring and evaluation plan to track the use of your facility over the coming years
- documents referring to likely demographic changes in your community's population over the next 40 years.

SECTION E: COMMUNITY SUPPORT

E1/2. Please explain what organisations and individuals in your community have already done, and what they plan to do, to make the new/improved building or facility a reality. Examples include

- fundraising activities such as raffles, art auctions, sausage sizzles
- community response to your project so far – both positive and negative – please give an estimate of the number of people interested
- letters of support/agreement including letters published in the local newspaper
- agreement at the organisation's AGM to levy members or seek donations through subscription notices
- voluntary labour which contributes to the project and is not part of on-going maintenance
- in-kind support such as donations or discounts for building materials, equipment or professional services.

Supporting documentation for Section E

Letters of support

All applications should include

- at least two letters of support for the project. These letters should be less than six months old and be from individuals or representatives of organisations in your community who are not directly involved in your organisation's activities.

Where your project involves land that is subject to a Treaty of Waitangi claim or is Māori land or property, please include documentary evidence that the affected whānau, hapū and/or iwi are supportive of your project.

If you are a Council Advisory Committee, Community Board, Domain Board, Reserve Board or committee with delegated authority please include a written statement from the Local Authority Chief Executive stating that your Committee/Board has the delegated authority to carry out the project and to apply for/spend any Lottery grant.

SECTION F: FUNDING FOR YOUR PROJECT

Applications to the Fund may be for one or more stages of the project as long as the overall cost is more than \$30,000 in total.

Please note, all dollar figures in this section need to be consistent with your GST status. If your organisation is registered for GST, then all costs need to exclude GST. If your organisation is not registered for GST, then all costs need to include GST.

F2. Costs associated with your project that your organisation has already met could include fees for conducting a community needs survey, purchasing land, architects' fees, legal costs and the costs of obtaining resource consents.

F4. **'Total remaining cost'** is the cost of the goods and services the applicant has yet to pay for.

Please note, to work out the 'total remaining cost' start with the total project cost, (Total A). Add together the value of donated or in-kind goods and services, the value of any work already completed and the value of any land purchased for the project, (Total B). Subtract Total B from Total A. The figure you are left with is the 'total remaining cost', (Total C).

F5. **'Prerequisite Funding'**

Applicant organisations must have secured at least 33.3% of the total remaining cost in prerequisite funds before they apply to the Committee. Grants will be paid retrospectively upon receipt of paid invoices and signed receipts therefore your organisation will require prerequisite funds to manage the project's cashflow.

If the organisation does not have at least 33.3% of the total remaining cost the Committee is almost certain to decline the application at its distribution meeting.

Prerequisite funds can include

- cash-in-hand
- grants
- 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 approved. Applicants need to demonstrate

the ability to service any debt. The Committee is less likely to support organisations that it considers will be excessively reliant on loans to meet the cost of their facilities.

Prerequisite funds cannot include the following

- previous Lottery grants
- unconfirmed funds
- the value of any voluntary labour
- the value of any discounts
- the value of work already completed for the project
- unrealised pledges and debentures (this includes the value of any unrealised offers to donate materials).

To work out the percentage of the total cost your organisation is currently holding follow these steps.

<i>Example</i>	<i>Enter the total amount of funding your organisation holds towards the project</i>	\$234,567	
	<i>Enter the total remaining cost of the project</i>	\$600,000	
	<i>Divide the first number by the second number</i>	$234,567 \div 600,000 =$	
	<i>Multiply the result by 100.</i>	$100 \times .3909 =$	

The example organisation is holding 39.09% of the total remaining cost. Your organisation needs a percentage of 33.3% or higher.

F8. Lottery Grants Board policy prevents distribution committees approving retrospective funding for projects or items completed or acquired before the Committee’s application closing date.

Please review the lists of items not funded by the Lottery Grants Board and this Committee to ensure that your list only includes items that may be funded. These lists are in the **Lottery Grants Board General Information Sheet** and the **Lottery Community Facilities Fund Information Sheet**.

The Committee will consider your priorities but will also be guided by its own priorities.

F10. In questions F10 and F11 please give accurate financial information about the feasibility study.

Supporting documentation for Section F

Please include the following financial information about the project

- a full project budget (except for applications for feasibility studies)
- a copy of the quantity surveyor’s report and/or quotes from contractors and suppliers to support each of the items in your funding request, or a signed building contract for all proposed work. You are expected to have obtained at least three quotes for the various aspects of your project and to submit the one you have chosen. Please tell us why the quotes submitted are your preferred options
- copies of minutes or a letter signed by two office holders from your organisation confirming the funding that your governing body has committed to this project
- proof of cash-in-hand e.g. up to date bank statements, investments
- letters of approved funding to show us that you have access to the money you listed in question F4 e.g. grants, loan or overdraft agreements
- audited income and expenditure statements for previous years as proof of money already spent
- evidence of any in-kind support such as discounts or donations of goods and services
- if the application is for the purchase of land and/or buildings, a copy of the most recent Quotable Value (QV) valuation of the property.

SECTION G: FINANCIAL POSITION

Grants to groups without legal status are limited to a total from all committees of no more than \$10,000 to any group in any financial year (the New Zealand Lottery Grants Board financial year is 1 July - 30 June).

ANNUAL ACCOUNTS

Annual accounts supplied in support of an application should be no older than 16 months at the time of the application closing date.

Applications for less than \$40,000

1. Applicants for amounts of less than \$40,000, where the group has been in existence for 16 months or more at the application closing date, are required to submit their most recent signed annual accounts.
2. Applicants for amounts of less than \$40,000 where the group has been in existence for less than 16 months at the application closing date are required to submit
 - (a) (i) the most recent Statement of Financial Performance, verified by a suitably qualified person¹
Note: For applications from groups that have only supplied a Statement of Financial Performance, the end date of the Statement should be no older than three months at the application closing date.
 - (ii) a bank statement less than one month old at the time of application,
- (b) (i) a bank statement less than one month old at the time of application, if the group has not yet commenced operations.

Applications for \$40,000 and over

3. Applicants for amounts of \$40,000 or over, where the group has been in existence for 16 months or more at the application closing date, are required to submit their most recent signed annual accounts audited by a person who has recognised accounting qualifications.
4. Applicants for amounts of \$40,000 or over, where the group has been in existence for less than 16 months at the application closing date are required to submit
 - (a) the most recent annual audited accounts, or
 - (b) (i) the most recent Statement of Financial Performance available, verified by a person with recognised accounting qualifications² and
Note: For applications from groups that have only supplied a Statement of Financial Performance, the end date of the Statement should be no older than three months at the application closing date.
(ii) a bank statement less than one month old at the time of application, or
- (c) (i) a budget, verified by a person with recognised accounting qualifications, and
(ii) a bank statement less than one month old at the time of application.

Receipt of Grant Funds

5. The receipt of grant funds must be acknowledged as a separate entry in the group's accounts, or in a note to the group's accounts, in the group's annual report and in any media publicity resulting from the grant.
- G2. For example, the money you already hold may be needed to fund the running of your organisation or other projects.
- G3. Please tell us how the expenditure will be reported to the organisation making this application e.g. financial reports will be reviewed at a monthly meeting.

Supporting documentation for Section G

Your organisation's most recent audited financial accounts and non-financial Annual Report.

¹ A suitably qualified person is someone independent of the organisation and has reasonable knowledge of finance and accounting, for example is a bank manager or retired accountant or a person who holds recognised accounting qualifications as listed below.

² Recognised accounting qualifications means an accounting graduate (B.Com Accounting or equivalent), an Associate Chartered Accountant, Chartered Accountant or Accounting Technician or some other specified accounting or auditing qualification and experience.

SECTION H: PREVIOUS FUNDING

H1. An Accountability Report is due usually 12 months after a Lottery grant is approved. If the grant has not been spent at this point, a final Accountability Report needs to be sent when it is, but an interim Accountability Report is due 12 months after the date the grant was approved.

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 your organisation requires a time extension please contact the Lottery Community Facilities Committee Coordinator on **freephone 0800 824 824** to discuss your options, before the original time limit has expired. If the grant is not fully expended within the timeframe specified by the Committee, and an extension has not been sought, the unexpended portion of the grant may be written back for allocation to future Lottery Community Facilities Fund applicants.

SECTION I: ADDITIONAL INFORMATION

This section provides an opportunity for you to tell us anything else we should know about your project.

OTHER SUPPORTING DOCUMENTATION

Lottery Client Agreement Form

The Lottery Group Client Agreement Form is in the Lottery Community Facilities Fund Application Pack or can be downloaded from www.cdgo.govt.nz.

The Form must be signed by two people who have authority to sign on behalf of your organisation. They must

- be 18 years of age or over
- have a daytime contact telephone number
- be contactable during normal business hours.

Signatories cannot be immediately related (e.g. brother and sister, mother and son), partners, living at the same address or an undischarged bankrupt.

You cannot be a signatory if the application relates to a salary for yourself.

The postal address for all documents associated with your application is

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

The street address for courier or personal delivery is

Lottery Community Facilities Fund
C/- Reception
Level One
The Department of Internal Affairs
46 Waring Taylor Street
WELLINGTON

Applications must reach the office by 4pm on the closing date, regardless of the method of delivery. Faxed application forms and/or accompanying documentation will not be accepted. Applications that arrive after 4pm on the closing date will not be considered at that meeting.

Please send your Client Agreement and supporting documentation to the address above as soon as possible. Failure to provide the required supporting documentation, within ten working days of the letter acknowledging your application, will almost certainly result in the Committee declining the application at its distribution meeting.

GLOSSARY

Accounts The record of an organisation's financial affairs.

Accountability Being responsible for all aspects of an organisation, including financial and operational accountability, and keeping interested parties clearly informed about what the organisation does.

Building Consent A consent from your Local Authority for building work to begin in accordance with the approved plans and specifications and how they fulfil the requirements of the Building Code. Refer to your Local Authority to ascertain what documentation you will require before building commences.

Building Warrant of Fitness A document that is renewed annually and confirms certain systems in buildings (such as lifts) have been maintained.

Capital works Building projects including the purchase of land or buildings, and the construction or extensive alteration and repair of buildings.

Community A network of people and organisations bound together by factors. This might be a network of people linked together geographically i.e. in one place, or linked by a common interest or identity.

Community Benefit Positive outcomes in the regional or national community of a social, economic, environmental or cultural nature.

Community Cohesion A characteristic of communities concerned with positive relationships between individuals and between groups. It embraces tolerance, shared values and norms, trust in other people and in societal institutions, a sense of belonging and identity with the community and equal opportunities for participation.

Community Facility A building or permanently constructed place conceived, managed and sometimes built, by the local community where community members can meet and interact in ways that strengthen the community.

Concept Drawings Architectural sketch or other illustration of the finished project. It should show the key features of the project.

Consultation Discussions with, and feedback from individuals, groups or organisations with an interest in, or affected by, the proposed project.

Criteria Tests whether the application meets the basic requirements to be considered for a grant.

Evaluation A systematic examination to assess whether the project has met (or is meeting) the purposes for which the funding was intended.

Feasibility Study A technical appraisal of whether the project is viable and practical and the probability of it meeting the intended aims.

Governance The act of governing or presiding over a body or organisation/group. This includes, providing leadership, making the rules and being accountable for the body that is presided over. The governance structure could be a board or committee.

Local Authority A District, Regional or City Council established under the Local Government Act 2002 to govern and administer a geographical area.

In-kind Non-cash donations of labour, goods and material supplied to a project or initiative to support its implementation or completion.

Legal Entity Status Refers to such entities as incorporated societies, charitable trusts, companies, local authorities and Māori Trusts.

LTCCP long-term council community plan - the outcome of a consultation process whereby local authorities work with their communities and other parties, to help identify the social, economic, environmental and cultural outcomes they want for community wellbeing.

Operational Costs The day-to-day running expenses that would normally be incurred in running an organisation or facility. These expenses include cash transactions, debt servicing and other everyday transactions that fall outside the parameters of any specific project for which grant funding is sought.

Outcome The impact, result or consequence of the project. Outcomes can be short, intermediate or long term and applicable at a local, regional or national level.

Project A planned undertaking of a set of linked tasks and activities aimed at delivering an overall goal or objective. A project usually has a timeframe, with a definite beginning and ending, and it cannot be run without resources (financial, people, goods and materials).

Project Manager The person appointed to manage and deliver the defined project outputs.

Project Plan A plan that shows how the inter-related tasks and activities in a project are linked and will be executed within a project's timeframe and its allocated resources.

Purpose (as in component of a request for grant). Description of the item for which funding is being requested.

Registration Number The number assigned to an organisation when formally registered as a legal entity with the New Zealand Companies Office.

Resource Consent A document required under the Resource Management Act 1991. It covers land use and subdivision consents, coastal, water and discharge permits.

Robust Governance and Management Arrangements The arrangements in place to govern and manage an organisation. The governance of the organisation is provided by a structure such as a board or committee. The management is provided by people engaged to undertake the day-to-day running of the organisation. In terms of grants, the Department of Internal Affairs expects an organisation to have governance and management structures and processes in place relevant to the size and complexity of the project for which funding is sought. There should be a clear separation between the duties, lines of responsibility, financial authority, reporting and accountability processes between governance and management.

Stakeholder Any individual or group that may be significantly involved, affected, or have an interest in the project.

Strong Sustainable Communities Tend to develop when there is/are:

- community identity, shared values and self-determination
- skilled leaders
- capable organisations
- strong networks and civic participation opportunities
- fair and effective representation
- supportive legislative and regulatory environment
- necessary local infrastructure
- access to necessary resources
- access to advice, research, information and technology.

Voluntary Labour Unpaid work undertaken by non-employees of an organisation.

