



**WLG**  
COMMUNITY  
& ENVIRONMENT  
**FUND**

# APPLICATION GUIDANCE NOTES



## OUR VISION:

To benefit local community living in close proximity to Wellington Airport.

## OUR MISSION:

To support local community situated within Motukairangi/Eastern Ward for the purposes of education, promotion and advancement of community and the local environment.



## WLG COMMUNITY & ENVIRONMENT TRUST OVERVIEW

The WLG Community & Environment Fund was established in 2022.

The Fund will be administered by the Trustees for the benefit of the local community located near the Airport for the purpose of education, promotion and advancement of the community, mitigation of any adverse effects associated with the operation of the airport and environmental interests. Wellington International Airport will contribute \$75,000 per annum.

The Trust distributes this funding through community grants on an annual basis. The funding priorities of the Trust are set by the WLG Community & Environment Fund Trustees each year.

The Trustees' priorities are outlined in these guidance notes and are in line with the Trust's deed.

This fund was created as a result of Environment Court mediation between Wellington Airport, Guardians of the Bay, Strathmore Park Resident's Association and other community members. Wellington Airport provides funding to the Trust which is managed by 3 Trustees who administer the Community & Environment Fund.

For more information on the Trust visit [www.wlgfund.co.nz](http://www.wlgfund.co.nz)



## WHERE IS THE AREA OF BENEFIT?

- Roseneath
- Hataitai
- Kilbirnie
- Houghton Bay
- Melrose
- Lyall Bay
- Rongotai
- Maupuia
- Miramar
- Strathmore Park
- Karaka Bays
- Seatoun
- Breaker Bay
- Moa Point

## AREA OF BENEFIT

To support local community situated within Motukairangi/Eastern Ward for the purposes of education, promotion and advancement of community and the local environment.

It is essential that all applicants check that their project benefits people living in these communities **before applying**.

It is important to be aware that the Area of Benefit is not the same as being in Wellington Airport's flightpath. Unfortunately, projects or organisations that are in areas of Wellington in the Wellington Airport flightpath but not in the Area of Benefit are not eligible to apply for funding from the Trust.

Where organisations are delivering a project across the wider Wellington region, which includes part of the Area of Benefit, the Trust may consider partial funding requests, as long as there is a reasonable percentage of people benefitting from your project who live in the Area of Benefit.

For example, if you are requesting salary costs for a staff member who spends 50% of their time in the Area of Benefit and 50% of their time in an area of Wellington outside the Area of benefit, the Trust may consider awarding a proportion of your request that relates to the work and time spent in the Area of Benefit.

Established providers who are not currently operating within the Area of Benefit are encouraged to consider how they might deliver their programmes in the Area of Benefit with the assistance of funding from the Trust.

If you are unsure, please check with us **BEFORE** applying.

## AREA OF BENEFIT MAP

A PDF map of the Area of Benefit is also available [online](#).



## FUNDING PRIORITIES

- Education
- Community
- Environment
- Arts & Culture
- Health
- Sport

## FUNDING PRIORITIES

The Trust encourages organisations and individuals offering services that benefit the community in the following ways to apply:

- Education
- Community
- Environment
- Arts & Culture
- Health
- Sport

Priority will be given to projects or programmes that support learning opportunities for children and young people, improve the health & well-being of the community, seek to protect the environment, are developed in partnership with local mana whenua, support inclusiveness, promote diversity and bring communities together, such as;

- Supporting learning opportunities for children and young people, such as through play and reading, or sports.
- Engaging whanau and encouraging families to spend more time together.
- Improving the health and wellbeing of the community.
- Providing or increasing access to services for those who most benefit from those services but are unable to access them.
- Promote and support for those protecting and improving our environment
- Recognising, celebrating and supporting Tangata Whenua.
- Supporting inclusiveness and promote diversity.
- Promoting a wider understanding of and respect for different cultures in the community.

The Trustees will also consider supporting other projects or programmes that have a positive effect on the wellbeing of the community.







# FUNDING PRINCIPLES & EXCLUSIONS

## PRINCIPLES

WLG Community & Environment Trust makes grants to organisations and individuals based on the following guiding principles:

- First and foremost, funded projects must be for the purpose of improving the lives of those who reside in the Area of Benefit. This can be directly, e.g. through community workshops or access to services, or indirectly, e.g. improves the environment.
- Funded projects should achieve clear outcomes, that can ideally be clearly measured.
- Grants must support outcomes for the community that would not easily be readily achievable without funding from the Trust.

## RECIPIENTS

Grants can be awarded to the following groups and organisations where charitable purposes can be clearly demonstrated (for example, through a deed or governing rules):

- Registered charities
- Incorporated societies
- Schools/Pre-schools
- Local branches of a national body
- Social enterprises
- Local collectives (formal or informal groups)

Applications from groups, individuals and organisations may also be considered. In such cases, a fund holder should be nominated and listed as the primary applicant.

The Trustees reserve the right to require additional legal or financial information about the project or programme or about your organisation and/or your contracted providers, from third parties.





## FUNDING

### Eligible expenditure

Grants may be used for the following purposes:

- Purchasing capital items and equipment.
- Covering programme costs directly applicable to programme delivery. This includes salaries, but please be aware that requests for salary costs may only receive partial funding. Any grants made towards salaries will also be proportional to the time that person spends in the Area of Benefit.
- Core operational costs, such as rent.

Any granted funds that are subsequently not applied to the specific project or programme will be required to be returned to the Trust. Changes in expenditure or purpose must be agreed with the Trust **prior** to expenditure.

### GST

Grants made by the Trust will not attract GST by your organisation.

If your organisation is GST registered, the grant will not cover the GST component of any purchased goods or services. In this case, the GST should be claimed back by your organisation directly. GST registered applicants are requested to exclude GST from their budget when completing the application form.

For organisations that are not GST registered, the Trust will endeavour to ensure that the value of the grant will cover the actual costs incurred in delivering the programme/project (including GST).

### Size of Grants

The **maximum** amount granted by the Trust is **\$10,000** and the **minimum** will be **\$1,000**.

There may be some restriction on the amount granted for salary costs; however, this is assessed on a case-by-case basis at the discretion of the Trust.







## Length of Grants

Grants are provided as one-off support (1 year). Applications for multi-year funding may be considered on a case-by-case basis by the Trustees.

## Re-applying to the Trust

Previous grant recipients may re-apply to consecutive granting rounds. Please note that organisations will be supported consecutively for a **maximum of 3 years**.

Trustees will only consider repeat funding where the Trust has developed a more strategic relationship with the applicant, where a project is demonstrably effective, and where there is a continuous need for its delivery.

## EXCLUSIONS

Grants cannot be awarded for the following:

- Projects or programmes **outside** of the Trust's Area of Benefit
- Loan and endowment funds
- Business or investment capital
- Venture capital initiatives
- Cost associated with the establishment of new charities
- Individuals
- Retrospective applications
- Religious/ political advocacy or advancement
- Purchase of land or buildings

## SUCCESSFUL APPLICATIONS

Successful applicants will be asked to complete a financial accountability report form by 1 November the following year and will also be invited to present in-person on the outcomes achieved by the fund in July at a roundtable reporting session.





## FUNDING APPLICATION QUESTIONS

The application form requires the following:

1. Contact Details
2. Organisations legal status if applicable
3. Organisations mission/vision/purpose including the number of paid and volunteer staff
4. Current funding avenues
5. What you will be applying for, i.e., the project/programme you will be applying for and how it aligns with the WLG Community and Environment funding priorities
6. Key project activities including who this will help and intended outcomes
7. Collaboration, partnerships, shared resources if applicable
8. Finance required for project and funding request
9. Authorisation to apply for funding on behalf of your community group/organisation.







## HOW TO APPLY

Applications can be submitted using the form available on the WLG Community & Environment Trust web pages [www.wlgfund.co.nz](http://www.wlgfund.co.nz) or email [wellingtonairport@wellingtonairport.co.nz](mailto:wellingtonairport@wellingtonairport.co.nz) with the header WLG Trust to be emailed application documents, or to request support for filling out the application.

The closing date for applications is midnight, 31 August.

## KEY DATES

Applications open	1 August
Applications close	31 August
Decision expected	Mid October
Applicants notified	Mid-Late October
Grant payments made	November

## ENQUIRIES

Please address any enquiries to WLG Community & Environment Fund:  
[wellingtonairport@wellingtonairport.co.nz](mailto:wellingtonairport@wellingtonairport.co.nz)