



# Feasibility Study

## Guidelines for Funding Applications

### 1.0 Background

A feasibility study is useful for projects such as building a major new facility, buying an existing building, undertaking major renovations or upgrades, or proposing a substantial new initiative or service. Some funders specify that a feasibility study must accompany an application.

The Trust's Significant Capital Projects Fund (SCPF) was introduced in 2015. The fund is available for grants toward capital projects with total costs of \$1million or more. Capital projects may include new buildings, alterations or renovations, or equipment. A current feasibility study is required for these applications.

From the 2019 Grants Policy:

#### 7.2 Significant Capital Projects

Significant Capital Projects funding is available for grants towards capital projects with total costs of \$1million or more.

Applications for capital projects with total costs of \$1million or more **MUST** come to the Significant Capital Projects Fund, not to the Trust's three Community Response rounds.

Applications for Significant Capital Projects funding are considered once a year, with the same closing date as Round 2 on the Community Response Grant, and must be completed online.

Applications must include a completed, up to date feasibility study.

Organisations must contact Trust Waikato staff to discuss projects that might be considered under this fund.

The Trust will be proactive in discussing **major projects** with other funders and should be able to indicate potential support to applicants (see also section 15.0).

The Trust will base its decisions on the size of grants for significant capital projects on the community benefit and need for funding for each project.

Those organisations with committed Significant Capital Project Fund Grants that are not paid out within 12 months of the approval (see *When Project Proceeds*, section 11.5), must report progress on the project to the Trust Waikato Board before consideration of the next round of SCPF applications.

## **2.0 Why is a feasibility study needed?**

A feasibility study examines a project's viability and assesses whether it is likely to fulfill your organisation's objectives.

The feasibility study will identify:

- Why your project is needed
- How it fits into your long-term vision
- What resources you have already and what you need
- What level of support you have for the project
- The likely benefits and outcomes for you and the community
- How the ongoing costs will be met

A positive feasibility study confirms that your project is achievable and may reassure funders and others that your project is worth supporting. However, it does not guarantee funding.

## **3.0 What should be included?**

While each feasibility study is different, there are some common elements funders look for. The list below outlines what might be included (this is not a comprehensive list):

- A The Organisation
  - i. Mission and vision, strategic plan, objectives and outcomes
  - ii. Current services, funding history, previous projects
  - iii. Governance structure, relevant policies, financial position
- B The Project
  - i. Project purpose, description and requirements, stages of development
  - ii. Project management plan
  - iii. Evidence of need, how it compares to other services or facilities, alternative options, consultation and feedback
  - iv. Benefits of the project, positive and potentially negative impacts
  - v. Capital and operational cost projections, funding sources and sustainability
  - vi. Support from within and outside the organisation

Section 4, below, suggests further resources for the funding and preparation of a feasibility study.

## **4.0 Where can I go for assistance?**

### **Funding**

Both Trust Waikato and Lottery Community Facilities may help to fund feasibility studies. Other funders may include local energy trusts, family trusts and possibly a local gaming machine trust.

We strongly suggest you contact each potential funder to discuss your project and feasibility study prior to making an application.

### **Advice**

The following Waikato organisations have advisors who may be able to work alongside your organisation to get you started.

Arts Groups	Creative Waikato <a href="http://creativewaikato.co.nz/">http://creativewaikato.co.nz/</a>
Sports Groups	Sport Waikato <a href="http://www.sportwaikato.org.nz/">http://www.sportwaikato.org.nz/</a>
Social Services groups	Community Waikato <a href="http://www.communitywaikato.org.nz/">http://www.communitywaikato.org.nz/</a>

You might find the following sites useful:

Te Papa - feasibility studies

[https://www.tepapa.govt.nz/sites/default/files/30-feasability-studies\\_0.pdf](https://www.tepapa.govt.nz/sites/default/files/30-feasability-studies_0.pdf)

Lottery – requirements for significant projects

<http://www.communitymatters.govt.nz/Funding-and-grants---Lottery-grants---Lottery-Significant-Projects---Requirements-for-significant-projects>

Sport New Zealand – planning for facilities development

<http://www.sportnz.org.nz/managing-sport/search?c=13>

### **Applying to Trust Waikato**

#### Feasibility Study Funding

You can apply to Trust Waikato for a grant towards a feasibility study. If your study has been completed then talk to one of our Grants Advisors to see if your project is a fit for our Significant Capital Project Fund.

#### Significant Capital Projects Fund

Groups applying to Trust Waikato should visit the Trust Waikato website, and contact our Strategic Grants Advisor to discuss their project and to find out more about the application process for the Significant Capital Projects Fund, or any large capital project.



Rongo Kirkwood  
Pouhere Pūtea  
Strategic Grants Advisor

Phone 07 838 2660 or 0800 436 628

#### **Website**

<http://www.trustwaikato.co.nz/>