



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 donations 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 2017 Donations Policy:

12.5 Significant Capital Projects

- a. From 2015, a **Significant Capital Projects fund** is available for donations towards capital projects with total costs of \$1million or more.
- b. 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 general rounds.
- c. Applications for Significant Capital Projects are considered once a year, with the same closing date as for Round 2, and must be completed on-line.
- d. Applications must include a completed, up to date feasibility study.
- e. As with all applications, organisations are strongly encouraged to contact Trust Waikato staff to discuss projects which might be considered under this fund.
- f. The Trust will be proactive in discussing **major projects** with other funders and should be able to indicate potential support to applicants.
- g. The Trust will base its decisions on the size of donations for significant capital projects on the community benefit and need for funding for each project.

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 http://creativewaikato.co.nz/
Sports Groups	Sport Waikato http://www.sportwaikato.org.nz/
Social Services groups	Community Waikato http://www.communitywaikato.org.nz/

You might find the following sites useful:

Te Papa - feasibility studies

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 donation towards a feasibility study. If your study has been completed then talk to one of our Donations 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 a Donations 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.



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Donations Advisor

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Website

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