



Community Funding Guide 2019

COMMUNITY FUNDING GUIDE

for Waipa District groups and organisations

Waipa District Council supports community groups through financial assistance, subsidies, rates relief (to qualifying groups) where those organisations are contributing to the social, cultural and recreational goals of the Council.

This guide has been compiled to provide information on general funding sources available to community, not-for-profits, sporting, social services, environmental, arts and leisure groups and other organisations in the Waipa district; including Council grants and those from other community funders.

Funding for more specific purposes (such as disability, enterprise initiatives, Maori and Pacific groups) may not be included in this publication. Check the '*Useful Information and Websites*' page 25, for other funding agencies details.

Contact funding agencies directly, or check listed websites for a full description of grant information, closing dates and criteria prior to making application for funding support.

We have endeavoured to ensure that the information in this guide is accurate at the time of compilation (November 2016).

If you require any guidance or support seeking funds, please contact our Communications and Engagement Coordinator who can assist you by phone, email or can make an appointment to meet with you.

Communication and Engagement Coordinator

Waipa District Council

Freephone: 0800 WAIPADC (0800 924 723)

Email: info@waipadc.govt.nz

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WAIPA DISTRICT COUNCIL FUNDING

COMMUNITY DISCRETIONARY FUND

Purpose of Fund:

Waipa District Council's Cambridge and Te Awamutu Community Boards and Pirongia Ward Committee (PWC) have discretionary funding to assist local non-profit community organisations with financial support for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses. The funds will benefit the general objectives of the groups receiving them, while also benefiting the wider community in general. The boards/committee will decide at the start of the financial year (1 July) whether to accept applications throughout the year, once a year, or a combination of both.

How to apply:

Application forms are available from 1 August from both council offices in Te Awamutu and Cambridge and available to download from the council's website www.waipadc.govt.nz/discretionaryfund.

Closing date: In general an annual funding round will close 31 August or last working day of the month. Note that in some cases, it may be possible for applications for financial assistance from the community boards to be during the year, however the PWC will only accept applications during the annual funding round period. For financial assistance requested during the year, please contact Council for an application form.

Grant limit: Financial assistance allocated generally ranges between \$200 - \$5,000. Eligible funding requests will include capital projects with a community benefit, operational expenses and local community events.

CREATIVE COMMUNITIES SCHEME

Purpose of Fund:

Waipa District Council has a partnership with Creative New Zealand to promote, support and increase participation in community **arts and cultural activities** in the Waipa District. Any group, organisation or individual can apply (although grants are not for personal gain).

How to apply:

Complete the funding application form on the website www.waipadc.govt.nz/creativecommunities

Funding rounds are advertised in the local community papers. Application forms are available from mid-March for the April grants round, and mid-August for the September grants round.

Closing dates: There are two funding rounds each year. Both rounds are open for applications for one month.

Grant limit: Range on average between \$200-\$2,000 depending on project assessment.

DISTRICT PROMOTION FUND

Purpose of Fund:

Sponsorship funding is available annually for **events** based in the Waipa District. Successful applicants are likely to be large, public scale events with national or international interest, and medium sized public events that have a strong regional focus. Successful applicants will be required to demonstrate compliance with a number of 'eligibility criteria' and supply a post-event report.

How to apply:

Application forms will be available on www.waipadc.govt.nz/funding from mid-June, or can be collected from Te Awamutu and Cambridge Council offices. If you would like an application contact council's Event and Marketing Advisor-phone (07) 872 0483 or email events@waipadc.govt.nz

Any event queries contact:

Event and Marketing Advisor, Waipa District Council
Private Bag 2402,
Te Awamutu
Ph: 0800 924 723
Email: events@waipadc.govt.nz

All community, events and arts based funding queries are to be directed too

Communication and Engagement Coordinator
Ph: 0800 924 723
Email: info@waipadc.govt.nz

HERITAGE FUND

The Heritage Fund is designed to assist with the preservation and enhancement of our unique environmental, cultural, and historical heritage in the Waipa District. The Waipa District Council fund is available to community members or groups working to safeguard our district's rich and diverse heritage.

The funding can be used to assist with physical works for heritage buildings, objects, natural vegetation, habitats, cultural or archaeological sites. The funds may also be used to assist with obtaining specialist advice where appropriate.

Closing date: Application closing dates are 30 June and 30 December each year.

For detailed information about the fund and to download an application form, see Waipa District Council's website www.waipadc.govt.nz/heritagefund or collect from council's offices.

Contact:

Waipa District Council
Private Bag 2402, Te Awamutu 3840
Ph: 0800 924 723
Email: info@waipadc.govt.nz

WASTE MINIMISATION COMMUNITY FUND

Waipa District Council has funding available for projects to recover waste by means of new and innovative projects focused on priority areas including organic and commercial waste, resource recovery initiatives, and data collection and auditing. Waste disposal or clean-ups are not eligible. Applications are invited from community groups, schools, early childhood centres, Iwi/Maori or local businesses. Grants are capped at \$10,000, although there is some discretion, to consider larger projects. Projects applied for must benefit the Waipa district.

Opening/Closing date: This fund is open all year round. Application forms are available to download from council's website www.waipadc.govt.nz/communityfunding or collect from council offices.

Contact:

Waipa District Council

Ph: 0800 924 723

Email: info@waipadc.govt.nz

All Waipa District Council funding rounds have hard copies of the application forms available from Council offices.

Te Awamutu
101 Bank Street

Cambridge Service Centre
23 Wilson Street , Cambridge

GENERAL COMMUNITY FUNDING

Waipa District Council Community Funding Guide - 2019

GAMING TRUSTS FUNDING

GAMING MACHINE GRANTS

Gaming Machine Grants are a significant source of funding for community, sports, leisure and recreational groups. Your group must be a non-profit organisation that provides benefits to your community.

Premises such as hotels, taverns and chartered clubs are members of different charitable trusts and foundations, who are required by law to donate a percent of the gaming machine proceeds to community groups and organisations. There are strict laws governing what funds can be provided for and what information must be provided by the applicant.

LIST OF ALL GAMING SITES IN WAIPA DISTRICT

To check on what purposes gaming trusts will provide funding for, go to the website www.dia.govt.nz. Go to People, Communities & Business section. Click on 'gambling', select link at bottom of page – 'funding for community groups', then follow the area selection tool. A list of gaming trusts in our region is shown. Full criteria and application forms for each gaming trust are available from their own websites (see next page for details).

How your group can access gaming machine funds:

- As a first step check on the gaming trust's website as all the information including application forms and criteria are available. Alternatively pick up an application form from your local hotel, bar or tavern.
- Return the form to the trust's address; do not return your application to the site where you collected the form.
- If all the requested information has been provided to the Trust you should hear within a month to six weeks of your application being received, depending on their allocation meeting date.

Hints when applying for gaming machine funds:

- Be prepared if you think you intend to seek gaming trust funding support. Many trusts will want to see your intention to seek funding as a 'motion' in your group's minutes of meetings, and you will be asked to supply a copy of these with the application. It's easier to ensure this intention is recorded before you start applying, rather than later.
- Always advise, if requested, of other gaming trusts you are approaching for funding. The trusts share information and may confer to decide who best can assist you.
- It's important your application is clear, complete and accurate – the trusts receive many more applications than they can fund. Don't have your application declined because of poorly presented or incomplete information.
- Only one application per trust can be submitted at each monthly funding round, and often only a certain number of times per calendar year. However you can apply to several trusts at the same time for the same purpose.
- All gaming trusts accept applications for funding at any time of the year.

AS GAMING TRUST SITES CAN CHANGE THROUGHOUT THE YEAR, PLEASE CHECK AT MACHINE SITES OR THE GAMING TRUST WEBSITE FOR CONFIRMATION

GAMING TRUSTS:**Pub Charity**

Freepost 956

P O Box 27-009

Marion Square, Wellington 6141

Ph: 0800 426 464

Email: enquiries@pubcharitylimited.org.nzwww.pubcharity.org.nz**WAIPA GAMING MACHINE SITES:*****Masonic Hotel - Cambridge*****Grassroots Trust**

P O Box 9019

Waikato Mail Centre, Hamilton 3240

Ph: 0800 957 960

Email: info@grassrootstrust.co.nzwww.grassrootstrust.co.nz***5 Stags – Leamington******Joy's Place – Te Awamutu*****Trillian Trust Inc.**

P O Box 12245

Penrose

Auckland 1642

Ph: (09) 579 1428

Email: info@trillian.co.nzwww.trillian.co.nz***The Clubhouse Sports Bar – Cambridge Raceway******Group One Turf Bar – Cambridge******Prince Albert Tavern– Cambridge******Star Tavern – Kihikihi*****Southern Trust**

P O Box 858

Dunedin 9001

Ph: 0800 42 42 74

Email: info@southerntrust.org.nzwww.southerntrust.org.nz

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Waipa Working Men's Club

Own their machines on site.

Apply directly to them.

Restricted funding.

139 Albert Park Drive

Te Awamutu

Te Awamutu & District Memorial RSA

Own their machines on site.

Apply directly to them.

P O Box 101

Te Awamutu

Ph: (07) 871 7773

Cosmopolitan Club - Cambridge

Own their machines on site.

Apply directly to them.

Restricted funding.

88 Burns Street

Cambridge

Ph: (07) 827 7006

New Zealand Racing Board

PO Box 38899,

Wellington Mail Centre, Lower Hutt

Ph: 07 838 8800

Email: info@southerntrust.org.nz

www.nzracingboard.co.nz/grant-information-dates

TAB Cambridge

TAB Te Awamutu

Youthtown Inc.

PO Box 5899

Wellesley Street

Auckland Central, Auckland

Ph: 0800 004 566

Email: info@youthtown.org.nz

www.youthtown.org.nz

The Frankin Sports bar – Te Awamutu

COGS FUNDING – COMMUNITY DEVELOPMENT GROUP

In future, people requesting grants will do this through a new online system. The online system will replace Grants Online (GOL) and most of the other application forms for new requests to Lottery Grants Board, Trust or Crown funded schemes. The first funding scheme to go live will be [Lottery Community](#). Requests for grants from other funds will be made using the new system as those funds open for applications during 2014/2015.

Purpose of Fund:

COGS provides grants to non-profit community organisations delivering community-based social services. COGS grants support organisation running costs, projects and events.

There are 37 COGS local distribution committees, making grant decisions based on locally determined outcomes. The people serving on COGS committees are elected volunteers.

How to apply:

You can register your group and apply on-line: www.communitymatters.govt.nz

For assistance or to request a paper application form by mail, phone 0800 824 824.

Community Development Group

Department of Internal Affairs

Level 2 / 410 Victoria Street

P O Box 19 230

Hamilton 3244

Ph: 0800 22 51 51

D V BRYANT TRUST

Purpose of Fund:

The Trust's current strategic focus is grants to support work which benefits **children, youth and education**. The project must benefit the community as a whole. Does not fund sport and art.

Closing Dates:

Decisions made at bi-monthly meetings of the Board.

- Friday 20th January
- Friday 24th March
- Friday 19th May
- Friday 21st July
- Friday 22nd September
- Friday 24th November

How to Apply:

There is no application form as the Trust believes applicants can best express their needs in their own specific manner. See website for a copy of the Board's guidelines for grant proposals.

P O Box 19 318

Hamilton 3244

Ph: (07) 838 0522

Email: admin@bryanttrust.co.nz

www.bryanttrust.co.nz

HARCOURTS FOUNDATION

Grants for a specific event, project, item or initiative that benefit as many people as possible. Needs to occur within 4 months of decision meeting date. Will only accept applications from towns that have a Harcourts office (*includes Te Awamutu and Cambridge*).

Grant rounds: Four rounds per year – Rounds closing 30 January, 24 April, 24 July & 23 October. Applications received after closing date will be considered in the next funding period.

How to apply:

Application form available online.

The Harcourts Foundation

PO Box 151

Wellington

Email: newzealand@harcourtsfoundation.org

harcourtsfoundation.org/new-zealand/application-process

J R MCKENZIE TRUST

Purpose of Fund:

This fund gives grants for organisations working with disadvantaged children and their families, and Maori development. Check their website for more information and exclusions.

Closing Dates:

Two funding rounds a year. Only one application is allowed per calendar year. There is a two-stage process to their application for a grant, see website for more information.

How to apply:

Application preferred online, or request an application form from:

Iain Hines or Alison Glen

J R McKenzie Trust

P O Box 10 006, Wellington, 6143

Ph: (04) 472 8876 **Email:** info@mckenzie.org.nz

www.jrmckenzie.org.nz

FONTERRA GRASS ROOTS FUND

Purpose of fund:

Through the fund we aim to sustain healthy, vibrant communities by sponsoring ideas, projects and initiatives that make a real impact.

The fund opens doors for a wide range of community projects with grants of between \$500 and \$5000. To be considered for support, your initiative or activity must fit within the categories and criteria outlined below.

- Bringing Communities Together
- Caring for our environment
- Making our Communities Safer

Closing date: 31 March 2017

How to apply:

Application form online.

Email: fonterragrassroots@fonterra.com

www.facebook.com/pg/FonterraGrassRoots

GRASSROOTS TRUST (*differs from the Fonterra Grass Roots Fund above*)

Purpose of fund:

Grassroots Trust Limited was established in 2011 to support sport, education and community sectors.

It's our intention to grow the funds available and to contribute funding across the sport, education and community sectors.

Closing date: Visit the website.

Ph: 0800 957 960

Email: info@grassrootstrust.co.nz

www.grassrootstrust.co.nz/grants/how-to-apply

LOTTERY GRANTS BOARD - COMMUNITY DEVELOPMENT GRANTS

The administration of local community lottery grants is undertaken by the regional Community Development Group offices. The Board distributes funding for grants in the following areas:

Lottery Community – Regional and National Committees

Grants are for projects that encourage or enable community self-reliance, capacity building and stability, or opportunities for social, civil or cultural participation and reducing or overcoming barriers to such participation. Note: on-line applications are now essential, with an improved application process.

Community Facilities Fund

Funding to support building or improvements to community facilities (not incl. sports centres).

Community Sector Research

Considers applications from community organisations to carry out research and/or evaluation projects, either independently or in partnership with a suitable provider.

WW1 Commemorations, Environment and Heritage

To promote, protect and conserve New Zealand's natural, physical and cultural heritage, and WW1 commemorative activities.

Significant Projects Fund

A fund to provide support to organisations undertaking major community-based capital expenditure projects. (This fund availability needs to be confirmed each year.)

Lottery Health Research

For research into the cause, prevention and treatment of disorders affecting the health of New Zealanders.

Marae Heritage and Facilities

To assist with capital costs of the conservation, restoration and development of Marae facilities, particularly wharenuī, wharekai and wharepaku facilities.

Lottery Outdoor Safety

Dedicated funding for all outdoor safety activities. Distributes funds to major outdoor and water safety groups, their affiliates and branches.

Lottery Individuals with Disabilities

For people with mobility and communication related disabilities for the purchase of vehicles, mobility and communication equipment.

Lottery Minister's Discretionary Fund

For individuals or groups for community projects that do not fit any of the above committees. Includes overseas travel for educational or cultural exchanges, volunteer fire fighting, animal welfare, art and sports projects.

FOR MORE INFORMATION AND UPDATES:

For all enquiries, information sheets, closing dates and application forms:

Lottery Grants: www.communitymatters.govt.nz

email: grantsonline@dia.govt.nz

Ph. 07 839 9960 or Freephone 0800 824 824

Postal:

Community Development Group

Department of Internal Affairs

Level 2, 410 Victoria Street

Westpac House, PO Box 19 230, Hamilton

NORAH HOWELL CHARITABLE TRUST**Purpose of fund:**

To support, assist or **promote any recognised charitable purposes** in NZ, particularly in the Hamilton and Waikato areas. Projects funded include arts, music, social welfare organisations, education, services for specific projects.

Closing Date: 31 March and 30 September each year

How to Apply:

Request an application form from:

Cleland Hancox Limited

Norah Howell Charitable Trust

P O Box 9495, Hamilton

Ph: (07) 838 2692

SARGOOD BEQUEST**Purpose of Fund:**

The Trust makes grants to projects and activities in the children/youth, cultural, sports and outdoors, educational and environmental areas with a focus on access, participation and inspiration. The majority of grants are under \$5000.

Closing dates: 31 December annually. Outcomes notified in April/May.

How to apply: Application form and guidelines available on website.

The Secretary

Sargood Bequest

PO Box 5546

Dunedin 9058

www.sargoodbequest.org.nz

SKYCITY HAMILTON COMMUNITY TRUST

Purpose of fund:

Community projects that provide care, treatment or counselling, teach life-skills and provide educational programmes or research. Projects that promote the arts, culture and entertainment in New Zealand, including promotion, recognition and understanding of different cultures living in New Zealand. Initiatives that improve family financial security and wellbeing.

Closing dates: Visit the website.

How to apply: Online.

Email: hamilton@skycitycommunitytrust.org.nz

Ph: 09 363 6117

Nicola Keen-Biggelaar

Community Trust & CSR Manager

SKYCITY Hamilton Community Trust

c/- PO Box 90643

Auckland

www.skycityhamilton.co.nz/about-us/community/community-trust-grants/

THE PAGE TRUST (Hamilton)

Purpose of fund:

For **charitable or educational groups** within a 58 km radius of the Chief Post Office in Hamilton. Only legally incorporated groups or organisations are eligible for funding.

Purpose for arts and culture, children, community, counselling, education, elderly, family, health, people with disabilities, poverty, self-help and youth. Individuals, sports organisations or service clubs are not eligible.

Closing date: Visit the website.

How to apply: For application form contact:

The Page Trust (Hamilton)

Public Trust

P O Box 429, Hamilton

Ph: 0800 371 471

Email: hamilton@publictrust.co.nz

www.publictrust.co.nz/grants-and-scholarships/how-do-i-find-one

THE TINDALL FOUNDATION

Purpose of Fund:

Their focus lies in 6 areas – supporting families and social services, caring for our environment and preserving biodiversity, encouraging enterprise and employment, strengthening the community sector, promoting generosity and giving, special funds awarded at their discretion.

Closing dates: There is no closing date for applications, however you need to submit at least 4 months before you need it.

How to apply:

tindall.org.nz/apply-3/application

PO Box 33 181

Takapuna, Auckland 0740

Ph: (09) 488 0170 Email: admin@ttf@tindall.org.nz

www.tindall.org.nz

TINDALL RURAL COMMUNITY EVENT FUND

Purpose of Fund:

Targeted toward small, rural-based organisations who provide events for families, children and their communities. It is not for commercial events. Hamilton based organisations are excluded. Application can be up to \$500 (maximum).

Opens: early December of each year

Closes: Mid-January each year

Distribution: By Mid-February each year

How to apply: Application forms available to download from website:

Community Waikato

PO Box 1367

Hamilton 3240

Ph: 07 282 0744

Email: sally@communitywaikato.org.nz

www.communitywaikato.org.nz

THE WORKING TOGETHER MORE FUND

Purpose of Fund:

To assist community groups to make a greater difference for the people and communities they serve, through collaborating more closely with other organisations.

Closing dates: April, July and October

How to apply:

On-line applications: www.workingtogether.org.nz/criteria-dates

Enquiries to:

Working Together More Fund - Attn: Bede Martin

PO Box 76166

Northwood, Christchurch 8548

Email: bedemartin@xtra.co.nz

Ph: 021 230 2908— Tuesday & Wednesday (10am – 5pm)

TRANSPower COMMUNITY CARE FUND

Purpose of Fund:

To assist those communities affected by Transpower assets and projects by investing in community-based projects that add real value and benefit to the community as a whole. The Fund makes one-off grants for projects in communities along the existing National Grid route, as well as communities affected by new Transpower projects.

Closing dates: 31 January and 31 July; successful applicants notified in April and September

How to apply:

Application form can be downloaded from Transpower's website—Community Initiatives page.

Transpower Community Care Fund

Corporate Affairs, Transpower NZ Ltd

PO Box 1021, Wellington 6140

Ph: (04) 590 7005

Email: communitycare@transpower.co.nz

www.transpower.co.nz/apply-communitycare-fund

TRUST WAIKATO

Purpose of Fund:

Trust Waikato donates money to community organisations and projects that benefit of people in our region. These may include those involved with arts, environmental initiatives, social services, culture, preservation of history, sports, education, recreational activities and youth. Multi-year funding is available.

Closing dates: 2017 dates will be announced December 2016 on the below website.

How to apply:

Online forms available from their website.

Trust Waikato

P O Box 391, Hamilton 3240

Ph: 07 838 2660 - 0800 436 628

Email: twinfo@trustwaikato.co.nz

www.trustwaikato.co.nz/How-to-apply/Application-Process

WAIPA NETWORKS SPONSORSHIP

Waipa Networks sponsors several local organisations and activities. They can on occasion sponsor smaller, one off events or causes that include community, education, sport, arts and culture, or the environment. If you have a suitable project within the Waipa area you would like considered for sponsorship, check their website for details and an application form.

Closing date: Apply anytime.

Contact:

Email via their website reply form.

Ph: 07 872 0745 / 827 4014

www.waipanetworks.co.nz

OTHER SUPPORT — PRODUCTS/DISCOUNTS

BP SPONSORSHIP

Purpose of Fund:

BP sponsors many community programmes. If you wish to seek sponsorship your group will need to fit under one of the following criteria: Education, Enterprise or Innovation, Leadership. Due to the level of applications they are unable to support individuals, sporting teams or organisations with a political agenda.

How to Apply:

Go to their website to complete an online application request form.

www.bp.com

NEW ZEALAND POST – COMMUNITY POST

Purpose of Fund:

Non-profit community groups can apply for postage-included envelopes and Marketing Data Services for use with projects and activities that align with their community investment themes. Full criteria and eligibility included on website.

Closing date: 31 August each year

How to apply:

Application forms available to download from www.nzpost.co.nz under 'About Us' Sponsorship, from 1st August, or register early interest on their website.

For more information contact:

Email: communitypost@nzpost.co.nz

www.nzpost.co.nz

TECHSOUP NEW ZEALAND

Purpose of Fund:

The Techsoup programme is designed to be a simple way for charitable organisations to access the technology and expertise they need to do their work. Techsoup has partnered with Microsoft and other leading technology providers worldwide to offer a wide variety of software. They also offer refurbished computer systems at a discount.

How to apply:

Organisations must register online so eligibility can be confirmed. Always open for application.

Contact details:

Ph: Auckland 09 887 0291

www.techsoup.net.nz

ENVIRONMENTAL & HERITAGE PROJECT FUNDING

WAIKATO COMMUNITY CONSERVATION FUND

Purpose of Fund:

The fund will assist community groups to undertake the following projects or activities:

- Protection, enhancement or restoration of native species, habitats or natural features
- Improving recreational opportunities or historic heritage to increase public enjoyment of an area
- increased public understanding of, and involvement in, conservation through education, interpretation or public information
- Facilitation or administration costs of establishing a group, governance or training of members to help achieve conservation outcomes.

The amount allocated at any one time to an applicant will not exceed \$5,000.

Closing date: Nominations are invited for the next term beginning 1 April 2017

How to apply:

Criteria and application available to download:

www.doc.govt.nz

The web page also has a funding database of other conservation funders.

MINISTRY FOR THE ENVIRONMENT

Various funding sources for sustainable management, waste minimisation, fresh water clean-up, contaminated site remediation, environmental legal assistance.

Closing dates: Check website for recent updates on the different funds.

Email: cef@mfe.govt.nz

Ph: 0800 499 700

www.mfe.govt.nz/more/funding/sources-funding

Includes **Community Environment Fund (CEF)**.

www.mfe.govt.nz/more/funding/community-environment-fund

RON GREENWOOD ENVIRONMENTAL TRUST

To assist preservation and protection of the natural environment of New Zealand by community based, non-profit groups. Conservation, environment projects and activities funded. Most costs/expenses are eligible.

Closing date: Written applications accepted throughout the year.

Contact:

Warwick Greenwood, Managing Trustee
The Ron D & E A Greenwood Environmental Trust
C/- Environment Trust, P O Box 10359 , Wellington
(No website available)

WAIKATO CATCHMENT ECOLOGICAL ENHANCEMENT TRUST

The Trust assists organisations, agencies and individuals with projects which foster and enhance the sustainable management of ecological resources in the Lake Taupo and Waikato River Catchments.

Closing date: 30 March annually.

Application form on website: www.wceet.org.nz/funding

Contact:

Waikato Catchment Ecological Enhancement Trust
P O Box 445, Hamilton
Ph: 0800 246 348
Email: enquiries@wceet.org.nz or use online message form.
www.wceet.org.nz/funding

The Waipa District Council Heritage Fund can be found on page 5 and the Waste Minimisation Fund can be found on page 6.

FUNDING INFORMATION SERVICE

The Funding Information Service is New Zealand's primary source of information about funding for voluntary organisations and individuals in the community. Funding information is collected from more than 600 different funder organisations and placed into several funding information databases.

FUNDVIEW

'Fundview' is a computer database of information about sources of funding for **community groups**. The user is able to search the database with specific details of their project. The database lists all funding agencies that fit your criteria and gives information on closing dates, funds available and how to apply. This allows groups to apply to the funding organisations that are most likely to consider their application. This is a subscriber paid website, although various outlets offer free access to it.

In the Waipa District, Fundview access is available at:

Cambridge Public Library – 23 Wilson St, ph. 823 3838

Te Awamutu Public Library – 157 Roche St, ph. 872 0055

Access to Fundview at these outlets is free, but most providers charge for printing out the information.

BREAKOUT

'Breakout' is a database specifically for **individuals / students** wanting information on awards, scholarships and grants to assist with studies. While this database does not have an access point in the Waipa district, it is available to use (free to Hamilton library card holders) at the Hamilton City Library Garden Place, Hamilton. You will also have to pay a charge for any printouts you require.

CORPORATE CITIZENS

A database that holds details of New Zealand businesses that are committed to building relationships with community and voluntary organisations. Access at Hamilton Library.

SPORTS FUNDING

Funding Information Service has a sports funding database accessible through the SPORT NZ Website www.sportnz.org.nz, under 'Get into Sport' - Funding link.

CULTURAL FUNDING

An on-line directory for those seeking funding for arts and cultural projects.
www.mch.govt.nz/funding-nz-culture

For more information about all the databases offered by the Funding Information Services contact:

Funding Information Services

P O Box 1521, Wellington

Ph: (04) 471 8900

E-mail: info@fis.org.nz Website: www.generosity.org.nz

FUNDING – WHERE TO START AND WHAT TO KNOW

WHERE TO GO TO FIND OUT ABOUT FUNDING?

Fundview and other databases

Computer databases of funding agencies throughout New Zealand.
See Funding Information Service section (previous page).

The biennial **Waikato Community Funding Expo 2017** is held in February at Hamilton Gardens Pavilion. There will be displays with funders on hand to answer your queries, and a series of free workshops running throughout the day.

Waikato Regional Funding Workshops

www.communitywaikato.org.nz/Services/CommunityWaikato Email:

cwinfo@communitywaikato.org.nz

Ph: 07 838 1583.

Local newspapers

Many funding agencies and local service groups advertise their community funding rounds in the local newspapers. Keep your eye on the Public Notices and general advertisements in your community.

Personal assistance to community group's Grants Officers

Daytime meetings can be arranged with Waipa District Council's Engagement Coordinator to talk through your funding requirements and suggest funders to suit your needs. *Contact details page 1.*

FIRST PRIORITY – PLAN YOUR GROUP'S FUNDRAISING WELL AHEAD!

- Funding agencies have set dates to consider funding applications – sometimes only once a year. Have a diary of when the closing dates are, (and a reminder one month prior), for every grant your group is eligible to apply for to ensure your application isn't a last minute rushed effort. Retrospective grant requests are ineligible.
- Gather information on suitable funders you need to approach for your funding – most will have a website where there is usually a lot of additional information to check your eligibility and assist your application.

ESTABLISH YOUR FUNDING REQUIREMENTS

Identify suitable funders to your needs

- List the specific items/projects you need funding for. Match your 'wish list' with the funders you are eligible to apply to for that item/project, and take note of the application closing dates against your timeframe for needing the funds.

- **Set goals**

If your committee has developed a plan to complete the work for a specific project, this shows the funder you have thought the project through and are more likely to finish the project.

- **List your resources available**

People/labour donated, working bees, funds on hand, donated goods, all add towards your 'income' towards a project. Outlining these in your funding application shows the funder your willingness to contribute to the project costs. Many funding agencies expect you to contribute a portion of the cost towards your project.

GETTING ORGANISED

- Consider allocating the task of completing funding applications to one person so they will become familiar with the processes and information required.
- The best funding advice is to keep a GRANTS FOLDER in which you should keep copies of all information usually required to accompany an application form.
(See page 23 'What information do you need to complete a Funding Application?')
- Some funders, like the gaming machine trusts, require that you have a resolution to seek funding from them in the Minutes of committee meetings. Make sure you note your intention to raise funds in the Minutes.
- Keep a file of news clippings, letters of support, flyers of previous events or projects, to show your potential funder what your group has had success achieving. Copy onto A4 paper.
- Keep in your grants folder photocopies of application forms from previous years to help you fill out subsequent applications.
- Keep a list of the results of applications sent – successful or unsuccessful. It will provide a good record to fill in subsequent applications when previous grants need to be listed, and allow you to mark off when grant accountability forms have been returned.
- Remember – you may not always be the person applying for your group's funding. The more organised are your records, the easier it will be for the next person to take up the task.

APPLICATION FORMS

Check the Application Criteria carefully

- Make sure the funder you are approaching will consider the purpose for your request so that you don't waste your effort applying for funding which their criteria does not support. Phone them to check if you are unsure – one phone call can save so much time!
- If a funders application criteria will support administration/running expenses only, ask for funding to assist with these costs, and save your on-hand funds for that specific project or event your club is undertaking that is harder to raise funds for, like travel.

Draft your application

- It pays to do a draft application and have someone else look at it first, before you write the final application. Also keep a copy of the completed application form sent in. This is important if the funder contacts you with a query and you can't remember what was written on the form.

Filling in the application

- Use the LEGAL name for your organisation – that which is on your bank statement and legal documents. Put your commonly-known name in brackets following it, if applicable. Successful grants may be paid only to the legal group name and bank account name.
- Write clearly, or have someone with neat handwriting fill in the final copy. Complete on-line if this is an available option.
- Funders want BRIEF, clear answers to their questions. ‘What – How –When’ for your project description, and ‘Why’ for the benefits or the proposed project/service. Bullet points are quite acceptable. Remember, funders have to read through many applications and long explanations often hide the true intent of the answer.
- Be positive in presenting your organisation and funding request — imagine your application is like a CV for a job you really want to get, and ‘sell’ your organisation and your funding need.
- Many funders will be judging applications on the ‘Outcomes’ of the project/event; what will make a difference to the community. Let them know how good you are.
- Do not leave blank spaces. Always answer every question: if the question is not applicable – say so. Funders with hundreds of applications to review may put your application in the ‘incomplete’ or ineligible pile if questions appear to have been overlooked or not answered.
- Never print in the answer space “See attached”. The signed application is a legal document so you must state a brief answer to all questions in the space provided, then you can refer to an attached item for more detailed information.
- Use BLACK pen if possible. It photocopies clearer when multiple copies of the original application are produced for the funding allocation committee.
- Remember that highlighter pens do not show up when your application is photocopied, so underline or asterisk information on supporting documentation that you want noted by the funding allocation committee.
- Don’t over-inflate your budget to receive more funds (funders have a fair idea of actual costs), but also don’t underestimate project costs and end up with a shortfall.
- Always check your additions in your project budget figures.
- Always note on your financial records if Accumulated Funds are tagged for specific purposes, like a new building fund, annual conference/tournament etc.
- Make sure you only send relevant attachments with your application form, keeping in mind they may need to be photocopied for distribution to members of funding committees. Excess papers will be discarded.
- Do not send your application in a fancy folder or cover, or tabbed with dividers. These will be removed. Just present your application as simply as you can for easier photocopying.
- When forms ask for contact numbers during the day, make sure the contact persons are likely to be available. Most funders are calling from work and if they can have their query answered over the phone, it speeds up the process and may work to your advantage. If they can’t get hold of the contact person named after several tries, the application may be labelled ineligible and not considered for funding.

Ask for help

- If you have any questions when you are filling out an application form, always ring the contact person from the funder organisation. They are keen to offer help and answer questions. Quite often a quick phone call or email will save incorrect applications being sent in and the contact person may have some helpful tips for your application.

Using grants

- Some funders require that you will need to return grants if they are not used within a specific time. You will need to ensure you can raise adequate funds to meet the total project cost within the period before unspent grants must be returned. However if you are close to your goal, advise your funder and request a time extension.
- Most grants are given for a specific purpose and should not be spent on another purpose. Contact the funder if your original project/expense does not proceed—some funders may allow you to spend the funds on another similar project they approve, but some may require return of funds.

Best practice

- Show appreciation, send letters/photos of thanks and give acknowledgement of their funding support in your newsletters and annual reports.
- Keep funders and sponsors informed on the progress of an ongoing project. By keeping a good relationship with funders/sponsors, asking for more funding should be easier next time.
- Don't forget to return your accountability statements, if required. If you forget, it may make your group ineligible for further funding.

WHAT INFORMATION DO YOU NEED TO COMPLETE A FUNDING APPLICATION?

There are a number of documents and specific information generally required for a funding application. It is suggested this information is filed into your Grants folder, so it is readily available if and when required. You probably won't need it all for some applications – just be prepared in case you do.

- Profile or summary of your organisation, printed on letterhead: your purpose/activity/ services, your history and how long you have been established, your membership numbers, your trustees names, your future plans or goals.
- Your group's LEGAL name (on bank account); add commonly-used name in brackets on an application form, if applicable.
- Type of group – charitable trust, non-profit body, incorporated society
- Charities Commission registration number, if you have one
- Copy of evidence of group's affiliation to recognised national or regional body
- GST number, if applicable
- Pre-printed bank deposit slip, or stamped and verified bank deposit slip for payment of successful grants
- Copy of latest bank statement or account summary of your group's accounts
- Financial documents such as Income and Expenditure Statement for the last 12 months certified as correct by group's Executive, and/or verified Annual Accounts
- Cost breakdown (proposed budget) of your project/expenses
- Two or three competitive quotes for a purchase or service to be funded, or a written explanation if several are not available
- Sources of other funding for this project, and what funding is already raised
- Resolution to apply for funding, particularly for gaming trust applications – sometimes required on letterhead or included in group's Minutes of Meeting and approved in next following meeting's Minutes.
- Signatures of Secretary and other Executive members – President or Treasurer
- Contact details of Referees (usually two) and Auditor.
- Other supporting material can be useful such as news clippings of your intent to raise funds, or letters of support from recognised groups/people. This is very helpful if you are a new group.

GETTING IT RIGHT!

FUNDRAISING & EVENT REQUIREMENTS BY WAIPA DISTRICT COUNCIL

There are some obligations to be undertaken if your group is considering fundraising by selling raffle tickets or goods, or running an event in a public place. Please contact Council's Customer Support staff who will advise and help you through any processes that need to be undertaken.

Street Stalls are for non-profit organisations selling raffle tickets or holding cake stalls. Some commercial areas in the townships are classed as 'restricted' areas and you will need to gain a street stall permit if you are considering setting up a stall. Customer Support staff will check availability of the date (only two organisations on any one day may have a stall in the same town). If all is in order they will issue a permit (there is no charge for this). The shop owner outside whose premises the stall will be held will need to give their permission. In Cambridge the pre-approved site is outside the BNZ and no further permission is required from the bank. Note: there are areas 'prohibited' from stalls or trading, generally around state highways. Please discuss with Customer Support staff.

'Wholesale Stalls', i.e. stalls that benefit the person conducting the sales for personal profit, are not authorised.

Raffles – Raffles and lotteries with a prize over \$5,000 need a licence from the Department of Internal Affairs, under the Gaming and Lotteries Act. Customer Support staff have licence forms available for completion and posting to DIA. Once approval is granted a stall permit will be required if you are selling tickets from a street stall - see above.

Sausage sizzles or BBQ's held on an occasional basis in a public place by a recognised charitable organisation are permitted, provided some criteria are followed. This includes being issued with a stall permit through Customer Support staff, and adhering to food handling, storage and hygiene standard guidelines. An information sheet outlining these requirements is provided with the stall permit.

Community events

First you will need to complete an [Event Application Form](#) which gathers details about your planned activity or event and allows council staff to determine what approvals you may require. These are available from council's website www.waipadc.govt.nz under 'Our District/Organising an Event' or from council offices.

Parks and reserves bookings – all enquiries and bookings for events, fairs, displays and fundraisers to be held on public parks or reserves are to be approved through Council. Requests will be processed as part of your event application approval and you will be advised if the park/grounds are available, if any current lessee (i.e. sports club holding a lease on the park) approval is required, and advice given on 'ground rules' for the venue. In general, commercial displays are not allowed on public parks.

Signage—Regulated size and location of signs advertising your event are permitted by council. This will be discussed during the event approval process. Unapproved roadside signage will be removed.

Planning—Large events may require a Resource Consent if traffic management, noise, hours of activity, sanitation requirements, etc. need to be considered. The council's Planners can advise if consent is necessary for your event as part of the event approval process. As there are costs and a period of time involved in obtaining this, check early.

USEFUL WEBSITES AND INFORMATION

GENERAL

Charities Commission

www.charities.govt.nz

A website to inform about charitable organisations and their responsibilities, including charity registration application forms. Check the FAQ for a good overview.

Ph: 0508 CHARITIES (0508 242 748)

Email: info@charities.govt.nz

COGS and Lottery Online

www.communitymatters.govt.nz

Information on Community Development - Department of Internal Affairs. Updated information sheets and guidelines for those seeking funding, and closing dates for applications. On-line grants application forms for COGS and Lottery.

CommunityNet Aotearoa

www.community.net.nz

Information about running a group, funding, promoting your group, volunteers – as well as lots of other interesting information. Excellent online publication 'Community Resource Kit' for help to set up your organisation.

Community Connect

www.communityconnect.co.nz

A website by TrustPower to share information and support for community groups. Check out the 'Resources' tab too. Includes fundraising ideas, training and support, promoting your event, networking.

Inland Revenue Department

www.ird.govt.nz

'Charitable Organisations and Donee organisations' A useful guide on your tax obligations, available at no cost, or available on website - type in 'IR255' in the Search box. Also *'Tax Information for charities registered under the Charities Act 2005'* —IR256 is accessible via Search box

Social Development Partners

www.socialdevelopment.org.nz

Links to several other community assistance websites.

See *'Resources'* - useful for medium to larger groups.

Community Waikato

www.communitieswaikato.org.nz

An organisation to support, strengthen and advocate for community-based social service groups. Offers workshops and training, scholarships for those studying in the sector – check their website to see what is currently on offer, or ask if their Advisors can assist your group. Useful links on setting up an organisation, planning, funding workshops.

Puke Rangiora House
33 Victoria Street

P O Box 1367, Hamilton 3240

Phone: 07 838 1583

Email: cwinfo@communitywaikato.org.nz or use their online email form

Societies and Trusts

www.societies.govt.nz

NZ Government Companies Office website where you can register on-line as an incorporated society or charitable trust, or check your or other charitable organisations details. You can find a lot of useful information about being an incorporated society, download incorporated society forms, and much more.

Trust Waikato

www.trustwaikato.co.nz

'The Grant Seekers Guide to successful funding applications'

A detailed step-by-step guide to assist groups in submitting funding applications. Download from their website from 'Useful downloads & Info' button. Also read their latest interesting Newsletter.

Trust Cottage

Trust Waikato

2 London Street

PO Box 391

Hamilton

Ph: 0800 436 628

Email: twinfo@trustwaikato.co.nz or via their online contact form.

FUNDRAISING IDEAS

SPORTS

Sport Waikato

While they cannot provide funding for groups, Sport Waikato have staff who can assist sports clubs in assessing and improving their club structure and management, volunteer recruitment and selection - and more.

Waipa District Coordinator

Duke Street (behind BNZ), Cambridge

Local office also in Te Awamutu – phone for appointment

Ph: 07 858 5388 027 475 7747

Email: waipadc@sportwaikato.org.nz

www.sportwaikato.org.nz

Exult

www.exult.co.nz

Provides practical training and support to community groups right throughout New Zealand. Great help to fundraisers—seminars, networking, local fundraising directory, ideas you can use. Lots of free resources, or sign on for their magazine. Excellent resource.

Fundraising ideas

Websites can offer a variety of fresh fundraising ideas. Search online with terms such as *fundraising ideas* on New Zealand sites or check others overseas for ‘new’ ideas, such as www.stepbystepfundraising.com.

ARTS AND HERITAGE**Creative Waikato**

This organisation will offer lots of assistance to existing arts groups, and those still growing. Check out their website and see what is happening around our region!

Ph: 0508 427 892

131 Alexandra Street,
Hamilton

Email: hello@creativewaikato.co.nz

www.creativewaikato.co.nz

Creative New Zealand

National arts development organisation. See links to ‘*Getting Funded*’, the ‘*Creative Communities Scheme*’ and their ‘*Quick Response*’ for nationally distributed projects. In addition to the ‘*Creative Communities Scheme*’ (more on page 6 this publication), there are other funds available for a variety of arts and cultural purposes. See the website for full details, criteria and closing dates. Also the place to find the Waipa Creative Communities logo, to acknowledge any funding received.

www.creativenz.govt.nz

Ministry for Culture and Heritage

www.mch.govt.nz

On-line database of funding sources available on this website. Complete online catalogue of major cultural sector awards, scholarships and residencies; nationally available to NZ artists and cultural workers.

P O Box 5364,
Wellington 6145

Ph: 04 499 4229

Email: info@mch.govt.nz