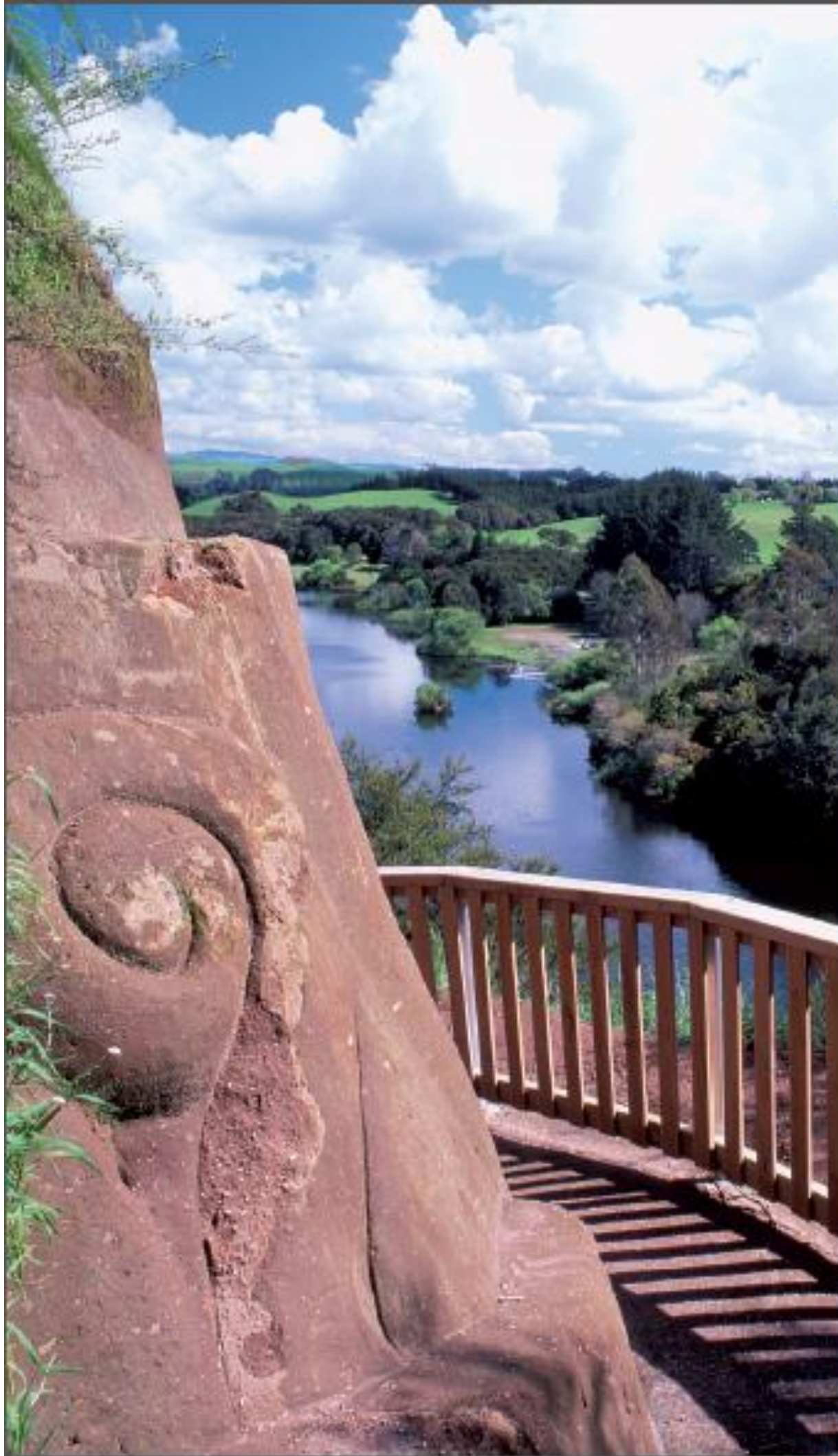


# COMMUNITY FUNDING GUIDE

2015



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# Community Funding Guide for South Waikato District Community Organisations

## Introduction

South Waikato District Council supports community groups through the distribution of grants, rates relief and financial assistance where those organisations are contributing to the social, cultural and recreational goals of the Council.

We have compiled this book to provide information on general funding sources available to community, sport, arts and leisure groups and not-for-profit organisations in the South Waikato District, available from both Council Community Development Grants and other funders.

Funding for more specific purposes (such as disability, enterprise initiatives, social services, Maori and Pacific groups) may not be included in this publication. Check the 'Useful Information and Websites' page for other funding agencies details, or contact us for advice on suitable funding sources. Hamilton City Council's funding book now covers all Waikato and includes funding sources for all organisations.

We have endeavoured to ensure that the information supplied is accurate at the time of publication however please be aware that there may be some changes to criteria or Closing Dates. We advise you to contact the funding agencies directly, or check any listed websites for a full description of grant information and criteria prior to making applications for funding support.

If you require any guidance or support seeking funding please contact our Community Development Coordinator who may be able to assist you.

Amanda West  
Community Resources Coordinator  
Phone: (07) 885 0705  
Email: [amanda.west@southwaikato.govt.nz](mailto:amanda.west@southwaikato.govt.nz)

## **For Funders listed in this book who have specified Closing Dates**

<b>For Funders listed in this book who have specified Closing Dates</b>	
<b>January</b>	
<b>20</b>	Endeavour Community Foundation
<b>31</b>	Rural Communities Trust
<b>31</b>	Waikato Catchment Ecological Enhancement Trust
<b>31</b>	Gallagher Trust
<b>February</b>	
<b>20</b>	Endeavour Community Foundation
<b>13</b>	Trust Waikato
<b>March</b>	
<b>20</b>	Endeavour Community Foundation
<b>28</b>	SWDC Community Development Grants
<b>28</b>	Creative Communities Scheme
<b>31</b>	Norah Howell Charitable Trust
<b>April</b>	
<b>20</b>	Endeavour Community Foundation
<b>1</b>	Environmental Initiatives Fund
<b>May</b>	
<b>20</b>	Endeavour Community Foundation
<b>29</b>	Grass Roots Trust
<b>31</b>	Rural Communities Trust
<b>June</b>	
<b>20</b>	Endeavour Community Foundation
<b>19</b>	Trust Waikato
<b>July</b>	
<b>20</b>	Endeavour Community Foundation
<b>24</b>	JR McKenzie Trust
COGS <b><i>awaiting confirmation of closing date</i></b>	
<b>31</b>	Waikato WDFP Karamu Trust
<b>August</b>	
<b>20</b>	Endeavour Community Foundation
<b>29</b>	SWDC Community Development Grant
<b>29</b>	Creative Communities Scheme
<b>31</b>	NZ Post – Community Post
<b>September</b>	
<b>20</b>	Endeavour Community Foundation
<b>18</b>	Trust Waikato
<b>26</b>	David Henry Grant
<b>26</b>	Sky City Hamilton Community Trust
<b>30</b>	Norah Howell Charitable Trust
<b>October</b>	
<b>1</b>	Environmental Initiatives Fund
<b>20</b>	Endeavour Community Foundation
<b>31</b>	Rural Communities Trust
<b>November</b>	
<b>20</b>	<b>Endeavour Community Foundation</b>
<b>December</b>	
<b>20</b>	Endeavour Community Foundation
<b>31</b>	The Sargood Bequest

**Note** – It always pays to check the Closing Dates with each Trust or funder. The above information is only a guide and can possibly change. South Waikato District Council will not take responsibility for any grant application declined due to lateness to missing the Closing Dates.

# South Waikato District Council Grant and Loan Opportunities

## ***Community Development Grants***

### **Purpose of Fund**

Groups can apply to this scheme if they are operating as a non-profit club or organisation. Applications that are eligible for Sports Funding and Creative Communities grant schemes are excluded from the Community Development Grant. Funding make take priority for organisations to help them get any event or programme started **or** to help them become self sufficient.

### **Closing Date**

Closing date for the first round of funding is 20 March 2015 at 12 noon, and the second round closes 28 August 2015 at 12 noon.

### **How to Apply**

Funding rounds are advertised in the local community papers. Application forms are available from the South Waikato District Council offices in Putaruru and Tokoroa, the Information Centres and the District's Public Libraries. Alternatively contact the Council's Community Resources Coordinator on (07) 885 0705 or go onto [www.communityconnect.govt.nz](http://www.communityconnect.govt.nz) .

## ***Creative Communities Scheme***

### **Purpose of Fund**

South Waikato District Council has a partnership with Creative New Zealand to promote, support and increase community arts and cultural activities in the South Waikato District. Any group, organisation or individual can apply (although grants are not for individual benefit). Some projects funded are: festivals, workshops, dance with art/cultural focus, music groups and theatre groups.

### **Closing Dates**

There are two funding rounds each year. The Closing Dates are 20 March 2015 and 28 August 2015.

### **How to Apply**

Funding rounds are advertised in the local community papers. Application forms are available from the South Waikato District Council offices in Putaruru and Tokoroa, the Information Centre's and the District's Public Libraries. Alternatively contact the Council's Community Resources Coordinator on (07) 885 0705 go onto [www.communityconnect.org.nz](http://www.communityconnect.org.nz)

## ***Leisure, Arts and Cultural Loan Fund***

### **Purpose of Fund**

The loan fund will be used to fund leisure, arts and culture. Loans from the above fund can be requested to the value of \$20,000. Interest rates for the loans shall be set by Council on an annual basis. Applications can be made at any time. For more information on conditions contact Council's Community Support Manager on (07) 885 0726



## 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.

### You can apply for funding at any time

Premises such as hotels, taverns and chartered clubs are members of different charitable trusts and foundations who are required by law to donate a per cent of the gaming machine proceeds to community groups and organisations. For further information, or to view criteria or Purpose of Funds, check the Internal Affairs website [www.dia.govt.nz](http://www.dia.govt.nz) then go to 'gambling' - 'funding for community groups' - 'Waikato' area.

### How your group can access gaming machine funds

- Where a website is listed below, go there first as all the information including Application Forms and Criteria are available. Alternatively pick up an application form from your local hotel, bar or tavern. You don't have to use the machines to get an application form.
- Return the form to the Trust's address; do not return any application information 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 6 weeks of your application.
- No GST component will be included in any successful grants.

### 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 your minutes 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 a central database 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. However you can apply to several Trusts at the same time for the same purpose.

## ***Gaming Trusts: South Waikato Gaming Machine Sites***

### **Pub Charity**

PO Box 27-009

Freepost 956

Wellington

Ph: 0800 426 464

[www.pubcharity.org.nz](http://www.pubcharity.org.nz)

**Putaruru Hotel** - 79 Princes St, Putaruru

**Grass Roots Trust**

P.O. Box 9019  
Hamilton  
Ph: 0800 957 960  
[www.grassrootstrust.co.nz](http://www.grassrootstrust.co.nz)

**Spirited** - 233 Leith Place, Tokoroa

**The Southern Trust**

PO Box 858  
Dunedin  
Ph: (0800) 424 274  
[www.southerntrust.org.nz](http://www.southerntrust.org.nz)

**Trillian Trust**

P O BOX 12 245  
Penrose  
Auckland 1642  
Ph: (09) 579 1428

**Pockets 8 Ball Club Inc**

PO Box 350  
Tokoroa  
Ph: (07) 886 1270  
*Own their machines on site.*  
Apply directly to them.  
Restricted funding.

**Pockets 8 Ball Club** – 56 Bridge Street, Tokoroa

**Tokoroa Cosmopolitan Club**

PO Box 285  
Tokoroa  
Ph: (07)886 4066  
*Own their machines on site.*  
Apply directly to them.  
Restricted funding.

**Tokoroa Cosmopolitan Club** - 275 Balmoral Drive, Tokoroa

**Tokoroa Club Incorporated**

Ph: (07) 886 5139  
PO Box 53  
Tokoroa  
*Own their machines on site.*  
Apply directly to them. Restricted funding.

**Tokoroa Club Incorporated** - 36 Chambers St, Tokoroa

**SkyCity Hamilton Community Trust**  
**Purpose of Fund**

The objective of the SkyCity Hamilton Community Trust is to assist organisations carrying out community assistance and development work that benefits the people of the Waikato region. This includes projects that: provide care, support and educational programmes; promote tourism and training for tourism; promote arts and culture.

**Closing Dates**

Applications for the 2015 funding round open June and must be received by 26 September 2015.

## **How to Apply**

Obtain an application form from  
Community Trust & CSR Manager  
SKYCITY Hamilton Community Trust  
P O Box 90643  
Auckland  
Ph: 0800 SKY CITY (759 2489)  
Fax: 07 834 4901

To register your interest to receive an application please email:  
hamilton@skycitycommunitytrust.org.nz

## **Lotteries Funding - Community Development Grants**

The Lottery Grants Board distributes profits from New Zealand Lotteries Commission to the community. The administration of local community lottery grants is undertaken by the Regional Community Development Group offices.

To be eligible to apply for funding from the Lottery Grants Board ensure you:

- Are a not-for-profit organisation
- Are not applying for sports equipment
- Are not applying for an arts programme

The Lottery Grants Board distributes funding through a series of distribution committees that consider applications for grants in the following areas:

### **Lottery Community – Regional and National Committees**

This now combines Lottery General, Seniors, Welfare and Youth grants. 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. You can now apply online at [www.cdgo.govt.nz](http://www.cdgo.govt.nz).

### **Lottery Environment and Heritage**

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

### **Lottery Health Research**

For research into the cause, prevention and treatment of disorders affecting the health of New Zealanders. For information and Closing Dates email: [lottery.research@dia.govt.nz](mailto:lottery.research@dia.govt.nz).

### **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 safety groups, their affiliates and branches. You can apply online at [www.cdgo.govt.nz](http://www.cdgo.govt.nz).

### **Lottery Pacific Provider Development**

For Pacific groups corporate governance, financial management and general business



management skills.

### **Lottery Welfare Individuals with Disabilities**

For people with mobility and communication related disabilities for the purchase of vehicles, mobility and communication equipment. Applications are considered at various times during the year. Once an application is lodged a decision should be available within 6-15 weeks.

### **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. Application forms online at [www.dia.govt.nz](http://www.dia.govt.nz) under Lotteries.

### **FOR MORE INFORMATION:**

For all enquiries, information sheets, Closing Dates and application forms contact:

Jenny Nand

Community Operations -Department of Internal Affairs

Level 2, 410 Victoria Street, Hamilton 3204

P O Box 19 230, Hamilton 3204, Ph. 07 839 9960, or visit their website: [www.cdgo.govt.nz](http://www.cdgo.govt.nz).

## **General Community Funding**

### ***COGS Funding – Community Development Group***

#### **Purpose of Fund**

COGS (Community Organisation Grants Scheme) provides grants to community organisations that provide essential social services to people from one or more of the COGS priority sectors: children, families, Maori, Pacific Islanders, other ethnic/migrant communities, older persons, people with disabilities, rurally isolated, unemployed, women and youth. Any organisation already receiving substantial government funding is not eligible.

#### **Closing date**

Applications open 01 June 2015 and close 5pm the last Wednesday of July 2015.

#### **How to Apply**

You can register your group and apply on-line: [www.cdgo.govt.nz](http://www.cdgo.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, Hamilton 3200

P O Box 19 230

HAMILTON 3244

## **David Henry Tokoroa Grants Scheme (Tokoroa)**

### **Purpose of Fund**

To provide grants to worthwhile applications that will benefit "the spiritual, educational or physical advancement of the residents of Tokoroa"

### **Closing Dates**

Closing date for applications 26 September 2015

### **How to Apply**

Address correspondence to:  
David Henry Tokoroa Grants Scheme  
c/o CHH Pulp & Paper  
Kinleith Mill  
Private Bag 6  
Tokoroa  
Ph – 07 8855935

## **J R Mackenzie Trust**

### **Purpose of Fund**

The J R McKenzie Trust has a proud 70-year history in helping to build stronger communities. We look for opportunities to build relationships with the organisations we support. Our strategy for 2011 – 2014 is to focus all we do as a Trust, including our grant-making, on working towards **a more socially just and inclusive Aotearoa New Zealand**. The Trust has two major areas of focus for the next five years: Disadvantaged children and their families, and; Maori development

### **Closing Dates**

28 February 2015 and 24 July 2015

### **How to Apply**

Application forms online or request an application form from:

Iain Hines or Alison Glen  
J R McKenzie Trust  
P O Box 10006, Wellington 6143  
Ph: (04) 472 8876  
Website: [www.jrmckenzie.org.nz](http://www.jrmckenzie.org.nz)  
Email: [info@mckenzie.org.nz](mailto:info@mckenzie.org.nz)

## **New Zealand Post – Community Post**

### **Purpose of Fund**

All volunteer community groups can apply to New Zealand Post for free postage-included envelopes (up to \$200), to be used for fundraising, communication and other initiatives in their local area.

### **Closing date**

31 August each year.

### **How to Apply**

Application forms available from early August. Ask at any New Zealand Post counter.

## ***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**

30 March and 30 September each year.

### **How to Apply**

Request an application form from:

Leean Bedwell  
Norah Howell Charitable Trust  
P O Box 9495, Hamilton  
Ph: (07) 838 2692

## ***Rural Communities Trust (Arapuni and Tirau)***

### **Purpose of Fund**

To give assistance to groups, families and individuals in rural areas who by virtue of their location are disadvantaged. Fund supports rural community, family, health, people with disabilities, self-help and education. Most costs/expenses considered; NOT funded is overseas travel, general running costs for groups, wages/salaries or vehicles.

### **Closing Date**

There are 3 grant rounds per year. Deadlines are 31 January, 31 May and 31 October.

### **How to Apply**

Application form available from:

The Administrator  
Rural Communities Trust  
C/- Federated Farmers  
P O Box 715  
Wellington 6140  
Ph: 0800 327 646  
Email: [ruralcommunitiestrust@fedfarm.org.nz](mailto:ruralcommunitiestrust@fedfarm.org.nz)  
[www.ruralcommunitiestrust.org.nz](http://www.ruralcommunitiestrust.org.nz)

## ***The Fletcher Trust***

### **Purpose of Fund**

The Trust aims to assist in funding for historical projects, arts and culture, community, education and youth. Individuals or travel expenses not eligible.

### **Closing Dates**

No closing date, the trust meets quarterly.

### **How to Apply**

Apply by letter to the contact below - No application forms.

Paul Pirani  
Manager  
The Fletcher Trust  
Private Bag 92-114  
Auckland  
Ph: 09 525 9229

### ***The Sargood Bequest***

#### **Purpose of the Fund**

The Bequest Trustees have absolute discretion to distribute among charitable institutions and objects. The Trustees are more interested in projects to which funds are specifically targeted. Projects and activities funded are arts and culture, children, community, education, elderly, health, sport and recreation, youth. Most costs/expenses are eligible.

#### **Closing Dates**

31 December annually. Grant decisions made April/May.

#### **How to Apply**

Applications can only be made on the official application form available from the contact and address given.

Secretaries for the Sargood Bequest  
P O Box 5546  
Dunedin 9058  
Ph: 03 474 0900  
Fax: 03 477 9987  
Email: [ajh@jacksonv.co.nz](mailto:ajh@jacksonv.co.nz)

### ***The Tindall Foundation***

#### **Purpose of Fund**

The Foundation focuses on supporting families and social services, encouraging enterprise and employment, caring for the environment and promoting generosity.

#### **Closing Dates**

Accept applications all year, but they suggest you submit an application at least 4 months prior to funds being required.

#### **How to Apply**

Through the Foundation's funding managers for the Waikato area:

Social Services Waikato  
P O Box 391, Hamilton  
Ph: (07) 838 1583  
Email: [ssw@com-trust.org.nz](mailto:ssw@com-trust.org.nz)  
More information on [www.socialserviceswaikato.org.nz](http://www.socialserviceswaikato.org.nz)

## ***Trust Waikato***

### **Purpose of Fund**

To provide charitable, cultural and recreational benefits to people of the Greater Waikato. The Trust is keen to support groups which are clearly supported by the community, and can provide the majority of funding for their project.

### **Projects not Eligible**

Salaries, travel, vehicles, loan repayments, individuals, completed projects.

### **Closing Dates**

13 February 2015, 19 June 2015 and 18 September 2015.

The Trust, at its discretion, may consider an application outside its major donation round.

### **How to Apply**

Application forms available from website or from:

Trust Waikato

P O Box 391

Hamilton

Ph: 07 838 2660

Website: [www.trustwaikato.co.nz](http://www.trustwaikato.co.nz)

E-mail: [wct@trustwaikato.co.nz](mailto:wct@trustwaikato.co.nz)

## ***Waikato WDFK Karamu Trust***

### **Purpose of Fund**

To expend monies where needed for health, education and welfare of poor and needy, and to provide support, monies, assistance, services and facilities to persons in need due to age, infirmity, disablement, poverty or socio-economic purposes. Will fund groups or individuals. Most costs/expenses eligible, including care, training/education.

### **Closing Date**

Advertised in Waikato Times and rural papers in March/April; applications open in April and close on 31 July 2015; decisions made by end of October.

### **How to Apply**

Application forms available from website or from:

Waikato WDFK Karamu Trust

59 Fletcher Road

R D 10

Hamilton 3290

Ph: (07) 846 1404

Fax (07) 846 1454

Email: [brewertonmwest@xtra.co.nz](mailto:brewertonmwest@xtra.co.nz)

## Environmental Project Funding

### ***Environmental Initiatives Fund***

#### **Purpose of Fund**

To assist organisations, agencies and individuals with environmental projects. The fund provides single grants to projects which directly enhance or benefit the natural environment, provide environmental education.

#### **Closing Dates**

Applications less than \$5,000 are considered when received throughout the year. Applications for more than \$5,000 will be processed twice a year and must be received by 1 April or 1 October.

#### **For application information write to:**

Kevin Collins  
Environment Waikato  
Private Bag 3038  
Waikato Mail centre, Hamilton 3240  
Freephone: 0800 800 401  
Email: [Kevin.Collins@ew.govt.nz](mailto:Kevin.Collins@ew.govt.nz)  
or access on website: [www.ew.govt.nz](http://www.ew.govt.nz)

### ***Waikato Catchment Ecological Enhancement Trust***

#### **Purpose of Fund**

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**

Applications must be received by 31 January of each year.

#### **Contact**

P O Box 445  
Hamilton  
Ph: 0800 246 348  
Email: [enquiries@wceet.org.nz](mailto:enquiries@wceet.org.nz)  
All information including application form on website: [www.wceet.org.nz](http://www.wceet.org.nz)

## Funding Information Service

The Funding Information Service is New Zealand's primary source of information about funding sources for voluntary organisations and individuals in the community. Funding information is collected from 650 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, compiled by Funding Information Services.

The user is able to search the database with specific details of their project. The database lists all funding agencies that fit that 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.

In the South Waikato District, Fundview is available to Community Connect members. Go to [www.communityconnect.org](http://www.communityconnect.org) to register. Access to Fundview is free and is updated as funders update their pages on-line with new information.

## ***Breakout***

Breakout is another database compiled by Funding Information Service, specifically for individuals/students wanting information on awards, scholarships and grants to assist with studies. Breakout can also be accessed through Community Connect.

## **Sports Funding**

Funding Information Service has a sports funding database accessible through the SPARC website: <http://www.sparc.org.nz/about-sparc/funding>.

## **Environmental Funding**

A database specialising in environmental and conservation project funding. Access is available direct on <http://www.envirofunz.org.nz>.

## **For more information about the services contact:**

The Manager  
Funding Information Services  
P O Box 1521  
Wellington  
Ph: (04) 499 4090  
E-mail: [info@fis.org.nz](mailto:info@fis.org.nz)  
Website: [www.fis.org.nz](http://www.fis.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).

### **Funding Expo and Workshops**

A Funding Expo is held in Hamilton bi-annually during March. The Expo is free to attend and people can talk to funders one on one about a specific project or funding questions. Keynote speakers also give tips and ideas on fundraising etc.

Most funding agencies advertise their funding round in the local newspapers.

Keep checking the Public Notices for advertisements.

## ***First priority – plan your group’s fundraising well ahead!***

- Gather information on suitable funders you need to approach for your funding – if they have a website there is usually a lot of additional information to assist your application.
- Funding agencies have set dates to consider funding applications – sometimes only once a year. Have a diary of when the Closing Dates are, (and one month prior), for every grant your group is eligible to apply for, to ensure your application isn’t a last minute rushed effort.
- Make sure your application arrives in time, or the opportunity will be lost until the next funding round – maybe until the following year. Usually late applications are not accepted.

## ***Getting Organised***

### **Be prepared**

- 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 FUNDING FOLDER. In this folder, you should keep all information usually required to accompany an application form. (*See page on 'What information do you need to complete a Funding Application?' for a full list.*)
- Some funders, like the gaming machine trusts, require that you provide Minutes of previous 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.
- Keep in your 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 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. They will certainly appreciate it!

## ***Establish Your Funding Requirements***

### **Identify suitable funders**

List the items/projects you need funding for. Match your ‘wish list’ with the funders you are eligible to apply to for that specific item/project; and take note of the application Closing Dates against your timeframe for needing the funds.

### **Set goals**

Have a specific project that you require funding for. If your committee has developed a plan to complete the work, 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 applications shows the funder your willingness to contribute to the project costs.

### **Fundraising**

- Many funding agencies expect you to contribute a portion of the cost towards your project. This means raising money in others ways within your group to meet this criteria, not just seeking funder contributions.
- Some funders will require that you will need to return grants given 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 funders and request a time extension – they may even suggest they can help with a final top-up.

## Application Forms

### ***Check the Application Criteria carefully***

- Make sure the funder you are approaching will consider the reason for your request so that you don't waste your effort applying for funding which their criteria does not support.
- 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 the specific project or event your club is undertaking.

### ***Photocopy the form before you write on it***

- It pays to do a draft application on a photocopied form and have someone else look at it first, before you write the final application. Also keep a photocopy 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 BLACK pen. It photocopies clearer when multiple copies are produced for the funding allocation committee.
- Use the LEGAL name for your organisation – that which is on your bank statement and documents. Put your commonly-known name in brackets following it, if applicable.
- Write clearly, or have someone with neat handwriting fill in the final copy. Alternately produce the answer on a computer and cut and paste the answers into the correct sized space on the application form. Do not fold over longer pasted-on typed answers; they will not photocopy or may cover part of the following question when unfolded.
- Funders want brief, clear answers to their questions. 'What – How – When' for your project description, 'Why' for the benefits or the proposed project/service. Bullet points are quite acceptable. Remember, funders have to read through many applications.
- 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.
- Never print in the answer space "See attached". Always write a brief answer, then you can refer to an attached item for more information, which should be clearly marked on the attachment.
- Remember that highlighter pens do not show up on photocopies.
- Don't over-inflate your budget to receive more funds (funders have a fair idea of actual costs) or 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.

### ***Daytime contacts***

- When forms ask for contact numbers during the day, make sure the contacts are available. Most funders are calling from work and if they can have their question 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.

### **Best Practice**

- Show appreciation, say and mean "thank you", send letters/photos of thanks or put acknowledgement of their funding support in your newsletters and annual reports.
- Keep funders and sponsors informed on the progress of your 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 is needed to complete an application?**

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

- Profile or summary of your organisation: The 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.
- Copy of evidence of group's affiliation to recognised National or Regional body.
- GST number, if applicable.
- IRD tax exemption certificate (letter) if registered as tax exempt.
- Pre-printed bank deposit slip, or stamped and verified bank deposit slip.
- Copy of latest bank statement of your group.
- Financial documents such as Income and Expenditure Statement for the last 12 months certified as correct by group's Executive, and 'reviewed' or audited Annual Accounts.
- What the grant is specifically required for and the amount requested.
- Cost breakdown (proposed budget) of your project/expenses.
- Two or three competitive quotes, or written explanation if several are not available.
- Sources of other funding for this project, and what funding is already raised.
- Where do you intend to get further funding for the project (if required).
- Resolution to apply for funding – included in the group's Minutes of Meeting and resolved as a true and accurate record are the next meeting, included in the following month's Minutes of Meeting.
- Signatures of Secretary and other Executive members – President or Treasurer.
- Contact details of Referees (usually two) and Auditors contact details.
- Other supporting material such as news clippings of your intent to raise funds, letters of support from recognised groups/people, can be useful.

If your group is incorporated:

- Certificate of Incorporation.
- Common seal may be required to be stamped onto application form.

## Doing it right!

### ***Fundraising requirements for South Waikato Non Profit Community Organisations***

There are some obligations to be undertaken if your group is considering fundraising by selling raffle tickets or goods in a public place. Please contact South Waikato District Council's helpful Customer Support staff who will advise and help you through any procedures that need to be met.

#### **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. Please contact Council's Customer Support staff who will discuss your request and 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 plus shop owners either side will need to give their permission.

#### **Wholesale Stalls**

Stalls that benefit the person conducting the sales for personal profit are not authorised.

Note: there are areas 'prohibited' from stalls or trading, generally around state highways. Please discuss with Customer Service Officers.

#### **Raffles**

Raffles and lotteries with a prize over \$500 need a license from the Department of Internal Affairs, under the Gaming and Lotteries Act. License forms are available online at [www.dia.govt.nz](http://www.dia.govt.nz). The form must be completed and then posted to DIA. Once approval is granted a stall permit will be required, as 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 Council's Environmental Health Officer, and adhering to food handling, storage and hygiene standard guidelines. An information sheet outlining these requirements is provided with the stall permit. Five days should be allowed for processing your request and applications for food permits should be on the community organisation's letterhead explaining the purpose of your fundraiser.

#### **Parks and Reserves bookings**

All enquiries and bookings for events, fairs and fundraisers to be held on public parks or reserves are to be made through Council's Parks and Reserve staff. They will advise if the park/grounds are available, if any current lessee approval is required, and advise on 'ground rules' for the venue.

## Useful Websites and Information

### General

#### Charities Commission

[www.charities.govt.nz](http://www.charities.govt.nz)

A new website to inform about the changes for charitable organisations and their responsibilities, including a Guide to the Charities Bill. Check the FAQ for a good overview.

Freephone: 0508 CHARITIES (0508 242 748)

Email: [info@charities.govt.nz](mailto:info@charities.govt.nz)

#### COGS and Lottery Online

[www.cdgo.govt.nz](http://www.cdgo.govt.nz)

Information on Community Development - Department of Internal Affairs. Updated information sheets, application forms and guidelines for those seeking funding, and Closing Dates for applications.

#### CommunityNet Aotearoa

[www.community.net.nz](http://www.community.net.nz)

See 'How to Guides'. Information about running a group, funding, getting 'incorporated', promoting your group, volunteers – as well as lots of other interesting information.

#### Department of Internal Affairs

[www.dia.govt.nz](http://www.dia.govt.nz)

Excellent online publication 'Community Development Resource Kit' found under Resources, for help to set up your organisation. See also 'Funding' chapter.

#### Funding Information Service

[www.fis.org.nz](http://www.fis.org.nz)

See 'Guidelines' for information you can print off on seeking funding, putting together applications and sponsorship proposals, how to run your meetings etc.

#### Hamilton City Council

'*Funding Hamilton & Waikato Region 2006*' offers a Waikato-wide list of funders – available mid-February. Hard copy books are available from HCC (\$15) or download free:

[www.hamilton.co.nz](http://www.hamilton.co.nz) see *HAMILTON CITY COUNCIL, Publications and Plans, Community Reference Books*. Includes funders for specific groups or purposes, i.e. disability, youth, employment initiatives, environmental, awards, Maori and Pacific Island group initiatives.

#### Inland Revenue Department

'*Charitable Organisations*' A useful guide on your tax obligations, available at no cost, or available on line: Web: [www.ird.govt.nz](http://www.ird.govt.nz) and type in 'IR255' in the Search box.

Inland Revenue - Ph: 0800 377 774

#### Ministry of Social Development - 'Managing Well'

[www.community.net.nz/managingwell](http://www.community.net.nz/managingwell)

This comprehensive 2005 catalogue lists over 100 resources to help you set-up or run a community organisation or project in New Zealand. You will find references or links to manuals, websites, information sheets, books, and organisations that can help.



## **NZ Federation of Voluntary Welfare Organisations**

[www.nzfvwo.org.nz](http://www.nzfvwo.org.nz)

See 'Publications' for available books on managing volunteers, legal responsibilities, running a voluntary agency. Useful books for medium to larger groups.

[www.nzfvwo.org.nz/keepingitlegal](http://www.nzfvwo.org.nz/keepingitlegal)

'Keeping it Legal' is a new on-line resource brimming with practical information on the legal requirements and responsibilities of all voluntary and not-for-profit organisations. Well worth checking!

## **North Shore Community and Social Services (NSCSS)**

An Auckland organisation that offers a wide range of reasonably priced resource booklets/fact sheets and videos for community groups. Some examples are:

*'Guide to Funding Applications', 'Funding Series', 'Committee Series'*

To order resources or obtain a full list of their publications contact:

NSCSS, P O Box 33284, Takapuna, North Shore City, Auckland

Ph: 09 486 4820

Email: [admin@nscss.org.nz](mailto:admin@nscss.org.nz)

## **Social Services Waikato**

[www.socialserviceswaikato.org.nz](http://www.socialserviceswaikato.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.

Phone: 07 838 1583 Hamilton

Email: [ssw@com-trust.org.nz](mailto:ssw@com-trust.org.nz)

## **Societies and Trusts**

[www.societies.govt.nz](http://www.societies.govt.nz)

NZ Government website where you can register on-line as a charitable trust or to become incorporated, or check your or other charitable organisations details.

## **Trust Waikato**

*'The Grant Seekers Guide to successful funding applications'*

A detailed step-by-step guide to assist groups in submitting funding applications.

Available at no cost from:

Trust Waikato, PO Box 391, Hamilton

Freephone 0800 436 628

Email [wct@trustwaikato.co.nz](mailto:wct@trustwaikato.co.nz)

Or download from [www.trustwaikato.co.nz](http://www.trustwaikato.co.nz) under 'Obtaining Funds' – Grant Seekers Guide.

## **Fundraising ideas**

Web sites can offer a variety of fresh fundraising ideas. 'Google' or 'Search' fundraising ideas (pages from New Zealand) for local sites or check others overseas such as [www.stepbystepfundraising.com](http://www.stepbystepfundraising.com). A free guide and free monthly newsletters are available online.

## **Environment and Conservation**

### **Envirofunz**

[www.envirofunz.org.nz](http://www.envirofunz.org.nz)

A website dedicated to environmental and conservation funding for NZ. Developed by the Funding Information Service. Use 'Search' menu for your project specific funding.

## **NZ Biodiversity**

[www.biodiversity.govt.nz/involved/help/funding/index.html](http://www.biodiversity.govt.nz/involved/help/funding/index.html)

Funding for groups and individuals protecting NZ's landscape. Information on current projects being funded.

## **NZ Water Environment Research Foundation**

[www.nzwerf.org.nz/wtw.html](http://www.nzwerf.org.nz/wtw.html)

NZWERF provides grants to schools and community groups for environmental projects with a water focus.

## **Sustainable Management Fund – Ministry for the Environment**

[www.smf.govt.nz](http://www.smf.govt.nz)

Funding of up to 80% of project costs is available to community and iwi groups. Applications open in September with a staged timeline of project outline submission, application submission and with funding approved by April the following year.

## **Sports**

### **Sport Waikato**

Sport Waikato have staff who can assist sports clubs in assessing and improving their club structure and management, planning, financial accountability, marketing, sponsorship, volunteer recruitment and selection - and more. Useful publications are also available.

'*Making Money*' - getting sponsors, gaming machine funds, community trusts, lottery grants.  
'*How Well is Your Club?*' - a self-examination checklist and supporting information on how effectively your group is operating.

Contact: Gilly Alexander – South Waikato District Sport Coordinator, Swanson Street, Tokoroa,  
Phone: 07 8869002, Email: [gillya@sportwaikato.org.nz](mailto:gillya@sportwaikato.org.nz), Web: [www.sportwaikato.org.nz](http://www.sportwaikato.org.nz)

### **SPARC**

<http://www.sparc.org.nz/about-sparc/funding>

Especially for sports and recreation funding, linked to Fundview's directory. You can enter specific details in the search criteria to bring up the best options of where to seek funding for your sport club's needs.

Also look in *Publications*. There are many useful guides to assist your group and its management.

### **Health Sponsorship Council**

[www.healthsponsorship.co.nz](http://www.healthsponsorship.co.nz)

See 'Corporate Site' - Sponsorship Guidelines

## **Arts and Heritage**

### **Arts Waikato**

P O Box 391, Hamilton

Ph. 07 838 1576

Email: [robyn@artswaikato.org.nz](mailto:robyn@artswaikato.org.nz)

[www.artswaikato.org.nz](http://www.artswaikato.org.nz)

Arts Scholarships for Waikato artists tertiary study – study can be for any recognised course across the arts sector; music, visual, performing and Maori arts.

### **Creative New Zealand**

[www.creativenz.govt.nz](http://www.creativenz.govt.nz)

National arts development organisation. See links to 'Funding'. In addition to the 'Creative Communities' scheme (administered by South Waikato District Council), there are other funds available for a variety of arts and cultural purposes. See the website for full details, criteria and Closing Dates.

### **Film New Zealand**

[www.filmnz.com](http://www.filmnz.com)

National film locations office, providing information, introductions and support to filmmakers both nationally and internationally.

### **History Research Trust Fund**

[www.mch.govt.nz](http://www.mch.govt.nz)

This fund provides grants to researchers and writers of projects relating to New Zealand history. All historical areas are eligible, but priority is given to projects that significantly improve our understanding of New Zealand's past.

### **Ministry for Culture and Heritage**

[www.cultureandheritage.govt.nz](http://www.cultureandheritage.govt.nz)

Provider of advice and services to government in the areas of culture and heritage.

[www.mch.govt.nz/awards](http://www.mch.govt.nz/awards)

A complete online catalogue of major cultural sector awards, scholarships and residencies; nationally available to NZ artists and cultural workers.

P O Box 5364, Wellington

Ph: 04 499 4229

Email: [info@mch.govt.nz](mailto:info@mch.govt.nz)

### **NZ Historic Places Trust**

[www.historic.org.nz](http://www.historic.org.nz)

The national Heritage Preservation Incentive Fund, administered by the NZ Historic Places Trust, provides funding assistance to encourage conservation of nationally significant heritage places in private ownership. For further information see website or contact:

NZ Historic Places Trust

Northern Regional Office

Private Bag 105 291

Auckland

Ph: 09 307 8896

Email: [infnorthern@historic.org.nz](mailto:infnorthern@historic.org.nz)