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live it ...
love it ...* TM



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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.

Jill Ferguson
Community Development Officer
Phone: (07) 885 0705
Email: jill.ferguson@southwaikato.govt.nz

Moetu Togia
Community Development Co-ordinator
Phone: (07) 885 0776
Email: moetu.togia@southwaikato.govt.nz

For Funders listed in this book who have specified Closing Dates

January

31 Waikato Catchment Ecological Enhancement Trust

February

22 Trust Waikato

28 Community Learning Aotearoa New Zealand

28 JR McKenzie Trust

March

31 SWDC Community Development Grants

31 Creative Communities Scheme (for amounts over \$500)

April

1 Environmental Initiatives Fund

30 Norah Howell Charitable Trust

30 Gallagher Trust

May

11 Trust Waikato

31 JR McKenzie Trust

June

13 Trust Waikato

30 Community Learning Aotearoa New Zealand

July

31 Gallagher Trust

August

31 SWDC Community Development Grants

31 Creative Communities Scheme (for amounts over \$500)

31 NZ Post – Community Post

31 Waikato WDFK Karamu Trust

September

19 Trust Waikato

30 Norah Howell Charitable Trust

October

1 Environmental Initiatives Fund

31 Community Learning Aotearoa New Zealand

November

Nil

December

31 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

There are two funding rounds each year. The Closing Dates are 27 March 2009 and 29 August 2009 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 Development Coordinator on (07) 885 0776.

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.

For Requests Over \$500 –Administered By South Waikato District Council

Closing Dates

There are two funding rounds each year. The Closing Dates are 27 March 2009 and 29 August 2009.

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 Development Coordinator on (07) 885 0776.

For Requests Less than \$500 – Administered by Tokoroa Community Arts Council and Putaruru Community Arts Council

Closing Dates

Applications are considered at the each Arts Council's meeting, these are usually monthly.

How to Apply

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 Margaret Johnston on (07) 883 7621 for the Putaruru Community Arts Council or Margaret Dunstall on (07) 886 8878 for the Tokoroa Community Arts Council

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 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

Oxford Royal Hotel - 8 Main Rd, Tirau
Putaruru Hotel - 79 Princes St, Putaruru

Grass Roots Trust

P.O. Box 1131
Hamilton
Ph: 0800 957 960
www.grassrootstrust.co.nz

Bluez Rock Club -204 Roseberry St, Tokoroa

Castle Charitable Trust

PO Box 471
Hamilton
Ph: 0800 957 957
www.castletrust.org.nz

Spirit'd - 233 Leith Place, Tokoroa

The Southern Trust

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

Hog & Hounds Sports Bar -57-61 Tirau Street, Putaruru

Caversham Foundation Ltd

P O Box 8100
Opoho
Dunedin
(no website or electronic application form)

The Trees Tavern - Balmoral Dr & Browning St, Tokoroa
Crown & Anchor – 4 Princes St, Putaruru

Pockets 8 Ball Club Inc

PO Box 134
Tokoroa
Own their machines on site.
Apply directly to them.
Restricted funding.

Pockets 8 Ball Club – 38 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

Tokoroa Club Incorporated - Chambers St, Tokoroa

Own their machines on site.
Apply directly to them. Restricted funding.

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 2009 funding round open June and must be received by the end of September (specific closing date and time yet to be confirmed)

How to Apply

Obtain an application form from:
The Secretary
SKYCITY Hamilton Community Trust
P O Box 954
Hamilton
Fax: 07 834 4901

Or download an application form or apply online from their website:
www.skycityhamilton.co.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.

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.

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.

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 under Lotteries.

FOR MORE INFORMATION:

For all enquiries, information sheets, Closing Dates and application forms contact:
Sherryn Hill – email: sherryn.hill@dia.govt.nz
Community Development Group -Department of Internal Affairs
5th Floor, 430 Victoria Street -Westpac House
P O Box 19 230, Hamilton Ph. 07 839 9960, or visit their website: 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

Application open 01 June 2009 and close the last Friday of July 2009.

How to Apply

You can register your group and apply on-line: 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
5th Floor, 430 Victoria Street
Westpac House
P O Box 19 230
HAMILTON.

Community Learning Aotearoa / New Zealand – CLANZ**Purpose of Fund**

To provide grants for non-formal adult learning projects and to promote and foster non-formal community learning. Priority is given to groups which don't have easy access to other funding, learning opportunities outside the control of schools, polytechs or universities, projects where learners have control of the learning, local or regional groups rather than national bodies. Expenses NOT funded are for ongoing salaries or admin costs, vehicles or buildings, overseas travel, establishment grants.

Closing Dates

28 February, 30 June, and 31 October

How to Apply

Application form from the following address or website:
Tertiary Education Commission
P O Box 27 048
Wellington
Ph: 04 462 5200
Email: susan.sutcliffe@tec.govt.nz
Website: www.tec.govt.nz

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

Date for 2009 yet to be confirmed but expected to be in August.

How to Apply

Address correspondence to:
David Henry Tokoroa Grants Scheme
c/o CHH Pulp & Paper
Kinleith Mill
Private Bag 6
Tokoroa
Ph – 07 886 3999

Gallagher Trust

Funding priorities

Funding to assist **families and young people**, but all applications considered. The Trustees prefer to support specific projects of organisations rather than general funding. Major community facilities also funded.

Closing Dates

Open all year. Applications considered in February, May, August and November, and should be lodged no later than the last day of each month prior.

How to Apply

Request an application form from:

Gallagher Charitable Trust Board Inc
181 Kahikatea Drive
Private Bag 3026
Hamilton
Ph: (07) 838 9825

J R Mackenzie Trust

Purpose of Fund

To assist community groups with a focus on social, health and developmental needs and for young people with disabilities. The Trust is also keen to support new and creative approaches to social problems and to help organisations become more effective and empowering. Applicants need to have charitable purposes and be incorporated in New Zealand, or apply under umbrella of an incorporated organisation.

Closing Dates

For local organisations: 28 February 2009 and 31 May 2009.

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
Ph: (04) 472 8876
Website: www.jrmckenzie.org.nz
Email: 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 April and 30 September each year.

How to Apply

Request an application form from:

C B Cleland
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, education. Most costs/expenses considered; NOT funded is overseas travel, general running costs for groups, wages/salaries, vehicles.

Closing Date

There are 3 grant rounds per year. Deadlines are usually October, May and January or February– grant limit up to \$1500.

How to Apply

Application form available from:

Secretary
Rural Communities Trust
P O Box 715
Wellington
Ph: 04 494 7269
Email: jlewis@fedfarm.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

Thursday 12 February 2009, 7 May 2009, 6 August 2009, 5 November 2009

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 9250

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
C/- Jackson Valentine Ltd
P O Box 5546
Dunedin
Ph: 03 474 0900
Fax: 03 477 9987
Email: pam@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
More information on 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

20 February 2009, 12 June 2009 and 18 September 2009.

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

E-mail: 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 August; decisions made by end of October.

How to Apply

By application form from the contact address advertised.

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
PO Box 4010
Hamilton East
Freephone: 0800 800 401
Email: Kevin.Collins@ew.govt.nz
or access on website: www.ew.govt.nz/aboutew/eifund.htm

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 4335
Hamilton
Ph: 0800 246 348
Email: enquiries@wceet.org.nz
All information including application form on website: 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 (contact details below).

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 access at:

- Putaruru Public Library – Overdale Street, Putaruru, ph. 883 7189
- Overdale Community Centre – 12-17 Overdale Street, Putaruru, ph. 883 8771

- Tokoroa Public Library – Mannering St, Tokoroa, ph. 886 6574
- Tokoroa Council of Social Services – Tokoroa Hospital Campus, Tulloch House, Maraetai Rd, Tokoroa, ph. 886 8277

Access to Fundview is free, but most providers charge for printing out the information. Fundview 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. While this database does not have an access point in the South Waikato District, it is available to use free at the Hamilton City Library, Garden Place on the 3rd Floor, via their Freenet terminals in the Information and Heritage section. You will have to pay a charge for any printouts you require.

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
Website: 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 (next expo in 2007). 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.

Local funding workshops are planned for 2007 – for more information on venues and dates, contact the Community Development Coordinator at South Waikato District Council on 07 885 0776.

Local newspapers

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: 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.
- 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 licence from the Department of Internal Affairs, under the Gaming and Lotteries Act. Licence forms are available online at 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

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

COGS and Lottery Online

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

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

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

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 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 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

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

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

'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

Social Services Waikato

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

Societies and Trusts

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

Or download from 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. A free guide and free monthly newsletters are available online.

Environment and Conservation

Envirofunz

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

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

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

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: Heather Rydon – South Waikato District Sport Coordinator, Swanson Street, Tokoroa, Phone: 027 4715968, Email: heatherr@sportwaikato.org.nz, Web: 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

See 'Corporate Site' - Sponsorship Guidelines

Arts and Heritage

Arts Waikato

P O Box 391, Hamilton

Ph. 07 838 1576

Email: hilary@artswaikato.org.nz

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

National arts development organisation. See links to 'Funding'. In addition to the 'Creative Communities' scheme (administered by South Waikato District Council, together with Tokoroa and Putaruru Community Arts Councils), 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

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

History Research Trust Fund

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

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

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

NZ Historic Places Trust

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