

COMMUNITY FUNDING GUIDELINES – effective 1 Apr 2019

Strategic Objectives

- To support and strengthen the fabric of our local communities.
- To be responsive to community requests that contribute towards our overall Vision.
- To provide support to community groups and organisations to help them achieve their goals.
- To facilitate and champion positive opportunities in our region.

Strategic Outcomes

We understand the significance of our community grants towards supporting the fabric of our community. We are responsive to community requests that contribute towards our overall Vision.

Priorities

- To maintain and enhance the diverse fabric of the Taranaki community.
- May be reviewed periodically and may be extended or changed.

Implementation Approach

Our Community Funding includes:

- **Operational, Capital, Programme and Event Grants** - to support community groups and organisations to achieve their goals.
- **Individual Grants** - to support to high performing individuals selected by a national body to represent New Zealand or participate in training and development opportunities.
- **Touring Production Grants** - to support Taranaki venues towards host touring public performances from outside of the region.
- **Match Funding** - to support neighborhood groups to strengthen their local communities
- **Facilitation and training grants** – managed internally to assist individuals and not for profit community organisations to develop the capacity to effectively achieve their goals.

Community Funding Application Process

The application process requires applicants to take the following steps:

1. Check your eligibility:

- Visit the Trust's website www.tsbtrust.org.nz complete the eligibility quiz and read the Eligibility Criteria Policy. If you are not sure contact the Trust.
- Check that your project/ activity is eligible - read this document to confirm what the Trust funds. If you wish to discuss contact the Trust before making an application.

2. Register and apply online:

- Register online on the Trust's website (if you have not done so previously) and await password confirmation from the Trust – this may take up to 10 working days.
- Once registered complete the application form for the type of grant you want to apply for and submit it through the online grants portal. Be sure to include all of the required documentation or your application may be returned.

3. Eligibility and documentation checked by Trust:

- Trust staff will re-check your organisation and application eligibility and ensure all documentation is included. You will be contacted if any further information is required.

4. Application assessment:

- Your application will be assessed against relevant Community Funding criteria, taking into account factors such as the type, scope and size of your group or project, and how many people benefit from your project or activity.

5. Decision making:

- Funding applications will be considered by the TSB Community Trust for decision.

6. Confirmation of application outcome:

- Applicants will receive confirmation of the decision via email or letter – this may take 8-12 weeks.
- The grant notification letter will be sent outlining any requirements of the grant which may include conditions or restrictions on the use of the funds.

7. Acknowledgement:

- If you receive a grant TSB Community Trust expects its support to be acknowledged in any press releases, advertising and promotion relating to the project funded, including newsletters, your website or wherever your organisation acknowledges supporters. Please contact the Trust office for a copy of the correct logo and instructions on its use, as well as the correct wording for written acknowledgement.

8. Reporting:

- Depending on the activity funded and level of funding an Outcome or Accountability report may be required as part of the grant conditions. Refer to your grant letter for details.

WHAT THE TRUST FUNDS

OPERATIONAL, CAPITAL, PROGRAMME AND EVENT GRANTS

Purpose

- **Operational Grants** – small grants that provide support towards the on-going day to day costs of running a not for profit organisation.
- **Capital Grants** that provide support towards the purchase, or maintenance of capital assets.
- **Programme and Event Grants** that provide support towards the costs of running a programme or event which has a clearly identified timeframe, purpose and outcomes.

Who can apply

Applicants who meet the Trust's Eligibility Criteria Policy, including: local, district, or regional not for profit community groups and organisations such as incorporated societies, charitable trusts, or non-constituted groups that have a formal structure – e.g. a set of rules and elected Committee members.

General Guidelines

- Funding decisions are at the full discretion of the TSB Community Trust.
- When setting amounts the Trust considers assessment factors which may include; type, scope and size of group, population, membership, access to other funding, community access and contribution, environmental and socio-economic factors.
- All projects being applied for must comply with relevant central, regional and local government legislation, regulations and by-laws, and have any required consents.
- Grants may have outcomes agreed with the applicant prior to the grant being made.
- Applications for Capital and Programme and Event Grants over \$100,000 will only be considered for projects as identified in the Community Funding Grant Limits.
- The Trust in its absolute discretion may allocate funding outside these criteria/ guidelines.

Specific Criteria

Operational Grants

- Annual level of funding is set by the Trust.

Capital Grants

- May be granted as a direct grant or may have conditions which must first be met by applicant (e.g. raising remaining funds needed to complete the project).
- Funding for facilities will be considered if evidence of community use and support is provided.
- Applications for Information and Communication Technology (ICT) must show the equipment is part of a well-planned strategy (e.g. ICT Plan, Strategic Plan).
- Applications will be received from the entity that owns, or will own the asset. Consideration will be given to entities holding leases or other formal agreements depending on the conditions of the agreement.

Programme and Event Grants




- May be granted as a direct grant, or as a conditional grant (subject to the applicant meeting specific conditions) or as an underwrite – subject to income and expenditure post event.
- Programme or event costs must be able to be budgeted for and identified separately from the general operating costs of an organisation, but may include a component of the operating costs that are directly related to running the programme or event.
- The Trust may consider committing funding to a programme or event for a period of more than a year, subject to specific criteria.

When to apply

- **Grants up to \$100,000** - Organisations may apply anytime. *(Please note - it can take up to twelve weeks to receive notification of a decision).*
- **Grants Over \$100,000** - These are considered only once annually by the Trust. Applicants must submit an Expression of Interest by the first Monday in April. You will be notified of the decision by the end of May. If invited to make a full application, this must be submitted by the first Monday in July. You will be informed of the outcome by the end of August. NOTE – Only some projects will be eligible – refer to Community Funding Grant Limits. Contact the Trust for more information.
- **Capital Grants** may be granted only once every two years – these do not affect your eligibility to apply for a Operational Grant or Programme and Event Grant.
- **Programme and Event Grants** may be granted only once per year but *NOT in the same year as an Operational Grant.*
- **Operational Grants** may be granted only once per year but *NOT in the same year as a Programme and Event Grant.*

- **Local Authorities** may apply once per year by the first Monday in July – refer to Local Authorities Policy.
- Note: The Trust’s financial year runs from 1 April to 31 March.

TYPE OF GRANT	FREQUENCY THAT YOU CAN APPLY
OPERATIONAL GRANT	EVERY YEAR
CAPITAL GRANT	EVERY 2 YEARS
PROGRAMME & EVENT GRANT	EVERY YEAR

GRANT COMBINATIONS			POSSIBLE IN THE SAME YEAR
OPERATIONAL GRANT	&	CAPITAL GRANT	
CAPITAL GRANT	&	PROGRAMME & EVENT GRANT	
PROGRAMME & EVENT GRANT	&	OPERATIONAL GRANT	

INDIVIDUAL GRANTS

Purpose

- The Trust fosters excellence within the region by supporting recognised individual high performance, competitive representation, training and development.

Who can apply

- To be eligible applicants must meet the Trust’s Eligibility Criteria (see Eligibility Criteria Policy).
- Individuals who have been selected by the recognised educational, cultural or sporting national body to represent New Zealand or attend a national training or development squad and must have official confirmation from the relevant national body.
- Managers or chaperones are not eligible for consideration of a grant.

When to apply

- Individuals who qualify for assistance are eligible to receive only one grant per year.
- Applications must be received at least three weeks prior to travel.

MATCH FUNDING

Purpose

- Match Funding helps bring people together in their own neighbourhood.
- The fund provides a one-off grant to groups of residents to deliver their own projects or events to improve their neighbourhood, leading to greater ownership of their surroundings and improved interactions and relationships between neighbours.

Who Can Apply

- Support may be provided to informal neighbourhood groups towards projects that strengthen local neighbourhoods.

Specific Criteria

- Match funding means the fund provides funding support to match the effort put in by the neighbourhood i.e. split 50/50.
- The fund will cover up to 50% of the total costs with the neighbourhood covering the remaining 50%.
- The neighbourhood's input may include voluntary time, resources or materials and may also include other funding raised for the project or event by members of the specific neighbourhood.

When to apply

- the application process is managed by the participating District Councils - refer to the New Plymouth, Stratford or South Taranaki District Council websites.

HOW MUCH CAN I APPLY FOR?

When evaluating a grant request, we consider a number of factors to help determine the level of funding approved. These include, but are not limited to, the following considerations:

- Is there a clear need for your project, and will your project meet the needs identified?
- What difference will your initiative make?
- How many people will benefit, and in what way?
- Are you able to access other funds through other grants or fundraising?
- How does the community you are serving support your organisation or project?
- Is your organisation able to deliver the project, programme or service?
- Does your organisation have the capability and capacity to manage the grant?
- How strong are your relationships with other organisations who could help you achieve your aims, or are already working in similar areas?
- How will you measure the progress and success of your project?
- How effectively does your project, programme or service deliver on the TSB Community Trust Outcomes and Priorities areas.

Community Funding Grant Limits

The table below is a guide to indicate the maximum levels of funding you can expect to be considered for, depending on the type and scale of impact of your project. You will need to demonstrate clearly how the funds requested will be used, and how your initiative delivers on the outcomes stated in your application.

	PROJECT IMPACT	PROGRAMMES & EVENTS	CAPITAL - FACILITIES	CAPITAL - EQUIPMENT & RESOURCES
Up to \$100k	Primary & Intermediate Schools	Up to \$30,000 Must deliver outcomes in one or more of the following areas: <ul style="list-style-type: none"> Increase engagement of parents in their children’s learning. Lift engagement and educational achievement of children with special learning needs and those children coming from low socio-economic backgrounds. Connect families, whānau and communities to schools. 	Up to \$30,000 (includes fit-out) Must be able to demonstrate direct impact on learning outcomes for students. <u>Exclusions</u> We will not fund car parks, entrance ways or staff areas	Up to \$30,000 Information, Communication & Technology (ICT) only - must be able to demonstrate direct impact on learning outcomes for students
		Literacy & Numeracy Grants Literacy - \$750 (up to 25 pupils) plus \$30 per pupil for roll over 25 Numeracy - \$750 (up to 25 pupils) plus \$30 per pupil for roll over 25		
	Secondary Schools	Up to \$40,000 Must deliver outcomes in one or more of the following areas: <ul style="list-style-type: none"> Increase engagement of parents in their children’s learning. Lift engagement and educational achievement of children with special learning needs and those children coming from low socio-economic backgrounds. Connect families, whānau and communities to schools. 	Up to \$60,000 (includes fit-out) Must be able to demonstrate direct impact on learning outcomes for students. <u>Exclusions</u> We will not fund car parks, entrance ways or staff areas	Up to \$60,000 Information, Communication & Technology (ICT) only - must be able to demonstrate direct impact on learning outcomes for students
	Initiatives with Local Impact	Up to \$35,000	Up to \$60,000 (includes fit-out)	Up to \$20,000
	Initiatives with District-Wide Impact	Up to \$60,000	Up to \$80,000 (includes fit-out)	Up to \$50,000
	Initiatives with Regional-wide Impact	Up to \$100,000	Up to \$100,000	Up to \$100,000
Over \$100k	Significant Impact Projects	Only available for regionally significant events or for programmes that can demonstrate high alignment with the Trust’s strategic outcomes and priorities	Large building projects that foster community connections, increase community participation, or are of regional significance	N/A
Touring Production Grants - may be made available to eligible Taranaki venues. Please contact the Trust for further information. Operational Grants - levels are set by the Trust Individual Grants - levels are set by the Trust.				