

# Funding Hub User Guide



This document will give you an overview of our Funding Hub website and the process you can expect to go through to complete and submit your online funding application or a report.

## To access the Funding Hub you require a Username and Password to Log-in.

Visit [www.foundationnorth.org.nz/funding/log-in](http://www.foundationnorth.org.nz/funding/log-in) and select the option that best describes you. The page has two options:

1. New to the Funding Hub?
2. Login now (for returning users)

### 1. New to the Funding Hub?

If you are new to the Funding Hub, [Click here](#) here to be taken to an Eligibility Quiz which you must complete and submit.

*Note:* Before completing the Eligibility Quiz, ensure you have read the application guides: [Who Can Apply](#) and [Exclusions and Limitations](#).

If eligible; you will immediately proceed to the registration form which you must complete and submit. It may take up to three working days to process your registration and once approved, you will receive an email with your unique username and password; and information on how to log-in and use the Funding Hub.

### 2. Login Now

If you are a returning user of the Funding Hub, [Click here](#) to be taken to the Welcome Page of the Funding Hub.

Log-in using your unique Username and Password credentials. If you can't remember your password, click on 'Reset or create password' for a new one.

*Note:* We no longer accept an email address as a Username. If you don't know or can't remember your username, contact us on [0800 272 878](tel:0800272878), option 2.

**Nau mai, haere mai**

Welcome to our funding registration process.

Before embarking on this process, make sure you have checked your [eligibility](#). If you feel like you're ready to proceed, let's get started!

*Note:* Even if your organisation is already registered with us, you must still complete the eligibility quiz and enter your organisation's details to create your new profile. This won't create a duplicate of the organisation's profile but will help us to connect your new profile to the organisation you represent.

Already have a Funding Hub account?  
[Log in](#)

**1 Take our eligibility quiz**

2 Create your profile

3 Next steps

Let's see if you're eligible, in five steps:

Has your organisation been registered as one of the following?

- Charitable Trust
- Incorporated Society
- Marae
- Statutory Body
- Branch of an organisation
- Under an Umbrella organisation
- Act of Parliament under relevant legislation
- Company with Charitable status

Unsure about any of these questions?  
Call our Funding Team on: [0800 272 878](tel:0800272878)

Yes No

**FOUNDATION NORTH**  
Pūtea Hāpai Oranga  
Funding to Enhance Lives

Nau mai, haere mai, welcome to the Foundation North Funding Hub.

Login Now:

Username

Password

[Reset or create password](#)

**New to the Funding Hub?**

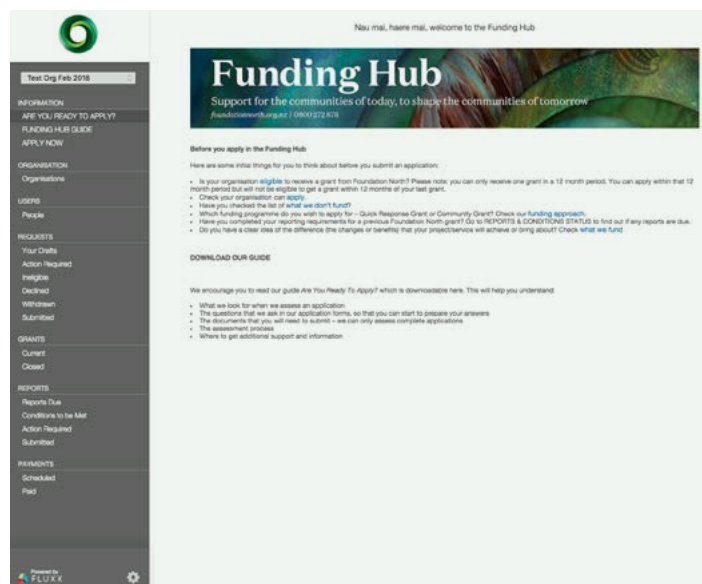
If you don't yet have an account, you will need to register for one by completing our eligibility quiz.

[Take the eligibility quiz now](#)

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[Privacy Policy](#) [Accessibility](#)

## Once you are logged in you will be taken to the landing page of the Funding Hub.



## The Information section contains:

- All you need to know to make a complete application
- How to navigate in the Hub
- Our application forms

## In the Funding Hub you can:

- Submit a grant application (request)
- Track the progress of an application
- Find out when reports are due; complete and submit them
- Keep an eye on your payments
- Update your organisation details
- Communicate with your Foundation North funding advisor

## Top Tips

1. Using Google Chrome as your internet browser is recommended.
2. Save your work in the Hub regularly, as forms do not auto-save.
3. There is no 'Back' button in the application form. DO NOT use the 'Back' key on your keyboard as this will eject you from the Hub. Click on 'Save' then return to make changes by clicking on 'Your Drafts'.
4. Only 'Submit' when your application is complete. Once you Submit, you will no longer be able to edit.
5. Remember to scroll to the bottom to see the full menu!

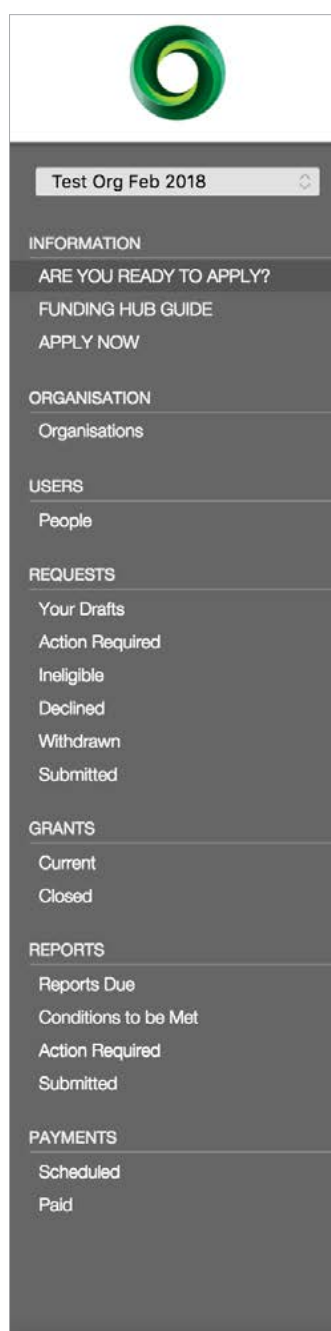
## Symbols in the Funding Hub Menu



Indicates a notification is waiting for your attention.



Click the cog at the bottom right of the Menu to log-out of the Hub or 'Change your password'.



## Navigating in the Funding Hub

Cards in the Hub: Sections within the Hub (arranged on the left-hand menu) are called Cards.

### A. Organisation/s Linked to Your Profile

This section will display all the organisation's you are linked to. If you are linked to multiple organisations, this section will say 'All'.

Click on 'All' to display all organisation name/s.

Click on the applicable organisation you wish to work on or apply for funding.

*Note:* You can only work on one application for one organisation at a time.

If you are no longer connected to an organisation displayed, send an email to [onlinesupport@foundationnorth.org.nz](mailto:onlinesupport@foundationnorth.org.nz) with the name the applicable organisation/s you want removed from your profile.

### B. Organisations

This card contains information about your organisation. It is important that the Organisation Information and Organisation Profile sections are updated regularly to ensure we have accurate and up-to-date information about your organisation.

*Note:* The information contained in both sections is read in conjunction with your application.

A list of People linked to your organisation can be found in the Organisation Profile section. The Moderator is responsible for ensuring this list is kept up to date.

If you wish to archive anyone from this list, please send an email request to [onlinesupport@foundationnorth.org.nz](mailto:onlinesupport@foundationnorth.org.nz) and remember to include the first and last name of the person/s to be archived. 'New' people can be added by asking them to register to the Funding Hub.

If you are part of more than one organisation, a box at the top left lets you select an organisation and the details associated with this organisation.

### C. Requests

Your Drafts - this card holds all saved draft applications.

Action Required - this card holds any applications that have been 'sent back to applicant' from Foundation North staff because more information is required. If an application has been sent back to you; all contacts noted on the application will receive an email advising to log-in to the Hub to edit your application.

Details of the information or updates required will be on the application form.

*Submitted* - applications that have been submitted and are being assessed by Foundation North staff are in this card.

*Ineligible* - applications that have been made ineligible are in this card.

*Declined* - applications that have been declined are in this card.

*Withdrawn* - applications that have been withdrawn are in this card. You will also be able to 'copy & paste' information to a new application should you wish to apply for the same thing next time.

The screenshot displays the Funding Hub interface. At the top right is a search box with the text "Search...". Below it, a search result for "Test Org Feb 2018" is shown, including "Org ID: 12962", "50", and "Auckland 1009". The main navigation menu is on the left, with a logo at the top. The menu items are: "Test Org Feb 2018" (labeled A), "INFORMATION" (sub-items: "ARE YOU READY TO APPLY?", "FUNDING HUB GUIDE", "APPLY NOW"), "ORGANISATION" (labeled B, sub-item: "Organisations"), "USERS" (sub-item: "People"), "REQUESTS" (labeled C, sub-items: "Your Drafts", "Action Required", "Ineligible", "Declined", "Withdrawn", "Submitted"), "GRANTS" (sub-items: "Current", "Closed"), "REPORTS" (sub-items: "Reports Due", "Conditions to be Met", "Action Required", "Submitted"), and "PAYMENTS" (sub-items: "Scheduled", "Paid").

#### D. Grants

Current – this card holds all approved applications (grants). You can view documents associated with an application. You will also be able to ‘copy & paste’ information to a new application should you wish to apply for the same thing next time.

Closed – this card holds all ‘closed’ grants. A ‘closed’ status indicates that final impact report has been submitted and approved for the applicable grant. You can view documents associated with this grant and ‘copy & paste’ information to a new application should you wish to apply for the same thing next time.

#### E. Reports

Reports Due – reports that are due, along with their due dates, are in this card.

These may include impact reports, progress reports or milestone reports. You can submit these here via the Hub.

Conditions To Be Met - any conditions attached to a grant (as per the Decision Letter) are in this card. You can upload documents and submit to Foundation North via the Hub.

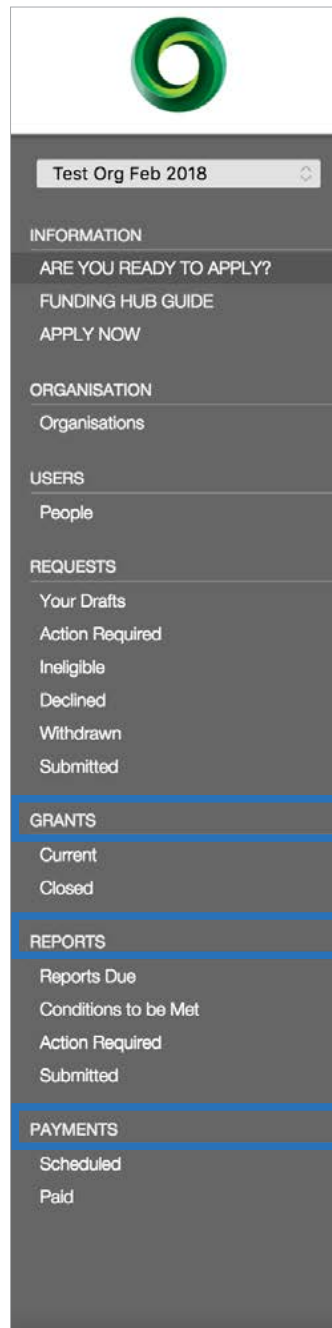
Action Required - any reports or conditions requesting more information are in this card.

Submitted - all submitted reports or conditions are in this card.

#### F. Payment

Scheduled - this card holds upcoming payment and details.

Paid - you can track payments paid to your organisation in this card.



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#### Our funding hub online application process:

When you are ready to apply, go to our website: [www.foundationnorth.org.nz/funding](http://www.foundationnorth.org.nz/funding)

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#### If you have any questions, or need help with your application:

Give us a call 09 360 0291 or 0800 272 878 – Mon-Fri 9am-5pm.