

# Your funding journey

A step-by-step guide of what to expect for Community Grant and Quick Response Grant applications.



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

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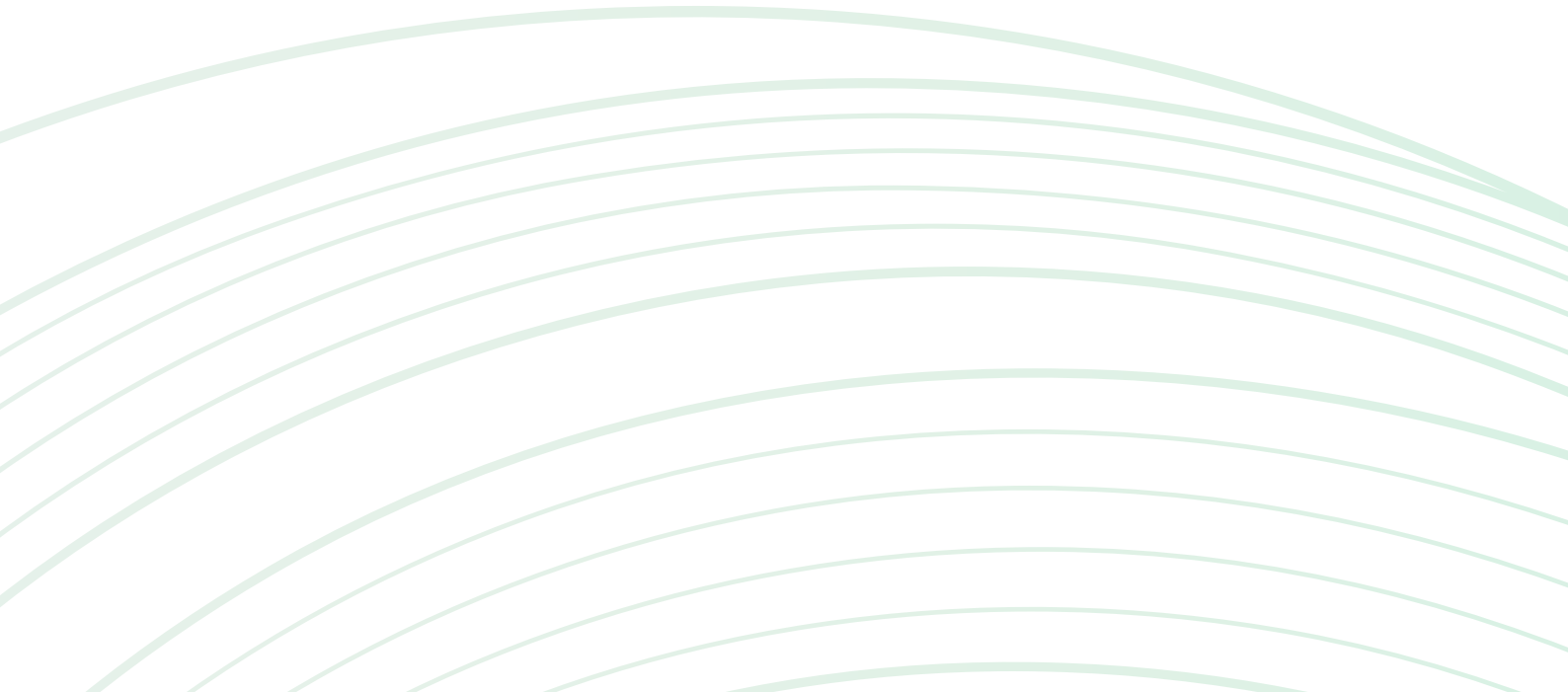
# Introduction

## — Welcome to Foundation North

We are the community trust for Tāmaki Makaurau and Te Tai Tokerau. Foundation North provides funding and support to initiatives large and small to respond to their communities now and for generations to come.

We're here to guide you through the funding application process. We want it to be as smooth and easy as possible for you and your organisation.

This document is a great place to start, and if you have any questions please contact the Funding Support Team on 0800 272 878 Monday to Friday.



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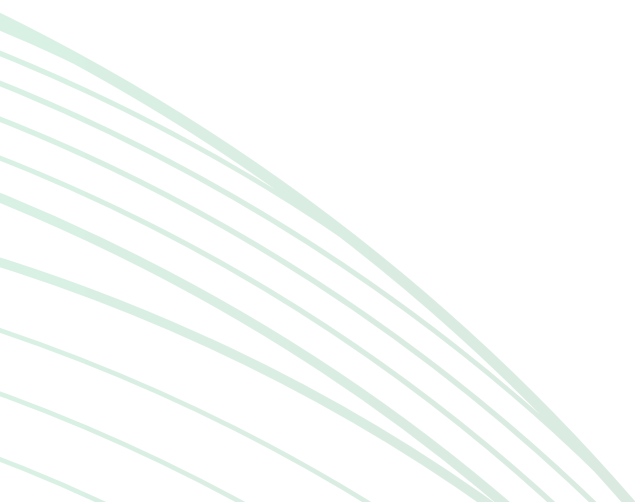
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# Before you apply

## Is your organisation eligible?

Making sure your organisation can apply is the first step and can save a lot of time.

To be considered for funding your organisation needs to be able to:

### 1 Strongly align with one of our four focus areas.

We want our support to have an impact in four key focus areas, and will ask which one aligns most closely with your organisation.

Which one is the best fit for you?



**Hāpai te ōritetanga**  
Increased Equity



**Whakauru mai**  
Social Inclusion



**Whakahou taiao**  
Regenerative Environment



**Hāpori awhina**  
Community Support

### 2 Demonstrate charitable purpose.

This includes the following registered organisations: *charitable trust, incorporated society, Marae, statutory body, branch of an organisation registered under an Act of Parliament, registered under relevant legislation or a company with a charitable status.*

If you are an unregistered or new group, you may be able to submit a request with the support of an umbrella organisation – turn to [page 14](#) for more information.

### 3 Benefit the communities of Tāmaki Makaurau Auckland and/or Te Tai Tokerau Northland.



### 4 Provide the key documents needed to support your request.

We will need to see annual accounts, a detailed budget, and one or more letters of support.

*Learn more about these on [page 10-11](#).*

### 5 Check the exclusions and limitations policy.

There are things we will not fund, and things we will only fund in a limited way.

*Learn more about this on [page 4](#).*

## Which grant is right for you?

We have two funding pathways that are open all year, which you can apply for online at any time.

The pathway you choose depends on how much money you'd like to apply for.

### Under \$25,000 is a Quick Response Grant



We aim to give you a decision within **two months**

### Over \$25,000 is a Community Grant



We aim to give you a decision within **five months**

*Please note – if you are thinking about applying for more than \$100,000, we strongly encourage you to give us a call first to discuss your application.*

## — What *don't* we fund?

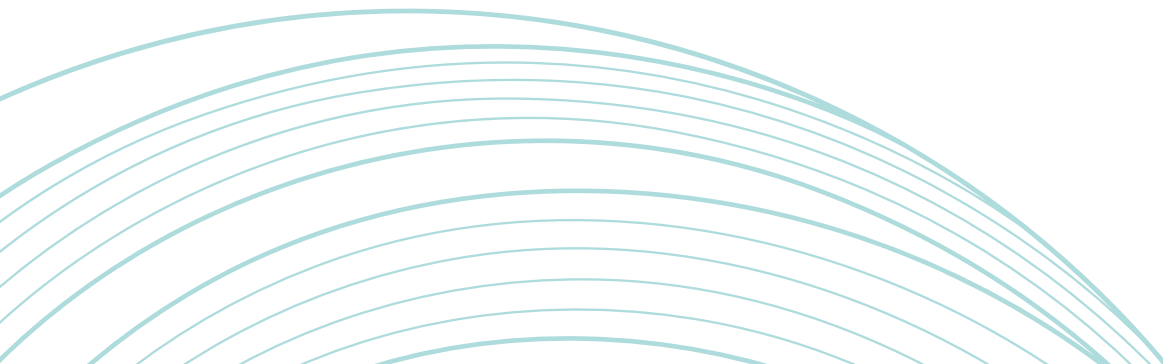
We aim to be a broad community funder, however, we recognise that we can't fund everything. Here's a list of items we generally will not fund, to help you quickly identify whether your project or kaupapa is likely to be eligible or not.

### **The following education-related initiatives:**

- Schools including school facilities, school resources, school equipment, school classrooms, school uniforms, IT suites in schools and administration blocks, school halls, school gymnasiums, school swimming pools, school gardens, core education provision (core curriculum delivery).
- External providers delivering programmes or resources into schools.
- New early childhood education centres.
- Tertiary education institutions and related clubs (including teaching and buildings). We may occasionally fund projects where there is a direct benefit to community. This is limited to one application per year via the University's Foundation.
- Marae linked to educational institutions.
- Academic research.

### **The following infrastructure or building-related initiatives:**

- Council-maintained sports fields.
- Leaky building repairs as defined in the Weather Tight Home Resolution Services Act.
- Roads and street lighting.
- Facilities owned by government or Council-controlled Organisations (CCOs).
- Building projects:
  - Feasibility studies, needs analysis, project plan development, building consents, resource consents.
  - Quantity Surveyor or architectural drawings.
  - Purchase of buildings.
  - Aged care facilities and services (Note: in some cases, we may consider initiatives that are owned and proposed by community, where there is no intention to sell to private owners).



**The following health-related initiatives:**

- Core health and social services (including salaries of health professionals, Primary Health Organisations, hospitals, clinics, core primary healthcare, medical equipment (hospital and dental)).
- Hospice facilities and services.
- Rescue helicopters, fire and ambulance services.

**The following financial-related initiatives:**

- Retrospective funding.
- Debt repayment.
- Refinancing of existing loans.
- Endowments.

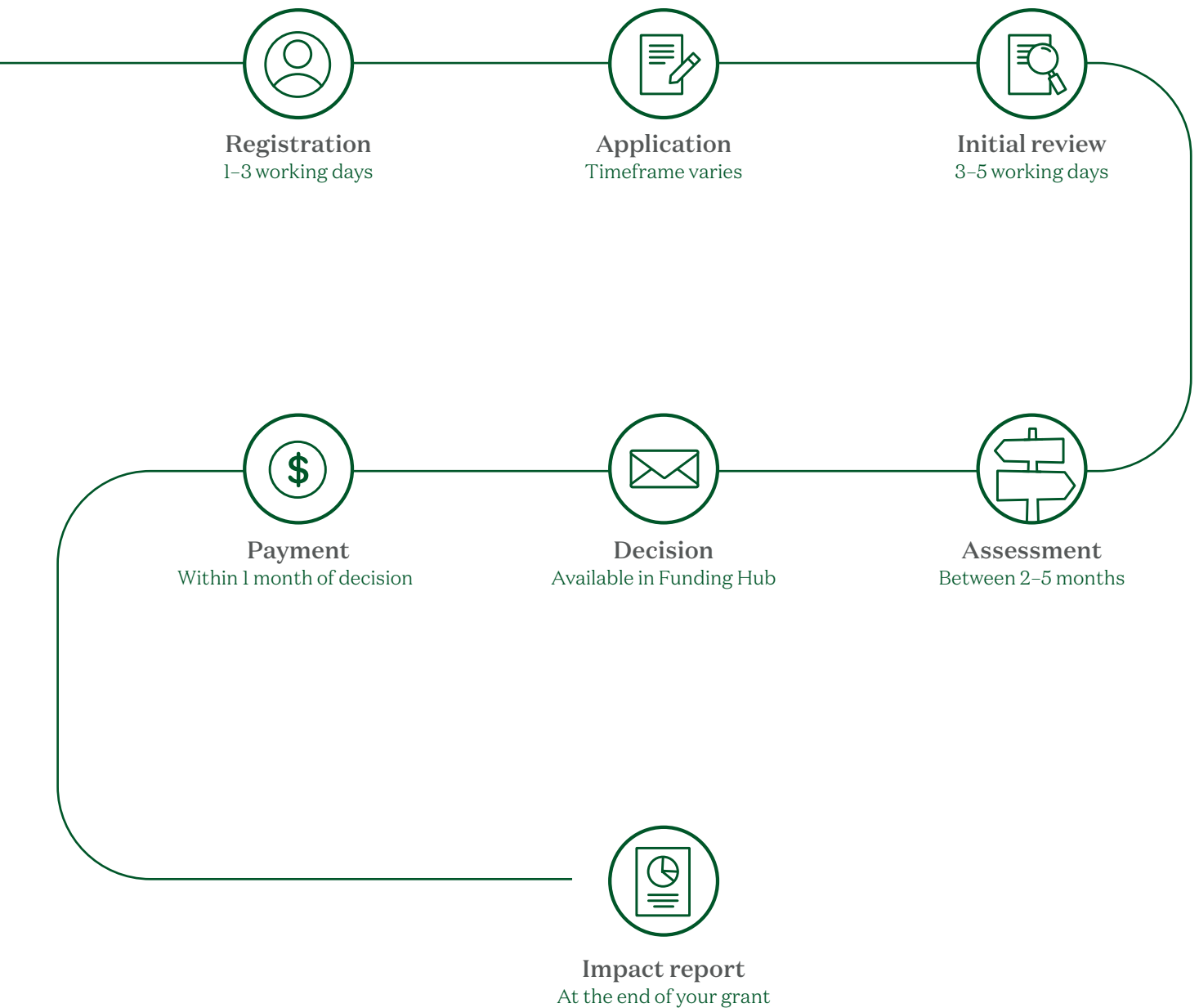
**Other:**

- Individuals.
- International costs including overseas aid or travel incurred overseas.
- Projects seeking to promote religious or political objectives.
- Projects that create benefit, especially financially, for private owners (except for Nga Whenua Rahui legal agreements or land under QE II Covenant).
- Fundraising activities and organisations.
- Funding to run conferences.

**Items we have limitations on:**

- Operating costs – we will not fund operating costs at more than 30% of organisation's total expenditure (based on the previous year's financial statements).
- Foodbanks – we will consider applications from foodbanks, up to a maximum of \$50,000.
- Organisations that focus on a single health issue – we will consider funding up to \$25,000 under Quick Response Grants pathway.
- Sports uniforms and equipment – we will consider funding for sports uniforms and equipment for children and young people aged 5-18 years, up to a maximum of \$10,000.
- Early childhood education centres – we will consider applications up to \$10,000 for play equipment and/or outdoor upgrades, including shade sails.

# The application process





# Getting started on the Funding Hub

All applications are made online through the Foundation North Funding Hub.

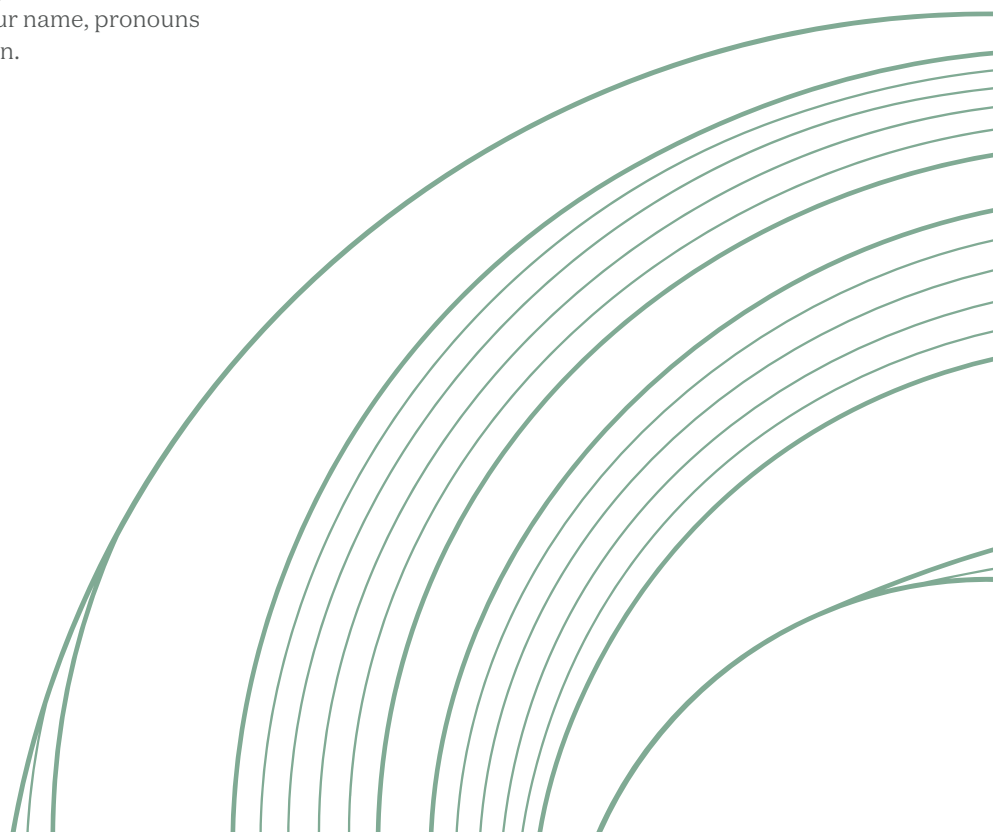
## Registration

- It's easy to register online and should take just five minutes.
- Visit our website and click [APPLY FOR FUNDING.](#)
- Do the short 'Eligibility Quiz'.
- Register to create your profile. We'll ask for:
  - Organisation details: Such as name, legal status, and GST status.
  - Organisation contact information: Such as a phone number, address and website (if applicable).
  - Information about the person registering: Such as your name, pronouns and contact information.

## Login

After registering, your login details (a username and password) will be sent to your email address within three working days. If we have any questions following your registration you may get a phone call before you receive login details.

Once you've received your details, visit our website and click [LOG IN](#) at the top right.



# Application questions

Here's a look at the questions you'll be asked in the Funding Hub request form.

Some questions have a text box to write your answer, and other questions come with a drop-down list to choose an answer from. If you don't know an answer, just try your best - our funding team can get in touch if they need more information from you.

## Request amount

- Funds requested, listed by item.
- Total amount requested.

## Purpose of the grant

- Is it for an event? If so, when's the event?
- What do you want funding for?
- Please describe the current or planned project/service and applicable timings.
- Why do you want to deliver this project/service?
- Please describe the need for this project/service and your motivation for delivering it.
- Who will benefit from this project?

## Foundation North's focus areas – how it aligns

- Select the focus area your application is most aligned with.
- How does your project/service align to this focus area?



**Hāpai te ōritetanga**  
Increased Equity



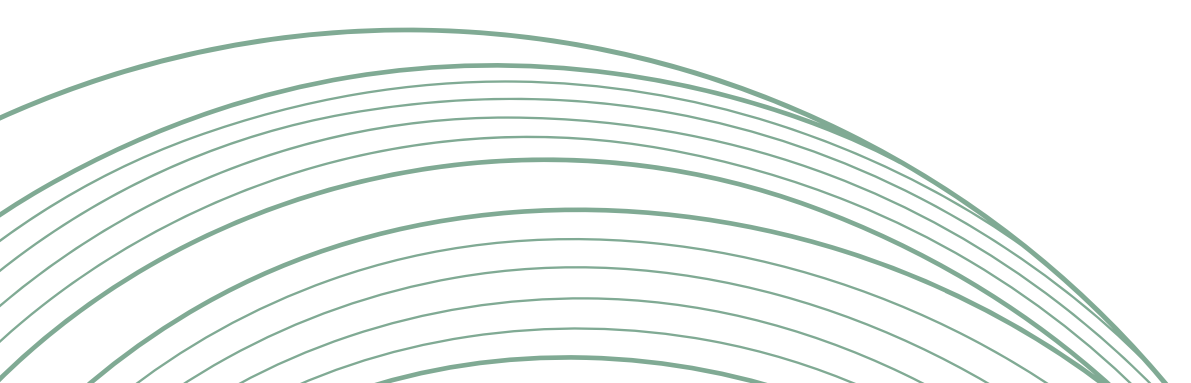
**Whakauru mai**  
Social Inclusion



**Whakahou taiao**  
Regenerative Environment



**Hāpori awhina**  
Community Support



### Cost to participate

- Is there a cost to participate or access your project/service?

*We will also ask how you know your project/service has made a difference.*

### The area and sector your organisation works in

- What region will benefit most from this grant?
- What is the primary area you will be working in when using this grant?
- What sector does your application primarily align to?
- Which organisations you work with and how you work with them?

*To begin your application in the Foundation North Funding Hub, click **APPLY NOW** in the left-hand column. Select 'Quick Response Grant' or 'Community Grant'. This will start a new draft request.*

*Turn to [page 14](#) for a more detailed how-to guide for the Funding Hub.*

### More details about who the grant benefits

- This can be from data you have collected, or your best estimate. We'll ask about the ethnicity and age of the people benefitting from the funding. If you collect data on ethnicity and age, enter a number in each field, even if it's zero. If you do not collect this data, we'll ask for an overall estimate

# Documents to submit

Alongside answering the questions, you will be asked to submit the following documents:

## Annual accounts

These accounts must:

- be no older than 16 months at the submission of the funding request
- be signed by the Chair
- meet the content requirements of New Zealand's reporting standards for not for profit organisations. To understand what tier to use, visit this website: [www.charities.govt.nz/reporting-standards/which-tier-will-i-use/](http://www.charities.govt.nz/reporting-standards/which-tier-will-i-use/)

*If your organisation's constitution, rules or trust deed require compiled, reviewed or audited accounts, you must provide these accounts.*

## A detailed budget

The budget is a 'forward thinking' document that will need to provide details of the income you are budgeting to receive (note all income sources, including this funding request) and the expenditure your organisation is budgeting to spend.

The budget must include the following:

- Your organisation's name.
- The months and years to which this budget applies – noting that we do not fund retrospectively, so ensure this is reflected in the budget date/s.
- If you're applying for multi-year funding, a budget for each year is required.

## Letter of support

If you are a first-time applicant, or you haven't received a grant from Foundation North in the last five years, please provide us with a letter of support.

This must be on applicable letterhead, signed, dated and no more than six months old, from an organisation working with your community (either in the same location, or in the same sector) that has a good understanding of what you do and how you do it.

Please ask them to write about the reputation your organisation has, the quality of your service delivery, how you are benefiting your community, and how you work with other service providers. Please ask your letter-writer to include their name, job title and contact details.

## GST

Please note if your organisation is GST registered, ensure any quotes and budget amounts applied for are GST exclusive. This is because any GST paid by your organisation can be claimed back in your next GST return.

If your organisation is not GST registered, any quotes and budget amounts applied for should be GST inclusive. This is because any GST paid by your organisation forms part of your overall cost.

**If applicable to your application:****Audited accounts**

If the accounts are not audited, and the request is ≥\$300,000, we may ask for additional information to determine the financial management practices of the applicant.

**Government contracts**

If you hold government contracts provide a summary of your most recent government contract audit report.

**Resource/building consent**

Provide evidence that resource or building consent has been lodged, or approved.

**Feasibility study/report or conservation plan or condition report**

Provide a copy of your feasibility study/report completed by an architect or suitably qualified professional. If it is for a heritage organisation or project, a heritage restoration plan must be included.

**Land ownership**

Provide evidence of the land ownership. This could include, a lease agreement, land title in the name of the applicant, Māori/Marae Reservation and gazetted in the Māori Land Court.

**Detailed project plan**

This should include a project timeline, how the project will be managed, who the stakeholders you will work with are, how they have been consulted and how they will be involved.

**List of current or potential users**

Provide a list of the current or potential users.

**Environment related requests**

You must provide the following:

- Documentation that states whether or not your project is located on public land (or covenant land) or private land.
- Council map – showing us the location of your project.
- Threatened species – a threatened species classification list related to your project.
- Ecological awareness – evidence that you have considered how to be ecologically friendly and reduce your energy consumption.

**Other documentation you wish to include may also be attached – examples include:**

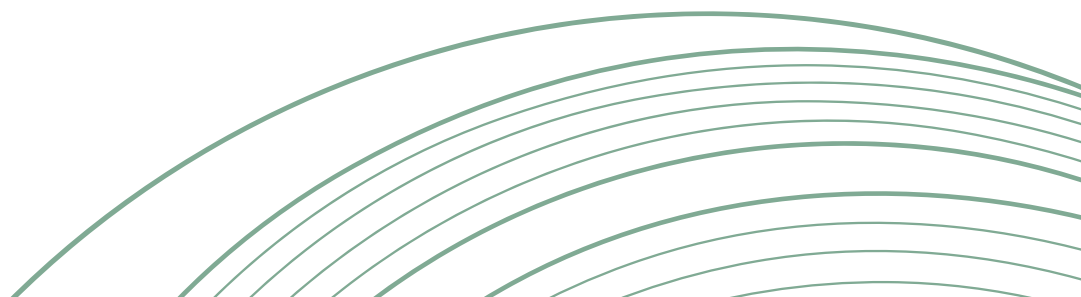
- The most recent annual report.
- Governance and operational policies.
- Statement of Service Performance for registered Charities.
- Constitution/Marae charter.

**Project evaluation report or plan**

- Describe the tools you will use and activities you will undertake to help you understand how you are achieving your outcomes. You may want to attach your evaluation plan with your application.

**Quotes(s) for specific equipment or services where applicable**

If you are applying for specific equipment or services, you will need to provide one quote of your choice for the item/service you are requesting funding for.



# After you've applied

## — How we assess

When you apply for funding, your request will go through an assessment process that helps us determine if it is a strong fit with our strategy. Our priority is always to fund projects and initiatives that highly align with one of our four focus areas. We have a limited grants budget and each request is considered alongside all other requests for the funding available.

### We consider the following:

- Does your service, programme, project or event align strongly with one of our focus areas? If so, in what ways?
- Are you meeting a community need? If so, are any other organisations already addressing this need, and are you collaborating?
- Can your organisation effectively deliver? Do you have a track record of working in this sector?
- Is your organisation in good financial shape?
- Are you meeting financial reporting requirements, and abiding by your organisation's own trust deed or constitution?
- Have you considered potential risks, such as health and safety?
- How will you track your progress, or know that your service is working? What evaluation is planned?
- Is your work aligned to best practice principles, if applicable?
- Have you got enough lead time to plan and deliver this project, programme or event?
- What other sources of funding or income does your organisation have?

### We also prioritise initiatives, actions and activities which focus on:

- Te Tiriti o Waitangi – increasing understanding and giving effect to Te Tiriti.
- Climate change action – mitigation and adaptation to the threats posed by climate change.

*If our assessment team has any questions as they review your request, a member of the team will be in touch.*

# Receiving your decision

## When will I hear?

If you applied for under \$25,000 (**Quick Response Grant**) we aim to have a decision to you **within 2 months** of receiving a complete funding request.

If you applied for over \$25,000 (**Community Grant**) we aim to have a decision to you **within 5 months** of receiving a complete funding request.

## Under \$25,000 is a Quick Response Grant



We aim to give you a decision within **two months**

## Over \$25,000 is a Community Grant



We aim to give you a decision within **five months**

## How do I find out?

- Email alert – we will send an email to the primary contact on the funding request to advise that a decision letter has been uploaded to your Funding Hub. Please log in to read the letter which will be loaded into the ‘Documents to upload’ section of the request.
- Decision letter - the information in your letter may include:
  - Decision of your funding request.
  - Notification of any conditions relating to a decision.
  - Payment details (if applicable).
  - Any reports that may be due.

## Can I talk to someone about the decision?

Yes! A member of the funding team is available 9am - 5pm, Monday to Friday.

Call us on 0800 272 878, option 2.

# Handy how-tos

## How to apply under an umbrella organisation

### What is an umbrella organisation, and why might it be needed?

An umbrella organisation supports an unregistered or new group that may not be eligible to apply on their own by acting as the fundholder for any approved funding.

Foundation North's policy requires groups to meet some specific criteria, which may not be possible for some groups – for example:

- Providing 12 months of accounts.
- Being registered as a Charitable Trust, Incorporated Society, on the Charities Register, or as a Limited Liability Company with charitable intent.

The unregistered or new group still has to have charitable purpose, align with our strategy and policy, and be operating in our rohe (Auckland/Northland region).

Before a request is started, the group needing an umbrella must identify and reach out to an organisation that meets Foundation North's eligibility to apply, confirming they agree to support the request.

### Who applies for funding?

**The group requiring the support of an umbrella organisation is still the lead applicant and primary contact for the funding request.**

Once you have confirmed an umbrella organisation, you can follow the standard application process which includes:

- Registering for Foundation North's Funding Hub.
- Filling in the application questions.
- Submitting the required documents.

### What does the umbrella organisation need to do?

The umbrella organisation contact will be the 'secondary contact' for the funding request, so they should have access to the request at every stage of the process.

### Register for the Funding Hub

It's important that the umbrella is registered to Foundation North's Funding Hub, and has completed the Organisation Information & Profile sections.

It's easy to register online and should take just five minutes. Visit our website and click [APPLY FOR FUNDING](#). Do the short eligibility quiz, and then register to create your profile. We'll ask for your organisation details and the contact details of the person registering.

After registering, your login details (a username and password) will be sent to your email address within three working days. Once you've received your details, visit our website and click [LOG IN](#) at the top right to access the Funding Hub.

Before a request is started, the group needing an umbrella must identify and reach out to an organisation that meets Foundation North's eligibility to apply, confirming they agree to support the request.





## Documents for the umbrella organisation to provide:

### Cover letter

This should outline your request, your charitable intent and that there will be no private/individual gain from any grant funding secured. Please also explain that you are a group (at least 3 people) with a simple structure in place (chair, secretary, treasurer). This letter must be on appropriate letterhead or logo, signed and dated no older than six months old.

### Financial statements

A simple profit & loss report (income and expenditure) and balance sheet (assets and liabilities).

These financial statements must:

- Be no older than 16 months at submission of the funding request.
- Be signed by one representative of the group (please remember to note the signatory name).

### Letter of support

If you are a first-time applicant, or you haven't received a grant from Foundation North in the last five years, please provide us with a letter of support.

This must be on applicable letterhead, signed, dated and no more than six months old, from an organisation working with your community (either in the same location, or in the same sector) that has a good understanding of what you do and how you do it.

Please ask them to write about the reputation your organisation has, the quality of your service delivery, how you are benefiting your community, and how you work with other service providers. Please ask your letter-writer to include their name, job title and contact details.

### A detailed budget

The budget is a 'forward thinking' document that will need to provide details of the income you are budgeting to receive (note all income sources, including this funding request) and the expenditure your organisation is budgeting to spend. The budget must include the following:

- Your organisation's name.
- The months and years to which this budget applies - noting that we do not fund retrospectively, so ensure this is reflected in the budget date/s.

### Annual accounts

These should be no older than 16 months, signed by the Chair, and in line with New Zealand's reporting standards for not for profit organisations. If the constitution, rules or trust deed state that the accounts must be compiled, reviewed, or audited, the associated report must be provided with the accounts.

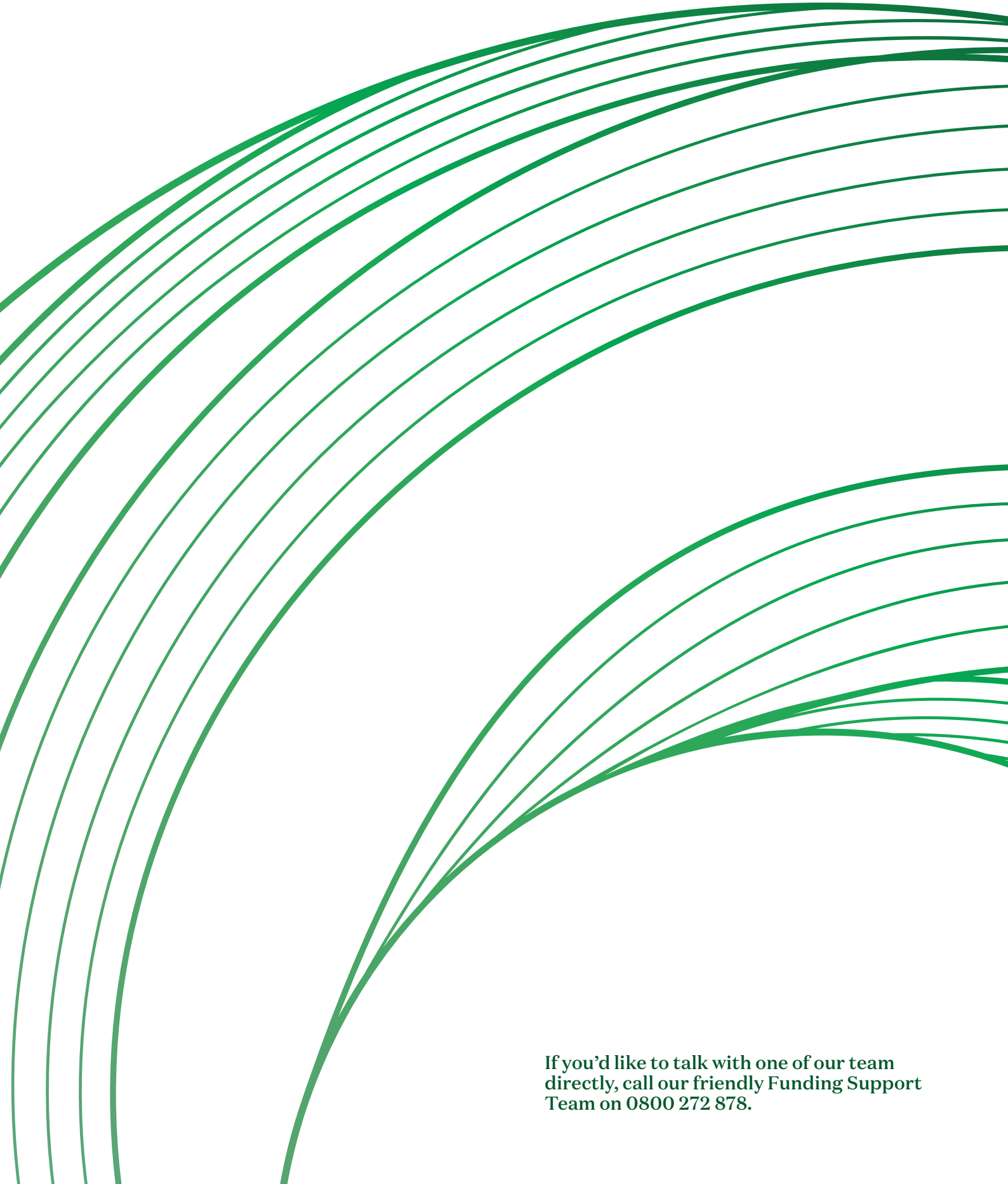
## What happens if funding is approved?

A notification email will be sent to the contacts from both the group applying and the umbrella group.

Funds will be paid out to the umbrella group's bank account following any conditions being met, and these funds should be passed on to the group being umbrellaed.

It is the responsibility of the group being umbrellaed to ensure that all conditions of the grant are met and to manage the delivery of the funded programmes/projects, as well as completing any required reports, including the final impact report at the close of the grant.

# Mauri ora!

The page features a series of thick, green, wavy lines that curve across the bottom half of the page, creating a sense of movement and flow. These lines are layered, with some appearing in front of others, and they all originate from the left side and curve towards the right.

If you'd like to talk with one of our team directly, call our friendly Funding Support Team on 0800 272 878.