

# 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.