

# Local Indigenous Biodiversity Strategy

## Funding Toolkit

### Includes:

- A 'how to guide' on applying for funding
- Template for developing a funding kit
- Funder calendar
- Other funding options
  - Fundraising
  - Sponsorship
  - Donations
- Other resources



# Before you apply...

## First Steps:

### 1. Check criteria to apply – Is your group:

- A not for profit organisation? - legal status may be required (Trust or Incorporated Society)
- Registered with Charities Services [www.charities.govt.nz](http://www.charities.govt.nz)? (Registration may be required to get a Charities number.)
- Operating a bank account in the name of the group?
- A committee structure with Chairperson, Treasurer and Secretary? (It's important to have role separation.)
- Operating for a minimum of 12 months?
- Within the geographical location?
- The right sector to fit with the funder e.g. sport, education, environment.
- Seeking funding within the right timeframe? (Check closing dates and timeline for expenditure of grant.)

### 2. Check Funders priorities – does your project fit?

- What is the funder's mission statement and objectives?
- What are the priorities of the funder?
- How does your project fit with those priorities?
- Will you be able to demonstrate the need for the project and the outcomes/ benefits to the community?

### 3. Check what you will need to complete the form – do they need to be in an electronic format?

- Resolution and a copy of the minutes from your committee meeting?
- Financial information such as annual accounts, bank statement and bank deposit form?
- Chairperson report?
- Project information such as quotes, budgets etc.?
- Maps? e.g. a location (zoomed out) map showing where your project is in relation to main towns, and a (zoomed in) aerial photo with the project boundaries
- Was the accountability completed for a previous grant?
- Letters of support from credible and respected people/organisations?



#### **4. Check how to apply - Online applications**

- Determine how the application needs to be submitted, usually online.
- Set up your user name and password.
- Log on and complete the application form.
- Avoid deadline panic – make a note of the closing date and leave plenty of time to complete the application.

#### **5. Hints and tips for online applications:**

- It is a good idea to preview the application form as a pdf before filling it in.
- Some parts of the form may automatically populate with your organisation information, check that this is current.
- There may be compulsory fields and you will not be able to proceed without completing these fields. Some fields may have a limit on the number of words you can use.
- You may be able to save and come back to the application to complete.
- You may need to go through Chrome or Mozilla as Internet Explorer may not work as your browser.
- You will need to attach your other documents eg: minutes, quotes.

To upload documents:

- a) Click browse
  - b) Find file – excel, word, pdf, jpg
  - c) Click upload and save
- Remember once your form is complete, click send/submit to send the application form to the funder.

# Funding Tips for First Timers

## Applying to the right place

Contact us before you apply

Tell us your project ideas – can we fund it? How much?

Any other funders?

Check out the Generosity New Zealand database: for a list of free sites in your area visit <http://generosity.org.nz/>

## What funders need

Fill in every section of the whole form

Assume nothing; tell funders everything they need to know

If it's not applicable say why

Attach non-essential stuff only if it is relevant to your project eg; background information, overview, photos etc.

## Make it easy

Be clear and concise – use bullet points

Apply on-line; you may need to register your group first

Be prepared; plan ahead; don't leave it until the last minute



## Introductory Information

You are a reputable volunteer group. If the application asks for a group description, provide a clear but brief description of your group's history and current situation.

Outline the scope of the overall problem your group or project is trying to solve. Those projects that demonstrate a clear need for the work are more likely to get funded.

The project description should be specific, accurate and detailed. Make sure that you include how the project is to be managed, the steps to be taken and the timeframe.

# Application Budgets

A **budget** looks ahead to what is expected to happen. It includes what you expect to spend (expenditure) and what you expect or hope to receive (income).

A budget for a project is a smaller part of the organisation's whole budget.

## Expenditure

Outline total project costs and show the portion to be covered by the specific grant you are applying for. You may need to get quotes to find out the actual costs of an item or project.

## Income

Income can come from a number of sources:

- Funds already held by the organisation which are set aside (tagged) for the project
- Fund-raising
- Other grants applied for but not yet received, note them as pending or confirmed. Ensure that you disclose other funding as funders do talk with each other.
- Other sources such as course fees, donations etc.
- In kind support such as donated goods, volunteers hours etc

**Do you need to contribute to the project costs?** This depends on the funder – check with them. Most prefer to see some contribution from the organisation.

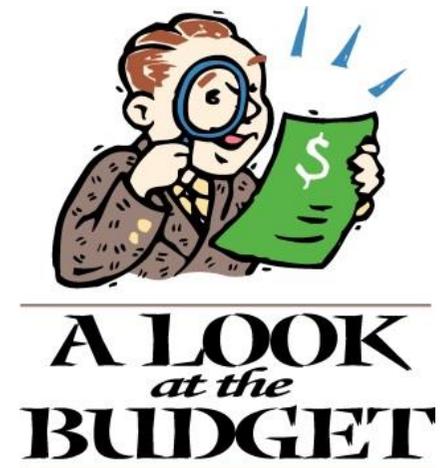
**What if we have funds in our bank account?** Explain clearly what the funds in your bank account or term investments are to be used for. These may be tagged for a specific purpose such as operating costs or saving toward capital items etc.

## How much to ask for?

This depends on the project and what the funder might fund. Check their average grants or ask the funder. Funders also look at the size and purpose of your group.

## What if you receive less than you need?

You may need to hold the grant and raise other funds before the project can go ahead. If it is not possible to do the project, advise the funder. Ask if you need to return the money or if you could spend it on a similar project.



### **What if two funders fund you for the same project?**

Ask one of the funders if you can use the grant for another eligible project.

### **What about volunteer costs?**

Check with the funder whether volunteer input can be included as part of the income for the project.

Don't inflate – funders compare costs.

Don't forget indirect costs when you are costing a project e.g. overheads

Check your addition.

**A note about GST** – organisations with turnover of more than \$60,000 p.a. must register for GST (Goods and Service Tax) with Inland Revenue Department. Ask IRD for advice if you are unsure. Check the application form for instructions regarding whether to include GST in your funding request depending on your GST registration status.

## **Outcomes and Outputs**

As part of your accountability some funders may ask your group to show the outputs and outcomes of your project. They may also ask you to state how you know you have met these i.e. what steps will your group take to evaluate the project's success or failure?

**Outcomes** capture the impact/changes that your project has made e.g. people are now more engaged in the community, have learnt new skills and are more independent, have improved their quality of life. Outcomes are the changes that have been made as a result of what you do.

**Outputs** capture the amount/quantity or size of your project e.g. how many people attended your event, how many clients did you provide a service to, how many workshops did you hold? Outputs are what you do, the services or activities you provide.

If you stated the expected outputs and outcomes in your funding application you should report on those same key indicators as part of your accountability. The funder wants to know if your project achieved its goals. If it didn't, then explain why.



# Resolutions

Often funders will ask you to include a copy of the resolution that has been recorded in the minutes of your organisation. This shows the decision has been made and approved by the committee.

## Resolutions need to be specific and state:

- Who** is going to apply
- The **name** of the Trust to apply to
- The **value** to apply for
- The **purpose**
- When** it will be done



## Example of a resolution:

*That treasurer Ross Webb will apply to FROGS for \$300 for a set of training snorkels by March 2017.*

*Moved by Lilly Pad / Seconded by Harry Fly*

*Passed unanimously*

This should be recorded in your minutes which need to be signed by the Chairperson.

## Remember:

- Check what the funder asks for.
- Include all the information requested.
- Plan ahead – allow enough time to get a resolution ratified by your group so it is ready for your application.
- Get the minutes signed by the appropriate person and include a copy of them in your application.
- In some circumstances a resolution via email may be acceptable; check with the funder *and* make sure your group's constitution allows for this decision-making process.

# Accountability/Acquittal

Your organisation must report to the funder with an explanation of how you spent the funds and the outcome or results of the project or service that was funded. This is often called grant accountability or grant acquittal.

## Why do we need to do accountability?

- Show that the project happened
- Transparency
- Being accountable and responsible for the grant received
- Required by the funder
- Meeting moral/legal obligation
- Funders themselves have to account for the grants
- Spending public money

## Consequences of not doing accountability

- Request that the funds be returned
- Being blacklisted by the funder and potential for other funders to blacklist you
- Legal ramifications
- Unable to access further funding
- Loss of organisational reputation and integrity

## When do you account for funding received?

- As soon as you have spent the grant, usually within a given time frame
- Time limit – check what funders expectations are e.g.: spent and accounted for within 3 months
- Different funders have different requirements: for example; COGS grants must to be spent within 12 months of the date of the grant approval unless written approval for an extension is obtained from the COGS committee before that 12 months period ends.

## How do we account for funding received?

- It is important that you keep track of grants. It is essential that you know what the grant covers. For example if it is for wages what period the grant for wages covers.
- Many accounting systems can set up coding for grants received and expenditure is then coded against these grants.
- Ensure you know which grants include GST and which grants are donations. Your grant letter will determine if it is a donation or includes GST.
- It is important that you keep invoices and a paper trail of how your grant was spent.
- Receipts must be attached when you return your accountability form.
- The grant must be spent for the purpose that it was granted.
- If you need to change the purpose of the grant you must gain permission from the funder to do this.
- Funders have different accountability requirements. Some require the accountability for a grant to be completed within 12 months of grant receipt, others such as pub charities require you to account for the grant within 3 months of receipt.

**Examples of what could be included:**

- Photographs before and after the project is completed.
- Receipts, copy of paid invoices
- Proof of transactions such as bank statements, reports from your financial system
- Evaluation summary, data collected, survey results
- Media articles, newspaper clippings – especially those that acknowledge the funders.
- Letters/comments from participants
- Stats on numbers participating, clients etc.

## In Summary...

- Plan ahead: know what projects your group want to do and when, then plan how to fund them and which funders to apply to.
- Make sure your project fits the criteria for each funder.
- Get organised; know when various funding rounds close; mark them on a calendar.
- Collect an application from all the funders you will be applying to.
- If you are handwriting, write neatly; use a black pen.
- Answer all the questions; complete the whole form.
- Summarise information in the space provided; use bullet points; **Do Not Type “SEE ATTACHED”**.
- Be clear, concise and realistic with your request.
- Clearly state the benefit of your project to your group or clients **and** the wider community.
- Mention volunteer input, number of people attending etc.
- Show evidence of sound planning (timing, budgets etc).
- Make sure that your sums add up.
- Show your contribution to costs (funds in hand, other funders, in kind support etc).
- Include attachments the funder has requested. Attach quotes, bank statements, annual accounts, reports etc. Make a copy of these documents.
- Include accountability for any previous donation.
- Include photos and press clippings (optional).
- Have the application signed and checked; get your application in on time, before the closing date; copy before you send it to the funder; know when you will get a response and mark it on a calendar.
- If your application is successful, note on your funding calendar the \$ amount and when the accountability is due.
- Complete your project: take photos; send in your accountability with receipts, statements etc as required.
- Celebrate your success.

**Many funders will only know your group through the story your application tells. The quality of the application reflects the integrity of the group/person and the funding group will be judging capacity and capability of your group’s ability.**



# Developing a funding kit

If your group is requesting funding from more than one funding organisation, a funding kit will save you time, and make applications easier to prepare. A funding kit holds general information about your organisation which most funders request each time you apply.

Contents – what do you already have?	Yes	No – where can I get it from?
History of your organisation		
Aims and activities		
○ Strategic plan		
○ Business plan		
○ Deed of constitution or trust deed		
○ Annual plan or goals		
Legal status		
○ Copies of Certificate of Incorporation, constitution or trust deed		
○ Updated list of Trustees		
○ Copies of Maori Land Court minutes or gazette notices		
○ Marae Charter		
Management Systems		
○ List of names and contacts of management committee / trustees		
○ Financial systems		
○ Copies of any financial policies		
○ Copies of audited accounts		
○ Bank account details		
○ Treasurer's name and contact details		
○ GST and IRD number		
○ Annual budgets		
○ Latest financial reports/updates		
○ IRD tax exemption letter		
Community Support		
○ Copies of letters of support, newspaper articles etc		
Client group		
○ Annual statistics		
Reporting and evaluation		
○ Annual reports		
○ Summary of client satisfaction survey		
○ Summary of project or service evaluation		

# Funder calendar

Funder/Fund	Date application closes	Type of project funded	Website
Air New Zealand Environment Trust	Check dates with funder	Environment	<a href="http://airnzenvironmenttrust.org.nz/apply-for-funding/">http://airnzenvironmenttrust.org.nz/apply-for-funding/</a>
Community Organisation Grants Schemes (COGS)	May	Social	<a href="http://www.communitymatters.govt.nz/Funding-and-grants--Crown-Funds--Community-Organisation-Grants-Scheme">http://www.communitymatters.govt.nz/Funding-and-grants--Crown-Funds--Community-Organisation-Grants-Scheme</a>
Tindall Foundation	September	Social and Environment	<a href="http://www.communitywaikato.org.nz/Services/Funding+Draft.html">http://www.communitywaikato.org.nz/Services/Funding+Draft.html</a>
Creative Communities Scheme	March and August	Creative	<a href="http://www.hamilton.govt.nz/our-city/community-development/communityfunding/Pages/default.aspx">http://www.hamilton.govt.nz/our-city/community-development/communityfunding/Pages/default.aspx</a>
Department of Conservation - Community Fund	June	Environment	<a href="http://www.doc.govt.nz/doc-community-fund">http://www.doc.govt.nz/doc-community-fund</a>
Department of Conservation – Nature Heritage Fund	Check with funder	Conservation	<a href="http://www.doc.govt.nz/get-involved/funding/nature-heritage-fund/">http://www.doc.govt.nz/get-involved/funding/nature-heritage-fund/</a>
Department of Conservation – Predator Free 2050 Fund	Check with funder	Conservation	<a href="http://www.doc.govt.nz/nature/pests-and-threats/predator-free-2050/predator-free-2050-funding-for-community-projects/">http://www.doc.govt.nz/nature/pests-and-threats/predator-free-2050/predator-free-2050-funding-for-community-projects/</a>
E.B. Firth Charitable Trust	May	Environment	Contact Grant MacKinnon Ph 07 853230
D V Bryant Trust	May, July, September, November	Children, families and youth	<a href="http://www.bryanttrust.co.nz/33/our-support/how-to-apply-for-funding">http://www.bryanttrust.co.nz/33/our-support/how-to-apply-for-funding</a>
Forest and Bird - James Sharon Watson Conservation Trust	June	Environment (conservation)	<a href="http://www.forestandbird.org.nz/">http://www.forestandbird.org.nz/</a>
Forest and Bird - Valder Conservation Grants	End of September	Conservation	<a href="http://www.forestandbird.org.nz/what-we-do/events/valder-conservation-grants">http://www.forestandbird.org.nz/what-we-do/events/valder-conservation-grants</a>
Fonterra Grass Roots Fund	March, August	Environment and Community	<a href="https://www.fonterra.com/nz/en/what-we-stand-for/FonterraGrassRootsFund.html">https://www.fonterra.com/nz/en/what-we-stand-for/FonterraGrassRootsFund.html</a>
Foundation North Quick Response Grants	October	Environment and Cultural Heritage	<a href="https://www.foundationnorth.org.nz/funding/quick-response-grants/">https://www.foundationnorth.org.nz/funding/quick-response-grants/</a>
Foundation North Community Support Grants	August, November	Environment and Cultural Heritage	<a href="https://www.foundationnorth.org.nz/funding/community-support-grants/">https://www.foundationnorth.org.nz/funding/community-support-grants/</a>

Gallagher Charitable Trust	April and September	Community	Need to ring and speak to them (07) 838 9825
Grassroots Trust	End of each month	Sport, Community and Education	<a href="http://www.grassrootstrust.co.nz/">http://www.grassrootstrust.co.nz/</a>
Harcourt's Foundation	January, April, July, October	Social and Community	<a href="http://harcourtsfoundation.org/apply/">http://harcourtsfoundation.org/apply/</a>
HCC Community Single year grant	March	Social, Environment, Education, Creative and Community	<a href="http://www.hamilton.govt.nz/our-city/community-development/communityfunding/Pages/default.aspx">http://www.hamilton.govt.nz/our-city/community-development/communityfunding/Pages/default.aspx</a>
Honda Tree Fund		Environment	<a href="https://www.honda.co.nz/abouthonda/our-values/environment/treefund/">https://www.honda.co.nz/abouthonda/our-values/environment/treefund/</a>
Kiwi for Kiwis	March	Conservation	<a href="https://www.kiwiforkiwi.org/what-we-do/funding-grants/">https://www.kiwiforkiwi.org/what-we-do/funding-grants/</a>
Len Reynolds Trust	November	Social and Environment	<a href="http://www.communitywaikato.org.nz/Services/Funding+Draft.html">http://www.communitywaikato.org.nz/Services/Funding+Draft.html</a>
Lion Foundation	Every month	Sport, Community and Education, Environment	<a href="http://www.lionfoundation.org.nz/applying-for-funding/">http://www.lionfoundation.org.nz/applying-for-funding/</a>
Lottery Community Committee (local)	July Dec	Community	<a href="http://www.communitymatters.govt.nz/Funding-and-grants--Lottery-grants---Lottery-Community">http://www.communitymatters.govt.nz/Funding-and-grants--Lottery-grants---Lottery-Community</a>
Lottery Community Facilities	March and August	Community	<a href="http://www.communitymatters.govt.nz/Funding-and-grants--Lottery-grants---Lottery-Community-Facilities-Fund">http://www.communitymatters.govt.nz/Funding-and-grants--Lottery-grants---Lottery-Community-Facilities-Fund</a>
Lotteries Environment & Heritage	February and August	Environment and Heritage	<a href="http://www.communitymatters.govt.nz/Funding-and-grants--Lottery-grants---Lottery-Environment-and-Heritage">http://www.communitymatters.govt.nz/Funding-and-grants--Lottery-grants---Lottery-Environment-and-Heritage</a>
Lottery Marae Heritage and Facilities	March and September	Protect and conserve Marae facilities and taonga	<a href="http://www.communitymatters.govt.nz/Funding-and-grants--Lottery-grants---Lottery-Marae-Heritage-and-Facilities">http://www.communitymatters.govt.nz/Funding-and-grants--Lottery-grants---Lottery-Marae-Heritage-and-Facilities</a>
Lottery Significant Projects Fund	March	Community assets of regional or national significance	<a href="http://www.communitymatters.govt.nz/Funding-and-grants--Lottery-grants---Lottery-Significant-projects">http://www.communitymatters.govt.nz/Funding-and-grants--Lottery-grants---Lottery-Significant-projects</a>
Mazda Foundation Trust	March, June, September	Environment, culture, education and creative	<a href="http://mazdafoundation.org.nz/applying-for-funding/">http://mazdafoundation.org.nz/applying-for-funding/</a>
Ministry for Primary Industries Afforestation Grant Scheme	Check dates on website	Environment	<a href="http://www.mpi.govt.nz/funding-and-programmes/forestry/afforestation-grant-scheme/">http://www.mpi.govt.nz/funding-and-programmes/forestry/afforestation-grant-scheme/</a>
Ministry for the Environment - Community Environment Fund	August/September	Environment	<a href="http://www.mfe.govt.nz/more/funding/community-environment-fund">http://www.mfe.govt.nz/more/funding/community-environment-fund</a>
Norah Howell Charitable Trust	March and September	Social, education and youth development	<a href="https://norahhowellct-nz.baanalyser.com/start">https://norahhowellct-nz.baanalyser.com/start</a>
Nature Space	See list of funders	Environment	<a href="https://www.naturespace.org.nz/national-funding">https://www.naturespace.org.nz/national-funding</a>
Nga Whenua Rahui Fund	No specific funding round	Conservation	<a href="http://www.doc.govt.nz/get-involved/funding/nga-whenua-rahui/nga-whenua-rahui-fund/">http://www.doc.govt.nz/get-involved/funding/nga-whenua-rahui/nga-whenua-rahui-fund/</a>
NZ Community Trust	monthly	Sport, Community and Education	<a href="http://www.nzct.org.nz/">http://www.nzct.org.nz/</a>
Pacific Development and Conservation Trust	??	Conservation, cultural heritage, development and goodwill	<a href="https://www.communitymatters.govt.nz/pacific-development-and-conservation-trust/">https://www.communitymatters.govt.nz/pacific-development-and-conservation-trust/</a>

Perpetual Guardian	See granting schedule	See granting schedule	<a href="https://www.perpetualguardian.co.nz/philanthropy/grants-and-scholarships">https://www.perpetualguardian.co.nz/philanthropy/grants-and-scholarships</a>
Project Crimson – Crimson Trees	Check with funder	Conservation	<a href="http://projectcrimson.org.nz/projects/crimson-trees/">http://projectcrimson.org.nz/projects/crimson-trees/</a>
QEII National Trust – Covenant Programme	No specific funding round	Conservation	<a href="http://www.openspace.org.nz/">http://www.openspace.org.nz/</a>
QEII National Trust – Stephenson Fund	No specific funding round	Conservation	<a href="http://www.openspace.org.nz/Site/Managing_your_covenant/The_Stephenson_Covenant_Enhancement_Fund.aspx">http://www.openspace.org.nz/Site/Managing_your_covenant/The_Stephenson_Covenant_Enhancement_Fund.aspx</a>
Ron Greenwood Environmental Trust	Check with funder	Environment	C/- Environment trust PO Box 10359 Wellington
Sargood Bequest	December	Community, cultural, sport, education and environment	<a href="http://www.sargoodbequest.org.nz/">http://www.sargoodbequest.org.nz/</a>
Sky City Hamilton	August - September	Focus on family employment and economic prosperity	<a href="https://www.skycityhamilton.co.nz/media/2253849/shct-guidance-notes-2017.pdf">https://www.skycityhamilton.co.nz/media/2253849/shct-guidance-notes-2017.pdf</a>
Support for Volunteering Fund	May	Promote volunteering	<a href="http://www.communitymatters.govt.nz/Funding-and-Grants--Crown-Funds--Support-for-Volunteering-Fund">http://www.communitymatters.govt.nz/Funding-and-Grants--Crown-Funds--Support-for-Volunteering-Fund</a>
Joyce Fisher Charitable Trust	Check dates with funder	Education and Creative	<a href="http://www.joycefishertrust.org/">http://www.joycefishertrust.org/</a>
The Page Trust	May	Community	<a href="http://www.publictrust.co.nz/grants-and-scholarships/how-do-i-find-one/grants/page-trust">http://www.publictrust.co.nz/grants-and-scholarships/how-do-i-find-one/grants/page-trust</a>
The Southern Trust	monthly	Sport, Community and Education	<a href="http://www.southerntrust.org.nz/index.php?Funding-Application-Form">http://www.southerntrust.org.nz/index.php?Funding-Application-Form</a>
The Working Together More Fund	March, June, October	Community Collaboration	<a href="http://www.workingtogether.org.nz/">http://www.workingtogether.org.nz/</a>
Transpower Community Care Grant	Submit expression of interest by April or October	Community	<a href="https://www.transpower.co.nz/apply-communitycare-fund">https://www.transpower.co.nz/apply-communitycare-fund</a>
Trillian Trust	monthly	Sport, Community and Education	<a href="https://www.trillian.co.nz/">https://www.trillian.co.nz/</a>
Trust Waikato	February, June, September	Social, Education, Environment, Sport and Community	<a href="http://www.trustwaikato.co.nz/">http://www.trustwaikato.co.nz/</a>
Waikato River Authority	August	Environment	<a href="http://www.waikatoriver.org.nz">www.waikatoriver.org.nz</a>
Waikato Catchment Ecological Enhancement Trust	March	Environment	<a href="http://www.wceet.org.nz/funding/">http://www.wceet.org.nz/funding/</a>
Waikato Regional Council - Natural Heritage Fund	Check dates with funder	Environment	<a href="https://www.waikatoregion.govt.nz/community/whats-happening/funding-and-scholarships/">https://www.waikatoregion.govt.nz/community/whats-happening/funding-and-scholarships/</a>
Waikato Regional Council – Environmental Initiatives Fund	Check dates with funder	Conservation, Environment	<a href="https://www.waikatoregion.govt.nz/community/whats-happening/funding-and-scholarships/environmental-initiatives-fund/">https://www.waikatoregion.govt.nz/community/whats-happening/funding-and-scholarships/environmental-initiatives-fund/</a>

Waikato Regional Council – Small Scale Community Initiatives Fund	Check dates with funder	Environment, Education	<a href="https://www.waikatoregion.govt.nz/community/whats-happening/funding-and-scholarships/small-scale-community-initiatives-fund/">https://www.waikatoregion.govt.nz/community/whats-happening/funding-and-scholarships/small-scale-community-initiatives-fund/</a>
Waikato Regional Council – Enviroschools Fund	March, October	Environment, Education	<a href="https://www.waikatoregion.govt.nz/community/whats-happening/funding-and-scholarships/enviroschools-grant-fund/">https://www.waikatoregion.govt.nz/community/whats-happening/funding-and-scholarships/enviroschools-grant-fund/</a>
Waikato District Council – Conservation Fund	No specific funding round	Conservation	<a href="https://www.waikatodistrict.govt.nz/services-facilities/community-development/funding/conservation-fund">https://www.waikatodistrict.govt.nz/services-facilities/community-development/funding/conservation-fund</a>
WEL Energy Trust Quick Response Grants \$5000 & under	February, April, June, August and October	Social, Education, Environment and Community	<a href="http://www.welenergytrust.co.nz/grants/">http://www.welenergytrust.co.nz/grants/</a>
WEL Energy Trust Community Support Grants over \$5,000	March, June, September	Social, Education, Environment and Community	<a href="http://www.welenergytrust.co.nz/grants/">http://www.welenergytrust.co.nz/grants/</a>
World Wide Fund for Nature – Habitat Protection Fund	Check with funder	Conservation	<a href="http://www.wwf.org.nz/what_we_do/community_funding/habitat_protection_fund/">http://www.wwf.org.nz/what_we_do/community_funding/habitat_protection_fund/</a>
World Wide Fund for Nature -	Check with funder	Environment, Education	<a href="http://www.wwf.org.nz/what_we_do/community_funding/funding_for_schools/">http://www.wwf.org.nz/what_we_do/community_funding/funding_for_schools/</a>

**Social** = volunteers, gatherings, social support;  
**Education** = training, raising awareness;

**Community** = spaces for wider community use;  
**Creative** = participation in a creative activity

The above **Funder Calendar** provides a guide to the potential funders who may support your project. Each funder has geographical location, criteria and priorities for funding. You will need to check their websites for details. If in doubt call the funder before making an application. Most funders will have staff who will guide you through the application process. You may be able to apply to more than one funder eg: training volunteers to take people on bush walks could fall into social, community and education categories. If you are new to funding, consider attending a **Funding Workshop**. Contact **Community Waikato** to find out more **(07) 838 1583**.

**Disclaimer:** Dates are an indication only. It is important that you visit the funder’s website to check their criteria and current opening and closing dates.

**Acknowledgment:** Material for this toolkit was contributed from the Funding Workshop FROGS Workbook. The FROGS Workbook was created over a number of years using material written and designed by various Community Funding Advisors. We thank the current funding workshop team for their consent in using the material for this resource.

## Other Funding Options: (to be completed)

A good funding strategy does not rely on only one source of funds. Ideally it should contain a range of potential sources of income. This helps spread the funding load and minimises the risk of failure when trying to resource your project. Other sources of potential income could include:

### **Fundraising** (from cake stalls, crowd funding, etc)

### **Sponsorship** (especially from local business, agencies, corporates, etc)

### **Donations** (money, materials, labour, etc)

## Other Resources

Name	What's provided	Contact ph	Website
Generosity New Zealand	Database of funders accessed from any branch of Hamilton Libraries	04 471 8900	<a href="http://generosity.org.nz/">http://generosity.org.nz/</a>
<b>Community Waikato</b>	Capacity building for governance, training, one-on-one advisory service, <b>booking for funding workshops</b>	07 838 1583	<a href="http://www.communitywaikato.org.nz/">http://www.communitywaikato.org.nz/</a>
Creative Waikato	Marketing and promotion advice	0508 427 892	<a href="http://creativewaikato.co.nz/">http://creativewaikato.co.nz/</a>
Volunteering Waikato	Recruiting volunteers and training on volunteer management	07 839 3191	<a href="http://www.volunteeringwaikato.org.nz/">http://www.volunteeringwaikato.org.nz/</a>
Charities Services	Registered Charities reporting templates	0580 242 748	<a href="https://www.charities.govt.nz/">https://www.charities.govt.nz/</a>
Inland Revenue	Advice on tax requirements for a not for profit organisations, tax obligations for staff and volunteers and GST	0800 377 774	<a href="http://www.ird.govt.nz/non-profit/">http://www.ird.govt.nz/non-profit/</a>
Community Law	Advice on legal issues	07 839 0770	<a href="http://communitylaw.org.nz/">http://communitylaw.org.nz/</a> Search community-law-manual, then browse A-C to select Community Organisations & the Law
Waikato Biodiversity Forum	Information and resources		<a href="http://waikatobiodiversity.org.nz/">http://waikatobiodiversity.org.nz/</a>
Waikato Environment Centre	Information and resources	07 839 4452	<a href="https://www.envirocentre.org.nz/">https://www.envirocentre.org.nz/</a>
Your Local Council	Information and resources	From their website	Google the name of your local Council