Funding Hui

Unlocking opportunities for Community-Led Initiatives

March 2024





Introduction

Agenda

- Community Funding Landscape
- Introduction to funds from:
 - HCC (Lauren)
 - Wellington Community Fund (Chiara & Sara)
 - Nikau Foundation (Lindy)
 - Department of Internal Affairs (Tanja)
- Break
- Writing strong grant applications
- Panel Q&A
- Introduction to Volunteer Wellington (Marcia)
- Close and networking



Importance of Community Led Development

Definition

"Community-led development involves active participation, empowerment, and collaboration among community members to identify, plan, and implement projects that address their needs."

Benefits and impact on engagement

Enhanced sense of ownership, increased community cohesion, and sustained positive outcomes.

Funding sources

- Council funding
- Philanthropic
- Government
- Community fundraising / Events
- Private Donors
- Face to face solicitation

Key Principles

- Participation and inclusion
- Empowerment and capacity building
- Collaboration and partnership
- Sustainability



Hutt City Council Funding Rules

Criteria which applies across all funds:

- · Community groups must be from, or have a base in Lower Hutt
- · Applicants cannot apply to multiple funds for the same kaupapa or event
- Groups applying for **over \$10k** must be **legal entities**
 - For less than \$10k, groups must show good financial records and have more than one signatory on their bank account
- · Applications must align with the fund!
- Applicants must try and utilise Lower Hutt businesses, services and resources where possible.



HCC Funding Calendar 2024

Fund	Open date	Close date	Decision by
Low Carbon Acceleration Fund	15 February	14 March	May TBC
Creative Communities (Round 2)	1 March	1 April	1 May
Creative Communities (Round 1)	13 September	13 October	18 November
Creative Communities Festival Fund	1 March	1 April	1 May
Community Engagement Round 2 - Wainuiomata	8 April	6 May	19 June
Community Engagement Round 1 - Eastbourne - Petone - Wainuiomata	2 September	1 October	20 November
Mouri Ora Fund	1 July	1 August	12 September
Kakano Fund		Always open	
Community Arts & Culture	1 July	1August	13 September



Low Carbon Acceleration Fund

- Hutt City Council has announced the Low Carbon Acceleration Fund, which when granted will go towards up to 50% co-funding of a project that will result in a permanent stepchange in emissions reduction.
- Open to any eligible **legal entity** such as a business, charity, incorporated society or trust, provided that the project is being implemented in Te Awakairangi ki Tai / Lower Hutt.
- To be successful, applicants must demonstrate there will be a permanent emissions reduction from their proposed project.



Community Engagement Fund

Becoming the **Community Climate** Action Fund

This is a now a new fund

- The fund aims to contribute to the **city's carbon reduction goals** by funding:
- i. community-led carbon reduction initiatives.
- community engagement initiatives that can demonstrate a contribution to carbon reduction in the way they are delivered (e.g waste minimisation).

Distribution:

- i. Community Boards, where they exist, will continue to make decisions for the engagement fund component of funding, aligned to the new criteria.
- ii. Decisions for all other wards will be made a panel.
- iii. There will be two funding rounds in mid-2024 and 2025 with total funds equally split across the two rounds.



Mouri Ora Fund

We're looking for projects that:

- Are clearly making a difference
- Use collaborative approaches
- Are from well managed organisations
- Use innovative approaches
- Have community ownership
 - community led, locally owned visions, goals, and initiatives
- Achieve equitable well-being outcomes.

Funds available

~\$770,000

~ Half is allocated to multi-year contracts.



Scoring Matrix

Community Led	Community Ownership	Equity	Financial Equity
Community Design	Empowerment and engagement	Representation and inclusivity	Financial need
Local Presence	Partnerships and collaboration	Impact	Resource management
Community Needs			Demonstrated need
Innovation	Governance	Paperwork	Environmental sustainability
Creativity	Effective governance	Application	Environmental impact
Problem Solving	Financial stability	Budget	Sustainable practices
Potential for Impact	Past Performance	Org budget	
		Prior accounts	
		Charities commission	



Kākano Fund

The Kākano Fund has \$70,000 to give out to projects in Hutt City per year.

Funding decisions are made by Council officers within 10 days of the fund closing for the month. We fund projects and activities that:

- Use collaborative approaches
- Are from well managed
 organisations
- Use innovative approaches
- Have community ownership
- For new initiatives, never been done before by your organisation.



Creative Communities Scheme

From Creative New Zealand

Projects based funding with an arts focus based in LH not yet started.

Meets the following criteria:

- Access / participation
- Diversity
- Young people

Does Fund

• Materials, personal costs, promotion, travel.

Doesn't fund

 capital items, prize money, entry fees or buying existing artworks.



Community Arts and Culture Fund

The Arts and Culture Fund aims to enrich Hutt City's creative scene by supporting:

- •Diverse, accessible arts activities and events
- Increased community participation
- •Audience growth

Preference is given to ongoing programs.

To apply, organizations must:

•Be charitable trusts or incorporated societies

•Operate in Lower Hutt

•Serve a wide audience or have a specific target group

•Not have applied in the previous year."



Events Support Fund

\$12,500 per quarter - open fund

To be eligible you must:

•Showcase our city assets; held in a venue or public space in Lower Hutt

•Support local talent, businesses and/or organisations (directly/indirectly) •Encourage active community participation

•Be accessible and inclusive (free or minimal entry fee)

•Your organisation must also be based in Lower Hutt



Mayoral Grants

The Mayor's office have small budget to support Lower Hutt residents in:

- Charity events
- Participation in national and international competition where they are representing Te Awakairangi.

To be eligible you must:

- Be a resident of Hutt City
- A group based in Lower Hutt
- Hosting an event in Lower Hutt.



Hutt City Council Funding at a glance

	Arts and Culture	Creative Communities Fund	Creative Communities Festival Fund	Engagement Fund – Eastbourne, Petone Wainulomata,	Events Support Fund	Kakano Fund	Mouri Ora Fund
Rent *	v	√*				V	v
Materials	٧	V *	7	٧		V	V
Salaries/Wages	٧	√*	1			٧	V
Catering/purchase of food	٧	√*		٧		٧	v
Marketing	٧	√*	7		٧	٧	٧
Advertising	٧	√*	7	٧	V	V	٧
Tutor fees	٧	٧*	Festivals can				
Artist fees	V	۷*	apply for operational.				
Project co-ordinator (interviewer, writer etc) administration costs	٧	√*	commissioning, development, and presentation				v
Hiring equipment	٧	٧*	costs.	v	V		V
Staff training	٧		1				V
Volunteer expenses	V		7				V
Purchasing equipment	٧			٧			
Travel		۷*					
Venue hire	٧	۷*		٧	v	٧	٧
Stationery				٧			V
Booklets and publications							V

* project costs only not ongoing costs



Local funding, to help local mahi grow.



2024 Grants Round

- Applications close on Monday the 18th of March.
- You can find our application form via www.nikaufoundation.nz/2024.
- To apply, you will need:



Your Organisation's Legal Name

Your organisational bank account and proof of account

(e.g. deposit slip or screenshot of account details)



Your Charity Services or Incorporated Society Number (If applicable)



Financial statements.

(if the most up-to-date versions are not available on Charity Services)

NIKAU FOUNDATION 2024 Grant	s Application Form	
community. Whether you need help to keep		
Please note that grant ap		
Only on If you have any questions, most answers a	Awesome, here are the details we currently have on file for you. Please review and update.	l let us know below if we need
please feel free to reach out t	Legal Name of Organisation *	
	Legaritanie of organisation	
We're so looking forward to reading m		cieties' Register etc)
We're so looking forward to reading m	Enter your organisation's full legal name (as it appears in <u>Churthes Services, Incorporated Soc</u>	cieties' Register etc) Charities Services
We're so looking forward to reading m NB: if you'd like to save your form and cor we will send yo	Enter your organisation's full legal name (as it appears in <u>Churthes Services, Incorporated Soc</u>	Charities Services Number *
NB: if you'd like to save your form and cor	Enter your organisation's full legal name (as it appears in <u>Charities Services, Incorporated Ser</u> Organisation type *	Charities Services Number *
NB: If you'd like to save your form and cor we will send yo	Enter your organisation's full legal name (as it appears in <u>Charities Services, Incorporated Sec</u> Organisation type *	Charities Services Number *
NB: if you'd like to save your form and cor	Enter your organisation's full legal name (as it appears in <u>charities Services</u> , Incorporated Sec Organisation type * NP * Not-for-profit Incorporated Society Number *	Charities Services Number *
NB: if you'd like to save your form and cor we will send yo Let us know a bit about yo	Enter your erganisation's full legal name (as it appears in <u>Charities Services</u> , Incorporated Sec Organisation type * NP = Not for profit Incorporated Society Number *	Charities Services Number *

Grants Application Form



What we fund



Salaries



Capital expenditure (e.g. buying key items)



Operating costs (e.g. rent, electricity bills)



Capability building (e.g. training)



Programme delivery costs



Fundraising costs



Accomodation/Travel costs



How we work



Generous individuals, families and organisations.





Community organisations doing good mahi.

Wellington Community Fund

He Rau Aroha and General Grants



Background

- > Is an expression of WCF's commitment to assist
 and advance Māori aspirations for Mana Whenua,
 Taura Here and other Maōri communities in Te
 Upoko o te ika a Māui.
- On November 2020, He Rau Aroha was officially launched.
- A specific and separate fund of \$1million minimum each year.

He Rau Aroha



Ngā Pou o He Rau Aroha

Rangatiratanga | Autonomy

Whanaungatanga | Positive Relationships

Manaakitanga | Mana enhancing

Mahi Ngātahi | Working together

Ngā Paearu

He Rau Aroha – Criteria

Mana Whenua | Iwi in the WCF funding region

> Te Āti Awa, Ngāti Toa Rangatira, Ngāti Raukawa.

Taura Here | Kaupapa Māori organisations led by Māori who whakapapa to other regions.

Kaupapa Māori | 51% of the

organisation's decision makers are Māori.

Māraurau

He Rau Aroha – Eligibility

- Māori *and* tauiwi organisations can apply
- Average grant amount is \$15,000-\$25,000
- Focus on social services and immediate community need
- Operating costs are fine!
- No deadlines!

General Grants



General Grants Priorities and Exclusions

Priorities

- Māori, Pacific peoples, and Middle Eastern/Latin American/African communities
- Ōtaki, Porirua, and Lower Hutt.

Exclusions

- Any organisation with an operating income over \$2M
- Any work that happens in schools or is school-adjacent
- Public events, performances, festivals, etc.

Sara Norling – He Rau Aroha

sara@wellingtoncommunityfund.org.nz

Chiara LaRotonda – General

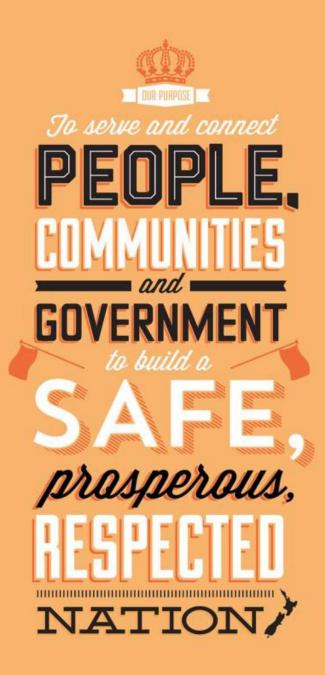
chiara@wellingtoncommunityfund.org.nz

When in doubt, give us a shout ©



Thank you





H**ā**pai Hapori Community Operation

Te Kāwanatanga o Aotearoa New Zealand Government



Ask an Advisor

Tanja Van Huyssteen <u>Tanja.VanHuyssteen@dia.govt.nz</u> - community advisor for Hutt Valley

- Funding we are involved in:
- •Community Organisational Grants Scheme (COGS)
- •Lottery Community
- •Oranga Marae
- •Community Led Development Programme

Important Hāpai Hapori funding dates https://www.communitymatters.govt.nz/important-dia-funding-dates/

Fund	Opening date	Closing date	Decision
Lottery			
Lottery Community Fund (round 1)	26 June 2024	24 July 2024	23 October 2024
Lottery Community Fund (round 2)	23 October 2024	20 November 2024	19 March 2025

COGS

Community Organisation Grants Scheme 17 April 2024

15 May 2024

31 July 2024



Our Organisation and Roles

Hāpai Hapori is the Community Operations branch of DIA.

16 regional offices and 60 advisors are located around Aotearoa

We work alongside Charities Services and the Ministry for Ethnic Communities and have relationships with local and regional councils, other funders and government agencies.

DIA administers just over \$400m of community funding Lottery, Crown and Trusts

Our Roles

We do provide funding advice, yet our job is so much more!

Community advisors can support communities or community groups as a facilitators or as a relationship-brokers, helping to connect with other local people, groups or agencies.

We can deliver:

- Capacity and Capability building
- Governance Training
- One-on-one support
- Facilitation of sessions

Our role varies day to day. Funding advice is only a small part of our role. We also work in other areas with the community including:

Capacity and Capability building

- understanding and working towards achieving meaningful outcomes for communities
- developing and strengthening community groups and organisations
- Supporting organisations and individuals to engage and collaborate together to achieve shared outcomes.

Governance Training

- Supporting organisations and individuals to achieve best-practice in governance. When I deliver these sessions I tend to make them personalised to the group to ensure we are focusing on models that suit them. E.g. organisations that have paid staff vs. those who are purely volunteer driven.
- In the past I have also delivered governance 101 for a wider group

One-on-one support

how individuals can contribute and make a difference in their community

Facilitation of sessions

- Faciliatite conversations or workshops.
- Support in AGMs



Lottery Community funding

New Lottery Community Committee priorities will be set during May and June 2024 for the new financial year.

A Lottery Community committee looks at the **outcomes** of your project or services and how they will benefit your community and help:

- support volunteers
- help people to help themselves
- promote community wellbeing
- promote community or cultural identity
- support vulnerable people
- help people feel that they belong and can take part in their community.



Lottery Community funds organisations that support the needs of: • Māori, whānau, hapū	The priorities are projects, activities, resources or services that focus on: • parents/families/whānau	What we fund ongoing operating 	What we don't fund individuals
 and iwi Pacific people and other ethnic communities older people, women, youth and people with disabilities. 	 children and youth development enhancing the quality of life of older people in the community preventing violence new migrants/refugees people with a long- term/significant disability or illness people who are considered to be at risk or disadvantaged. improving people's knowledge and use of digital technology. 	 costs for existing or expanded services and activities Projects beyond an organisation's day- to-day operations helping to top-up an organisation's existing funding minor capital works projects where the total project cost is \$50,000 or less. 	 research, including: large scale research plans, feasibility studies for capital projects and health research major capital works where the total project cost is over \$50,000 food for food banks alcohol and similar substances, for example kava requests that fit the priorities for the Lottery Minister's Discretionary Fund, which include: volunteer fire-fighting services, overseas travel, animal welfare learning and development projects. See website in addition to what the Lottery Grants Board does not fund learning and development projects: financial planning and/or good governance training (with an emphasis on support for children's organisations) Te Tiriti o Waitangi and Te ao Māori training one-off learning and development projects where two or more community organisations benefit.

Community Organisation Grants Scheme (COGS)

New COGS Community Committee priorities will be set during March and April 2024 for the new financial year.

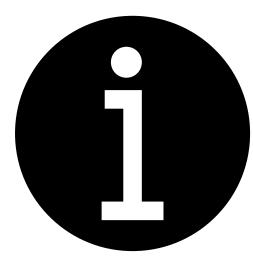
This scheme provides governmentfunded grants to support voluntary and not-for-profit organisations working in local communities and neighbourhoods.

Your organisation must have less than \$2 million annual operating expenditure for each of the past two years to make a request to COGS



	Community-based organisations delivering services to one or more of these priority sectors:	What we fund	What we don't fund
 encouraging participation in communities promoting community leadership developing community capability promoting social, economic and cultural equity, or reducing the downstream social and economic costs to communities and government. 	 Māori women Pacific communities other ethnic communities older people rurally isolated people people with disabilities families youth and children unemployed people community-based organisations with limited access to other government funding 	 the running or operational costs of organisations that provide community-based social services community development costs, such as hui, training, planning, evaluation and facilitator fees community projects or event costs that: encourage participation in communities promote community leadership promote social, economic and cultural equity. 	 individuals fundraisers, including professional or commercial fundraisers whose purpose is to distribute money to others services that duplicate existing services, unless the request demonstrates there is a good reason for both services to exist services or activities that have already been delivered or have taken place prior to the closing date debt repayment or debt servicing reimbursement of past transactions or for completed work social functions, except if, for cultural reasons, the event brings people together in order to achieve other significant community benefits or outcomes alcohol and similar substances, such as kava requests where there is evidence of a conflict of interest, which has not been disclosed or managed appropriately. (Note: a conflict of interest exists where a person's duties or responsibilities to a grant recipient organisation could be affected by some other interest or duty that the person may have) publishing any material of a technical nature, unless it is consistent with the applicable policies and guidelines produced by the relevant government or government-approved authorities capital items purchases such as land, buildings, renovations, machinery, vehicles and/or furniture. (Items of office equipment with a unit cost less than \$1000 are not deemed to be capital items) services or activities that promote commercial, political or religious activities, including political advocacy projects, employment and/or business initiatives and commercial enterprises activities or projects specifically intended to generate a profit, though profits are allowed if the purpose is to achieve ongoing sustainability for the project services, activities or programmes to be delivered overseas.

INFORMATION SHARING



Pressure on funding:

• We have seen an increase in demand during the last financial year. Unfortunately, this means the committee will potentially not be able to fund as many requests as last year and is unlikely to make grants to the same levels it has previously.

Second funding requests are low priority.

• If your organisation received funding from the previous Lottery Community funding round (within a year) then any requests made in the next funding round will be considered low priority unless there are exceptional circumstances for making your request.

Other Funding Sources:

- Government contracts
- Memberships/subscriptions fees in return for services, benefits, or privileges.
- Sponsorship business contribute time, money, and other resources for something in return i.e. advertising. Fundraising activities organised with the purpose of raising funds.
- Entrepreneurial activities trade products or services in a traditional business model (not necessarily your core business).



New groups

This is a basic list of requirements for a group/organisation to have before they consider applying for funding to DIA.

- A governing body e.g. board, executive, trust
- Roles on governance chair, treasurer, etc.
- Group bank account not attached to an individual.
- Bank account has at least 2 signatories
- Tracking of financial accounts regularly updated (e.g. cash book, excel, electronic system)
- Annual Financial Accounts approved by governance, reviewed, or audited if required.
- Ability to track grants from different funding sources.
- A person responsible for group's financial accounts e.g. treasurer
- Regular financial reporting to governance at every full meeting
- Budget
- Documents proving set up and purpose of group mission statements, deed, constitution, etc.
- Minutes stored for all governance meetings.

You can also set up a RealMe account on the RealMe website. For more information, follow the link below: Information about RealMe

To log straight into the online grants management system, follow the link below: Log into the grants management system





Supporting information.

What supporting documents you will need for your request:

The only supporting document required for a Lottery Community grant **request** is a budget, and that your organisation meets financial reporting requirements. Information about these can be found on our Community Matters website. Your grant request will be considered incomplete if you don't provide this information by the closing date for the funding round and will not be considered for funding.

If your request is for **minor capital works**, you will also need two quotes for building or renovation costs.

If your request is approved, you may use the grant for any costs in your budget, except for:

- any item that is not eligible
- any cost that is excluded when the grant is approved.

Organisations also need to check that the information on your community organisation profile is up-to-date at the time you submit your grant request.





Break time!!



What makes a good funding grant proposal?

- Clarity of purpose and objectives
- Alignment with funders goals and criteria
- Realistic budget and timeline
- Measurable outcomes and impact
- Community involvement and support
- ENSURE ALIGNMENT WITH FUNDERS PRIORITIES AND OUTCOMES.



Clarity of purpose and objectives

• <u>Summary</u>

Grant applications generally require a summary – make this a concise description of your grant – preferably 100 words or less.

- <u>Needs Statement</u>
 - Provide a clear "needs statement" this will ideally be made up of both quantitative and qualitative information - list why statistics reflect a problem and what you intend to do about it!
 - There should be a CLEAR connection between your proposal and the need you have identified.
- <u>Needs Justification</u>
 - Why are existing services not meeting this need? Are they over subscribed? Too far away? Non-existent?
 - Document demographics who are underserved.



Example

Needs Statement: "In Lower Hutt, 30% of underserved youth lack crucial digital access, impeding the educational growth of approximately 1,500 students. The Youth Tech Empowerment Program seeks to address this by delivering essential digital tools and literacy programs to over 1000 students annually."

Needs Justification: "Current services are either overwhelmed or non-existent, leaving a significant portion of our youth at a severe disadvantage. Our targeted program will fill this gap, serving the demographic most affected by this digital shortfall."



Describing your programme

- Help the funder understand your organisation!
- Describe coordination or collaboration efforts and document your success to prove your programme design will work
 - Or has worked in other communities
- Develop and speak to your:

- GOALS and OBJECTIVES
 - A goal is a general statement
 of what you hope to
 accomplish
 - An objective is the specific activity you expect to achieve
 - Ensure these are realistic and S.M.A.R.T.

Outline activities, timelines and milestones.



Collaboration

- Highlight any existing or potential partnerships
- Showcase collaboration with other organisations or stakeholders
- Emphasise how the partnership can contribute to a shared objective and create positive impact in the community(who/why/how are you collaborating?).



Programme Evaluation – measuring impact

Have an **evaluation plan** that feeds back into your S.M.A.R.T. goals / objectives – this will help prove your work is effective

Proven and effective programmes with local tailoring is



Budget and Justification

- Make sure a non-accountant can understand your math and logic
- Justify your budget in your narrative
- Go into detail and be clear
- Focus on results
- Consider if it's the most efficient use of the pūtea.
- Are there alternatives to buying large capital items?
- DIA has a budget template for operational and project costs.



Don'ts and dislikes

- Hastily prepared (typos)
- Handwritten, unprofessional or overly fancy
- Asking for unnecessary bells and whistles
- Lack of evidence of input from stakeholders
- Not providing all information requested
- Use of overly emotive language without substance.

Panel Q&A

VOLUNTEER WELLINGTON TE PUNA TAUTOKO Your Community Connector

Volunteer Hutt

Te Puna Tautoko

MARCIA SKINNON MANAGER VOLUNTEER HUTT



Where we operate

Volunteer Wellington		
Hutt Valley	Porirua	Wellington City
04 566 6786	020 4069 3653	04 4994570
<u>managerhutt@volunteerwellington.nz</u>	<u>managerporirua@volunteerwellington.nz</u>	info@volunteerwellington.nz
Level 4	Level 1	Level 7
21-23 Andrews Ave	7 Hartham Place South	186 Willis Street
Lower Hutt	Porirua	Wellington



What we do

SUPPORT LOCAL COMMUNITY ORGANISATIONS

Professional development of managers/leaders of volunteers

- Connecting our community organisations
- Peer mentoring and support groups
- Work & Income Preparation for Employment programme

PROMOTE VOLUNTEERING OPPORTUNITIES

- Maintain a database of volunteer vacancies from our network of community organisations
- Connecting volunteers
- Facilitate corporate, government and business agencies with our employee volunteering programme



Benefits of Membership

Dedicated support for Managers of Volunteers

Training & Networking

For managers/leaders of volunteers, seminars, training, website, social media

Professional Development Programmes

Best practice guidelines Collegial support groups Mentor Mentee program

Member organisation support

Advice & consultancy Marketing & Promotions Access to Networks

Employee Volunteering (EV)

The EV programme facilitates teams of employee volunteers to volunteer with community organisations.

Volunteer Recruitment & Referral service

In person, by phone, or online Volunteer screening Vacancy listings Writing up & creating roles





Te Awakairangi - Hutt Valley 1 Mar 23 – 29 Feb 24

- Volunteer Roles
- Member Agencies
- Applications made by those volunteers
- Registrations through Volunteer Hutt
- **57%** Our volunteers are aged from 20yr 39yrs

ADMINISTRATION

Board Members / Trustees

Committee Members

Office administration

Reception

Fundraising and Events

Interviewers

Minute taker

Digital File Management

Digital marketing

Social Media

Website design and support

ENVIRONMENTAL PRACTICAL HELP Nursery Drivers Planting Sailing/Snorkelling assistants maintenance Sewing / crafting Bike repairs Musicians Gardening helpers Hospital guides Ward visitors Foodbank helpers Drop-in centre support Exercise group helpers Neighbourhood patrol

Horse riding support for people with disabilities

COMMUNITY SUPPORT RETAIL Youth workshop facilitators Shop assistants Mental Health Support & Product sorters Mentoring Café baristas Crisis Intervention Workers Catering Reading / Visiting / Walking / Activities with the Elderly / Disabilities Product testers

Sports Coaches / Assistants

Home tutors

Mentors

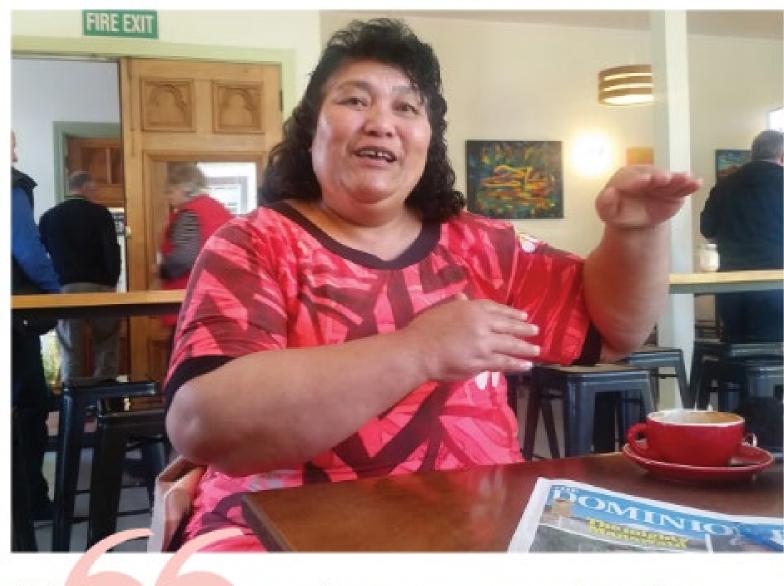
Playgroup Coordinators

VOLUNTEER WELLINGTON TE PUNA TAUTOKO Your Community Connector

Volunteer roles in Hutt Valley

Volunteer Profile

Nivanga has volunteered at a number of different places including Thumbs Up and Common Unity where she takes her smile and positive attitude with her.



9 believe there is nothing more rewarding than being involved in people's lives and helping to make their day happy.

Feedback survey

