



Trust  
Tairāwhiti  
Regional Wellbeing  
He Tohu Ora

# Community Fund

Application Guidelines

This guide outlines the community funding application process, eligibility requirements, the criteria applications will be assessed against and requirements for successful applicants.

The Community Fund supports diverse projects and initiatives that provide meaningful, equitable impacts across our communities, that lead to sustained wellbeing for our people.

## Objective of the fund

The purpose of the Community Fund is to improve the wellbeing of beneficiaries in the Tairāwhiti region through strategic and equitable distributions for community projects and initiatives.

## Eligibility

To be eligible to apply for funding from the Community Fund, the applicant must meet the following criteria when the application is made.

Eligible applicants will:

- be a legal entity such as a trust, company, or incorporated society, and must be able to provide evidence of this status if requested OR
- be able to demonstrate it operates with the same standards as one
- have a bank account in the applicant's name with a minimum of two signatures
- be strategically aligned to the Trust's priorities and He Rangitapu He Tohu Ora (the waharoa and wellbeing framework)
- benefit the people of Tairāwhiti (within the Gisborne District Council territorial authority)
- when procurement is required, work with local businesses and suppliers wherever possible
- demonstrate minimal to no negative impact on the taiao (physical environment)
- have significant community support and involvement
- demonstrate co-funding has been received or is being sought
- demonstrate community, whānau, hapu, or iwi voice is captured, or the initiative is community, whānau, hapu or iwi-led
- be able to clearly communicate the project or initiative and desired outcomes.

## Ineligibility

We don't provide community funding for:

- core activities usually funded by local or central government, unless the applicant satisfies the Trust there are extenuating circumstances
- retrospective applications – we can't fund something that has already taken place
- repaying or servicing debt
- refinancing loans, deposits, or underwriting projects
- duplication of similar projects already providing a service unless the applicant satisfies the Trust there are extenuating circumstances.

## Applying for funding

Before you apply, please make sure you:

- Have read this guide carefully to ensure you fully understand the fund objective, eligibility, and criteria
- Prepare information required in the application including:
  - Project detail and budget, including other funds raised
  - NZBN or Charities number, and GST number if applicable
  - Relevant quotes
  - Annual accounts for the previous 12 months and an income and expenditure statement if annual accounts are more than 12 months old
  - Pre-coded bank deposit slip, recent bank statement or verified bank document. The applicant's name needs to be the same as the bank account name.

Application requests for more than \$15,000 may require more information.

## Assessment criteria

Applicants will be assessed as follows:

- The degree to which they meet the eligibility criteria
- The extent to which they align with the Trust's wellbeing framework, He Rangitapu He Tohu Ora
- The degree to which they align with the Trust's strategic priorities

Applications for funding will be assessed initially by a funding advisor appointed by the Trust.

## Successful applicants

Once funding has been approved, all successful applicants will receive a funding agreement. This is a formal contract which outlines what is expected of recipients, the amount of funding the Trust is granting, and any in-kind support that the Trust will provide. The funding agreement will also outline the reporting requirements for recipients and will incorporate a sunset clause that determines the money will be forfeited within the period stipulated, if not uplifted in accordance with the agreement conditions.

## Reporting requirements

All successful applicants will be required to formally report to the Trust on the use of monies granted.

This includes completing a short-form survey and impact report at completion of the project or within 12 months, whichever is sooner.

These reporting requirements may be varied by the Trust depending on the nature of the application.

## The Trust's discretion

The Trust reserves the right to:

- require applicants to provide additional information
- impose conditions on the approval or payment of funding
- take any other action that it sees fit in relation to the funding process.

## Part of the terms and conditions of funding

- The applicant must detail in their application any actual or potential conflict of interest (including anything that might appear to be a conflict of interest) that could compromise the decision on the application or bring the process or the Trust into disrepute.
- All applicants must disclose to the Trust any other funding sources related to the project (either confirmed or in process), as well as any corporate or commercial sponsorship arrangements.
- Applicants must not directly or indirectly seek to influence funding decisions in any improper or unethical manner (or in any way which might have the appearance of being so), nor attempt to solicit or garner non-public information that might give an unfair advantage in the application process.
- Each applicant warrants that all information provided in relation to its application is true and correct in all material particulars, always, and is not misleading, whether by omission or otherwise. Applicants must disclose all matters likely to be material to the Trust's consideration of its application or which might have a bearing on the outcomes the Trust expects to be delivered from the funding.
- If circumstances or information change after making an application, or after the awarding of funding, the applicant must immediately notify the Trust.
- Each applicant consents to the Trust carrying out a due diligence review on its application, including the organisations and personnel involved, and relevant track records. The applicant consents to the Trust making enquiries from third parties in this regard and shall provide access to referees upon request.
- All applicants must disclose any affiliation, personal or professional relation with council staff, elected officials, local board members or the Trust's trustees or employees, or if their immediate family, has any interest or involvement in the event in any way.
- The information the Trust collects from an applicant (such as the names and contact details of officers) is being collected so that the Trust can assess the application for funding. All personal information provided to the Trust in connection with an application will be held, and may be used or disclosed only in accordance with, [Trust Tairāwhiti's Privacy Policy](#) and the Privacy Act 2020.