



Trust
Tairāwhiti
Regional Wellbeing
He Tohu Ora

Taiao Focus Fund

Application Guidelines



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

The Taiao Focus Fund supports transformational projects that restore, protect, and enhance the natural environment of Tairāwhiti. We are looking to support high-impact kaupapa that can shift the dial for our taiao and create lasting benefits for future generations.

Objective of the fund

The purpose of the Taiao Focus Fund is to improve environmental wellbeing in Tairāwhiti through strategic investment in high-impact projects.

Projects that demonstrate the potential to create significant, measurable environmental change at scale, rather than one-off or low-impact activities.

Eligibility

To be eligible to apply for funding from the Taiao Focus 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 the region's wellbeing framework)
- deliver projects that benefit the environment of Tairāwhiti (within the Gisborne District Council territorial authority)
- demonstrate strong collaboration with partners, communities, or stakeholders
- demonstrate that community, hapū, iwi, or stakeholder voice is captured, or that the initiative is community-led
- clearly communicate the project or initiative and the environmental outcomes it will achieve
- demonstrate the ability to deliver the proposed project
- secure at least 30% co-funding to support the project
- when procurement is required, work with local businesses and suppliers wherever possible.

Co-funding may include confirmed or pending contributions from partners, funders, or sponsors and should be clearly outlined in your application

Projects may be delivered over multiple years, where applicants can demonstrate clear outcomes, achievable milestones, and the capability to deliver over time.

Ineligibility

We do not provide Community Fund support 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
- ongoing operational or business-as-usual costs
- projects outside of Tairāwhiti
- initiatives that do not demonstrate clear environmental outcomes or measurable impact.

Applying for funding

Applications are submitted through a staged Expression of Interest (EOI) process:

Stage 1 — Expression of Interest

Submit an Expression of Interest outlining your project and intended outcomes. Before you apply, please make sure you:

- have read this guide carefully to ensure you understand the fund objective, eligibility, criteria, and reporting requirements
- prepare information required in the application including:
 - A clear description of your project and intended outcomes
 - Details of co-funding
 - Details of partners or collaborators
 - NZBN or Charities number, and GST number if applicable
 - 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.

For a full list of application questions, refer to Application questions on page 7.

Stage 2 — Project plan

Eligible applicants are invited to submit a detailed project plan. Detailed requirements for this stage will be provided.

Stage 3 — Panel presentation

Shortlisted applicants will be invited to present their proposal to an assessment panel. Further information about presentation requirements will be provided.

Stage 4 — Funding decision

Successful applicants are notified following the assessment process.

Not all applications will progress beyond each stage of the process.

Assessment criteria

Applications will be assessed as follows:

- the degree to which they meet the eligibility criteria
- the extent to which they align with the region's wellbeing framework, He Rangitapu He Tohu Ora
- the degree to which they align with the Trust's strategic priorities
- the level of collaboration and community involvement
- the strength of the measurable environmental outcomes on:
 - health of rivers, lakes, and freshwater systems
 - health of coastal waters and beaches
 - land and soil health
 - native biodiversity and habitat restoration
 - abundance of native species and ecosystems.

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:

- the amount of funding granted
- any in kind support that the Trust will provide
- project milestones and payment schedule
- expectations and conditions of funding
- reporting requirements, including how outcomes and impact will be measured
- a sunset clause, which outlines the timeframe in which funding must be drawn down. If funding is not uplifted within this period, it may be forfeited.

Funding is released in stages, aligned with agreed milestones.

For multi-year projects, funding may be structured across multiple years and is subject to performance against agreed milestones, reporting, and ongoing delivery.

Reporting requirements

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

Recipients may be required to meet with the Trust prior to project completion to agree on how the impact of the project will be measured. Any specific impact measures will be outlined in the funding agreement.

A Project Report must be submitted no later than eight (8) weeks after project completion.

This report must include:

- the total cost of the project, with supporting evidence
- how the funding was used
- how the Trust's support contributed to the success of the project
- the benefits delivered to the community
- any recognition or acknowledgement of the Trust
- any other information reasonably requested by the Trust.

Recipients must also share the Trust's online impact survey with participants involved in the project or services delivered.

Additional reporting, evaluation requirements, or check-ins may apply depending on the nature of the project, and will be outlined in the funding agreement.

The Trust's discretion

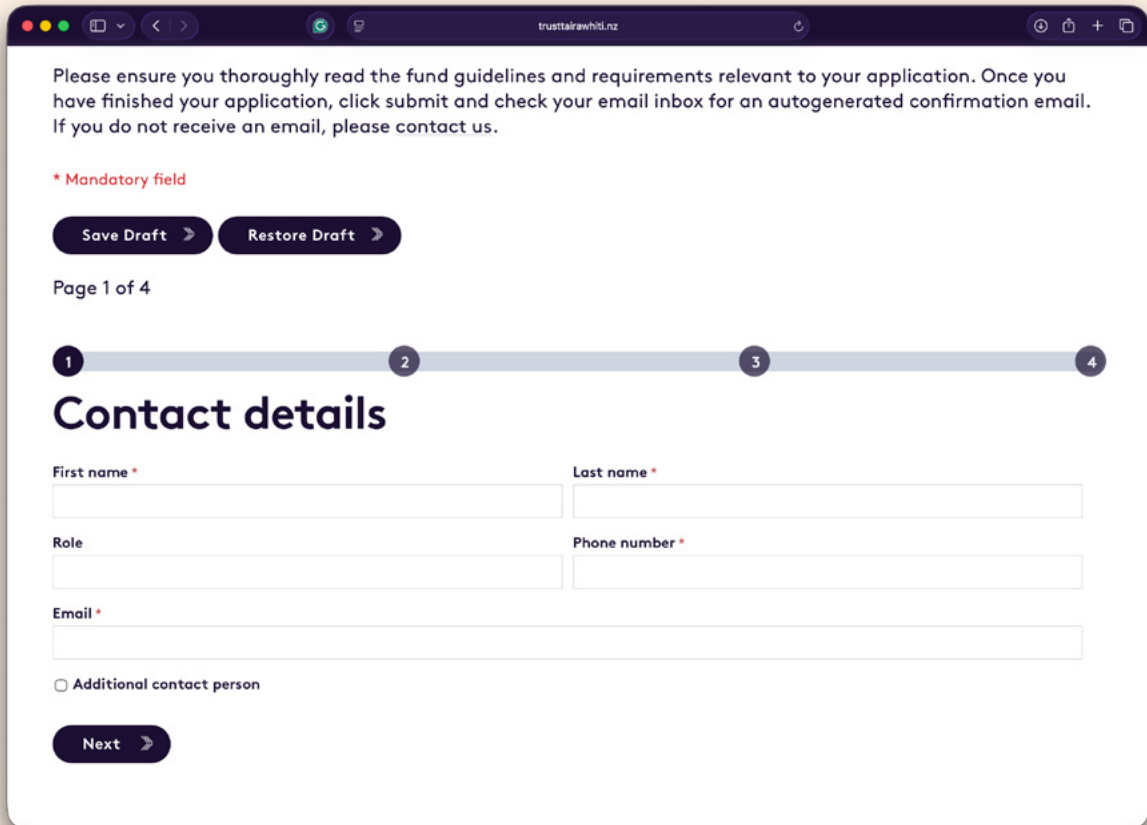
The Trust reserves the right to:

- 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 the **Trust Tairāwhiti Privacy Policy** and the Privacy Act 2020.

Application questions



Please ensure you thoroughly read the fund guidelines and requirements relevant to your application. Once you have finished your application, click submit and check your email inbox for an autogenerated confirmation email. If you do not receive an email, please contact us.

* Mandatory field

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Contact details

First name *

Last name *

Role

Phone number *

Email *

Additional contact person

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Applicant details

Organisation name/Applicant name *

Applicant is a *

NZBN or Charity number GST number

Online presence

Website URL Facebook
eg. https://www.facebook.com/TrustTairawhiti

Instagram LinkedIn
eg. https://www.instagram.com/trust_tairawhiti/ eg. https://www.linkedin.com/company/trust-tairawhiti

Street address

Street address *

Address line 2

Suburb * Town/City *

Postcode * Country *
New Zealand

Postal address

Postal address (If different to physical address)

This organisation/individual is a Trust Tairāwhiti beneficiary

- has a power account in the Gisborne District Council territorial authority boundary or
- has at any time been listed on a roll of voters entitled to vote at an election of councillors of the Gisborne District Council Region or
- is a ratepayer in the Gisborne District Council territorial authority boundary

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Project details

This application is for *

This Expression of Interest is for *

Project / Programme / Event name *

Project / Programme / Event detail (provide as much information as possible) *

Total cost (\$) * **Funding sought from Trust Tairāwhiti (\$) ***

Please note: If GST registered funds requested must exclude GST

Please list other funders and amounts *

Please list project collaborators *

Supporting evidence of collaborators *
 no file selected

What is your project trying to achieve? *

Start date **End date**

Name on bank account *

Bank account number *

Review and accept the Rangatahi Focus Fund *

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Declaration

Please correct the following errors and try again:

I confirm that

- I have the authority to make this application. *
- The information provided is true and correct. *
- I have read and accept the terms and conditions outlined in the application guidelines *

< Prev Submit