



## ABOUT THE TRUSTPOWER TAURANGA COMMUNITY FUND

At Trustpower, we care about supporting our local communities. Our Trustpower team is spread throughout Aotearoa, but one of our biggest staff bases is in Tauranga. To help support the community where many of our wonderful people live, work and play, Trustpower has created the Tauranga Community Fund to give a helping hand to those who care for people, place and our future.

Please read the fund details and then proceed to application questions.

### HOW OUR APPLICATION PROCESS WORKS



- We take Tauranga Community Fund applications from community organisations during three funding rounds per year, as per below:

**March: opens 1 March, closes 31 March**

**July: opens 1 July, closes 31 July**

**November: opens 1 November, closes 30 November**

- Applications for each funding round must be made using the official application form, and be received by 5pm on the last working day of that month.
- If applications are received outside of the funding round dates they will be included in the next funding round.
- Applications won't be considered unless the application form is fully completed and accompanied by all required supporting documentation.
- Only one application per community organisation will be accepted per funding round. (Eligible organisations are limited to two successful applications per calendar year).
- An evaluation panel made up of representatives from different teams and different roles at Trustpower considers all applications and decides who receives funding. This panel will change from round to round.
- Applicants may have their funding approved in full or in part at the sole discretion of Trustpower.
- Our grants team works hard to process applications as quickly as possible. We endeavour to respond to applicants (both successful and unsuccessful) during the month following each funding round.

### BEFORE YOU GET STARTED



Before you fill out the following application form, please take a minute to ensure your organisation is eligible for a grant by checking it against the following benchmarks:

- Is your community organisation based within the outlined area on the map below?
- Will your project expenses (applied for in this application) be incurred in New Zealand? Expenses applied for must be incurred within New Zealand, with the exception of items purchased overseas that are not available in New Zealand.
- Is your application future-focussed? All grants need to be applied to specific and future-based purposes. No retrospective applications will be accepted e.g. deposits and purchases made prior to the approval of the grant.
- Could your application be considered a conflict of interest? There must be no conflict of interest existing between the applicant group and the provider of the goods and services.
- We will not consider applications that request funding for:
  - Individuals
  - Anything that is required to be carried-out as part of a government-funded contract.
- If funding is required towards general running costs (power, landline telephone, rates or building insurance) copies of invoices for the previous three months need to be supplied.
- Applications for existing salary positions must provide a signed employment contract clearly stating the term of the contract, employee's name and rate of pay, together with a position description.

If you're unsure, please email [taurangacommunityfund@trustpower.co.nz](mailto:taurangacommunityfund@trustpower.co.nz) to clarify your eligibility.

\* Successful applications may be posted on Trustpower's website, social media pages and other communications.



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# TRUSTPOWER TAURANGA COMMUNITY FUND



## ELIGIBILITY MAP



Please note, only organisations that fall within the outline on the map can apply for the Tauranga Community Fund.



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# APPLICATION DETAILS

## STEP 1: Tell us your details

1. Full name of your community group/organisation:

\_\_\_\_\_  
(Use your legal name, that is, the name under which the organisation is incorporated)

2. What type of organisation is it?

\_\_\_\_\_  
(E.g. incorporated society, community group, school, sports group, charitable trust.)

**Please provide your Charities Commission registration number OR Certificate of Incorporation as evidence.**

\_\_\_\_\_

- If you are a **sport and/or recreation group** that does not have a Certificate of Incorporation you must provide proof of current affiliation to a national or regional body.
- If you are a **school** you must provide a letter of endorsement from the principal on school letterhead
- **Other organisations** must provide proof of non-profit status or IRD 'charitable' certificate.

3. What is the main purpose of your organisation?

(Provide a brief overview of what your organisation exists to do. 'Extra notes' space available at end).

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4. Your organisations address details:

Postal address \_\_\_\_\_

Physical address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Phone No.(s) \_\_\_\_\_

Email \_\_\_\_\_

5. Main contact person:

(This is the person we'll call if we have questions e.g. CEO/ Principal/Chairperson/Trustee)

Name \_\_\_\_\_

Position/title \_\_\_\_\_

Personal address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Phone No.(s) \_\_\_\_\_

Email \_\_\_\_\_

6. Is your organisation GST registered?

Yes, our GST number is \_\_\_\_\_ / No

7. Has your company received funding previously from the Tauranga Community Fund or from Trustpower?

Yes No Not sure When \_\_\_\_\_

## STEP 2: Tell us why you need funding

1. What project does your organisation need the grant for?

(Provide a brief overview of the project your community organisation is requesting this money for. 'Extra notes' space available at end).

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2. What is the total cost of this project?

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3. How much are you asking the Tauranga Community Fund for? (Fund grants typically range from \$200 - \$2,000)

\_\_\_\_\_

4. What specific items will the grant help you purchase?

Item (Name each item you will purchase with the Community Fund grant)	Cost \$	Evidence attached*
1.		Yes / No
2.		Yes / No
3.		Yes / No

\* Please attach a quote from a supplier for each item. Quotes must be less than three months old and on supplier's letterhead.

## WHAT'S IMPORTANT TO US?

When making your application to the Trustpower Tauranga Community Fund, please consider how well your request fits with the below criteria. These are the things important to us and our people, and it's what will be used to assess your application.

### MANAAKITANGA

- A. Putting people at the heart of the decision – He Tāngata
- B. Contributing to care for people and place – Tiaki
- C. Acting with integrity and a moral compass – Mana

### KAITIAKITANGA

- D. Considering your role as kaitiaki (guardians) for the environment
- E. Demonstrating a sustainable approach
- F. Taking real action towards addressing climate change

### A SUSTAINABLE FUTURE

- G. Having the courage to create opportunities – Kia Kaha
- H. Collaborating to build something stronger – Mahi Tahī
- I. Adapting, pivoting and changing to continue to provide what is needed – Urutau
- J. Adopting a digital mindset – looking for ways that technology can help, enhance and make positive change for the community
- K. Automating processes so 'people power' can be better used to achieve more
- L. Connecting communities through digital or innovative endeavours
- M. Empowering learning and improvement



### STEP 3: Supporting Society

Referring to our 'What's important to us' criteria, please explain how your work aligns with and supports people, place and a sustainable future. Fill out all sections that apply. If more space is required please use the 'extra notes' space at the end of this application form.

**Manaakitanga** – caring for our communities and people, and putting people at the heart of the decision.  
Please explain how your work contributes to care for people.

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**Kaitiakitanga** – taking up the role of guardian and protector of our environment, for future generations.  
Please explain how your work contributes to the role of kaitiaki and addressing environmental change.

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**A Sustainable Future** – improving, growing, trying new ways and learning to make change work for us. We do it together and we do it smartly.  
Please explain how your work contributes to working together to change, learn, adopt, adapt, automate and connect.

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## STEP 4: Expectations of Successful Applicants:

Alongside a successful application comes the opportunity to share your success with our community and your support network. In the event your application is successful, Trustpower asks you to give the following acknowledgement:

- Re-share Trustpower's 'congratulations successful applicants' Community Fund post on any relevant social media your organisation uses.
- Acknowledge funds received from Trustpower in your next organisation or group newsletter/email update, and/or on the sponsors section of your website.

Please sign below that you accept the above as part of the terms of entry, in the event your application is successful. \*Trustpower will email you the Trustpower Community Fund logo to include in your communications.

Signature \_\_\_\_\_

## STEP 5: Final sign-off

- We understand that completing this application form does not automatically result in funds being granted to our community organisation.
- We confirm that any funds received as a result of this application will be used only for the purpose and quotes for which they were approved and that we will send copies of all invoices, and bank statements proving they have been paid, if requested.
- We will return any money we don't spend within one year of receipt back to Trustpower.
- We agree to use funds within one year of receiving them unless written approval to exceed the time limit is received from Trustpower.
- We agree to comply with requests from an officer of the Department of Internal Affairs, or Trustpower, for additional information to be provided and/or to direct and audit or inspection of the books, accounts or data systems regarding the use of monies provided by Trustpower.
- We authorise Trustpower to store information pertaining to this application manually and electronically, and to disclose that information as deemed necessary by Trustpower for any purpose.
- We have read, understood and accepted all the conditions applicable.

We declare the information provided in this application form is true and correct, to the best of our knowledge, and we have the authority to make the application on behalf of our organisation.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Position (Community Organisation) \_\_\_\_\_

Date \_\_\_\_\_

## PLEASE PROVIDE BANKING DETAILS:

Please include your banking details. If your application is successful, funds will be direct credited - unless specified otherwise.

Please provide **bank account name** here:

\_\_\_\_\_

Please provide **bank account number** here:

\_\_\_\_\_

**Please attach an original pre-printed bank deposit slip or bank account verification.**

If your community organisation is GST registered, please include your GST number here:

\_\_\_\_\_

## STEP 6: Submit your application

Once all parts of this form are completed, send the form by email to:  
**taurangacommunityfund@trustpower.co.nz**

Please note: Trustpower will not accept applications by post.

**CHEERS!**



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**EXTRA NOTES**

Lined area for writing notes.

**THANK YOU**