



Heartland Community Fund



About the Heartland Community Fund

The Heartland Community Fund was founded by electricity retailer King Country Energy (KCE) in 2014. Since the takeover of King Country Energy in 2018, Trustpower are proud to continue the Heartland Community Fund. This fund supports local community groups, clubs and organisations with projects and initiatives that create safer, healthier, sustainable and connected communities in the King Country and beyond. This money is distributed across three funding rounds per year – in March, July and November.

To apply for a grant, simply read and complete this form and email it to heartland@trustpower.co.nz or post it to 'Trustpower Heartland Community Fund' Private Bag 12023, Tauranga Mail Centre, Tauranga 3143.

HOW OUR APPLICATION PROCESS WORKS

- We take Heartland applications from community organisations during three funding rounds per year in March, July and November only.
- 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.
- 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).
- The fund is designed to offer community groups a financial 'hand-up', not a 'hand-out'; therefore successful 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 attached 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
 - Teams and team uniforms
 - Prize money
 - Salaries/wages
 - Building maintenance
 - Insurance
 - Fuel costs
- Anything that is required to be carried-out as part of a government-funded contract.

If you're unsure, please email heartland@trustpower.co.nz to clarify your eligibility.

Judging-criteria to consider when completing your application

There are four specific judging criteria we consider when processing applications:

- Criteria 1:** How well your grant request fits the following 'Heartland values':
 - a. Creating a healthy community
 - b. Caring for the environment
 - c. Bringing the community together
 - d. Keeping the community safe
- Criteria 2:** What further benefits this grant will bring to the wider community.
- Criteria 3:** How many individuals will benefit from the funding (within the next year).
- Criteria 4:** What publicity opportunities your community organisation will participate in if you receive funding.

These four criteria are boxed in purple throughout the application. It's important that you pay particular attention to these criteria and provide sufficient explanation where required. The more your application meets these criteria, the more likely your community organisation is to receive funding.

There is a page for extra notes at the end of this application. Please use it if you run out of room.



Trustpower Heartland Community Fund Eligibility Map

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



GRANT APPLICATION FORM

STEP 1: Tell us your details

1. Full name of your 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.)

3. What King Country area(s) does your organisation operate within? (Tick the one(s) closest to your location.)

- Ōtorohanga/Te Kūiti Turangi
 Taumarunui National Park/Ohakune
 Other (please specify)

4. What is the main purpose of your organisation?
(Provide a brief overview of what your organisations exists to do)

5. Your organisation's address details:

Postal address _____
Physical address _____
_____ Postcode _____
Phone No.(s) _____
Email _____

6. 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 _____

7. Second contact person:

(This is the person responsible for reconciling audit e.g. administrator)

Name _____
Position/title _____
Personal address _____
_____ Postcode _____
Phone No.(s) _____
Email _____

8. Is your organisation GST registered?

Yes, our GST number is _____ / No

9. Has your company received funding previously from the Heartland 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)

2. What is the total cost of this project?

3. How much are you asking the Heartland Community Fund for?
(Heartland 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 Heartland grant)	Cost \$	Evidence attached*
1.		Yes / No
2.		Yes / No
3.		Yes / No

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

5. Which of the following 'Heartland values' does your grant request fit? Tick as many as you like. (Criteria 1):

Creating a healthy community. Please explain how.

Caring for the environment. Please explain how.

Bringing the community together. Please explain how.

Keeping the community safe. Please explain how.

10. What further benefits will this grant bring to the wider community? (Criteria 2)

11. What is the timing of your project?

(Please tell us the actual date of an event or specific period of activity, if applicable)

12. Within the next year, how many individuals will benefit from the funding? (Criteria 3)

(E.g. How many members in your group? Or how many people will attend an event?)

- 5-50 50-100 1,000+
- 100-500 500-1,000

Additional comments:

STEP 3: Tell us what publicity opportunities you'll participate in (Criteria 4)

Alongside successful applications comes the opportunity to share information with Trustpower. Please tick this checklist to indicate which publicity opportunities your organisation will commit to if your application is successful.

We commit to being interviewed by Trustpower about the funded project and understand the information we provide may appear in the local media or other promotional material.

Please call to interview us about our project if we receive funding.

We commit to using the Trustpower logo whenever possible in association with our project. (This could be in advertising, newsletters, posters, on our Facebook page, or on our website if appropriate).

Please email us the Trustpower logo once we receive funding.

We commit to taking at least one photo of our funded project and emailing it to Trustpower for use in newsletters, the company Facebook page, or other promotional material.

Please remind us about sending a photo once we have received the funding.

We commit to using Trustpower branding on the item(s) we purchase through Heartland funding, where appropriate.

Please send me Trustpower sticker to use on my funded items.

We commit to publicly mentioning Trustpower's sponsorship at all events and meetings associated with the funded project.

Please provide me with example wording we could use when acknowledging Trustpower.

STEP 4: Final sign-off and consent to audit

(This section is a legal requirement and must be completed)

- 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, understand and accept 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.

Signature 1

Name

Position

Date

Signature 2

Name

Position

Date

(If approved the funds will be direct credited, unless specified otherwise. Please attach an original pre-printed bank deposit slip or bank account verification.)



Heartland Community Fund



STEP 5: Check you've included everything

Please tick this checklist to ensure you've attached everything required and have correctly completed the form:

- Have you made it clear how your project fits with the four judging criteria stated at the beginning of this application?
- Has the application form been signed by two members of your organisation?
- Have you attached an original printed bank deposit slip or bank account verification?
- Have you provided your Charities Commission registration number OR Certificate of Incorporation?
- Have you attached quotes from a supplier for each item? (Note: quotes must be less than three months old and on supplier's letterhead.)
- Have you retained a photocopy of this application for your records?
- Have you checked that you are submitting your application at the appropriate time of year? (Note: Our three funding rounds are open during the months of March, July and November.)

If you've ticked all of the above, you're ready to submit your application!

STEP 6: Submit your application

Once all parts of this form are completed, send the form (including this page) and supporting documents to:

Trustpower Heartland Community Fund
Private Bag 12023, Tauranga Mail Centre,
Tauranga 3143

OR

Email it to heartland@trustpower.co.nz

Remember, your application must be received by 5:00pm on the last working day of the month of application.

If you have any questions throughout the application process please email heartland@trustpower.co.nz.

Acknowledgement Receipt (FOR TRUSTPOWER-USE ONLY)

We have received your Heartland application and will be in touch soon!

Date

Trustpower signature

Community Organisation Name:

Community Organisation Address:



Heartland Community Fund

Got questions? Email heartland@trustpower.co.nz

