

# **Auckland Foundation**

**NORTH SHORE FUND 2019**

## **APPLICATION GUIDANCE NOTES**

## ABOUT THE NORTH SHORE FUND

The North Shore Fund awards funds to registered charities and incorporated societies, and prioritises small organisations with high voluntary content, rather than larger externally-funded service providers.

Funds will be granted to projects and programmes that clearly meet the purpose(s) of:

- addressing social disadvantage;
- promoting general health and wellbeing; and/or
- strengthening community networks.

Projects **must be within one or more of the four North Shore local boards**, or be for the benefit of the community within the area(s) of:

- Devonport-Takapuna
- Kaipātiki
- Upper Harbour
- Hibiscus and Bays

Preference will be given to projects that are community-led and build a community's own capacity to lead change.

## THE APPLICATION PROCESS

### BEFORE APPLYING

If your organisation received funding from the North Shore Fund in 2018, you **must** have submitted your grant accountability report **before** applying.

You can now complete and submit your grant accountability report [online](#).

### HOW TO APPLY

Applications must be submitted no later than **5pm, Friday 30 August 2019** using the online application form on the Auckland Foundation [website](#).

Any applications received by Auckland Foundation after the closing date will not be eligible for consideration, so make sure you send your application in plenty of time in case we have any questions.

Once you have submitted your application online, you will receive an acknowledgement email from Auckland Foundation. If you haven't received this email within 48 hours, please contact us.

An umbrella organisation can apply for funds on behalf of an unregistered organisation.

The umbrella organisation applying for the funds must make it clear in the application (1) what their relationship is with that unregistered organisation and (2) what support the umbrella organisation offers/provides to the unregistered organisation.

### **Don't forget**

1. Your application should clearly demonstrate:

- The need for your project or programme
- How your project is meeting this need
- How your community will benefit from the project – and how you will measure this

If you're not sure, it's always helpful to have someone else read your application for feedback.

2. Make sure you submit all the requested information with your application, as any applications with missing information at the closing date will not be eligible for consideration. As well as any budgets, job descriptions etc that relate to the grant request, you will need to attach:

- PDF copy of your most recent financial statements
- PDF copy of a bank deposit slip
- A copy of your Charities Commission certificate or certificate of incorporation

## **FUNDING ROUND DATES**

<b>1 August 2019</b>	Applications open at 9am
<b>30 August 2019</b>	Applications close at 5pm
<b>September 2019</b>	Review and decision-making  <i>Please note that Auckland Foundation may request to visit your organisation as part of the decision-making process if you have not received funding from Auckland Foundation before.</i>
<b>Beginning of October 2019</b>	All applicants notified of decisions
<b>Early November 2019</b>	Grant payment upon receipt of a signed grant agreement

## GRANT REQUESTS

### SIZE OF GRANTS

Grant requests of **up to \$10,000** will be considered.

### GST

The grant will not attract GST by your organisation.

**If your organisation is GST registered**, the grant will not cover the GST component of any purchase of goods or services.

Applicants are requested to exclude GST from the budget when completing their application form.

### ELIGIBLE EXPENDITURE

Applications will be considered for the following grant requests:

- Programme costs, including salaries/wages directly applicable to programme delivery

Please note that if you are applying for salaries or wages, this must relate to activity that the employee(s) is delivering in the North Shore region only.

For organisations that work across the Auckland region, a grant can only cover the costs of programme delivery specifically in the North Shore region.

### EXCLUSIONS

Grants cannot be awarded for the following:

- Projects outside the North Shore region
- Loan & endowment funds
- Social enterprise
- Business or investment capital
- Venture capital initiatives
- Establishment of charities
- Individuals
- Retrospective applications (i.e. if you are seeking funding for an event that will take place before November 2019, or for purchases/expenses that need to be covered before November 2019, then this will not be eligible)
- Overseas travel, expenses or exchange programmes

If you are unsure of your eligibility, please contact Auckland Foundation.

## LENGTH OF GRANT AND RE-APPLICATION

Grants are provided as one-off support for 1 year.

Organisations may re-apply to consecutive granting rounds; however, support will only be provided for a maximum of 3 years.

Funding beyond 3 years may be considered but **only** if:

- There are no other providers offering this project or programme and it is filling a significant gap;
- The project or programme is demonstrating continued effectiveness and/or development with those in the community that have the greatest need; and
- The initiative cannot be provided with existing funding from other sources.

## ACCOUNTABILITY

Grant recipients will be expected to provide a final grant accountability report, including financial evidence of expenditure, no later than 12 months from payment of grants.

Successful grant recipients will be required to acknowledge Auckland Foundation for the grant received, and the purpose of that grant, in their newsletter, website, annual report and other relevant communications such as social media or events.

## ENQUIRIES

If you have any questions about the North Shore Fund, including any questions about the application process, please contact Auckland Foundation:

**Nicola Edwards – Communications Manager**

[nicola@aucklandfoundation.org.nz](mailto:nicola@aucklandfoundation.org.nz)