

# Auckland Foundation

**NORTH SHORE FUND 2017**

## **APPLICATION GUIDANCE NOTES**

## ABOUT THE NORTH SHORE FUND

The North Shore Fund awards funds to registered charities, and prioritises small organisations (annual turnover of under \$300,000) with high voluntary content, rather than larger externally-funded service providers. An umbrella organisation can apply for funds on behalf of an unregistered organisation.

Funds are allocated for the purpose 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):

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

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

## HOW TO APPLY

### TIMELINE

**All applications must be received by 5pm, Thursday 10 August 2017.**

*Please note that we will be accepting postal applications based on an envelope post-mark date up to and including this date.*

<b>1 July 2017</b>	Applications open
<b>10 August 2017</b>	Applications close at 5pm
<b>September 2017</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>September 2017</b>	Notification of decisions
<b>October 2017</b>	Grant payment upon completion of grant agreement

## APPLICATION FORM

Applications must be submitted using the form provided.

Application forms can be downloaded from the Auckland Foundation website, or you can email us for a copy at [nicola@aucklandfoundation.org.nz](mailto:nicola@aucklandfoundation.org.nz)

## COMPLETED APPLICATIONS

### By post

Completed applications may be submitted by post to:

**Auckland Foundation  
North Shore Fund Application  
PO Box 139  
Shortland Street 1140**

*Please note that we will be accepting applications based on an envelope post-mark date up to and including 10 August 2017.*

**All** postal applications will be acknowledged as received via an email from Auckland Foundation.

If you have posted an application to us and haven't received an acknowledgement email from us before the deadline, please contact us by phone to confirm that we have received your application. ***We cannot take responsibility for items lost in the mail and late applications will not be considered.***

### By email

Completed applications should be attached in **Microsoft Word** format and emailed to: [nicola@aucklandfoundation.org.nz](mailto:nicola@aucklandfoundation.org.nz)

If you plan to submit your application via email, please ensure that scans of all supporting documents are also attached to the email with your application. Attachments should be limited to 6MB where possible, or else sent over multiple emails, to make sure they come through to our mailbox.

**All** electronic applications will be acknowledged as received via an email from Auckland Foundation.

If you have emailed an application to us and haven't received an acknowledgement email from us before the deadline, please contact us by phone to confirm that we have received your application.

### By hand

Completed applications can be delivered by hand to our physical address during core office hours (9am – 4pm):

**Auckland Foundation  
Level 2, 2 Princes Street  
Auckland 1010**

## ENQUIRIES

Please address enquiries to Auckland Foundation:  
Nicola Edwards – Grants and Communications Associate  
09 366 1523  
[nicola@aucklandfoundation.org.nz](mailto:nicola@aucklandfoundation.org.nz)

## GRANT REQUESTS

### ELIGIBLE EXPENDITURE

Applications will be considered for the following grants:

- Capital items and equipment up to a maximum of \$2000
- Programme costs, including salaries directly applicable to programme delivery

### 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 the application form.

### 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 or purchase that will be made before September 2017 then it will not be eligible)
- Overseas travel, expenses or exchange programmes

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

### SIZE OF GRANTS

Funding requests should be up to \$5,000

## LENGTH OF GRANT AND RE-APPLICATION

Grants are provided as one-off support (1 year).

Recipients may re-apply to consecutive granting rounds. Funding beyond 3 years will only be considered if:

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

## ACCOUNTABILITY

Grant recipients will be expected to provide a financial report 12 months from payment of grants and will be invited to take part in a round table reporting session. There will also be an option for written accountability reporting.

If a grant recipient is planning to reapply the following year, a 6 month interim report will be required.