

## **COMMUNITY GRANTS SCHEME ELIGIBILITY CRITERIA**

Network Tasman Charitable Trust has been established to:

- ❖ Allocate up to \$250,000 annually to individuals, groups and organisations within its distribution area by way of its grants and scholarships.
- ❖ The grants allocation is to acknowledge contributions to the growth of the Company from those past and present users of our lines business but who do not receive, or have not received annual discounts and dividends on the days they are made and to support them to make a difference to our communities and the people in them.
- ❖ Fund the annual Sir Wallace Rowling Scholarships for secondary students.

## **CRITERIA AND RULES FOR THE COMMUNITY GRANTS SCHEME**

### **General**

- ❖ Applicants or their service users/clients must be end-users of Network Tasman Limited line facilities as recorded in the records of the company. In the event of the applicant being an organisation, the purpose of the grant must be of significant benefit to the district serviced by the company.
- ❖ Projects must be capable of being completed or undertaken within one year of receipt of funding.
- ❖ Evidence must be provided of co-funding secured or anticipated from other sources such as grants cash, loans, anticipated income and in-kind contributions.
- ❖ The maximum grant is generally \$3000.
- ❖ Details of grants will be publicly advised in the Trust's Annual Report.
- ❖ Grants are unlikely to be allocated to organisations which have already incurred financial deficits or are budgeting a deficit budget for projects.
- ❖ If the project for which you have received funding is no longer able to proceed you need to either return the grant funds or you may contact the Trust to discuss transferring the funding to another project, however this is not guaranteed and will still be assessed on its merits.
- ❖ Successful applicants need to publicly acknowledge funding from Network Tasman Trust and may be asked to help with media support.
- ❖ Accountability forms are required within 12 months (please contact us if you can't meet this criteria).
- ❖ Successful applicants that have failed to completed their accountability form will be ineligible for further funding until all outstanding accountability requirements have been met.

### **What We Fund**

- ❖ Funding generally falls into five main categories:
  - Art and Culture
  - Education
  - Environmental and Energy-saving
  - Social support services
  - Sport and recreation
- ❖ Generally, grants will not be available for wages or operating costs however consideration will be given to funding the cost of providing specialist services, training and professional development.

## **What We Don't Fund**

- ❖ As a general rule no applicant can expect an ongoing grant for operational costs.
- ❖ Grants will not be made for projects which have budgeted a deficit. Expected income or funding sources that are claimed for in the application must be reasonable and likely to be achieved.
- ❖ Grants may not be used to fund debt repayment.
- ❖ Retrospective funding for a project.
- ❖ Grants will not be provided to private businesses, government agencies or political parties.
- ❖ Purchase or improvement of privately-owned facilities.
- ❖ Activities that involve any tobacco, illegal substances and gaming.
- ❖ Activities or initiatives where the primary purpose is to promote religious belief or political activities.

## **For Individual Grants**

Grants to individuals are allowed only within the following parameters:

- ❖ For representing New Zealand overseas, the maximum grant is up to \$1,000.
- ❖ For exceptional circumstances and especially when other assistance is not available, the Trust may offer grants to individuals. Such grants are unable to be substantial and applicants need to be aware of this before applying.

## **PROCEDURES**

- ❖ All applications must be made on the appropriate application form provided by the Trust.
- ❖ Organisations must provide appropriate financial records of the organisation or project including a copy of the latest annual financial statements and annual report.
- ❖ Applicants may be required to provide additional information and may be required to attend meetings with the Trust or its representatives.
- ❖ At least one quote is required for all requests for capital expenditure.
- ❖ Applicants must undertake to satisfy the Trust that the funds allocated have been used for the approved purpose and are subject to random audit.
- ❖ Successful applicants must supply the Trust with a set of audited or reviewed financial statements, or evidence that the funds have been applied towards the purpose granted for the year in which the grant is received.
- ❖ Individuals who have achieved New Zealand representative status and apply for assistance with travelling expenses should supply appropriate letters of support.
- ❖ Decisions made by the Trust will be final and no further discussions will be entered into.
- ❖ Availability of grants will be advertised in July/August each year and applications for grants will close the last Friday in August. Small emergency grants will only be made in exceptional circumstances.
- ❖ Decisions are notified in October.