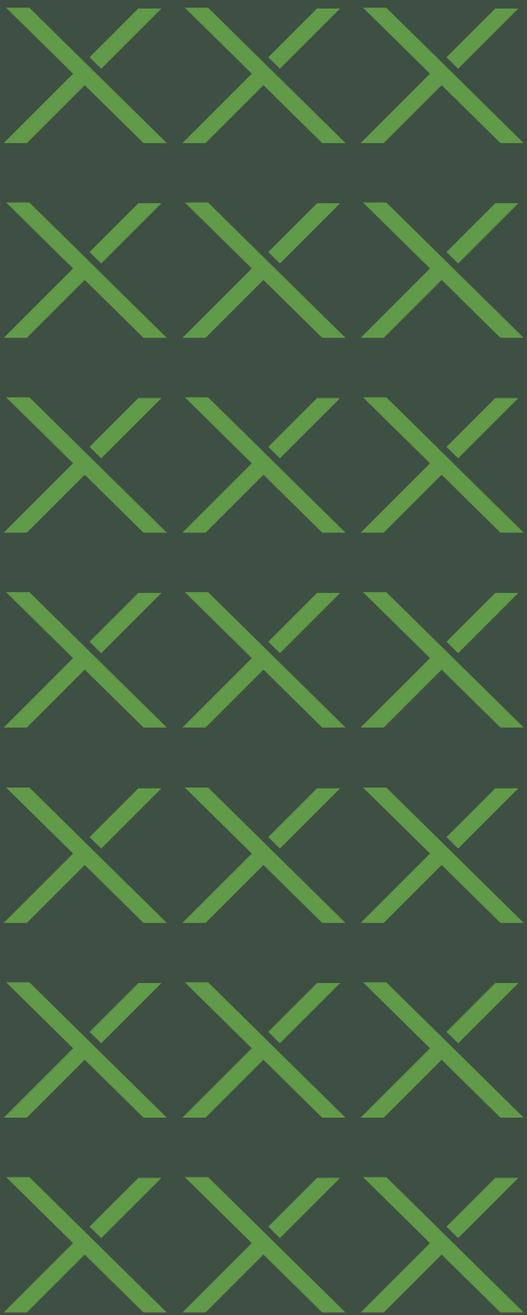# TOI
FOUNDATION

STRENGTHENING COMMUNITY FUND POLICY

OUR PURPOSE

To support our communities to build a thriving, inclusive and equitable Taranaki.

KIA TOKA IA NEI TE ARA WHAKAKAHA I TE HĀPORI, KIA TOITŪ TE WHENUA, KIA TOITŪ TE TANGATA, KIA TOITŪ TE MAUNGA

Toi Foundation is committed to reducing economic and social disparities in Taranaki by funding where there is the greatest need.

ABOUT THE STRENGTHENING COMMUNITY FUND

The Foundation understands the significance of its community grants, which support the fabric of our community. The Foundation is responsive to requests that contribute to increasing access to opportunities. The Foundation has an annual budget dedicated to the Strengthening Community Fund and is distributed via:

• Annual Grants: to help with organisational day-to-day costs

• Capital Grants: to help organisations buy or improve assets or equipment

• Programme and Event Grants: to help with the cost of running programmes/initiatives or events

• Individual Grants: to help individuals with the costs of competitive representation, training and development (see the Individual Grants section for specific terms)

WHO CAN APPLY

Not-for-profit organisations with a project or initiative within the region can apply for funding. Not-for-profit organisations include Incorporated Societies, Charitable Trusts, schools and non-constituted groups with a formal structure. Individuals who meet the criteria as detailed in the Individuals section of this Policy are also able to apply.

The Foundation's legislated boundary/region runs from Mokau in the North, to Tahora in the East and Nukumaru in the South.

= Eligible Area

FUNDING CRITERIA

Each grant category (Annual Grant, Capital Grant, Individual Grant and Programme and Event Grant) has its own principles of practice in addition to the below criteria:

The Foundation does not fund:

- Sub-groups of entities (such as jubilee committees, men's, women's, or junior sections). The main entity or governing body of each organisation must be the applicant
- Industry, commercial or professional network groups
- Groups whose purpose is to support or fund Council owned assets (e.g. 'Friends of')
- Political lobby groups
- Corporate social clubs
- School carparks, entrance ways, staff areas and staff equipment
- Specific items such as alcohol
- Travel or accommodation
- Group/team registration
- Grants which are for the purpose of fundraising or re-gifting
- Retrospectively – the activity or costs already incurred that are being considered for funding must not start or have started prior to the grant being made
- Activities or initiatives that are of a similar nature or duplication to what the Foundation has or is, already funding.

WHEN CAN YOU APPLY

Applications are accepted at any time and will be considered quarterly throughout the Foundation's financial year (1st April – 31st March). The Foundation will advertise the quarterly closing date for applications on the website (www.toifoundation.org.nz) at least one month before each close off date.

GRANT AMOUNTS ARE SET BY THE FOUNDATION AND MAY CONSIDER:

- The organisations alignment with the Foundation's purpose, outcomes and strategy
- Where there is greatest need, the community in which the project will serve
- Organisation and/or initiative type, focus and size
- Recently received funding from the Foundation by the organisation
- The potential impact of the grant, including how many people will benefit by its scale or depth of the project is likely to have
- Community involvement with the organisation, including community access, contributions, use and support
- The organisations ability to fundraise from other sources
- Other applications being considered at the time and budget availability
- Other comparative or previous grants made of similar size, scale and scope. For comparison a full list of past grants can be viewed here www.toifoundation.org.nz
- Any other factors the Foundation considers appropriate in the circumstances

ANNUAL GRANTS

Annual Grants are to support the operational costs of not-for-profit organisations that have community or regional impact.

An organisation may receive an Annual Grant once within the Foundation's financial year (1st April – 31st March). This does not prevent the organisation from applying for other grants in the same financial year. The Foundation does not provide Annual Grants to organisations who deliver a one-off annual event. Organisations must have an office/branch established in the region that holds oversight and full management of all operational activity in the region.

Annual Grant amounts are set by the Foundation and start from $500.00.

CAPITAL GRANTS

Capital Grants provide support towards the purchase or maintenance of capital assets or equipment. An organisation may receive a Capital Grant once every two financial years. This does not prevent the organisation from applying for other grants in those financial years.

CAPITAL GRANT FUNDING CRITERIA:

- The project must comply with any relevant central, regional and local government legislation, regulations, by-laws and have required consents

- The organisation must own or be the intended owner of the asset or equipment (the Foundation may consider the application if the organisation holds a lease or other formal agreements depending on the conditions of the agreement)

- Applications for Information and Communication Technology (ICT) equipment must show the equipment is part of a well-planned strategy (e.g. ICT Plan, Strategic Plan)

- If the organisation is a school/kura, the application must show that the grant would have a direct impact on learning outcomes for students. The Foundation funds ICT, facilities, and vehicles for schools/kura. It does not fund uniforms, school carparks, entrance ways, staff areas or equipment

CAPITAL GRANT TERMS OF FUNDING

The Foundation may decide to make Capital Grants:

- On the basis that the Foundation has mutually agreed the specific outcomes that the asset or equipment is aiming to achieve

- Conditional on certain requirements (e.g. obtaining any required consents or raising the remaining funds necessary to complete the project)

- On the basis that an accountability/outcome report(s) is completed

Below are the maximum amounts that can be applied for based on the type of project:

Organisation Type	Capital Grant Maximums
Early Childhood Education	$30,000
Primary and Intermediate School	$30,000
Secondary School	$60,000
Initiatives with Community Impact	$60,000
Initiatives with Regional Impact	$100,000
Significant Impact Projects (Large building projects that align to the Foundation's purpose and increasing Access to Opportunities)	Over $100,000

STRENGTHENING COMMUNITY FUND POLICY

PROGRAMME AND EVENT GRANTS

Programme and Event Grants are to help organisations with the costs of running programmes or events that are beneficial to the community.

PROGRAMME AND EVENTS FUNDING CRITERIA:

- The programme or event has a specified timeframe and clearly identified purposes or outcomes

- The programme or event complies or will comply with relevant central, regional and local government legislation, regulations, by-laws and have any required consents

- The programme or event costs are budgeted for and are separate from the operating costs of the organisation (however the Foundation accepts that part of the budget may include a contribution to operating costs that relate directly to running the programme or event)

- If the organisation is a school/kura, the application must show how the programme or event will deliver outcomes in one or more of the following areas:

  - Increasing engagement of parents in their children's learning

  - Lifting engagement, wellbeing and/or educational achievement of children with special learning needs and those children coming from low socio-economic backgrounds

  - Connecting families, whānau and communities to schools

PROGRAMME AND EVENT TERMS OF FUNDING

The Foundation may decide to make Programme and Event Grants:

- On the basis that the Foundation has mutually agreed the specific outcomes that the programme or event is aiming to achieve

- Conditional on certain requirements relating to the programme or event

- As an underwrite (e.g. rather than paying for necessary goods and services, the Foundation can guarantee payment to providers to allow access to the goods and services)

- On the basis that you are required to complete an accountability/outcome report(s)

Below are the maximum amounts that can be applied for based on the type of project:

Organisation Type	Programme and Event Grant Maximums
Early Childhood Education	$30,000
Primary and Intermediate School	$30,000
Secondary School	$40,000
Initiatives with Community Impact	$60,000
Initiatives with Regional Impact	Over $100,000

STRENGTHENING COMMUNITY FUND POLICY | 1 APRIL 2022   TOI FOUNDATION

WHICH DOCUMENTS SHOULD I PROVIDE WITH MY APPLICATION?

Read below to see which documents to supply for each of the Foundations grant types.

NEW REGISTRATIONS

- Trust Deed, Charter, Constitution, or written Rules

- Bank Statement detailing organisations name and bank account details, this must be no older than 3 months

ANNUAL GRANTS

- Most recent Annual Report or Chair's Report

- Most recent AGM Minutes (in draft is acceptable)

- Bank Statement detailing organisations name and bank account details, this must be no older than 3 months

INDIVIDUAL GRANTS

- Selection letter from nationally recognised body (or Iwi letter of endorsement) to represent NZ.

- Bank Statement detailing account holders name and bank account details, this must be no older than 3 months

PROGRAMME & EVENT GRANTS (Schools see below)

- Most recent Annual Report or Chair's Report

- Most recent AGM Minutes (in draft is acceptable)

- Independently signed income and expenditure of the organisation for the previous 12 months

- For Events - Quotes to support your project budget

- Detailed budget showing expected income and expenditure of the programme or event.

- Bank Statement detailing organisations name and bank account details, this must be no older than 3 months

CAPITAL GRANTS (Schools see below)

- Most recent Annual Report or Chair's Report

- Most recent AGM Minutes (in draft is acceptable)

- Independently signed income and expenditure of the organisation for the previous 12 months

- Quotes to support project budget

- Bank Statement detailing organisations name and bank account details, this must be no older than 3 months

SCHOOL CAPITAL AND PROGRAMME & EVENT GRANTS

- Most recent Board of Trustee meeting minutes

- Most recent Principal's report to Board of Trustees

- Audited Financial Report

- School Charter

- ICT Plan (if the capital grant is for ICT equipment)

CAPITAL GRANTS FOR FACILITY DEVELOPMENT - ALSO REQUIRE

- Certificate of Title to the land, building(s); or Lease agreement; or License to Occupy or

- Signed approval from building / landowner or governing authority to alter facility (e.g., this could be a letter)

- Concept plans – these may be requested for new builds or significant alterations

QUICK REFERENCE LINKS

Toi Foundation is a philanthropic funder in the Taranaki region. The Board meets quarterly to consider Strengthening Community Fund applications

- Visit Toi Foundation website here www.toifoundation.org.nz

- Register your organisation, click here > then click the REGISTER button

- To access the Grants Portal, follow this link here (you will need your User Login and Password)

- The Strengthening Community Fund policy can be found here

- Find tips on "How to Apply" here

- Forgotten / Reset password here

The Foundation has a partnership with each of the region's district libraries which means you can scan and send documents directly to the Foundation if you are unable to do this yourself. See your local library for details.