

A GUIDE TO

# Community Funding

Funding application tips

Fundraising ideas

Sources of funding and assistance

Charity Information

Funding for every need



Rātonga Hapori  
o Awakairangi  
COMMUNITY  
DEVELOPMENT

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# INTRODUCTION

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This booklet has been designed to assist community groups, organisations, schools and clubs that are seeking funding.

Seeking funding is one of the most important tasks that many community organisations will face. Funding is often crucial for organisations to continue their community work, or to develop and carry out special projects.

Fundraising should be planned and funding strategies should be incorporated into your organisations budget plan.

This booklet provides information about what to provide and where to apply for funding, and other helpful hints.

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## FUNDING APPLICATION TIPS

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### Planning

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- Contact the organisation before you apply to check what they fund, their current priorities, and how much they might fund.
- Make sure the fund is the appropriate one for your requirements e.g. salary, uniforms, venue hire etc.
- Show the need for the project and that it has been planned carefully.
- Provide letters of support or evidence of other wider community support. (examples of letters of support are attached)
- Always use the application form supplied by the funder.
- Complete all questions on the application form and include any attachments that are requested.
- Get another person to read through your application to make sure it makes sense.
- Attach a cover letter with your application form.
- List other organisations that you have applied to for this project.
- Make sure your application is prepared well in advance of the close off date. If possible hand in your application before the closing date so if anything further is required there is time for the funder to contact you.
- Ensure that if you have any questions regarding the application process you contact the funding provider

- Be aware most funding schemes are wildly over subscribed. If you are turned down, try again it doesn't mean that your project is not worthy of funding it is often that other projects had higher priority. Review your application and work on how it can be improved to fit the criteria better.
- Ring the funder if your application isn't acknowledged.
- Keep a copy of your application and accountability forms as part of your annual planning.
- Most funders require you to publically acknowledge their support. This can be done in many different ways e.g. their logo in your newsletter, thanks in annual report etc.
- Develop a **funding calendar**, note when closing dates are and plan in advance.

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### Setting up a funding calendar

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It can be a good idea to establish a funding calendar for your organisation. The calendar records funding opportunities and fundraising projects your organisation intends to undertake (with the starting and end dates included). The calendar doesn't have to be for 12 months; it can be set up for whatever period best suits your organisation. It could also record when accountability is due.

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## Funding applications for salaries

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If applying for funding for salaries you will need to include the following with your application

- A current job description, signed, dated and less than 2 years old;
- A current employment contract.

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## Commonly required application information

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Many funders will require similar information to be included with your applications. It can be useful to keep this often required information routinely up to date so you can easily make funding applications.

**Commonly required items include:**

- Annual accounts
- Annual report
- Budget
- Brochure (outlining the general work of your group)
- Business plan
- Certificate of Incorporation
- History of your organisation
- Latest bank statement
- Letters of support
- List of trustees
- Newsletters
- Press clippings
- Tax exempt charitable status letter
- Trust deed or constitution
- Statistics

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## Budgets

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When setting up a budget you need to work out how much money your organisation will need and work out the running expenses you will have. What will you need to buy? Will you need money for this stuff e.g. salaries, rent, phone, power, printing, cleaning, stationary, transport, auditing, special equipment etc?

Listed below are a few helpful tips on setting a budget for your funding project:

- Set realistic project costs and provide a project plan (Please see attached a template for a project plan)

- Be specific about the money requested. Give a detailed break down of the project costs.
- Make sure you include administration costs as part of your funding request.
- Attach quotes from places you wish to buy goods from. The quotation must be official and someone qualified to provide the goods or services.

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## Community Resources Kit

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The Community Resources kit is a practical “hands-on” resource to help organisations to get started and to develop good practice in the voluntary sector environment. It replaces the old Community Development Resource Kit.

Check out

[www.community.net.nz](http://www.community.net.nz)

for the full Community Resource Kit.

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# FUNDRAISING

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Many community organisations need to fundraise in order to continue their work in the community, or to develop and carry out special projects. Seeking funding is one of the most important tasks organisations face.

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## Fundraising tips

- Establish funding clearly;
- Make sure that your organisation agrees and understands the fund raising activity;
- Spread the fundraising work load among staff;
- Ensure timelines are set and met;
- Select the fundraising methods that relate to your organisation and what your organisation want to achieve;
- Make sure it's fun to ensure their engagement of your community;
- Budget for income, expenses and profits;
- Check all legal responsibilities. For some raffles you need a licence from the Department of Internal affairs.

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## Listed below are a few fundraising ideas that may help with your fundraising project(s):

- **Scratch & Help Booklets**  
Each booklet contains 40 dots concealing amounts from 50 cents to \$3 underneath. Simply approach family, friends and neighbours and ask them if they would support the fundraiser by scratching a few dots. The amount revealed underneath each dot that the supporter scratches off becomes their contribution – like a donation  
Contact details:  
Fast Fundraising  
Email: [admin@fastfundraising.co.nz](mailto:admin@fastfundraising.co.nz)  
Web: [www.fastfundraising.co.nz](http://www.fastfundraising.co.nz)  
Ph: 0800 210 777
- **Cadbury Chocolate Bars**  
Contact details:  
The House of Fundraising  
Web: [www.houseoffundraising.co.nz](http://www.houseoffundraising.co.nz)  
Ph: 0800 806 542
- **Cookie Time Smart**  
Fundraising Contact  
details: Web: [www.cookie-time.co.nz](http://www.cookie-time.co.nz) Ph: 0800 COOKIE (0800 266 543)

- **Hangi Kai Cooker**  
Available free of charge for community groups / organisations. This cooker caters for up to 120 people at a time. Conditions will apply.  
Contact details:  
Joanne Gomez  
Ph: (04) 570 6757  
Victor Pikari  
Ph: (04) 570 6923  
Community Development, Hutt City Council

- **The Gingerbread Factory**  
The home of cute fundraising products for kids. Each packet contains 6 freshly baked handmade character cookies, a decoration kit, one sachet of sweet sprinkles and one of rainbow buttons plus a small snip 'n' use icing bag to bring the characters to life. There are seven different characters to choose from, bunnies, houses, teddies, people, santa, angels and xmas trees. Each packet is bought for \$5 and your organisation will sell them for \$7 making a \$2 profit per pack.

Web: [www.gingerbread.co.nz](http://www.gingerbread.co.nz)

Contact details:

The Gingerbread Factory, PO Box 1505, Nelson

PH: 0800 873 287

FAX: (03) 545 9120

EMAIL: [funtime@gingerbread.co.nz](mailto:funtime@gingerbread.co.nz)

- **Silicone Wristbands**  
Promote your business with highly visible and fashionable Silicone wristbands. Silicone wristbands are the latest trend in fashion and are also a great way to make money for schools, sports clubs, charities, foundations or just promotional merchandise for businesses. Choose from PRINTED or DEBOSSSED or even EMBOSSSED silicone wristbands. They can be made as 2 colour bands or even a marble effect. Also available are Glow in the dark silicone for those night time events.

Web: [www.silicone-wristbands.co.nz](http://www.silicone-wristbands.co.nz)

Silicone Wristbands

PH (09) 4799 799

EMAIL: [sw@taggs-r-us.com](mailto:sw@taggs-r-us.com)

**For other great ideas on how to fundraise check out the Fundraising Directory of New Zealand at [www.fundraisingdirectory.co.nz](http://www.fundraisingdirectory.co.nz)**

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# OTHER SOURCES OF FUNDING AND ASSISTANCE

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## Funding Information Service (FIS)

The Funding Information Service is a not-for-profit organisation collecting and distributing information about funding by way of two searchable computer databases. For more information visit the Funding Information Service website at [www.fis.org.nz](http://www.fis.org.nz)

The databases are an essential tool in sourcing funding information for community groups and individuals. They can assist in helping to find the most appropriate funds for your project or activity, give you information on where to go for application forms and guidelines and also provide advice on making good funding applications.

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## Fundview

Fundview contains information about funding for community groups in New Zealand and has about 670 national and regional based funding schemes. Funding is sourced from Government, local Government, philanthropic trusts, statutory trusts and service organisations. The database also provides a funding calendar and is updated monthly.

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## Breakout

Breakout contains information about awards, scholarships and grants for individual development, principally in academic, artistic, research and sport fields. It contains about 2000 entries.

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## Corporate Citizens

Corporate Citizens contains information about funding available through corporate businesses and organisations. Funding available includes cause related marketing, foundation grants, donations, gifts in kind/contra/pro bono, staff involvement, education and scholarships etc.

These three databases are subscribed resources and Community Development has made them available at all city libraries. Just visit any Hutt City Library.

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## Charities

Most funders now require applicants to have charitable status.

Some funders may put limits on the size of any grant they make to groups operating without a legal structure.

Charitable status can be gained quite easily. On how to gain Charitable Status log on to the Charities Commission website [www.charities.govt.nz](http://www.charities.govt.nz)

As of the 1st July 2008, Community Groups / organisations must be registered with the Charities Commission to be eligible for tax-exemption status. You will need to work out whether you meet the other requirements for the tax exemptions under tax legislation.

For more information log on the Inland Revenue website [www.ird.govt.nz](http://www.ird.govt.nz)

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# FUNDING SOURCES

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## Adult Education Funding

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### Adult and Community Education Innovation & Development Fund(ACE)

The Innovation and Development fund has been set up to implement the recommendations of Koia! Koia! Towards a Learning Society by encouraging and supporting flexibility and responsiveness in adult and community education at local levels

Contact details:

ACE Innovation & Development Fund Tertiary Education Commission, PO Box 27048, WELLINGTON  
PH: (04) 462 5200  
WEB: [www.tec.govt.nz](http://www.tec.govt.nz)

### CLANZ (Community Learning Aotearoa / NZ)

To provide grants for non-formal adult learning projects and to promote and foster non-formal and community learning

Contact details:

CLANZ Applications, Tertiary Education Commission, PO Box 27-048, Wellington  
PH: 0800 832 463  
EMAIL: [info@tec.govt.nz](mailto:info@tec.govt.nz)  
WEB: [www.tec.govt.nz](http://www.tec.govt.nz)

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## Youth Funding

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### Joe Aspell Trust

To assist socially disadvantaged young people in Wellington to help them improve their quality of life and opportunities for advancement.

Contact details:

Grants Co-ordinator, Wellington City Council, PO Box 2199, Wellington  
PH: (04) 801 3158  
EMAIL: [grants@wcc.govt.nz](mailto:grants@wcc.govt.nz)  
WEB: [www.wellington.govt.nz/services/grants](http://www.wellington.govt.nz/services/grants)

### OSCAR (Out of School Care & Recreation) Development Funding

- To set up new services or to assist existing programmes to become CYF OSCAR approved.
- To assist with the running costs of after school care or holiday programmes

Contact details:

Funding Coordinator, The OSCAR Foundation Inc., PO Box 91 483, AMSC, Auckland  
PH: 0800 466 7227  
FAX: (09) 309 0922  
EMAIL: [info@oscar.org.nz](mailto:info@oscar.org.nz)  
WEB: [www.oscar.org.nz](http://www.oscar.org.nz)

### SKIP Local Initiatives Fund – Ministry for Social Development

The vision is that all children in New Zealand are raised in a positive way with parents who are confident and skilled in managing children's behavior as part of a loving and nurturing relationship

Contact details:

Funding Advisor SKIP, Ministry of Social Development, PO Box 1556, Wellington  
PH:(04) 978 4151  
FAX: (04) 917 2080  
EMAIL: [skipinfo@msd.govt.nz](mailto:skipinfo@msd.govt.nz)  
WEB: [www.familyservices.govt.nz](http://www.familyservices.govt.nz)

### The Fletcher Trust

This Trust aims to assist in the fields of; education and young peoples development.

Contact details:

Manager, The Fletcher Trust, Private Bag 92-114, Auckland  
PH: (09) 525 9250

### Todd Foundation General Fund

Support families and communities to provide safe and nurturing environments for children. Help children to be school ready by age five, and after that, to participate actively in school life. Also to help young people to develop their potential and to contribute fully in their community.

Contact details:

Executive Director, Todd Foundation, PO Box 3142, Wellington  
PH: (04) 931 6189  
FAX: (04) 931 6049  
EMAIL: [info@toddfoundation.org.nz](mailto:info@toddfoundation.org.nz)  
WEB: [www.toddfoundation.org.nz](http://www.toddfoundation.org.nz)

### Variety—The Children's Charity

Funds projects and programmes that assist children and youth (0-18 years) who are are challenged mentally or physically by economic background or by geographic isolation.

Contact details:

Administrator,  
Variety – The Children's Charity, PO Box 17-276, Greenlane, Auckland  
PH: (09) 520 4111  
FAX: (09) 520 1122  
WEB: [www.variety.org.nz](http://www.variety.org.nz)

### Winton & Margaret Bear Charitable Trust

Primarily to assist young New Zealanders in the Wellington region in their training for life

Contact details:

Client Account Administrator,  
Trustees Executors Limited, PO Box 10519, Wellington.  
PH: (04) 471 6761  
FAX: (04) 472 9375,  
EMAIL: [beartrust@trustees.co.nz](mailto:beartrust@trustees.co.nz)  
WEB: [www.trustees.co.nz](http://www.trustees.co.nz)

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### **Youth Access To Alcohol (YATA) Grants**

To support communities to action some/one of the strategies identified in their plans towards reducing 'Youth Access to Alcohol'

Contact details:

Project Manager – Community Action and Youth,  
Alcohol Advisory Council of New Zealand, PO Box  
5023, Wellington  
PH: (04) 917 0060  
WEB: [www.alcohol.org.nz](http://www.alcohol.org.nz)

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### **Youth Worker Training Scheme**

To encourage the development of training opportunities for youth workers thereby contributing to increasing the quality of youth work practices in New Zealand

Contact details:

Application details available at regional offices of  
Department of Internal Affairs  
PH: (04) 495 7200  
WEB: [www.dia.govt.nz](http://www.dia.govt.nz)

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### **John Burns Study Award**

To assist students under the age of 12 studying full-time in NZ for their first post-secondary qualification and showing qualities of perseverance and moral courage in the face of some adversity

Contact details:

Graeme Munro, Trust Manager, Public Trust, PO Box  
5067, Wellington  
PH: (04) 978 4592  
FAX: (04) 978 4467  
WEB: [www.publictrust.co.nz](http://www.publictrust.co.nz)

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## **Women's Funding**

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### **Maori Womens Transfer Fund**

To support activities and projects for Maori women in the Wellington region.

Contact details:

Manager YWCA, Maori Women's Transfer Fund, c/-  
YWCA of Wellington and Hutt Valley, PO Box 9563,  
Wellington  
PH: (04) 385 0505,  
FAX: (04) 801 6966  
EMAIL: [enquiries@wgtnywca.org.nz](mailto:enquiries@wgtnywca.org.nz)  
WEB: [www.wgtnywca.org.nz](http://www.wgtnywca.org.nz)

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### **Max Foundation for New Zealand Women**

To support individuals and initiatives whose actions enhance the wellbeing and advancement of New Zealand women

Contact details:

The Max Foundation  
EMAIL: [info@maxfoundation.co.nz](mailto:info@maxfoundation.co.nz)  
WEB: [www.maxfoundation.co.nz](http://www.maxfoundation.co.nz)

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### **New Horizons for Women Trust (INC)**

Second chance education and training awards for older women without qualifications undertaking tertiary study

Contact details:

The Secretary, New Horizons for Women Trust, PO  
Box 12 498, Wellington  
EMAIL: [enquiries@newhorizonsforwomen.org.nz](mailto:enquiries@newhorizonsforwomen.org.nz)  
WEB: [www.newhorizonsforwomen.org.nz](http://www.newhorizonsforwomen.org.nz)

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### **Ria McBride Public Service Management Award for Women**

For female public servants who show potential as senior public service managers

Contact details:

The Secretary, New Horizons for Women Trust, PO  
Box 12 498, Wellington  
EMAIL: [enquiries@newhorizonsforwomen.org.nz](mailto:enquiries@newhorizonsforwomen.org.nz)  
WEB: [www.newhorizonsforwomen.org.nz](http://www.newhorizonsforwomen.org.nz)

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### **Sonja Davies Peace Award – New Horizons for Women Trust**

To assist a woman or group of women to gain more knowledge and skills, or develop an activity, which will help them build a more peaceful world – through the home, in the school, in the workplace or in the community

Contact details:

The Secretary, New Horizons for Women Trust, PO  
Box 12 498, Wellington  
EMAIL: [enquiries@newhorizonsforwomen.org.nz](mailto:enquiries@newhorizonsforwomen.org.nz)  
WEB: [www.newhorizonsforwomen.org.nz](http://www.newhorizonsforwomen.org.nz)

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### **Royle Charitable Trust**

To provide relief to women who are distressed, hospitalised or indigent. To assist organisations who aid women and the elderly

Contact details:

Kim Peacock, Advisor – Charitable Services, Public  
Trust  
Private Bag 17906, Greenlane, Auckland  
PH: 0800 462 787  
FAX: (09) 525 3113  
WEB: [www.publictrust.co.nz](http://www.publictrust.co.nz)

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## **Scholarships**

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### **Pacific Island Scholarships**

Available to residents of Hutt City of the Pacific Island community for tertiary education or return for further education

Contact details:

National Central Vice President, PACIFICA Inc, PO  
Box 52 089,  
Titahi Bay, Porirua  
PH: (04) 236 8216

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### **The SHE Trust**

To financially assist women to pursue tertiary education through an NZQA approved course.

Contact details:

The SHE Trust, C/- City Secretariat, Hutt City Council,  
Private Bag 31912, Lower Hutt  
PH: (04) 570 6666

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### **William Georgetti Scholarship**

To encourage postgraduate study and research in a field that is important to the social, cultural or economic development of New Zealand

Contact details:

NZVCC, PO Box 11-915, Wellington 6142  
PH: (04) 381 8500  
FAX: (04) 381 8501  
WEB: [www.nzvcc.ac.nz](http://www.nzvcc.ac.nz)

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### **Kiley Family Memorial Trust Scholarship**

Scholarships are awarded to young students who are experiencing financial hardship or other personal challenges. There are two different categories for awards

- Secondary students who are either day or boarding students at selected Catholic schools and are experiencing financial hardship or other personal challenges
- Tertiary students who are experiencing financial hardship or other challenges.
- Preference is given to students studying agriculture and/or who have previously attended selected Catholic schools and/or who have come from the Taranaki, Wanagnui or Wellington area.

Contact Details:

Public Trust, Private Bag 17906, Greenlane, Auckland  
PH: 0800 371 471  
[www.publictrust.co.nz](http://www.publictrust.co.nz)

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### **Pukehou Pouto Scholarship**

This scholarship is available to post-graduate students at any New Zealand university who are studying agriculture or silvicultural sciences

Contact details:

NZ Vice-Chancellors Committee  
PO Box 11915, Wellington  
PH: (04) 381 8500  
FAX: (04) 381 8501  
WEB: [www.nzvcc.ac.nz](http://www.nzvcc.ac.nz)

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### **Claude McCarthy Fellowship**

This is awarded to enable graduates of any university in New Zealand to undertake original work to research in literature, science or medicine

Contact details:

NZ Vice-Chancellors Committee  
PO Box 11915, Wellington  
PH: (04) 381 8500  
FAX: (04) 381 8501  
WEB: [www.nzvcc.ac.nz](http://www.nzvcc.ac.nz)

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## **Environmental/ Heritage Funding**

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### **Field Days Fund – NZERN**

Provides financial support that will help members hold field days events. The events should provide landowners with the information they need to conserve biodiversity on their land.

Contact details:

NZERN, PO Box 9000, Christchurch  
PH: (03) 980 0902  
FAX: (03) 338 5481  
EMAIL: [office@bush.org.nz](mailto:office@bush.org.nz)  
WEB: [www.bush.org.nz](http://www.bush.org.nz)

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### **Heritage Fund**

To provide financial assistance for heritage projects that benefit Hutt City.

Contact details:

Community Funding Officer, Hutt City Council,  
Private Bag 31912, LOWER HUTT  
PH 570 6757  
FAX 570 6969  
EMAIL: [comdev@huttcity.govt.nz](mailto:comdev@huttcity.govt.nz)  
WEB: [www.huttcity.govt.nz](http://www.huttcity.govt.nz)

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### **James Sharon Watson Conservation Trust**

Environmental projects from scientists or conservation groups/individuals.

Contact details:

The Secretary, Royal Forest and Bird Protection Society, PO Box 631, Wellington  
PH: (04) 385 7374  
FAX: (04) 385 7373  
EMAIL: [office@forestandbird.org.nz](mailto:office@forestandbird.org.nz)  
WEB: [www.forestandbird.org.nz](http://www.forestandbird.org.nz)

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### **Lottery Environment and Heritage fund**

To provide financial incentives to encourage the conservation of nationally significant heritage places in private ownership

Contact details:

Lottery Grants, Environment and Heritage Fund, Level 4, Riverside Towers, 15 Daly Street, Lower Hutt  
PH: (04) 570 5386  
FAX: (04) 570 5381  
EMAIL: [grantsonline@dia.govt.nz](mailto:grantsonline@dia.govt.nz)  
WEB: [www.cdgo.govt.nz](http://www.cdgo.govt.nz)

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### **Marae Heritage and Facilities Fund**

For the building and conservation of marae's and their facilities

Contact details:

Lottery Grants, Dept of Internal Affairs, PO Box 805, Wellington  
PH: 0800 824 824  
EMAIL: [grantsonline@dia.govt.nz](mailto:grantsonline@dia.govt.nz)  
WEB: [www.cdgo.govt.nz](http://www.cdgo.govt.nz)

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## Transpower Landcare Trust Grants Programme

For projects that enhance sustainable land management or biodiversity on private rural land.

### Contact details:

Transpower and Landcare Trust Grants Programme,  
PO Box 39 141, Christchurch  
PH: (03) 962 9555 or 0508 526 322  
FAX: (03) 632 9557  
EMAIL: [info@landcare.org.nz](mailto:info@landcare.org.nz)  
WEB: [www.landcare.org.nz](http://www.landcare.org.nz)

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## World Wide Fund for Nature – Habitat Protection Fund

To encourage and promote the conservation of New Zealand's natural resources and environment

### Contact details:

Habitat Protection Fund, WWF New Zealand, PO Box 6237, WELLINGTON,  
PH: (04) 499 2930  
EMAIL: [OMoananu@wwf.org.nz](mailto:OMoananu@wwf.org.nz)  
WEB: [www.wwf.org.nz](http://www.wwf.org.nz)

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# Sport Funding

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## Carillon Club Awards

To support talented young sports people in the greater Wellington region, and give them every encouragement to advance their sporting careers and achievements.

### Contact details:

Carillon club, c/- DB Breweries, PO Box 38 793, WELLINGTON  
PH: (04) 802-7404

Application forms are also available from Schools, from Sport Wellington Region (113 Adelaide Road, PH 385-1333), The NZ Academy of Sport (Central Westpac Stadium) or by contacting a committee member.

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## Perry Foundation Limited

To distribute the proceeds of gaming machines to community groups and organisations for activities in education, sports, arts and culture, travel and accommodation and senior or semi-professional sport

### Contact details:

Grants Administrator, Perry Foundation, Private Bag 3091, Hamilton  
PH: (07) 834 4899  
FAX: (07) 834 9059  
EMAIL: [info@perryfoundation.co.nz](mailto:info@perryfoundation.co.nz)  
WEB: [www.perryfoundation.org.nz](http://www.perryfoundation.org.nz)

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# Community Funding

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## Community Development Fund

To provide funding for not-for profit organisations based in Hutt City, or organisations providing community or social services to the Hutt City community, for operating, programme or project costs.

### Contact details:

Community Funding Officer, Hutt City Council,  
Private Bag 31912, LOWER HUTT  
PH: (04) 570 6757  
FAX: (04) 570 6969  
EMAIL: [comdev@huttcity.govt.nz](mailto:comdev@huttcity.govt.nz)  
WEB: [www.huttcity.govt.nz](http://www.huttcity.govt.nz)

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## Community Post

To support communities throughout the country by donating postage included envelopes to local non-profit organisations for use in fundraising, communication and other initiatives in their local area.

### Contact details:

New Zealand Post  
PH: 0800 501 501  
EMAIL: [communitypost@nzpost.co.nz](mailto:communitypost@nzpost.co.nz)  
WEB: [www.nzpost.co.nz](http://www.nzpost.co.nz)

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## COGS

### (Community Organisation Grants Scheme)

COGS fund projects that are responding to a locally identified need in the community. Projects or services initiated by local community groups and organisations and projects or organisations that work with one or more of the COGS priority sectors (i.e Maori women, Pacific communities, other ethnic communities, older people, the rurally isolated, people with disabilities, families, youth and children and unemployed people).

### Contact details:

Department of Internal Affairs, PO Box 805, Wellington  
PH: 0800 824 824  
WEB: [www.cdgo.govt.nz](http://www.cdgo.govt.nz)

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## Caversham Foundation

To benefit a section of the community in a non-commercial sense. Available for Community, Sports and Cultural Groups

### Contact details:

General Manager, Caversham Foundation, PO Box 8100, Dunedin  
PH: 0800 742 556  
FAX: 0800 000 805  
WEB: [www.caversham.esmartbiz.com](http://www.caversham.esmartbiz.com)

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## Enterprising Communities

To help community organisations to design and implement projects that will create skills and job opportunities for people who are finding it hard to get work.

### Contact details:

Enterprising Communities are based in Regional Work and Income offices.  
EMAIL: [enterprising.communities@msd.govt.nz](mailto:enterprising.communities@msd.govt.nz)  
WEB: [www.winz.govt.nz](http://www.winz.govt.nz)

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### **First Sovereign Trust**

To distribute the proceeds of gaming machines to community groups and organisations.

Contact details:

First Sovereign Trust PO Box 1629 Rotorua

PH: (07) 345 7070

FAX: 0508 347 787

EMAIL: [grants@firstsovereign.co.nz](mailto:grants@firstsovereign.co.nz)

WEB: [www.firstsovereign.co.nz](http://www.firstsovereign.co.nz)

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### **John Ilott Charitable Trust**

To help charitable, educational & community groups fund preventative educational projects, projects assisting with problems of women & young children, literacy and advanced training programmes for those involved in community work

Contact details:

John Ilott Charitable Trust, P O Box 13 425, Wellington 6400

PH: (04) 904 4156

FAX: 904 4158

EMAIL: [rcw@opalsoft.co.nz](mailto:rcw@opalsoft.co.nz)

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### **Lottery Community Facilities Fund**

For community facilities that support participation in community activities and social interaction, to foster cohesion and strengthen communities

Contact details:

Lottery Grants, Dept of Internal Affairs, PO Box 805, Wellington

PH: 0800 824 824

EMAIL: [grantsonline@dia.govt.nz](mailto:grantsonline@dia.govt.nz)

WEB: [www.cdgo.govt.nz](http://www.cdgo.govt.nz)

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### **Lottery Community Sector Research Fund**

To provide funding for community organisations for research and evaluation enabling them to undertake research for the communities they serve, grow and improve the community knowledge base, apply new knowledge to their operations and strengthen the practice of Maori-centered and kaupapa Maori research.

Contact details:

Dept of Internal Affairs, PO Box 805, Wellington

Ph: 0800 824 824

EMAIL: [grantsonline@dia.govt.nz](mailto:grantsonline@dia.govt.nz)

WEB: [www.cdgo.govt.nz](http://www.cdgo.govt.nz)

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### **Lottery National Community Committee**

For projects that encourage and/or enable community self-reliance, capacity building and stability, opportunities for social, civil or cultural participations, and reducing or overcoming barriers to such participation

Contact details:

Lottery National Community Committee, PO Box 805, Wellington

PH: 0800 824 824

FAX: (04) 494 0547

EMAIL: [grantsonline@dia.govt.nz](mailto:grantsonline@dia.govt.nz)

WEB: [www.cdgo.govt.nz](http://www.cdgo.govt.nz)

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### **Pelorus Trust**

- To distribute funds to community groups or organisations from the areas
- located around the gaming venues operated by the Pelorus Trust
- Local taverns in Hutt City that operate gaming machines are: Horse & Hound; The Big Chill; Victoria Tavern.

Contact details:

Trust Manager, Pelorus Trust, PO Box 39-445, Lower Hutt

PH: 0800 pelorus (7356 787)

FAX: (04) 589 0816

EMAIL: [grants@pelorustrust.net.nz](mailto:grants@pelorustrust.net.nz)

WEB: [www.pelorustrust.net.nz](http://www.pelorustrust.net.nz)

Or applications are available from the sites.

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### **Shares for Good**

For the support of charities and not-for-profit organisations who aim to improve communities by reducing poverty, improving equity between groups, supporting children and their families, and enhancing the wellbeing and opportunities for those most at risk.

Contact details:

Shares for Good, Robin Hood Foundation, C/- Goldman Sachs JBWere, PO Box 887, Auckland

EMAIL: [info@robinhood.co.nz](mailto:info@robinhood.co.nz)

WEB: [www.sharesforgood.co.nz](http://www.sharesforgood.co.nz)

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### **Hutt Mana Charitable Trust**

The promotion of energy efficiency and supporting the community through grants and building capacity in the voluntary sector.

Contact details:

Trust Secretary, Hutt Mana Charitable Trust, PO Box 31 250, Lower Hutt

PH: (04) 569 6113

EMAIL: [secretary@hmct.org.nz](mailto:secretary@hmct.org.nz)

WEB: [www.hmct.org.nz](http://www.hmct.org.nz)

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### **Helen Graham Charitable Trust**

To fund local community initiatives in education, medical research, religion, support for the physically disabled and other charitable purposes beneficial to the community.

Contact details:

Nazir Ahmed, Public Trust, Private Bag 17906, Greenlane, Auckland

PH: 0800 462 787

EMAIL: [nazir.ahmed@publictrust.co.nz](mailto:nazir.ahmed@publictrust.co.nz)

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## **Safety Funding**

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### **Road Safety Trust**

To administer funds for the benefit of improved road safety in NZ. Applications must relate to core road safety business

Contact details:

The Secretary, Road Safety Trust, PO Box 2394, Wellington

PH: (04) 931 8791

FAX: (04) 931 8601

WEB: [www.roadsafety.govt.nz](http://www.roadsafety.govt.nz)

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### Campaign Response Fund

Supports providers of child and family services who can demonstrate increased demand for their services resulting from the Campaign for Action on Family Violence.

Contact details:

Project Manager, Ministry of Social Development,  
Campaign Response Fund, Family and Community  
Services, PO Box 1556, Wellington

PH: (04) 913 6601

WEB: [www.familyservices.govt.nz](http://www.familyservices.govt.nz)

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### Lottery Outdoor Safety fund

For all outdoor safety activities. This includes major outdoor safety and water safety projects.

Contact details:

Lottery Grants, Dept of Internal Affairs, PO Box 805,  
Wellington

PH: 0800 824 824

EMAIL: [grantsonline@dia.govt.nz](mailto:grantsonline@dia.govt.nz)

WEB: [www.cdgo.govt.nz](http://www.cdgo.govt.nz)

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## Disability Funding

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### Individuals With Disabilities

For mobility and communication equipment to help people with disabilities achieve independence and gain access to the community.

Contact details:

Lottery Grants, Dept of Internal Affairs, PO Box 805,  
Wellington

PH: 0800 824 824

EMAIL: [grantsonline@dia.govt.nz](mailto:grantsonline@dia.govt.nz)

WEB: [www.cdgo.govt.nz](http://www.cdgo.govt.nz)

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### Workbridge Support Fund

**Training-** to support people with disabilities in training opportunities.

**Self Start Fund-** to help people with disabilities set up their own business.

**Job Support Fund-** to help people with disabilities move into employment

Contact details:

Workbridge Wellington, PO Box 31687, LOWER HUTT

PH: (04) 499 7350

FAX: (04) 499 1460

WEB: [www.workbridge.co.nz](http://www.workbridge.co.nz)

EMAIL: [Wellington@workbridge.co.nz](mailto:Wellington@workbridge.co.nz)

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### Enable New Zealand

- **Child Hearing Aid Fund** – This service provides administration and funding management of hearing aids and also managers and administers the funding of artificial larynges, batteries and their repairs for eligible service users.

- **Spectacles Subsidy** – This subsidy is for the provision of Disability Support Services assistance for children with vision problems in low-income families.

- **Funding for equipment** – This service provides funding for equipment to those who are eligible as identified by a specialised assessor.

- **Funding for vehicle services** – This service provides funding for vehicle purchase, vehicle modifications and driving assessments.

Contact details:

Enable New Zealand, PO Box 4547, Palmerston  
North.

PH: 0800 17 1995

FAX: (06) 353 5876

WEB: [www.disabilityfunding.co.nz](http://www.disabilityfunding.co.nz)

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## Arts Funding

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### Creative Communities Funding Scheme

Arts and Cultural projects and activities in Hutt City. Projects that increase participation in Arts.

Contact details:

Community Funding Officer, Hutt City Council,  
Private Bag 31912, LOWER HUTT

PH: (04) 570-6757

FAX: (04) 570 6969

EMAIL: [comdev@huttcity.govt.nz](mailto:comdev@huttcity.govt.nz)

WEB: [www.huttcity.govt.nz](http://www.huttcity.govt.nz)

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### International Arts Foundation New Zealand

To provide grants to individual New Zealand citizens who already have demonstrated a high level of music, theatre and play writing, and who are dedicated to achieving excellent professional and artistic careers.

Contact details:

Bob Hudson A Founder Trustee International Arts  
Foundation New Zealand, 2/51 Cliff Road, Tauranga

PH: (07) 578 3388

FAX: (07) 578 3388

EMAIL: [iafnz@bopis.co.nz](mailto:iafnz@bopis.co.nz)

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## General Funding

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### Anne Sinclair Trust

Funding to aid camping linked with any Christian organisation.

Contact details:

Secretary of Anne Sinclair Trust, Presbyterian Support  
Central, PO Box 12706 Thorndon, Wellington.6144

PH: (04) 439 4900

### Frozen Funds Charitable Trust

To raise public awareness of the legacy of institutionalisation.

Contact details:

Cheryl Mennie, Special Business, Public Trust, PO  
Box 5067, Wellington

PH: 0800 371 471

EMAIL: [Cheryl.mennie@publictrust.co.nz](mailto:Cheryl.mennie@publictrust.co.nz)

WEB: [www.frozenfunds.co.nz](http://www.frozenfunds.co.nz)

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### **Helping Hands Grant**

Aims to help small museums carry out their responsibilities; eg supporting projects, information services, and materials

Contact details:

Applications available from

WEB: [www.nationalservices.tepapa.govt.nz](http://www.nationalservices.tepapa.govt.nz)

PH: 0508 678 743

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### **Irene Baker Foy Trust**

Provides assistance towards meeting fees and expenses of patients and residents in homes, hospitals, hospices or institutions who cannot be expected to meet the full amount of such fees or expenses.

Contact details:

Graeme Munro, Trust Manager, Public Trust, PO Box 5067, Wellington

PH: (04) 978 4592

EMAIL: [Graeme.munro@publictrust.co.nz](mailto:Graeme.munro@publictrust.co.nz)

WEB: [www.publictrust.co.nz](http://www.publictrust.co.nz)

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### **JR McKenzie Trust Regional Fund**

To improve the quality of life for New Zealanders who have special needs or face disadvantage, by making grants to charitable organisations and supporting innovative projects.

Contact details:

JR McKenzie Trust, PO Box 10 006, The Terrace, WELLINGTON

PH: (04) 472 8876

FAX: (04) 472 5367

EMAIL: [info@jrmckenzie.org.nz](mailto:info@jrmckenzie.org.nz)

WEB: [www.jrmckenzie.org.nz](http://www.jrmckenzie.org.nz)

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### **Kiwi Hit Disc (NZ on Air)**

To make sure that every radio station has a good supply of New Zealand music that is suitable for airplay by giving record companies an opportunity to include tracks on the special compilation CD's

Contact details:

NZ On Air, B1/One Beresford Square, Newton, Auckland.

PH: (04) 382 9524

EMAIL: [kiwihits@nzonair.govt.nz](mailto:kiwihits@nzonair.govt.nz)

WEB: [www.nzonair.govt.nz](http://www.nzonair.govt.nz)

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### **Microsoft New Zealand**

Software donations for charitable organisations.

Contact details:

Microsoft New Zealand Ltd, PO Box 8070, Symonds Street, Auckland

PH: (09) 357 5823

EMAIL: [nzgiving@microsoft.com](mailto:nzgiving@microsoft.com)

WEB: [www.microsoft.com/nz](http://www.microsoft.com/nz)

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### **Major Events Development Fund**

Funding to attract, retain and grow major events that provide significant economic, social, cultural and international exposure benefits to New Zealand.

Contact details:

New Zealand Major Events, Ministry of Tourism

PO Box 5640, Wellington

PH: 0508 969 333

FAX: 04 498 7445

EMAIL: [majorevents@tourism.govt.nz](mailto:majorevents@tourism.govt.nz)

WEB: [www.majorevents.govt.nz](http://www.majorevents.govt.nz)

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### **Music Video Fund (NZ On Air)**

To fund music videos that will play on music television shows and music television channels and assist to get the songs played on the radio.

Contact details:

Programme Manager, NZ On Air, PO Box 9744, Marion Square, Wellington

PH: (04) 382 9524

FAX: (04) 382 9546

EMAIL: [kiwihits@nzonair.govt.nz](mailto:kiwihits@nzonair.govt.nz)

WEB: [www.nzonair.govt.nz](http://www.nzonair.govt.nz)

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### **Ministry of Environment**

#### **Sustainable Management Fund (SMF)**

For projects which produce long-term practical environmental benefits.

#### **Environmental Legal Assistance (ELA)**

To prepare, mediate and/or present resource management cases to the Environment Court, and in some cases to the High Court and Court of Appeal.

Contact details:

Ministry for the Environment, PO Box 10 362, WELLINGTON

PH: (04) 439 7400

FAX: (04) 439 7700,

EMAIL: [funds@mfe.govt.nz](mailto:funds@mfe.govt.nz)

WEB: [www.mfe.govt.nz](http://www.mfe.govt.nz)

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### **NZ Law Foundation**

Legal research, public education on legal matters and legal training. Grants made must be made for charitable purposes within New Zealand and projects should be of national rather than local benefit.

Contact details:

Director, New Zealand Law Foundation, PO Box 5056, Wellington

PH: (04) 499 1038

FAX: (04) 499 1039

EMAIL: [inquiries@lawfoundation.org.nz](mailto:inquiries@lawfoundation.org.nz)

WEB: [www.lawfoundation.org.nz](http://www.lawfoundation.org.nz)

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### **Peace & Disarmament Educational Trust (PADET)**

To advance education and thereby promote international peace, arms control and disarmament

Contact details:

Trust Advisor, Peace and Disarmament Education Trust, C/- Trusts & Fellowships Unit, Dept of Internal Affairs, PO Box 805, WELLINGTON

PH: (04) 495 9387

FAX: (04) 495 9444

EMAIL: [trusts@dia.govt.nz](mailto:trusts@dia.govt.nz)

WEB: [www.dia.govt.nz](http://www.dia.govt.nz)

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### **Rates Remission**

Rates Remission is available for local community groups in Hutt City.

Contact details:

Hutt City Council,  
31 Laings Road, Lower Hutt.  
PH: (04) 570-6666  
WEB: [www.huttcity.govt.nz](http://www.huttcity.govt.nz)

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### **Scottwood Trust**

To help the community by distributing the proceeds of gaming machines.

Contact details:

Scottwood Trust, Perry Foundation, PO Box 1566,  
Hamilton  
PH: 0800 957 957  
WEB: [www.scottwood.org.nz](http://www.scottwood.org.nz)

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### **Sargood Bequest**

To distribute income among charitable institutions for projects that are specifically targeted, such as arts and culture; children; community; education; elderly; health; sport and recreation; youth

Contact details:

Secretaries for the Sargood Bequest, Jackson Valentine Limited, PO Box 5546, Dunedin  
PH: (03) 474 0900  
FAX:(03) 477 9987

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### **Taskforce Green**

This is a temporary wage subsidy paid to local employers to enable disadvantaged customers to gain permanent employment

Contact details:

Information available at your local Work and Income office  
PH: 0800 558 008  
EMAIL: [info@winz.govt.nz](mailto:info@winz.govt.nz)  
WEB: [www.winz.govt.nz](http://www.winz.govt.nz)

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### **The Endeavour**

Amateur sport, community and welfare organisations, education, cultural and art groups.

Contact details:

The Southern Trust, PO Box 858, DUNEDIN  
PH: 0800 424 274  
FAX: (03) 471 8470  
EMAIL : [info@southerntrust.org.nz](mailto:info@southerntrust.org.nz)  
WEB: [www.southerntrust.org.nz](http://www.southerntrust.org.nz)

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### **Thomas George Macarthy Trust**

Projects of a charitable or educational nature.

Contact details:

Trust Manager, Public Trust, Level 10, 141 Willis Street, PO Box 5067, Wellington  
PH: (04) 978 4558  
FAX: (04) 978 4467.  
WEB: [www.tgmacarthytrust.org.nz](http://www.tgmacarthytrust.org.nz)

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### **Tourism Facilities Development Grant Programme**

To increase the stock of nationally significant tourism facilities which will enhance overseas visitors understanding and enjoyment of NZ in a way which is complementary to investment from other sources

Contact details:

Policy Advisor, Ministry of Tourism, PO Box 5640,  
Wellington  
PH: (04) 498 7440  
FAX: (04) 498 7445  
EMAIL: [funding@tourism.govt.nz](mailto:funding@tourism.govt.nz)  
WEB: [www.tourism.govt.nz](http://www.tourism.govt.nz)

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### **Telecom Community Connection Regional Partnership Programme.**

This programme offers sponsorship to certain welfare organisations by providing them with a concession from business rates to the equivalent of residential rates on their telephone line rental, and a waiver of local call charges.

Contact details:

Telecom New Zealand Limited, PO Box 1473,  
Christchurch.  
PH: 0800 621 126 FAX: 0800277262  
WEB: [www.telecom.co.nz](http://www.telecom.co.nz)

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### **The Mazda Foundation Trust**

To provide assistance to a cross section of worthy charitable entities and causes throughout New Zealand which qualify for income tax deductibility.

Contact details:

The Mazda Foundation Trust, PO Box 132057, Sylvania Park, Auckland  
PH: (09) 571 9722  
FAX: (09) 571 9730  
EMAIL: [smcgowen@madza.co.nz](mailto:smcgowen@madza.co.nz)  
WEB: [www.mazdafoundation.org.nz](http://www.mazdafoundation.org.nz)

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# BRIEF PROJECT PLAN TEMPLATE

<b>Project Title</b>		
<b>Project Leader</b>		
<b>Project Team</b>		
<b>Project Goals</b>		
<b>Project Aims</b>		
<b>Project Objective(s)</b>		
<b>Key Milestones</b>	<b>1</b>	
	<b>2</b>	
	<b>3</b>	
	<b>4</b>	
	<b>5</b>	
<b>Projected Budget</b>		
<b>Key Reporting Dates</b>	<b>Date</b>	<b>Report Type</b>

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# EXAMPLES FOR LETTERS OF SUPPORT

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To whom it may concern,

## **(Example 1) –**

I am writing in support of \_\_\_\_\_. I have worked with this organisation for \_\_\_\_ years and they have proven that they are a much needed service in the community. They provide \_\_\_\_\_.

## **(Example 2) –**

This organisation has assisted me with its services. They are professional and courteous. The services they provide have assisted me with \_\_\_\_\_.

I encourage you support this application because.....

Kind regards,

\_\_\_\_\_



*COMPLIED BY:*

**Community Development**  
**Hutt City Council**

30 Laings Road, Private Bag 31912, Lower Hutt

Phone: (04) 570-6757, Fax: (04) 570-6969

Email: [community.development@huttcity.govt.nz](mailto:community.development@huttcity.govt.nz)

Web: [www.huttcity.govt.nz](http://www.huttcity.govt.nz)

June 2008