

	<h1>Grants 2022</h1>	
Section	Policy Manual Section 1.2	
Version/Date	18.0/18 November 2021	
Review Schedule	Annually or as required	
Purpose	<i>The Grants Policy guides Trust Waikato's distribution of a proportion of its funds to enable a wide range of community groups and projects that support vibrant and resilient communities.</i>	

Contents

- 1.0 Introduction
- 2.0 Te Tiriti o Waitangi
- 3.0 Overview
- 4.0 Current Grant Focus
- 5.0 Grant Categorisation
- 6.0 Grants Budget
- 7.0 Annual Grants Rounds
- 8.0 Contingency Applications
- 9.0 Group Eligibility
- 10.0 Project/Programme Eligibility
- 11.0 Assessment of Applications
- 12.0 Grant Amounts
- 13.0 Accountability
- 14.0 Areas of Government Responsibility
- 15.0 Consultation
- 16.0 Research Projects
- 17.0 Conflicts of Interest

Appendices

- A. Guidelines for education applicants
- B. Guidelines for applications to support research
- C. New Zealand-wide applications
- D. Guidelines for preserving art and taonga of significance to the region

1.0 Introduction

This document summarises the Trust's grants policies, which exist within the context of the Trust Deed and the Trust's vision, mission and principles. For completeness these overarching purposes are set out below:

1.1 Trust Strategic Plan 2017-2027

Trust Object: The Trustees shall stand possessed of the Trust Fund UPON TRUST to be applied for charitable, cultural, philanthropic, recreational and other purposes beneficial to the community principally in the Specified Area.

Trust Vision: Our vision is for resilient and vibrant Waikato communities.

Ko too maatou moemoea kia tipu, kia hua ngaa haapori.

Trust Mission: Our mission is to invest wisely, grant effectively and be operationally agile.

The Trust's role in providing support to enhance community vibrancy is balanced by more targeted funding that seeks to deliver on the Trust's strategic priorities for impact.

Strategic Pou

Equity Commitment - Anga Whakamuri-Anga Whakamua

Equity recognises that people have differing levels of advantage and therefore require different approaches and resources to reach their full potential.

The Trust strives for a thriving Waikato hapori, a community which ensures everyone has access to the same opportunities, one that acknowledges different starting places, and seeks to remove structural and institutional barriers to correct imbalances. A place where all peoples feel they have a voice, can actively participate, and belong.

To achieve the Trust's vision for vibrant and resilient communities, we are committed to building a more just and equitable Waikato. A Waikato where Te Tiriti o Waitangi is embraced, and all people have an opportunity to grow, contribute, and thrive.

Sustainability Commitment – Anga Whakamuri-Anga Whakamua

The Trust acknowledges that human-induced climate change poses a serious and immediate risk to our communities, and that urgent action is required to avoid catastrophic effects for our people and environment.

We believe we have a role to play in mitigating the most severe impacts of climate change, and that we need to work together to develop a resilient community response in order to ensure true kaitiakitanga (guardianship) of our resources for future generations. The effects of climate change will not be felt equally amongst our community, and we need to mitigate the inequality of these impacts.

Trust Waikato is committed to becoming a climate leader, to enable a low-emissions future. This will be done by actioning our climate change framework:

- Grant making – we aim to understand the impact that grants make to reduce climate change and to provide support to the community to understand and reduce their own climate emissions.
- Operations – we will develop transparent and measurable, actions and reporting to reduce climate change emissions that result from the operational activity of Trust Waikato.
- Investment portfolios – by evaluating the impacts of Trust Waikato's investments we will reduce the climate change emissions of the Trust's investment portfolios.

2.0 Te Tiriti o Waitangi

Trust Waikato is committed to achieving the aims and objectives of Te Tiriti o Waitangi by valuing and respecting the tangata whenua status of Maaori within the partnership described in Te Tiriti.

The partnership is between tangata whenua, the indigenous people of this land, and tangata tiriti, the many diverse peoples who have come to this land. The Trust honours and respects all those within these partnerships.

3.0 Overview

Trust Waikato distributes a proportion of its funds annually, primarily through three Community Response Grants rounds and an annual Significant Capital Projects Fund round. Community Impact Grants, aimed at bringing about transformational change, may be considered at any time. These grants support a wide range of community groups and the projects they undertake, with the ultimate aim of benefiting people in the Trust's region.

Trust Region:

The Specified Area set out in the Trust Deed "means all that area comprising the counties of Coromandel, Hauraki Plains, Matamata, Ohinemuri, Otorohanga, Piako, Raglan, Taumarunui, Thames, Waikato, Waipaa, and Waitomo and including all cities, boroughs and town districts surrounded by or contiguous to those counties, as the said counties were constituted on the first day of October 1964."

In today's terms these are largely the areas of the following territorial local authorities: Hamilton City, Thames-Coromandel, Hauraki, Matamata-Piako, Waipaa, South Waikato, Waikato, Otorohanga, Waitomo and Ruapehu.

The Trust acknowledges that this area includes much of the lands of the Tainui waka, and thus the people of Waikato, Raukawa, Hauraki and Maniapoto.

Applications must be made using the Trust's online application form. After assessment of each application by staff, trustees are responsible for all Trust Board grant decisions.

The criteria for grants are reviewed annually and the Trust sets priorities to guide its grant decision making.

4.0 Current Grant Focus

During the development of the Trust's 2017-2027 Strategic Plan, the Trust confirmed its focus on projects, programmes and organisations that deliver resilient and vibrant Waikato communities.

The Trust's strategic priorities for impact include:

1. Facilitating improved outcomes for the highest need communities in our region. Through this priority, the Trust will have a strategic focus on:
 - enhancing the intergenerational well-being of children, young people, and whaanau/families,
 - increasing resilience and connectivity in a rural/small communities,
 - increasing strength-based initiatives that achieve positive outcomes for Maaori.
2. Strengthening the community sector by:
 - supporting key community stakeholders to strategically increase their capacity and capability,
 - facilitating conversations about partnership and investing in collaboration,
 - enabling change-maker organisations through investment in innovation.

4.1 Community Benefit

Although rich in resources and capacity to improve social, cultural, economic and environmental well-being, the size, diversity and inequalities of the Trust's region presents challenges for some groups and communities. Equity recognises that people have differing levels of advantage and therefore require different approaches and resources to reach their full potential. Trust Waikato will support community groups active in vulnerable areas of the region including rural communities and those with limited access to funding (see Section 1.0).

Trust Waikato also recognises that we need to work together to enable a low-emissions future. We aim to understand the impact that our grants make to reduce climate change and provide support to community organisations to understand and reduce their own climate emissions.

We work alongside organisations to encourage collaboration and support communities to achieve their aspirations.

5.0 Grant Categorisation

Organisations applying for grants are categorised, by staff, according to the New Zealand Standard Classification of Non-profit Organisations (NZSCNPO) as specified by Statistics New Zealand.

The categories are:

1. Culture, sport and recreation
 - 1.1 Culture and arts
 - 1.2 Sports
 - 1.3 Other recreation and social clubs
2. Education and research
3. Health
4. Social services
5. Environment
6. Development and housing
 - 6.1 Tangata Whenua governance organisations
7. Law, advocacy, and politics
8. Grant making, fundraising and voluntarism promotion
9. International
10. Religion
11. Business and professional associations, unions
12. Not elsewhere classified

These categories assist the Trust to understand the impact of its grants and to track priorities and trends in grants over time.

6.0 Grants Budget

Each year the Trust sets the budget for the following year's grants. The Trust aims to maintain a consistent level of grants, and to distribute approximately 4% per annum of the Base Capital Value of the Trust Fund. However, the grants budget may be affected by the Trust's level of reserves and return on investments.

A small portion of the annual grants budget is set aside as a **Grants Contingency Fund** for out of round applications to provide for emergency situations or events which could not have been anticipated.

Any application for a very large capital project that has regional significance, or greater, may be considered outside the annual grants rounds (see section 7.0).

7.0 Annual Grants Rounds

Trust Waikato's funding framework is designed to ensure that the Trust's funding is available to a wide range of communities and organisations.

Trust Waikato's funding framework is as follows.

7.1 Community Response Grants

There are generally three Community Response Grant rounds per annum. These rounds close in February, June and September, with payments made to successful organisations around 12 weeks later.

Usually only one application will be accepted from each organisation in a round. Organisations can only receive one Community Response Grant per annum. A group which has had an application declined, may make a different application to a later round in the same year (see section 9.0).

Ideally groups should have spent the previous year's grant before applying again.

7.2 Significant Capital Projects Fund

Significant Capital Projects funding is available for grants towards capital projects with total costs of \$1million or more.

Applications for capital projects with total costs of \$1million or more MUST come to the Significant Capital Projects Fund, not to the Trust's three Community Response rounds.

Applications for Significant Capital Projects funding are considered once a year, with the same closing date as Round 2 of the Community Response Grant.

Applications must include a completed, up-to-date feasibility study.

Organisations must contact Trust Waikato staff to discuss projects that might be considered under this fund.

The Trust will be proactive in discussing **major projects** with other funders and should be able to indicate potential support to applicants (see section 15.0).

The Trust will base its decisions on the size of grants for significant capital projects on the community benefit and need for funding for each project.

Those organisations with committed Significant Capital Projects Fund Grants that are not paid out within 12 months of the approval (see When Project Proceeds, section 11.5), must report progress on the project to the Trust Waikato Board, before consideration of the next round of SCPF applications.

7.3 Community Impact Grants

The Trust may invite applications for Community Impact Grants aimed at bringing about transformational change. Community Impact applications will be considered by the Board, once they are assessed and a recommendation has been prepared by Trust staff.

Community Impact Grants comprise two funding streams: Seed Grants and Impact Grants. Seed Grants enable groups to explore, innovate and scope out a service or project idea. Community

Impact Grants support large-scale projects that aim to result in transformational change for the people, families, communities, and places where the need is greatest. These grants may result in multi-year funding commitments.

Collaboration is acknowledged as key to addressing complex problems, which are beyond the capacity of any one group working alone. The Trust will enter into a partnered relationship where there is a focus on shared values, principles and goals, and an explicit attempt to seek some form of permanent improvement to community well-being.

Invited applicants for community impact funding, will need to provide additional information with their application. The information will vary depending on the nature of the potentially transformational project and will be detailed when the invite to apply for a Community Seed Grant or Community Impact Grant is extended.

Community impact funding, if approved, will be subject to the establishment of a collaborative agreement for reporting the achievement of agreed goals at interim points. An appropriate evaluation is required and the Trust may contribute towards this cost.

7.4 Multi-Year Grants

The Trust may invite applications for Multi-Year Grant commitments in any of the three Community Response Grants rounds.

In making Multi-Year Grants, the Trust is mindful of the need to balance commitments to Multi-Year Grants and annual grants.

Normally Multi-Year Grant commitments will be for the same grant amount each year.

Multi-Year Grants will not usually be for amounts less than \$20,000.

Organisations receiving a Multi-Year Grant commitment may also apply for a grant towards capital works or a significant new service over the same time.

7.5 New Zealand-wide Applications

New Zealand-wide applications received through the combined community trusts of New Zealand will be considered, where possible, at one of the grant rounds. Guidelines for applicants in such areas are found at Appendix C.

8.0 Contingency Applications

Contingency applications (those received outside of the grant round timetable) will not be considered except where there is an emergency situation or an event which could not have been anticipated.

9.0 Group Eligibility

9.1 Geographic Location

In general, organisations eligible for grants must operate in the Trust area (see section 1.1). National organisations will be considered for grants to the extent that they provide benefit to the Trust's region. Those organisations that fall slightly outside the boundaries of the region will also be considered to the extent that they provide benefit to the region.

9.2 Type of Organisation

In general, organisations eligible for grants must:

- a. be an incorporated society, or
- b. be a registered charitable trust, or
- c. be a limited liability company fully owned by one of the above and operating for charitable purposes, or
- d. be controlled or co-ordinated by an arm of central or local government, or
- e. be controlled by an association of persons under an adopted constitution and rules.

9.3 Specific Provisos

The following organisations are subject to specific provisos:

- a. The Trust will not fund church-based or religious activities, which should in the view of a reasonable person, be the responsibility of churches to fund. The Trust only funds projects being sponsored by churches or religious organisations where there is a clear wider community benefit that will be derived from such a project.
- b. The Trust will consider projects sponsored by local or central government in a co-ordinating role. However, see section 14.0 Areas of Government Responsibility.
- c. Schools (including Parent Teacher Associations) must make applications through their Board of Trustees.
- d. The Trust cannot fund purely for-profit groups. However, it will consider social enterprise initiatives and applications from not-for-profit groups that have an aim of supporting the community through enhanced economic activity.
- e. The Trust will generally not fund those groups that have a polarised political activity as their main focus.

Organisations can contact the Grants Team to discuss projects that might be considered.

10.0 Project/Programme Eligibility

10.1 Eligible Operations and Projects

In making grant decisions, the Trust will consider the following:

- a. organisations that offer their facilities or services for the benefit or enjoyment of the public and contribute to community vibrancy and resilience,
- b. organisations that have a proven track record in their area of operation.
- c. the Trust may support new organisations that have significant potential and that can show community support for their operation,
- d. organisations applying for projects that align with the Trust's strategic pou (see section 1.0) and strategic priorities (see Section 4.0).

The Trust will consider the overall level of community benefit that could be derived from the applicant group or the project. Some organisations and projects may be considered lower priority for funding due to our strategic focus and demands on funds.

10.2 Ineligible Projects

Generally, the Trust will not make grants for:

- a. cash prizes and trophies
- b. commercial organisations
- c. conference attendance or accommodation
- d. endowments or venture capital
- e. fundraising
- f. loan repayments or other debt instrument repayments
- g. religious ministry
- h. retrospective expenses, completed projects or events
- i. travel overseas or outside of the region

- j. vehicles
- k. uniforms

The Trust **does not fund individuals**.

Potential applicants are encouraged to contact the Grants Team as exceptions may be made where the project can demonstrate strong links to a focus for the Trust (refer to section 4.0).

11.0 Assessment of Applications

11.1 Information Required

- a. Applications must be made on the Trust online application form.
- b. The following documentation is required in addition to the completed application form:
 - annual financial statements,
 - chair report, or report on previous year's activities,
 - latest bank statements, for all accounts,
 - a pre-encoded bank deposit slip or bank verified account details,
 - accountability for any previous grants,
 - Applicants must apply for funds for a specified purpose. A greater level of detail and project justification will be required for applications which request larger amounts such as feasibility studies, funding plans, quotes, and detailed budgets. The level of grant approved is relative to the size of the project.
- c. A grant can only be direct credited to a group's (not an individual's) bank account, hence a pre-encoded bank deposit slip or bank verified account details are essential.
- d. The most recent financial statements must be included with an application. The assessment process includes analysing the financial sustainability of applicant organisations.

Organisations need to ensure their financial statements comply with the External Reporting Board standards introduced on 1 April 2015. Further information on the accounting standards can be found at the following websites:

www.charities.govt.nz

www.xrb.govt.nz

11.2 Late Applications

Applications to all funding rounds close at 4.30pm on a Friday. Extensions to the deadline are not given. Applications received after 4.30pm on the closing date for a funding round are accepted into the next round.

11.3 Level of Financial Reserves

The Trust acknowledges it is prudent for organisations to carry financial reserves for their operations and that funding may be tagged for specific projects. The Trust also acknowledges some groups receive bequests, endowments or other investments, which may be tagged for special purposes, including ongoing income generation.

However, if an organisation is carrying reserves greater than one year of operating costs, with the funding not tagged for special projects, then the Trust is less likely to approve a grant to the organisation.

11.4 When Project Proceeds (WPP)

In general, the Trust only commits funds to projects when it is clear that the project will be able to proceed within a year.

- a. 'When project proceeds' grants indicate a grant commitment will not be paid until the organisation provides evidence that the project is going ahead as outlined in the original application. This includes confirmation that funding for the whole project has been obtained.
- b. The organisation must complete an online WPP payment request report.
- c. If the project has not proceeded within a year of the application being made, the organisation must complete an online WPP update report. 'When project proceeds' grants are generally available for two years.
- d. An extension for a further year may be sought by completing an online WPP extension request report and is approved, or not, by the Chief Executive. However, if the grant has not been used within three years, the grant commitment will be withdrawn. In this situation, should the project be pursued, the organisation may apply for a new grant in the normal way, but must make a strong case for the viability and likelihood of the project going ahead within a year.

11.5 **Change of Use**

The Trust expects that grants will be spent for the purpose for which they are granted and that organisational or community benefits will be the result. Grants should not be donated to other community groups. Groups may request a change of use for a grant by contacting the Grants Team. Using a grant for a purpose other than that approved by the Trust may affect future applications to the Trust.

11.6 **Fraud**

The Trust views seriously any attempt to defraud the grant process and will take action if false or misleading information is provided, or information which has a bearing on the application is not disclosed, at any time during the grant process, or when reporting on the accountability and outcomes of a grant.

12.0 **Grant Amounts**

12.1 **Considerations**

The amount granted to each group will take a range of factors into consideration. The minimum grant is \$1,000 and there is no maximum set. The main considerations are the size of the group, the group's history, the project being undertaken, community benefit, and the project's alignment to the Trust's Strategic Pou (Section 1.0) and our strategic priorities (Section 4.0).

12.2 **Level of Contribution**

In practice the Trust tends to fund up to 10% of the project costs. This level of contribution means that there is still a significant requirement for the group to raise the rest of the funding themselves.

The 10% policy for projects can be varied up to 20% if:

- there is significant alignment to the Trust's strategic pou and strategic priorities.

In exceptional circumstances, on a case-by-case basis, the Trust may consider funding a higher percentage. See sections 7.2 Significant Capital Projects Fund and 7.3 Community Impact Grants.

13.0 **Accountability**

An online accountability report will be required either when the group makes a subsequent application or within 12 months of receiving the grant, whichever comes first.

As shown in the table below, the level of accountability detail varies with the size and type of grant:

Grant type:	Accountability required:
Community Response ≤ \$50,000	Accountability Report
Community Response > \$50,000	\$50,000+ Accountability Report
Multi-Year	Multi-Year Progress Report Multi-Year Final Report
Significant Capital Projects Fund	When Project Proceeds Update Report When Project Proceeds Accountability Report
Community Impact	Accountability Report Impact Report

14.0 Areas of Government Responsibility

14.1 Criteria for Funding Decisions

The Trust funds projects and organisations in partnership with the government. However, the Trust does not wish to take over areas that are clearly the responsibility of central or local government. The following questions are considered when deliberating on such applications:

- a. Would a reasonable person expect the government to fund this project?
- b. Can the organisation afford to fund the project itself?
- c. Will the organisation's members directly benefit from the project?
- d. Is there a more general community well-being benefit from the project?
- e. Given all the circumstances, will the project make a real difference in the organisation and/or community?

14.2 Exceptions

At times the Trust will consider moving into areas which would traditionally be considered the responsibility of local or central government. However, any such applications will be treated cautiously and on the merits of the application.

14.3 Guidelines for Educational Applications

Guidelines for applicants in such education areas are found at Appendix A.

15.0 Consultation

15.1 Other Funders

Trust Waikato is proactive in discussing major projects with other funders and may be able to indicate potential support to applicants.

The Chief Executive and Grants Team may discuss draft grant recommendations on a confidential basis with appropriate parties, as agreed with the applicant.

Funding priorities of other funders may be considered when making grant recommendations and decisions.

15.2 Local Authorities

Local Authorities within the Trust's area may be invited to inform the Trust of their community priorities. The Trust will be advised of key projects included in the councils' long-term council community plans and/or annual or local community plans.

These local priorities will be considered when making grant recommendations and decisions.

15.3 Iwi and Hapuu Groups

The Trust will seek to understand Iwi and Hapuu community priorities, key projects, and strategic plans. The Trust acknowledges that this area includes much of the lands of the Tainui waka and thus the people of Waikato, Raukawa, Hauraki and Maniapoto.

16.0 Research Projects

16.1 Support for Research

The Trust may support research that aligns with its strategic pou and strategic priorities.

16.2 Tertiary Education Research

The Trust is keen to work as a funding partner with tertiary education providers to assist the research being undertaken by the staff and students of these institutions, where the research fulfils the criteria set out in Appendix B.

If any of these institutions are undertaking research that they would like the Trust to consider then they should submit an application to the Trust as part of the Trust's usual grant process.

17.0 Conflicts of Interest

Trustees and staff are required to declare any direct or indirect conflict of interest in relation to any application being considered. Trustees and staff are also required to disclose interests relating to the contractual or financial business of the Trust.

The full policy and procedures relating to the disclosure of interests are outlined in Section 9.0 of the Governance Manual.

Policy	Governance Manual	
Version Control		
History	Policy revised	19 February 2007
	Final Policy adopted	17 December 2007
	2009 Policy adopted	15 December 2008
	2010 Policy adopted	14 December 2009
	2011 Policy adopted	15 November 2010
	2012 Policy adopted	21 November 2011
	2013 Policy adopted	7 December 2012
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	2017 Policy adopted	8 December 2016
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	2019 Policy adopted	6 December 2018
	2020 Policy adopted	5 December 2019
	2021 Policy adopted	19 November 2020

Appendices

Appendix A - Guidelines for education applications

See section 14.0 Areas of Government Responsibility.

Early Childhood Education (ECE)

1.0 Background

Trust Waikato has approved guidelines for assessing grant applications from the early childhood education (ECE) sector to ensure that its grants to ECE's reach the groups with the most significant needs and are aligned with the Trust priorities overall.

2.0 How do we assess ECE applications?

2.1 Trust Waikato will assess applications from all not-for-profit ECE's on a case-by-case basis.

2.2 Priority will be given to ECE's:

- in rural locations,
- in areas of deprivation,
- who offer culturally specific services – Koohanga Reo, Pasifika,
- who are less likely to receive significant government funding (for example, those not eligible for the 20 free hours scheme).

2.3 The Trust **does not** fund core educational functions such as books, computers, basic educational resources, teachers' salaries and operational expenses.

2.4 Assessment of applications will take into consideration the Trust ECE priority areas as outlined in point 2.2 above. The following projects will be considered for funding:

- sunshades,
- playgrounds,
- outdoor sports or play equipment,
- heating equipment,
- necessary building alterations.

While this list is specific, it is not exhaustive; each application will be assessed on a case-by-case basis with 'need' of the community being the paramount criteria.

Primary and Secondary Education

See section 9.4c Specific Provisos. Schools (including Parent Teacher Associations) must make applications through their Board of Trustees.

1.0 The Trust **does not** fund classrooms, teachers, teaching and learning resources, IT, libraries, sports equipment and other core facilities and resources in schools (except where the cost may legitimately be part of a community-based education programme).

2.0 The Trust may make a contribution to facilities located at schools, where there is clear evidence of wider community need, accessibility and availability of the facility. Past examples have included playgrounds, gymnasiums, halls, performing arts centres and swimming pools, which have been made permanently and affordably available to the wider community.

3.0 The Trust will consider applications from community-based organisations for programmes offered in schools.

The following questions will be considered when assessing such applications:

- a. Is the programme likely to improve significantly the educational or life outcomes for children and young people who might otherwise struggle?
- b. What evidence is there of successful outcomes?
- c. Is the programme sustainable beyond Trust Waikato funding?

Appendix B - Guidelines for applications to support research

See section 16.0 Research Projects.

- 1.0 The Trust may support research in line with its grant focuses and policies.
- 2.0 The Trust is keen to work as a funding partner with tertiary education providers to assist the research being undertaken by the staff and students of these institutions, where the research fulfils the criteria set out below.

If any of these institutions are undertaking research which they would like the Trust to consider then they should submit an application to the Trust as part of the Trust's grant process.

All staff applications from one institution should be compiled together by the Research Officer/Research Director of that institution and forwarded to the Trust.

An institution may apply for a lump sum to support student projects and then itself make the allocation to appropriate student projects, using the criteria set out below. The institution must report annually to the Trust on the allocations made. The institution will also be responsible for forwarding to the Trust an accountability report on all of the projects funded.

- 3.0 The Trust will assess any such applications, based on the criteria set out below. (It is also noted that the assessment of student research by the University of Waikato and the Waikato Institute of Technology, should follow similar lines).

Assessment Criteria for Research

The Trust may fund research where:

The research directly involves, or may provide a benefit to, a group which itself is eligible to receive a Trust Waikato grant, and the research aims to:

- improve the effectiveness of the Trust's grant to that group, or
- improve that group's operations, or
- improve the lives of the beneficiaries of that group.

In terms of individual research projects, the Trust will give priority (see section 4.0, Current Grant Focus) to research focused on:

- enhancing the intergenerational wellbeing of children, young people and whaanau/families,
- increasing resilience and connectivity in rural/small communities,
- increasing strengths-based initiatives that achieve positive outcomes for Maaori,
- projects that protect our environment, preserve our history and promote understanding of, and which respond to, the culturally diverse nature of our region,
- community groups which aim to support the community and community facilities through sustainable economic activity.

Appendix C - New Zealand-wide applications

See section 7.5 New Zealand-wide Applications.

From time to time all New Zealand Community Trusts receive applications that have national benefit.

The following process has been agreed to by all Trusts:

- 1.0 Before an application is promoted to other Trusts, it must be within the policy and guidelines of the host Trust or recommended by the Chairpersons Group for consideration.
- 2.0 If an application is considered worthy of national consideration, the host Trust is to circulate:
 - a. a covering memo to the Chief Executives from the host Trust, outlining the merits of the project,
 - b. a copy of the application on the application form of the host Trust,
 - c. the applicant's annual accounts and taxation status, and
 - d. a pro-rata guideline based on the most recent comparative data of net assets of individual Trusts, unless otherwise agreed.
- 3.0 The host Trust will remain the point of contact and the financial controller throughout the project, unless otherwise agreed.
- 4.0 Trust Waikato has determined that where possible, New Zealand-wide applications will be considered at one of the grant rounds.
- 5.0 All Trusts are to advise the host Trust of their decision.
- 6.0 The host Trust should not be obligated to fully fund the shortfall, but would be expected to contribute their pro-rata amount as a minimum.
- 7.0 If there is a lack of collective support, the host Trust is able to decline the application.
- 8.0 Once all Trusts have reported their decision, the host Trust will invoice each supporting Trust for the amount approved, payable to the host Trust.
- 9.0 A mandatory audit of the grant is the responsibility of the host Trust and should be advised to the participating Trusts once completed.

Appendix D - Guidelines for preserving art and taonga of significance to the region

- 1.0 The Trust wishes to contribute to the preservation of art and taonga significant to the Trust's region.
- 2.0 Granting towards future artwork purchases for the Trust Waikato Art and Taonga Collection will contribute to the Trust's priority to facilitate preserving art and taonga special to the region. In particular, the Trust acknowledges that:
 - a. art and taonga are important symbols of who we are and where we have come from. They help us define our regional and ethnic identities,
 - b. the region's art and taonga signify that this area is rich in cultural and artistic heritage,
 - c. granting towards the purchase of significant historical art and taonga ensures it stays in, or is returned to, the region.
- 3.0 The Trust recognises that there are other ways of preserving our heritage and it is open to such opportunities.