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TRUST WAIKATO
TE PUNA O WAIKATO

ABOUT TRUST WAIKATO

Your 2015 guide
to applying for a Trust Waikato donation

Mō Te Puna o Waikato
tō aratohu ki te tono pūtea āwhina mai i
Te Puna o Waikato



- Coromandel
- Whitianga
- Thames
- Whangamata
- Paeroa
- Waihi
- Port Waikato
- Huntly
- Te Aroha
- Morrinsville
- **HAMILTON**
- Ngaruawahia
- Raglan
- Cambridge
- Matamata
- Tirau
- Putaruru
- Kawhia
- Te Awamutu
- Otorohanga
- Tokoroa
- Te Kuiti
- Taumarunui

invest wisely, **donate** effectively
Me whakatupu pai ngā rawa, kia pai ake te tohatoha

Welcome

Haere mai *Kia orana*

Malo e lelei *Talofa lava*

Assalaam alaikum **Ni sa bula**

Joom reap sooa *Namaste*

Oso ose yo **Ni hau**

Salam *Konnichiwa*

Mauri



TRUST WAIKATO

TE PUNA O WAIKATO

Nō whea a Trust Waikato?

Nō whea te pūtea o Te Puna o Waikato? Nā te ture mātou i whakatū ai i te tau 1988 hei pupuru i ngā hea o Tarahiti Pēke Waikato. Nō te tau 1996 ka hokona katoatia ā mātou hea pēke ā, ka puta mai mātou i te mahi pēke. Mai i taua wā ka whakatikahia ai e Te Puna o Waikato tētehi kōpaki tāpae pūtea puta noa te ao, ā ko tētehi paihēneti e tukua ana ki ngā rōpū o te hapori huri noa te rohe.

He aha tō mātou kaupapa?

Mā te tuku pūtea āwhina ki ngā rōpū o te hapori te tautoko a Te Puna o Waikato i te whakahira ake i tō tātou rohe. He mea tautoko e mātou ngā rōpū me ngā kaupapa e hāngai ana ki te toko i te ora, te hākinakina, ngā mahi ā-rēhia, te hunga tamariki, te taiao, me te ahurea.

Ko tō mātou moemoea kia tipu, kia hua ngā hāpori.

Ko tō mātou whāinga kia tika te whakatipu rawa, ā, kia pai tōna tohatoha.

Ka tuku pūtea ki whea?

Ko tō mātou rohe tuku pūtea kei ngā takiwā o Thames-Coromandel, Hauraki, Matamata-Piako, Waipa, Waikato, South Waikato, Waitomo, Otorohanga, Ruapehu me te taonenui o Kirikiriroa.

E mārama ana Te Puna o Waikato ko te nuinga o ngā whenua o taua rohe nei nō Tainui waka arā, nō Waikato, Raukawa, Hauraki me Maniapoto.

Ka tuku pūtea ki a wai?

E tuku pūtea ana ki ngā rōpū o te hapori, kāore i te whai huā-arumoni:

- kei te rohe o Te Puna o Waikato te nuinga o ngā whakahaeretanga.
- he rōpū kua kaporeitia ā-ture hei tarahiti kaupapa atawhai. (Me mārama mai: E taea tonutia ana te āwhina i te rōpū kāore i te pēnei te mana, whakapā mai ki tētehi o ā mātou pouhere pūtea.)
- e whai pūtea pēke ana, pūrongo tahuā-ā-tau, me te pūrongo ā-tau o ā rātou whakahaerenga.



Where did Trust Waikato come from?

Ever wondered where Trust Waikato's money originated? We were established by government statute in 1988 to hold the shares of Trust Bank Waikato. In 1996 all our banking shares were sold and we exited the banking business. Since then the Trust has built up a global investment portfolio and donates a percentage of its profits to community organisations throughout the region.

What is our purpose?

Trust Waikato supports the things that make our corner of the world a better place by donating money to community organisations. Trust Waikato's funding supports organisations and projects that focus on welfare, sport, recreation, youth, environment and culture.

Our vision is for resilient and vibrant communities.

Our mission is to invest wisely, and donate effectively.

Where do we fund?

Our funding area includes the districts of Thames-Coromandel, Hauraki, Matamata-Piako, Waipa, Waikato, South Waikato, Waitomo, Otorohanga, Ruapehu and Hamilton city.

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.

Who do we fund?

We fund not for profit community organisations that:

- operate predominantly within the Trust's geographic area.
- have an incorporated society or registered charitable trust status. (Note: We can still fund organisations without this status; please talk to one of our donation advisors.)
- have a bank account, annual financial statements and annual report on their operations.



Ka tuku pūtea ki te aha?

Ka tukua te pūtea āwhina ki ngā kaupapa, hōtaka, rōpū hoki e whai wāhi ana ki te hiki i te oranga o ngā hapori. Tērā pea ko ngā mahi a aua rōpū:

Ngā Mahi Toi

Te Ahurea

Te Mātauranga

Ngā Take Taiao

Te Pūranga o tō tātou Hitori

Ngā Mahi ā-Rēhia

Ngā Ratonga ā-Pāpori

Ngā Hākinakina

Te Hunga Rangatahi



He kaupapa motuhake ā mātou?

Ae, kua tautuhitia e Te Puna o Waikato Waikato ētehi hiahia motuhake o tō tātou rohe, ki tā mātou titiro me whai pūtea āwhina. Ko ētehi:

Te tautoko i te whānau me te hunga rangatahi

He kaha tā mātou tautoko i ngā hōtaka e pā ana ki ngā take matua o ngā pēpehinga i te pāpori. Tae atu ana ki ngā kaupapa tautoko i ngā whānau, manaaki rā anō i te hunga tamariki, hunga kaumātua hoki.

Te ākina o te whaiwāhi me te uru ngāwari noa

He mea nui whakaharahara ki Te Puna o Waikato me mārama te tangata nōna te hapori – mō ngā take mātauranga, mahi whaiutu, mahi ā-rēhia rānei.

Ko tā mātou he manaaki i te tautoko o te whai wāhi ki ngā take mātauranga, mahi ā-rēhia, me ngā mahi toi hoki, tae atu ana ki te whai wāhi i ngā whakatihia o te hapori me te ahurea.

Te manaaki tūao

He kaha te tautoko a Te Puna o Waikato i te āhua tūao o te mahi e whai painga ai o tātou hapori me ngā rōpū o roto. Ko tētehi tino kaupapa a Te Puna o Waikato he tautoko i te whakangungu me te manaaki i te hunga tūao me ā rātou takohatanga.

What do we fund?

We focus on projects, programmes and organisations which contribute to the well-being of communities. This includes organisations whose work may involve:

- Arts**
- Culture**
- Education**
- Environmental Initiatives**
- Preservation of our History**
- Recreational Activities**
- Social Services**
- Sports**
- Youth**



Do we have areas of focus?

Yes, Trust Waikato has identified particular needs within our region which we are keen to fund. They include:

Supporting families and young people

We strongly support those programmes which deal with the underlying causes of social problems. This includes projects which support families and protect children and older persons.

Encouraging participation and inclusion

Ensuring that all people have opportunities to feel part of their community – for education, work or leisure – is important to Trust Waikato.

We support promoting participation in sport, recreation and the arts, and involvement in community and cultural celebrations.

Supporting volunteers

The Trust strongly supports the voluntary nature of much of the work which benefits our communities and the organisations within. The Trust's focus is on promoting, training and supporting volunteers and their contributions.

Te Tautoko i te Iwi me ngā Hapori Māori

E herea ana pū Te Puna o Waikato kia whaimana Te Tiriti o Waitangi.

Ko tā Te Puna o Waikato he tautoko i ngā kaupapa me ngā rōpū kei te pokapū o ngā whānau, ngā hapū me ngā iwi pakari, hirahira hoki. Ko ngā whāinga tōmua o te tuku pūtea, ko te whakatikatika marae me te tautoko i ngā take Māori nui whakahirahira.

Te manaaki me te whakanui i te tuakiri ahurea

He mea nui te hitori, te tuakiri, me te ahurea o tō tātou hapori.

Ko tā Te Puna o Waikato he tautoko i ngā ahunga nui o ngā iwi Pasifika me ngā hapori o ngā matāwaka.

Te whakangao i te hapori pakari

He nui te tautoko a Te Puna o Waikato i ngā kaupapa, ngā hōtaka rānei e tiaki nā i te hunga kua aukatia i te ōrite o te kounga o te oranga o te nuinga.

Whakapā mai koa, ka
kōrerotia ai tō kaupapa.
He koanga ngākau nō te
patapatai mai.

TĒRĀ
PEA

Kei ētahi hapori he hiahia motuhake – tērā pea nā te iti, te takiwā, te āhua o te tangata o reira – ā, he tautoko Te Puna o Waikato i ngā rōpū o te hapori e kaha nei te whakarato i ngā take kua tautuhitia. Hei tauira, e mōhio ana mātou ki ngā raruraru o te whai wāhi me ngā rori ki ngā hapori o te taiwhenua pāmamao.

He mahi ngātahi mātou me ngā rōpū whai taura here tūroa ki roto ki ngā hapori rawakore. Ērangi rawa ia, he tuku pūtea ki ngā rōpū whaiwhakaaro ki te whakawātea mōhiohio, para huarahi whai pūtea hoki ki ngā wāhi rawakore.

Ko te whakatika rawa mō te hapori, tūturu he ūpane whakatika oranga mōna. He akiaki nā Te Puna o Waikato i ngā kura, ngā karapu hākinakina, ā-rēhia hoki ki te mahi ngātahi i ngā rawa me ngā rauhanga me ka taea.

Te whakapakari i te hapori me te wāhanga tūao

Ma te rōpū pakari, me te tōtika hoki te mahi whaimana o te hapori. Tautoko ana Te Puna o Waikato i te whakahaeretanga me te hanganga o ngā rōpū. Ka mahi ngātahi me ngā rōpū kia kaha kē ake ā ratou raukaha, whakapūmautanga hoki. Ākina ai e mātou kia whakamahi i te kawenga me te arotake heu tūāpapa o te akoranga.

Kei te whakahau Te Puna i te mahi ngātahi a ngā rōpū hapori me te tautoko i te hapori me te wāhanga tūao.

He kape āta whakamārama o
te kaupapahere tuku Pūtea
a Te Puna o Waikato kei
www.trustwaikato.co.nz

TĒRĀ
PEA

Supporting Iwi and Māori Communities

Trust Waikato has a significant commitment to honouring Te Tiriti o Waitangi.

The Trust wishes to support projects and organisations which are at the heart of resilient and vibrant whanau, hapu and iwi. Donation priorities include supporting marae development and funding significant Māori projects.

Preserving and celebrating cultural identity

Our community's history and sense of identity is important to us all.

The Trust wishes to support significant initiatives of Pacific peoples and other ethnic communities.

Please give us a call to discuss your project. We welcome your enquiries.



Building resilient communities

The Trust is keen to support projects or programmes provided for people who have been denied a quality of life enjoyed by the majority.

Some communities have distinct needs – perhaps because of their size, location or population characteristics – and the Trust supports community organisations working actively to service these needs in identified areas. For example, we are aware of the issues of access and transport faced by remote rural communities.

We work alongside organisations with established networks in communities experiencing high needs. In particular, the Trust funds broker groups to facilitate access to information and funding opportunities in areas of high need.

Improving community resources is, literally, a building block towards improving social well-being for a community. The Trust encourages schools, sports and recreation clubs and community groups to share resources and facilities where possible.

Strengthening the community and voluntary sector

Great work in the community requires strong and viable organisations. The Trust does fund the management and operational infrastructure of groups. We work alongside organisations to improve their capacity and sustainability. We encourage groups to use accountability and evaluation as a platform for learning.

The Trust encourages collaboration between community groups and advocacy to strengthen the community and voluntary sector.

For a comprehensive copy of the Trust's Donations Policy visit www.trustwaikato.co.nz



He aha ētahi taurira?

He maha noa ngā taurira whiwhi takoha hei tiriti māu kei te paetukutuku o Te Puna o Waikato.

Ko ēnei ētahi:

Te whakapakari kaiako/kaitākaro

Ngā rauhanga o te Hapori me te manaaki

Te rangahau mō te hapori

Ngā rōpū/mahinga ahurea

Ngā taputapu

Ngā kaupapa ā-Marae

Te pūtea whakahaere i te hiko, te waea, te uturīhi, te pepatuhi

Ngā mahi ā-rēhia

Te Utu Kaimahi

Te whakangungu

Ngā nama a ngā tūao

Ngā ara āwhina i te kaiārahi rangatahi

Kāore rā pea e tautokona e Te Puna O Waikato:

Ngā rōpū arumoni

Ngā kaupapa kua oti kē

Te haere ki ngā hui

Ngā takoha tuku iho

Te mahi moni

Te tangata kotahi

Te utu taputapu

Te utu taurewa me te nama

Te paraihe me te mētara

Te pueru ā-hākinakina

Ngā haerenga ki tāwāhi, ki waho rānei o te rohe

Ngā motukā/taraka

Te pūtea pūtake tāpae

He rōpū pāture motuhake anō ō mātou?

Hāngai tonu ana te whai a Te Puna o Waikato i ngā hapori rawakore. He mea tautoko ngā tūmomo kaupapa, hōtaka, rōpū hoki tae atu ana ki ngā mea e mahi ngātahi ana me ngā iwi Māori, ngā Pasifika, ngā kainoho mai i rāwāhi, ngā hunga whakaruru, ngā hapori mata-ā-waka.



Kia kitea te nui o ngā pūtea kua tukuna whakapā mai ki www.trustwaikato.co.nz



What are some examples?

There are many donation examples for you to check out on the Trust Waikato website.

Here are just a few the Trust WOULD CONSIDER FUNDING:

- Coach/player development
- Community facilities and maintenance
- Community research
- Cultural organisations/activities
- Equipment
- Marae projects
- Operational funding e.g. power, phone, rent, stationery
- Recreational activities
- Salaries
- Training
- Volunteer expenses
- Youth leadership opportunities

Generally the Trust WILL NOT FUND:

- Commercial organisations
- Completed projects
- Conference attendance
- Endowments
- Fundraising
- Individuals
- Instrument repayments
- Loan repayments or other debt
- Prizes and trophies
- Sports uniforms
- Travel overseas or outside the region
- Vehicles
- Venture capital

Do we have target organisations?

Trust Waikato targets communities with the highest need. We support a wide range of projects, programmes and organisations, including those who work to support Māori, Pacific peoples, migrants and refugees and other ethnic communities.



Get an idea of the amounts
we donate by visiting
www.trustwaikato.co.nz

tip

He tautoko i ngā kaupapa rawa hirahira/hanga whare?

He Pūtea Tautoko I Te Kaupapa Haupū Rawa nā te Puna, ko tāna he titiro I ngā tono āwhina I ngā kaupapa Haupū rawa whakaharahara. Me \$100,000 neke atu te tono a tō rōpū. Ko ngā tono pērā te rahi mē he kaupapa \$1 miriona neke atu te utu. He oti rā mō ētehi kaupapa matua ko te utu kā \$500,000 neke atu pea. Ko aua tūmomo kaupapa tērā pea hei whakatū whare hōu, hei whakahounga whare rānei, mō te utauta rānei. Kāore Te Puna e utu I te katoa o te kaupapa.

Kotahi te kōwhiringa tono o te Pūtea Tautoko I Te Kaupapa Haupū Rawa i te tau 2015, e katia ana a te 4:30 o te Paraire 19 o Hune.

Kei te nui te whakahau I ngā rōpū kia noho mai ki tētehi o ngā Kaitohutohu Pūtea Tautoko o Te Puna mō mua noa o te tono.

Tua atu o ngā paearu tono tautoko, mō te rōpū māraurau, me:

- Whakaoti ā-pae tukutuku te pukatono aunoa mō te kotahi tau
- Tono kia \$100,000 neke atu
- Tuku i tētehi pūrongo kaha whai takenga o te wā tonu

Mō te kaupapa iti ake ko te utu hui katoa kāore e eke kit e \$500,000, ka taea e te rōpū te tono ki tētehi o ngā kōwhiringa tākoha e toru o te tau 205, mā te pukatono aunoa o te kotahi tau.

Me aha mēnā e whai pūtea ana mai i te Kāwanatanga?

Kāore Te Puna o Waikato e tuku pūtea ki ngā kaupapa nā te Kāwanatanga te kawenga.

Ka ata tirohia e Te Puna o Waikato ngā tono pūtea o ngā rōpū whai pūtea mai i te kāwanatanga me ngā hua i puta mō te hapori.

Kei taua rauna tonu te tahua putea tautoko?

He whakaritenga nā Te Puna O Waikato ia tau maramataka i tana tahua pūtea āwhina. He whakawehe tā mātou i te tahua pūtea kia āhua rite te pūtea ki ngā rauna e toru. Nō reira kāore he raruraru ki te wā o te tono. He mana anō tō tēnā tono tō tēnā tono, hei titiro mā Te Puna.

Me pēwhea te tono?

Me whakakī tētehi pepatono mō te kotahi-tau, mō te rua-tau rānei, ka tukuna mai ai ki Te Puna O Waikato. Ka toru ngā rauna tuku puūea ia tau, e katia ana hei te Pēpuere, te Hūne, me te Hepetema. Kotahi te kōwhiringa o Pūtea Tautoko I Te Kaupapa Haupū I te tau 2015, e katia ana a te Paraire te 19 o Une 2015.

Kei te kaha te whakahau i a koe ki te tono pūtea mā te pae tukutuku kei te whārangi wāhītau o tā mātou tūranga tukutuku www.trustwaikato.co.nz. He mōhiohio anō kei te patai o muri ake nei, 'Ka taea te tono ā-ipurangi?' He tono anō ā-pepa mai i ēnei puna.

Do we fund capital/building projects?

The Trust has a new Significant Capital Projects Fund for donations toward large capital projects. Your group must be requesting a donation of at least \$100,000. Applications of that size would normally be for projects with a total cost of \$1million or more. However, for some high priority projects the total project cost may be \$500,000 or more.

Capital projects may include new buildings, alterations or renovations, or equipment. The Trust does not fund entire projects.

The Significant Capital Projects Fund has one funding round in 2015 closing at 4.30pm on Friday 19 June. Groups are strongly encouraged to meet with a Trust Waikato donation advisor to discuss their project before making an application.

In addition to the standard donations criteria, eligible groups must:

- Complete the application online using the standard single-year donation application form
- Apply for a donation of \$100,000 or more
- Provide an up-to-date feasibility study

For smaller capital projects where the application is for less than \$100,000 (total project cost is likely to be under \$500,000), groups may apply to one of the three general donation rounds offered in 2015 using the standard single-year donation application form.

What if your organisation receives Government funding?

Trust Waikato won't fund projects which are government's responsibility.

The Trust will carefully consider applications from organisations significantly funded by government, to assess the wider community involvement.

Will the donations budget be the same for each round?

Trust Waikato sets one donation budget for the entire calendar year. We split the budget evenly between the three rounds with a degree of flexibility. In this sense, it makes no difference when your group applies. Applications are assessed on individual merit.

How can your organisation apply?

You will need to complete a single-year or multi-year (2 or 3 year) donation application and submit it to Trust Waikato. There are 3 funding rounds each year closing in February, June and September. Note: The Significant Capital Projects Fund has one funding round in 2015 closing on Friday 19 June 2015.

We strongly recommend you apply for a donation using our online system available from the home page of our website www.trustwaikato.co.nz. For more information see the next question 'Can you apply online?'. There are also paper application forms available.

Ka taea te tono ā-ipurangi?

Āe mārika! Me pērā rawa ka tika. He maha ngā painga o te tono ā-ipurangi.

I te ao, i te pō, ka taea te whakapā ki te papatono ā-ipurangi, kei a koe te wā o te whakakī papatono, ki taua wā tonu rānei, ka pupurutia, ka whakaotia a tōna wā.

Ēngari, me maumahara te tuku mai o ngā tono mō mua o te 4:30pm o te rā kati o te rauna tono.

Ko tētehi painga anō, ki te hiahia koe ki te tono anō, kei te raraunga papatono kē o mōhiohio, kua kore e mōmōu taima ki te mahi anō i aua whakamārama.

Ka taea te hōtaka ipurangi mai i tō mātou pae tukutuku. E toru noa ngā ūpane ngāwari ki te whakaoti i te tukanga.

1. Me rēhita ā-ipurangi

Me tīmata ki te whakakī i te papatono ā-ipurangi. Pātuhitia mai te ingoa o tō rōpū hei ingoa rorohiko. Ka tae mai ana tō tono rēhita ka whakaūtia tō ingoa me tō kupu muna, kātahi ka whakapūmautia o mōhiohio. Kia kotahi te rā mahi hei whakaea i tenei hātepe, ka whakapā atu ki a koe.

2. Whakamātau āheitanga

Ki te whakapūmautia o mōhiohio, ka haere tika ai koe ki te whakamātaunga i tō tau pai ki te uru mai. Mā reira koe e pātaitia ētehi pātai hei āwhina i tō āhei ki te tono pūtea āwhina, ā, ko tēwhea te mea tika mōu (mē he kotahi-ki-te-tau, he mea rua-neke-atu-ki-te-tau rānei).

3. Whakaoti papatono

Mahia katoatia te papatono ā-ipurangi, whakautua katoatia ngā pātai. He whakamārama anō kei reira kia tika ai tō whakamōhio mai i ngā mōhiohio ka taea ai te arotake i tō tono. Ka mutu ana tō tono me tuku ā-ipurangi, me ngā tāpiritanga kua tīkīaketia.

He mōhiohio anō kei tō mātou pae tukutuku kei www.trustwaikato.co.nz.

Ka pēhea te pūtea e riro ai ki tō rōpū?

Kāore Te Puna o Waikato e tuku hūtea ka ea ai te katoa o te tono a te rōpū. He pai ki a mātou te tuku takoha taurite, me te whakahau i te rōpū ki te tono rōpū mai i ētahi atu puna pūtea.

Can you apply online?

Yes, we strongly recommend it. There are many advantages in completing an application online. The online system can be accessed anytime day or night so you can choose when it best suits you to apply. You can complete your application in one session or save it and return at a later time and continue from where you left off. However, remember that applications must be submitted before 4.30pm on the closing date of the donation round you are applying to.

Another benefit is that when you are ready to apply again, all the information from your last application will already be in the new form, saving you a lot of time from having to re-enter information.

You can access the online system from the home page of our website. There are 3 easy steps to completing the process.

1. Register online

Begin by completing the registration form online. Please enter your organisation name as your username ID. On receipt of your registration request we will confirm your username and password and activate your account. Please allow up to 1 business day for this process to be completed and to receive your notification.

2. Eligibility check

Once you have activated your account with us, you can proceed to the “eligibility wizard”. The wizard will ask you a few questions to help you determine whether or not you are eligible to apply for a donation and which application form best suits your needs (single-year or multi-year).

3. Complete application

Work your way through the online application form, answering all questions as you go. There are lots of helpful tips along the way to ensure that you provide us with the information we need to assess your application. Once your application is complete you must submit it online, together with your uploaded attachments.

For more information visit our website www.trustwaikato.co.nz.

How much will your organisation get?

Trust Waikato rarely funds the entire sum that organisations request. We prefer to make a fair contribution and encourage organisations to secure funds from other sources as well.

Ka taea te tono anō i roto i te tau kotahi?

Ki te kore tō tono tuatahi e whakaaetia, ka taea e koe te tono anō ki tētehi atu kaupapa i roto i tētehi anō o ngā rauna tuku pūtea āwhina. Ko tā mātou kupu ki a koe, kia kaha ki te waea mai ki tētehi o ngā Kaitohutohu tōno putea āwhina ki te kore tō tono e whakaaetia. Ka manaakitia ka tohutohutia koe e rātou.

Ka taea kia rua neke atu ngā Pūtea Āwhina i roto i te tau?

Ko te tikanga ia kotahi tonu te pūtea tautoko ki te rōpū hapori ia tau. He oti rā ka taea e te rōpū tonu i te Pūtea Tautoko I Te Kaupapa Haupū (ki te kōwhiringa 2) te tono ki tētehi kaupapa kē mā ngā kōwhiringa tonu pūtea whānui.

Ka taea te tono pūtea mō ētehi tau atu o te tau kotahi?

He pūtea tonu 'tauanō' tā Te Puna o Waikato. Me whai ana tō rōpū i ngā paerau o te 'tauanō'.

Kei tō rōpū:

- ngā kaupapa hāngai tonu ana ki ngā kaupapa motuhake o Te Puna o Waikato,
- ngā pūtea motuhake mō ngā tau 2,3 tau rānei,
- he pūrongo pūtea ki Te Puna o Waikato mō ngā 3 tau,
- me te pūrongo ōtītātia, kore tohu. Me ōtita ngā pūrongo pūtea a ngā ropū rahi (nui atu ngā nama i te \$1 miriona) e tētehi kaiōtita. Me tātari e tētehi kaiōtita ngā pūrongo pūtea a ērā atu o ngā rōpu e tonu ana ki te pūtea maha-ngā-tau.



I te tūtaki tō rōpū ngā paearu motuhake, ka taea te tono i te pūtea 2, 3 tau rānei.

Ka pēhea te here ki te tāke me te GST?

Kāore te tuku pūtea a Te Puna o Waikato e kume i te GST; kāore he take GST o ngā tukunga.

Ko tā mātou he whakahau i ngā rōpū kia rēhitatia rātou ki te IRD hei rōpū tāke-kore.



Tēnā pea ko tā tō rōpū he rehita me te Te Tari Taiwhenua ka riro ka riro i a koutou te mana tāke-kore.

Can you apply for funding more than once a year?

If your first application is not successful, then you can apply for a contribution to a different purpose in later funding rounds. We strongly encourage you to phone one of our donation advisors if your application is unsuccessful. They will be able to offer guidance and advice.

Can you receive more than one donation per year?

Normally each community group is only eligible to receive one donation per calendar year. However, groups which apply for the Significant Capital Projects Fund (in round 2 only) may also apply for a different purpose through the general donation rounds. Please also read the Trust's Donations Policy regarding Multi-year Donations. The donation must be spent for the purpose(s) for which it was donated. Ideally you should have spent the previous year's donation before applying again.

Can donations be for more than one year?

Trust Waikato also offers multi-year donations (2 or 3 years). Organisations must meet additional criteria outlined in our Multi-year Donations Policy. Multi-year donations will not usually be for amounts less than \$10,000.

Does your organisation have:

- services that fit closely with Trust Waikato's donation areas of focus, and
- funding needs for 2-3 years ahead, and
- a donations record with Trust Waikato for at least 3 consecutive years, and
- audited or reviewed financial statements with no significant qualifications. Financial statements for large organisations (expenses more than \$1million) must be audited by a qualified auditor. Financial statements for all other organisations applying for a multi-year donation must be reviewed by a qualified auditor.

If your organisation fits the multi-year donation criteria, you can apply for a 2 or 3 year commitment. This can be done online on our website or you can complete a paper application.

tip
For a copy of the Trust's Multi-year Donations Policy visit www.trustwaikato.co.nz

What about tax status and GST?

Trust Waikato donations do not attract GST; donations are exempt from GST. We encourage organisations to become recognised by the IRD as being tax exempt. Your organisation may wish to register with the Department of Internal Affairs – Charities, which will mean you are eligible for tax exempt status.

tip
Visit these websites for more information – www.charities.govt.nz www.ird.govt.nz

Me aha ki te rerekē te kaupapa?

Ko tā mātou me whakapau te pūtea āwhina ki te kaupapa i tonoa. Tūpono ana he uaua kē, korero mai ki a mātou mō mua noa atu o te whakapaunga o ngā moni.

Ka pēhea te kawenga pūrongo?

Ko tā mātou whakaritenga me tuhi pūrongo e ngā rōpū mō tā rātou tonu pūtea mutunga mō mua noa o te tonu pūtea anō. Ka rua ngā huarahi e ea ai tēnei whakaritenga:

- 1) Mēnā e tonu ana tō rōpū i tētehi pūtea anō, ka taea e koe te whakakī i te pātai kawenga pūrongo ki te pepatono, te tāpiri rānei i tētehi rāpopotonga i tō whakamahinga i te pūtea, me ngā hua i puta mō te hapori.
- 2) Mēnā, nāwai rā kāore tō rōpū e tonu pūtea, me tuku mai tētehi pūrongo. Tuhia mai tētehi rāpopotonga i ngā hua i puta mai i te kaupapa mō te hapori. Tukuna mai hoki he kape o ngā rī hīti, me tētehi kape o te pūrongo tahua ā-tau.

Me taurite te rahi o tō kawenga pūrongo ki te rahi o te pūtea i tukua ki a koe.
Kei tō pūrongo mō tētehi atu tonu ētehi whakaahua, kōrero nāu ake, ētehi pānui nūpepa rānei.

TĒRĀ
PEA

He aha te take i kore ai ētehi tonu e whakaaetia?

Tūturu, kāore ngā tonu katoa e ea i te iti o te pūtea o Te Puna o Waikato. Ka whakamāramatia atu e mātou ngā take i kore ai tō tonu e whakaaetia. Ko ētehi o ngā take noa o mua:

Ngā pepatono kīhai i oti tika

Kīhai i tukuna e ngā kaitono te katoa e hiahiatia ana mai i te pepatono.

Ngā tonu tōmuri

Kāore kau e taea e mātou te whai tonu tūreiti. Kia kaha ki te tuku moata mai. Ko te tikanga, ka pupuritia ngā tonu tōmuri, mō te kōwhiringa o muri atu ka tirohia ai.

Te rārangi rawa

He pūtea anō kei ētehi rōpū e tārewa tonu ana te whāinga.

Ehara i te whāinga tōmua

Ko tā mātou he arotake i te kaupapa e whai painga nui atu ai te hapori. Kāore ā mātou rawa i te mutungakore, nō reira tērā pea ko ētehi tonu ki tā mātou titiro he whāinga tōmuri kē atu i ētehi.



What happens if you have a change in purpose?

We do expect donations to be used for the purpose applied for. If this becomes difficult for some unforeseen reason, please talk to us about it before the funds have been spent.

What about accountability?

We require organisations to report on their last donation before applying for another donation. There are two ways to go about this:

- 1) If your organisation is applying for another donation, you can fill out the accountability question on the application form, or attach a brief report on how you used the donation and how it benefited the community.
- 2) If your organisation is not applying for another donation for some time, it's best to send us a report. Include a project summary describing how the community benefited from your project. Please also provide copies of any receipts, as well as a set of annual financial statements.

Your accountability report should be relative to the size of your donation.

Your report for a previous donation might also include photos, personal statements or media articles.



Why are some applications declined?

Unfortunately Trust Waikato's donation budget is never big enough to meet all requests. We will explain to your organisation the reason(s) why your application has been declined. The most common reasons for decline are:

Incomplete applications

Applicants have not supplied all that is requested on the form.

Late applications

We cannot receive applications after the closing date. Make sure you get them in early. Generally, late applications will be held for the following donation round.

Level of reserves

Organisations have significant untagged funds in their accounts.

Low priority

We assess applications with an eye to giving money where the most community benefit will be derived. Our resources are limited which may mean we think certain requests are lower priorities than others.



Taihoa pea e kōkiri

Ko ngā kaupapa taihoa pea te fīmata i roto i te tekau mā rua marama.

Kei waho o te kaupapahere

E tukua ana te pūtea e ai ki te kaupapahere o Te Puna o Waikato. Hei tauira, kāore Te Puna o Waikato e tuku pūtea ki ngā mea e ai ki tāna titiro nā te Kāwanatanga kē te kawenga. Ko tā mātou kaupapahere Tuku Pūtea kei www.trustwaikato.co.nz.

Me aha ki te kore taku tono ā-tau-anō e whakaaetia?

Me tūtaki e ngā tono ā-tau-anō he paearu motuhake, kua tautuhitia ki tā mātou kaupapahere ā-tau-anō. Ki te kore tā tono ā-tau-anō e whakaaetia, ka tirohia tonuhia tō tono mō te tuku pūtea ki taua tau tonu ki taua wā tono. Kāore he here ki tō rōpū kia tono anō.

He rauemi tautoko anō?

Kei tō mātou pae tukutuku ētehi mōhiohio anō mō Te Puna me te tuku tono. Ki te wāhanga 'Tiki ake' ētehi whakamārama i ngā tono pūtea āwhina. Kei reira rā anō tētehi kape ā-ipurangi o *The Grant Seekers Guide*, he aratohu mahuki hei āwhina i te kaituhi tono hei aha koa te tauhou, te tautōhito rānei. Ka taea hoki te kape ā-pepa mai i tō mātou waea utukore 0800 436 628, te waea 07 838 2660 rānei.



Unlikely to proceed

Projects or programmes that are unlikely to go ahead within the next twelve months.

Outside policy

The Trust allocates donations according to its donations policy. For example, the Trust does not donate to things it sees as the responsibility of government. Read our Donations Policy at www.trustwaikato.co.nz.

What happens if my multi-year application is declined?

Multi-year applications must meet some very specific criteria, as specified in our Multi-year Donations Policy. If your multi-year application is declined, your application will still be assessed for a single-year donation in the same round. Your organisation does not need to reapply.

Are there other useful resources?

Our website is an excellent source of information about the Trust and making an application. In the 'Downloads' menu items you will find tips for making funding applications and you can view an online copy of *The Grant Seekers Guide*, a comprehensive guide for new and experienced funding application writers. You can also request a printed copy by phoning us on freephone 0800 436 628 or 07 838 2660.



Apply for a donation online!

Tono pūtea āwhina mā te ipurangi!

www.trustwaikato.co.nz



Need to talk to a donation advisor?

You can contact us on 07 838 2660 or freephone 0800 436 628

E hiahia ana koe ki te whakapā mai ki tētehi pouhere pūtea?

Whakapā mai ki 07 838 2660 ki te waea koreutu rānei 0800 436 628



Sandra Larsen

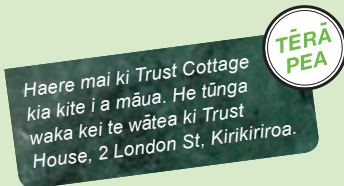
donation advisor/pouhere pūtea

Email/ Īmēra: sandra@trustwaikato.co.nz

Rongo Kirkwood

donation advisor/pouhere pūtea

Email/ Īmēra: rongo@trustwaikato.co.nz



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Tono pūtea āwhina mā te ipurangi!

www.trustwaikato.co.nz



FUNDING ROUNDS IN 2015 **NGĀ WĀ TUKU PŪTEA O TE 2015**

Your organisation can choose when it best suits you to apply for funding. Remember, generally we can only fund one approved donation per organisation during a calendar year.

Kei tō rōpū te whakataunga mō āwhea koutou ka tonu pūtea. Kia mau mahara mai, kotahi noa te tonu a ia rōpū ka whakaaetia ki te tau kotahi.

The 2015 dates are: **Ko ēnei ngā wā tuku pūtea o te 2015:**

Apply by Friday 13 February 2015 for a donation in early May 2015

Tuku tonu mā te Paraire 13 o Pēpuere 2015
mō te pūtea āwhina i ngā rā tōmua o Mei 2015



Apply by Friday 19 June 2015 for a donation in early September 2015

Tuku tonu mā te Paraire 19 o Hūne 2015
mō te pūtea āwhina i ngā rā tōmua o Hepetema 2015



Apply by Friday 18 September 2015 for a donation in early December 2015

Tuku tonu mā te Paraire 18 o Hepetema 2015
mō te pūtea āwhina i ngā rā tōmua o Tīhema 2015

Apply for a donation online!
Tono pūtea āwhina mā te ipurangi!
www.trustwaikato.co.nz



www.trustwaikato.co.nz

The Waikato Community Trust (Inc), 2 London Street, PO Box 391, Hamilton 3240
Tel 07 838 2660, Fax 07 838 2661, Freephone 0800 436 628, Email twinfo@trustwaikato.co.nz



TRUST WAIKATO
TE PUNA O WAIKATO

invest wisely, **donate** effectively
Me whakatupu pai ngā rawa, kia pai ake te tohatoha