

Department of Internal Affairs

- New Look Website
- Requesting a Grant
- Reporting on Outcomes



Te Tari Taiwhenua
Internal Affairs

New Zealand Government

**“How to access our
system?”**

www.communitymatters.govt.nz

Community Matters

Your Funders

For Communities

For Individuals

For Organisations

Log in here

Nau mai, haere mai, welcome

Helping build successful communities

What do you want to know?

[Ask us](#)

Logging into the Grants Management System

You will need to log into our online grants and client management system to create a **profile** and **make requests for funding**.

- [Log in to the grants management system](#) 

If you have not signed into the grants and client management system before, you will need to set up a RealMe account. You will need to do this when you log in to the grants and client management system for the first time.

You can also set up a RealMe account on the RealMe website. Further information is at the link below:

- [further information about RealMe.](#)

INTERNAL AFFAIRS



Te Tari Taiwhenua

Nau mai, haere mai, welcome

Login with RealMe®

To access DIA's Community Advice and Grants, you need a RealMe login. If you've created a RealMe login somewhere else, you can use it here too.



Login



[What's RealMe?](#)

The Department of Internal Affairs' Grants and Client Management System gives you access to make requests for funding and report on funding received.

We administer funding for:

- New Zealand Lottery Grants Board
- NZ Winston Churchill Memorial Trust
- Chinese Poll Tax Heritage Trust
- Peace and Disarmament Education Trust
- Pacific Development and Conservation Trust
- New Zealand Government, including COGS
- Office of Ethnic Communities

For more detail on the services and grants available, visit: www.communitymatters.govt.nz or, if you already know about the service or grant you want to request, click on the RealMe login to create or use your login to access this site.

Nāu te rourou nāku te rourou ka ora ai te tangata

Your basket with my basket together will help sustain the people

[ACCESSIBILITY](#)

[COPYRIGHT
STATEMENT](#)

[PRIVACY](#)

[CONTACT
INFORMATION](#)



“What is RealMe?”

RealMe

- A single personal login to multiple online government and organisation services
 - ✓ *Unverified – basic requirement*
- Each person in our system must have their own RealMe Login - Username and Password
- Personal contact details NOT the organisation you are associated with





Information

- Home Page
- Further Information
- Create a Request



Personal Profiles

- My Profile
- Profiles



Groups / Organisations

- Organisation Profile



Requests

- Saved Drafts
- Pending Review
- Pending Response
- Approved
- Pending Acceptance
- Declined
- Expired
- Withdrawn



Grants

- Granted
- Closed Grants

Nau mai, haere mai, welcome back

Grants Client Management System

Fluxx logo: refresh your view by clicking on the logo.

drop-down menu: list of all organisations you are connected to. If an organisation is selected then the list of reports, grants and requests that display are filtered. A profile secretary must select an organisation name to add new profiles to their organisation. If you're linked to more than one organisation, select the one you want to filter your view.

Information

- **Home:** this user guide
- **Further Information:** FAQs
- **Create a Request:** lists all funds that are available. refer to communitymatters website for opening and closing dates. To change the organisation name in the request form, delete the name that displays then type the other organisation name and select. (The drop- down menu does not change this for you).

Personal Profiles

- **My Profile:** Displays your profile.
- **Profiles:** Profile secretaries can see a list of all profiles linked to their organisation. Profile secretaries can create new personal profiles for their organisation. Select organisation name in the drop-down menu and then click 'create new'

Groups / Organisations

- **Organisation Profile:** lists all organisations you are connected to. Profile secretaries can update their organisation's details in this view. Click on profile to view details. Click 'edit' to update profile.

Requests

- **Saved Drafts:** list all requests created but not submitted. Profile secretaries can see a list of all draft requests linked to their organisation. If 'submit' button does not display, make sure all mandatory information in your organisation and request is complete. We will send an email confirmation that request has been submitted.

Important points

- **Read** the information on the Website
- Follow the instructions
- Attach a Budget (that meets DIA requirements)



Focus on the outcomes; (benefits /changes) *not just the outputs...*



Output: a swimming pool was built (tangible)



Outcome: the local community learns to swim = fewer people drown (intangible)



Community Outcomes for 2018

North Taranaki

- access to education, parenting and life skills, and Māori cultural competencies has improved
- people are less isolated and have access to services locally through improved outreach or transport services
- volunteers are well resourced and supported
- people are less vulnerable and better supported through an holistic approach to health, housing and family violence prevention
- organisations demonstrate a willingness to collaborate.

South Taranaki

- community organisations support and contribute to our communities being safe, connected and engaged
- all people have opportunities to participate in their communities
- people in our communities have access to the information and resources they need locally
- collaboration is evident.



Community Outcomes for 2018

Taranaki Lottery Community

- secure futures for youth
- social connections for older people
- assistance for people with defined needs
- cultural diversity
- support for Māori, Pasifika and ethnic community-related projects.

Priority is given to organisations that demonstrate collaboration, good governance and sound financial management, support for their volunteers and that clearly define their outcomes.

Lower priority is given to organisations that are substantially government funded or well resourced.



Results Reporting

- Once Grant is spent
- Within 12months of receipt
- Report on Outcomes
- Must attach a statement of Income and Expenditure for the period in which the grant was spent
 - Must be in line with the Budget attached to the original request



“Questions”

“Need help”

**Marion James 06 759 8091
marion.james@dia.govt.nz**