

OVERVIEW:

- TSB Community Trust grant types
- What you need to know about applying to the TSB Community Trust
- Online applications
- Tips for submitting a successful application
- Reporting requirements
- Your questions?

TYPES OF GRANTS

In April 2015 the old 'Annual' & 'Special' Grant types were replaced. Eligible organisations are now able to apply for the following types of grants:

- Operational Grant
- Capital Grant
- Programme & Event Grant

OPERATIONAL GRANTS

- An Operational Grant provides support for the on-going day to day costs of running a not for profit organisation.
- Grants are not tagged to any particular organisational expense.
- The Operational Grants are considered in a similar way as the old Annual Grants were, & the grant level that's funded is set by the Trust (starting from \$400).

CAPITAL GRANTS

- A Capital Grant provides support towards the purchase or improvement of capital assets, e.g.:
facilities or fit-out, equipment, uniforms, ICT, and vehicles.
- Quotes are required to be provided & depending on what you are applying for we may ask to see a Strategic or Annual Plan, an ICT Plan, a lease agreement, or insurance information.

PROGRAMME & EVENT GRANTS

- These are to provide support towards the costs of running a programme or event, e.g.; national or regional events hosted in Taranaki, or community programmes such as a training course, or a coaching programme.
- A programme or event is a specific activity running for a set period of time & has clearly identified purposes & outcomes.
- Quotes are required to evidence at least some of the project expenses.

HOW OFTEN CAN YOU APPLY?

TYPE OF GRANT	YOU CAN APPLY
Operational Grant	Every year
Capital Grant	Every 2 years
Programme & Event Grant	Every year

POSSIBLE GRANT COMBINATIONS

COMBINATIONS	POSSIBLE IN THE SAME YEAR?
Operational Grant & Capital Grant	✓
Capital Grant & Programme & Event Grant	✓
Programme & Event Grant & Operational Grant	✗

Note: The Trust's financial year runs from 1 April- 31 March

WHAT YOU NEED TO KNOW

- Our '*Community Funding Guidelines*' provide details for each of the 3 grant types. This outlines what you may apply for under each grant type including the maximum amount that we will consider, based on the type of organisation. See the Trust's website www.tsbtrust.org.nz/grants
- There are no 'close off' dates to apply. Applications under \$100k are considered by the Trust monthly, so groups can apply anytime between February & December.
- It can take up to 12 weeks from the time of submitting your application to get a response – so apply well ahead as the Trust doesn't fund activities that have already happened.

APPLY FOR GRANTS ONLINE, THE BENEFITS ARE:

- The online system can be accessed anytime, anywhere.
- Organisation & contact details are saved permanently, so there's less information to enter next time you apply. These only need to be updated when details change, e.g. you have new committee members.
- Your application history is stored so you can see when grants were received (from 1 April 2015), track the progress of current applications & view grant decisions.
- Application decisions are notified by email, not posted. Check our website for information www.tsbtrust.org.nz/grants/how-to-apply-online

* Hardcopy application forms are available by contacting the Trust office in business hours. The funding decision will be sent via post to you.

TIPS FOR SUBMITTING A SUCCESSFUL APPLICATION

- Talk to us before applying or if you have any questions, we're here to help.
- Don't write 'see attached' in any application question, always answer the question to help us to understand your project. We may return your application to you to if questions aren't completed.
- Be clear about what \$\$ you are asking for & include all income for the project even if you're waiting for another funding application decision (as 'unconfirmed income' in the project budget section of the application)
- Read the checklist of required documents & make sure you provide them – we cannot process your application until we have these.
- Don't wait until the last minute!

After the grant: REPORTING REQUIREMENTS

- Your organisation may be required to report back on how you used your grant. Your grant confirmation letter or email will state any specific conditions for reporting back to the Trust.
- Information the Trust may ask for could include;
 - Tell us how you went against achieving your intended outcomes, what worked well or what didn't, what did you learn, or what would you change next time -if anything.
 - Financial information relating to your project, e.g. invoices for a capital purchase, or an income & expenditure report for a Programme & Event grant.

- **NOTE** - If an Outcome or Accountability Report is required your organisation won't be eligible to apply for another grant of the same type unless the report has been received & approved by the Trust.
- We want reporting to be easy! Reports can be submitted online in FLUXX. If you submitted a hardcopy application the report can be found on our website here <https://www.tsbtrust.org.nz/grants/apply-here>

Alternatively, call us. We can provide the form to you, or tell you if a report is needed if you're not sure.

YOUR QUESTIONS?

