Prepared, Planned, Positioned

Kia Takatū, Kia Tau, Kia Rite

Funding Ready Guide

Contents:

He rite mō te pūtea, he toitū mō āpōpō

Preparing today to sustain tomorrow.

Introduction |
He kupu whakataki

In a time when funding is becoming more competitive, facilities are ageing, and the expectations on volunteers continue to grow – are we truly ready to secure the support our communities need?

Sport, recreation, and community groups play a vital role in bringing people together. They create places where people connect, belong, and thrive. Yet behind the scenes, many volunteers are juggling increasing responsibilities – managing facilities, maintaining buildings, meeting compliance requirements, and trying to plan for the future.

Many groups have great ideas and strong community support. But turning those ideas into funded, sustainable projects requires more than passion and hard work. It requires planning, preparation, and a clear understanding of what funders are looking for.

This guide has been developed to support community groups and organisations to take practical steps toward becoming funding ready – whether you are launching a new initiative, strengthening existing programmes and facilities, or simply working to sustain and grow your impact.

The journey may feel challenging at times – but with the right preparation, support, and planning, your group can build a stronger future.

Let's start the conversation about what being funding ready could mean for your organisation.

In this document, the term "funder" is used as an umbrella term that includes all sources of financial support, including community funders, sponsors, philanthropists and commercial partners.

South Taranaki District Council
nzct Community Trust
Sport Taranaki
TOI Foundation
Taranaki Regional Council
Taranaki Foundation
Sport New Zealand Ihi Aotearoa
NPDC
venture Taranaki Te Puna Umanga
Stratford District Council

What is funding readiness? | He aha te takatū ki te pūtea tautoko?

Funding Readiness is:

Funding readiness is a practical approach to preparing your organisation, your project, and your facility so that you are ready to secure and manage funding when opportunities arise.

The approach means having a clear understanding of what you want to achieve for your community, supported by good planning and evidence, strong governance, and responsible financial management.

Funding readiness is not just about writing a strong funding application, it is about building strong foundations before you apply.

Being funding ready provides confidence to volunteers, reassurance to funders, and a clearer pathway for delivering projects successfully.

Funding readiness is being ready to plan, secure, manage, and sustain funding — driven by a clear vision, strong values, and a powerful story about the difference you want to make in your community.

Being funding ready helps organisations move from reacting to funding opportunities, to planning for them.

Why funding readiness matters | He aha te hua kia rite ki te tono putea?

Funding opportunities can arise quickly, and many have short application timeframes.

Organisations that have already completed the groundwork are more likely to respond effectively and secure support.

Funding readiness helps organisations:

- Make informed decisions about their facilities
- Reduce risk and uncertainty
- Strengthen funding applications
- Sharpen their value proposition
- Build confidence with funders and partners
- Protect community assets
- Support volunteers
- Create sustainable services for future generations

Funding readiness is relevant for any community organisation that relies on funding to deliver services, run facilities, or maintain assets. It is not just for large organisations or major projects. Small, volunteer-led groups benefit just as much, especially when planning ahead, managing risk, or dealing with limited capacity.

Organisations that may benefit include those that:

- Have a project idea but do not know how to fund it
- Manage a facility or asset needing maintenance or upgrades
- Depend on external funding for operations or programmes
- Are planning new, expanded, or improved services or facilities
- Face rising costs, including maintenance or insurance
- Want to improve funding applications and success rates
- Experience volunteer fatigue or limited capacity
- Are unsure about long-term sustainability
- Want to plan ahead rather than react to urgent funding needs
- Are preparing for growth or changing community needs

How funding readiness helps address the challenges facing community groups | Kia tau te tauawhiawhi ki te hapori i tō mātou takatū ki te tono pūtea, ā, me peweha

Many sport, recreation, and community organisations rely on external funding to develop, operate, and maintain their facilities and services.

However, the funding environment is becoming increasingly complex. Organisations are facing greater competition for funding, rising project and operating costs, increasing compliance requirements, and limited volunteer capacity.

Funders often have less funding available to distribute, application processes are becoming more detailed, and many projects require support from multiple sources to proceed. At the same time, organisations are expected to demonstrate community need, long-term sustainability, collaboration, and measurable outcomes.

For volunteers and committees, navigating this can feel overwhelming.

These challenges place additional pressure on already stretched volunteers and make it harder for organisations to move forward with important projects.

Becoming funding ready helps organisations navigate this environment with confidence by strengthening planning, improving decision-making, and positioning them to respond effectively when funding opportunities arise.

Funding readiness provides practical steps that help organisations better understand their situation, plan, and respond confidently to funding opportunities.

Funding readiness helps groups move from reacting to challenges to proactively managing and planning for them.

Here's how funding readiness can help address some of the most common challenges facing community groups:

Limited Funding Availability

The Challenge

Many funders have less funding available to distribute, and competition for funds is increasing. This means projects must be carefully planned, clearly justified, and offer a strong value proposition, while also demonstrating meaningful benefits to the community.

How Funding Readiness Helps:

Funding readiness helps organisations clearly define their vision, understand community need, and present well-prepared applications that stand out. Groups that can demonstrate strong planning through a clear strategic direction and have considered collaboration, accessibility and sustainability in their project are more likely to gain the confidence of funders and secure support.

Projects Requiring Multiple Funding Sources

The Challenge

Many funders are only able to part-fund projects. As a result, organisations often need to secure funding from multiple sources to meet the full cost of a project.

How Funding Readiness Helps

Funding readiness encourages organisations to understand the full cost of their project and develop a funding strategy that identifies multiple funding sources. Planning ahead makes it easier to sequence applications or approaches to sponsors, manage timelines, and ensure projects can be delivered successfully.

Increasing Funding Requirements and Compliance

The Challenge

Funding applications often come with detailed requirements, including reporting, auditing, and evidence of outcomes. These responsibilities can place additional pressure on volunteers and committees.

How Funding Readiness Helps

Funding readiness supports organisations to put systems and processes in place that make managing funding easier. This includes good record-keeping, clear governance, strong financial management practices, and collecting meaningful participant feedback and evidence of community impact to help groups meet funder expectations with confidence.

How funding readiness helps address the challenges facing community groups | Kia tau te tauawhiawhi ki te hapori i tō mātou takatū ki te tono pūtea, ā, me peweha

Rising Project and Operating Costs

The Challenge

The cost of building, maintaining, and operating facilities continues to increase. Unexpected expenses can place financial strain on organisations and delay important projects.

How Funding Readiness Helps

Funding readiness encourages organisations to plan for the full cost of their projects — ensuring projects factor in contingency, maintenance, repairs and long-term replacement of assets. Understanding these costs helps groups make informed decisions and avoid financial surprises.

Short Funding Timeframes

The Challenge:

Funding opportunities often have tight application deadlines or small windows of opportunity leaving limited time to gather information, prepare budgets, and complete applications.

How Funding Readiness Helps

Organisations that are funding ready already have key information available, such as project plans, budgets, and supporting documentation. This allows them to respond quickly when opportunities arise and submit stronger applications.

Volunteer Capacity and Workload

The Challenge:

Many organisations rely on volunteers who are already managing multiple responsibilities. Preparing funding applications and meeting reporting requirements can add to this workload.

How Funding Readiness Helps

Funding readiness spreads the workload over time by encouraging organisations to plan ahead. Having systems and information in place reduces stress on volunteers and makes funding processes more manageable.

Demonstrating Community Need and Impact

The Challenge

Funders increasingly expect organisations to show evidence of community demand, participation, and long-term benefit.

How Funding Readiness Helps

Funding readiness supports organisations to collect and document information about their community, users, programmes, and outcomes. This evidence helps demonstrate the value and impact of the organisation and strengthens funding applications.

Long-Term Sustainability

The Challenge

Many organisations focus on securing funding for a project but may not fully consider the ongoing costs of operating and maintaining facilities.

How Funding Readiness Helps

Funding readiness encourages organisations to think beyond the initial project and plan for the future. This includes understanding maintenance requirements, replacement cycles, and financial sustainability.

Funding readiness helps organisations turn good ideas into achievable plans — and ensures that funding, when secured, delivers lasting benefits for the community.

The funding readiness journey | Te haerenga ki te takatū mō te pūtea tautoko

Becoming funding ready is not a one-off task.

It is an ongoing process that helps organisations remain prepared, confident, and sustainable.

Most organisations move through a series of practical steps over time.

You do not need to complete everything at once. Start where you are, build gradually, and revisit each step as your organisation and capability grows. Adding funding readiness to your regular meeting agenda helps to progress the kaupapa..

1	2	3	4	5	6	7
Know your vision and direction	**Prepare the organisation**	**Understand the need**	**Consider – Collaboration, Accessibility and Sustainability**	**Plan the project**	**Secure funding**	**Deliver & sustain**

1. Know Your Vision and Direction

What this means

Be clear about what you want to achieve for your community and how your project or facility supports that vision. Funders are more likely to support organisations that have a clear purpose and direction.

Practical actions you can take

- Write down your organisation's vision or purpose in simple language and test it with some of your stakeholders
- Identify the outcomes you want to achieve for your community
- Agree on your priorities as a committee or board
- Check that your project aligns with your organisation's long-term direction
- Talk with your members and community about what matters most to them

Helpful tips

- Keep your vision simple and community-focused
- Consider what makes it unique, to help it stand out
- Make sure everyone involved understands the direction
- Use your vision to guide decisions about the projects you will embark on
- First impressions matter. Funders, especially local businesses and philanthropists will look to your website and social media. It is important that these pages are an appealing shop front and clearly articulate who your organisation is and what impact you have

The funding readiness journey | Te haerenga ki te takatū mō te pūtea tautoko

2. Prepare the Organisation

What this means

Funders need confidence that your organisation can manage funding responsibly. Strong governance, clear roles, and good financial systems help build trust.

Practical actions you can take

- Ensure your organisation has an active committee or board. Reflect on the skill sets around the table and consider the need to actively seek out expertise where you have identified gaps
- Confirm roles and responsibilities are clearly understood
- Keep financial records accurate and up to date
- Develop or review key policies (e.g. governance, financial management, health and safety, child protection / safeguarding)
- Make sure your organisation is meeting legal and reporting obligations including those noted in your constitution

Helpful tips

- You do not need complex systems — simple and consistent processes are often enough
- Keep documents organised and easy to find
- Sport Taranaki can support organisations in this space

The Taranaki Facilities Consortium can provide free support and guidance as you navigate facility projects. The TFC must be engaged for projects valued over $50,000

3. Understand the Need

What this means

Funders want to know why your project is important and who will benefit. Evidence that demonstrates community need and articulates the impact of your facility strengthens funding applications and helps ensure projects deliver real value.

Practical actions you can take

- Talk with your members, users, and community about their needs
- Identify the challenge you are trying to solve and interrogate all possible solutions to that challenge
- Consider who will benefit from the project now and in the future
- Collect basic demographic information about participants and facility usage
- Gather evidence via surveys, feedback and facility booking data

Helpful tips

- Consider if your challenge can be solved by working with another organisation (ask yourself; who can meet your identified needs? Can you work with them? If not, perhaps there is a need to design your own solution)
- You do not need complex research — simple evidence is often enough
- Use real stories and examples from your community. Emotional story telling helps to capture the hearts and minds of potential funders.
- Know who your advocates are. Who can you call on for testimonials and support?
- Keep records of feedback and participation over time

The funding readiness journey | Te haerenga ki te takatū mō te pūtea tautoko

4. Consider – Collaboration, Accessibility and Sustainability

What this means

Funding-ready organisations think beyond the immediate project and consider how their plans will create long-term value for the wider community.

Funders are increasingly looking for projects that demonstrate collaboration, improve accessibility, and contribute to sustainable community outcomes.

This does not mean every project needs to be large or complex.

However, organisations should consider whether there are opportunities to work together, improve inclusion, and plan responsibly for the future.

Projects that show strong community benefit, shared use, and long-term thinking are often more attractive to funders and may achieve stronger outcomes for the community.

Practical actions you can take

- Talk with nearby organisations, clubs, schools, marae, or community groups about shared opportunities.
- Interrogate whether you need to design your own solution – or if you can work with another group to solve your challenge
- Explore whether facilities, equipment, or services could be shared
- Consider partnerships for funding applications or project delivery
- Consider who currently uses your facility — and who may face barriers to participation
- Think about physical accessibility, affordability, transport, and welcoming environments
- Seek feedback from different groups within your community
- Ensure facilities and programmes are inclusive where possible
- Explore opportunities to make better use of existing facilities and resources

Helpful tips

- Collaboration does not mean losing your identity — it means exploring opportunities to work together where it makes sense
- Small accessibility improvements can make a significant difference for participation, inclusion and the overall experience of both participants and supporters
- Sustainability is not just environmental — it also includes financial and operational sustainability
- Early conversations with partners and community groups can help identify opportunities and avoid future challenges
- Ask yourself:

o Could this project be shared or used differently?

o Who might currently be missing out?

o Will this still be sustainable in 5-10 years?

The funding readiness journey | Te haerenga ki te takatū mō te pūtea tautoko

5. Plan the Project

What this means

Good planning helps organisations understand what is required, how much it will cost, and how the project will be delivered. It also helps avoid unexpected surprises.

Practical actions you can take

- Clearly define what you want to build, improve, maintain or deliver
- Explore and interrogate different options before deciding on a solution
- Consider your plan to source materials and/or services, ensuring it includes clear processes to manage conflicts of interest and to achieve best value when engaging suppliers and contractors for your project.
- Develop a realistic budget that includes:
  - > Design and construction
  - > Equipment and materials
  - > Professional services
  - > Ongoing maintenance and operating costs
- A contingency reserve to respond to unexpected costs that arise during the project
- Identify risks and potential challenges
- Develop a simple timeline for delivery – consider phasing the project into realistic stages
- Develop a reporting plan that ensures you can clearly account for funding received while systematically gathering evidence to demonstrate your project's impact.

Helpful tips

- Always include ongoing maintenance and replacement costs
- Consider any preparation costs such as the removal of existing facilities or landscaping
- Consider your organisations contribution to the project. Whether that is in-kind, cash or volunteer labour - it is important to quantify (i.e.. Chairperson taking on project management role = $60,000)
- Seek advice from people with experience (for example contractors or facility managers)
- Allow extra time and budget for unexpected costs

The funding readiness journey | Te haerenga ki te takatū mō te pūtea tautoko

6. Secure Funding

What this means

Most projects require funding from more than one source. A clear funding strategy helps organisations identify suitable funders and prepare strong applications.

Practical actions you can take

- Identify potential funders that align with your project and/or organisational values
- Understand each funder's criteria, priorities and vision – look for alignment
- Invest time into building relationships with funders and partners - most funders have a 'funding advisor' who's tasked with supporting community groups to navigate their fund. Build the relationship and take the funder on the journey with you.
- Prepare key information in advance (project description, budget, quotes, and supporting documents)
- Develop a funding strategy that includes multiple funding sources
- Invest time into building relationships with funders and partners - most funders have a 'funding advisor' who's tasked with supporting community groups to navigate their fund.

Helpful tips

- Read and follow all directions provided by the funder
- Ensure you have the authority to submit a funding application, whether that is through formal resolution or support from the board / committee
- Do not rely on a single funder – diversification spreads risk
- Consider the financial year of any business' you are approaching and time your request. Often the best time is early in the financial year when budgets are flexible. There too is sometimes a window of opportunity at year end, where budgets are unspent and need to be allocated quickly.
- Start preparing early — funding applications take time and often you need to register with the funders online portal before you can begin
- Keep copies of previous applications to save time in the future
- Keep in mind that quotes you obtain for your project are usually provided with an expiry date. Make sure you submit quotes that are valid and discuss with the quote provider if they can give you a quote that covers a longer time period.
- Be careful about starting your project before funding is secured – many funders will not fund retrospectively!

SPORT TARANAKI

"We find organisations are successful when they make contact early, make an effort to build relationships and clearly understand what they are trying to achieve and how that aligns to our fund criteria"

Terry Long

Sport Taranaki Community Connector &
Tū Manawa Fund Administrator

The funding readiness journey | Te haerenga ki te takatū mō te pūtea tautoko

7. Deliver and Sustain

What this means

Securing funding is only the beginning. Successful organisations manage funding carefully, maintain their facilities, and plan for the future.

Practical actions you can take

- Track how funding is spent and keep accurate records
- Meet reporting requirements on time. Delays in accounting for funding can affect future applications
- Maintain the facility or asset regularly
- Plan for future repairs, upgrades, and replacements
- Review what worked well and what could be improved

Helpful tips

- Set reminders for reporting deadlines & ensure your committee / board are clear on who is leading
- Create a simple maintenance schedule with clear responsibilities
- Keep building relationships with funders and partners by providing regular updates

The funding readiness journey is not about doing everything at once — it is about taking practical steps over time to build confidence, capability, and sustainability.

Spotlight on the philanthropic dollar | He tirohanga ki te pūtea atawhai

Prospective donors are often closer than you think — many are already connected to your organisation. If you are considering philanthropic partnerships or legacy giving, keep the following in mind:

- **Board buy-in is crucial.**

  Board members are often better placed than operational staff to facilitate conversations with prospective donors and open doors to new opportunities. Empower your Board.

- **Personalised, one-to-one engagement works best.**

  Tailor your approach and messaging to each prospective donor rather than relying on a generic sales pitch. Relate to the donors story and their why.

- **Prioritise alignment with your organisation's vision and values.**

  Ensure any potential partnership is a good fit and proceed thoughtfully when exploring opportunities. Legacy giving is very personal and requires care.

- **Never assume what a donor expects in return.**

  Regular communication, invitations to events, and simple expressions of thanks are often enough to maintain strong relationships. Little things matter.

- **Seek expert support where needed.**

  Taranaki Foundation are local experts in this space and can support groups to become "philanthropy ready."

Taranaki Foundation

"Philanthropy and legacy giving has an important role to play in a community organisation's funding mix. More than ever, organisations need to build a diverse and sustainable funding model that supports their mission for the long term, beyond todays generation."

Josh Hickford

Taranaki Foundation Chief Executive

Common mistakes to avoid when seeking funding | Ngā hapa noa hei karo

Common Mistake	What Happens	Why It Matters	Better Approach
1. Starting with Funding Instead of the Need	The organisation looks for funding before clearly defining the problem or project.	Funders want to support well-planned projects that respond to genuine community needs.	Start by understanding the need, then develop the project before seeking funding.
2. Underestimating the Full Cost of a Project	Budgets focus only on construction or purchase costs and overlook essential items such as preparation costs, professional fees, consents, or project management.	Unexpected costs can place financial strain on the organisation and jeopardise project delivery.	Develop a comprehensive budget using accurate, up-to-date quotes. Consider engaging an experienced project manager to assist with planning and cost estimation.
3. Relying on a Single Funder	The organisation expects one funder to cover the entire project cost.	Most funders provide only partial funding, and many expect the organisation to contribute or secure co-funding.	Develop a funding strategy that includes multiple funding sources and identifies your organisation's contribution where appropriate.
4. Leaving Applications Until the Last Minute	Applications are rushed and important information is missing or incomplete.	Incomplete or poorly prepared applications are less likely to be successful.	Prepare key documents in advance, maintain a funding plan, monitor funding rounds and deadlines, and consider business sponsorship timing alongside financial year cycles. Starting early allows time to address any gaps before submission.
5. Not Having the Right Systems in Place	Financial records, governance processes, or reporting systems are unclear or incomplete.	Funders need confidence that grant funding will be managed responsibly and reported appropriately.	Establish sound financial, governance, and reporting systems before applying for funding.
6. Focusing Only on the Project—Not the Future	The organisation plans the build but not the long-term maintenance, operation, or ongoing use.	Funders want to know that the investment will remain sustainable and continue delivering community benefit.	Plan for ongoing operating costs, maintenance, and future use from the outset to demonstrate long-term sustainability.

Key documents funders may ask for | Ngā tuhinga matua ka tonoa pea e ngā kaituku pūtea

Governance and Organisation

- Constitution or trust deed
- Annual report
- Committee or board member list
- Meeting minutes / resolution to apply for funding
- Strategic or business plan
- Organisational structure

Financial Information

- Latest financial statements
- Current budget
- Recent bank Statement, transaction list or letter detailing organisation's name and bank account detailsEvidence of financial controls
- Funding history

Project Information

- Project description
- Project plan or timeline
- Quotes or cost estimates (noting some funders request more than one quote)
- Site plans or concept drawings
- Risk assessment
- Endorsement letter from the Taranaki Facilities Consortium (relevant for facility projects over the value of $50,000)

Community and Impact

- Evidence of community need – feasibility or needs assessment. Business cases are advisable for large scale projects.
- Participation or usage data
- Letters of support
- Partnership agreements
- Alignment with community and/or regional priorities

Legal and Compliance

- Proof of legal status (for example Incorporated Society or Charitable Trust)
- Insurance details
- Health and safety policies including safeguarding / child protection
- Certificate of title or lease agreement
- Support letter from landowner giving project approval
- Resource or building consents (if required)

In the case of sponsorship arrangements and business partnerships, it is a good idea to solidify your agreement with a sponsorship agreement which sets out:

- Sponsorship details including the term, payment schedule and what the sponsor provides
- What you will deliver in return (display signage, social media)
- Branding guidelines
- How you will report impact back

Being funding ready does not mean having everything perfect — it means moving towards having the right information, systems, and plans in place to move forward with confidence when opportunities arise.

Funding readiness templates for community organisations | He tauira ma te hapori kia rite ai ki te tono pūtea

The Taranaki Facilities Consortium (TFC) webpage offers a range of templates to support you on your funding readiness journey.

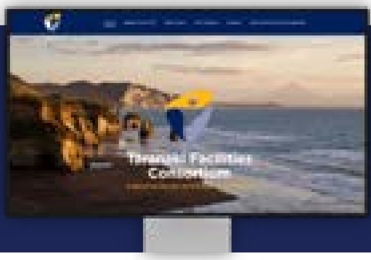
Visit www.tfc.net.nz/resources/funding-readiness to access a collection of downloadable and editable documents, including:

Stage in Funding Readiness Journey	Template:
Assessing where you are at	Funding Readiness Self-Assessment
Know Your Vision and Direction	Strategic Plan
Prepare the Organisation	Committee Roles and Responsibilities Risk Register
Understand the Need	Community Needs Assessment
Plan the Project	Project Plan Template Budget Template
Secure the Funding	Funding Plan Template Funding Source Tracker
Deliver and Sustain	Financial Tracking Template Maintenance Schedule Post-Project Review Template

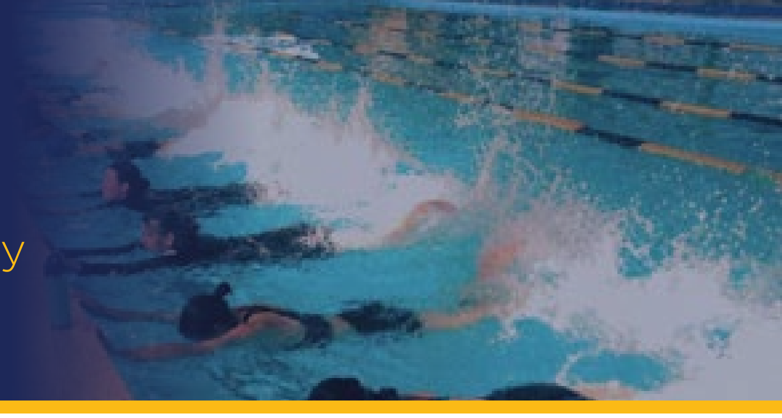
Tips for using the templates:

- Keep information simple and clear
- Update documents regularly
- Share responsibility across committee members
- Store documents in a safe and accessible place
- Review templates annually or after major projects
- Place funding on your meeting agenda so that it is discussed regularly

You don't need to complete every template at once. Start with those that align with your current stage in the funding readiness journey and build from there.



www.tfc.net.nz/resources/funding-readiness



Case Study | Tauira:
Ōpunakē Pool gets funding ready

The Taranaki Facilities Consortium has been working alongside the Ōpunakē Community Pool, supporting its journey toward becoming "funding ready," with a particular focus on project planning.

Ōpunakē pool found themselves at a critical point after nearly 40 years without major upgrades. Ageing infrastructure, safety concerns, and rising energy costs have placed its long-term sustainability at risk.

The Challenge

Through early conversations with the volunteer pool committee, it became clear that before approaching funders, the group needed to better articulate their vision and purpose. While the need for investment was evident, they lacked a clear, compelling narrative and structured plan to confidently present to potential funders.

The Approach

With support from the Taranaki Facilities Consortium, future-focused funding was used to connect the pool committee with communications and marketing expertise.

Working over several months, Hannah Mumby from Smokeylemon sat alongside the committee, supporting them to:

- Clarify their vision and key messages
- Define and quantify the pool's impact on the local community
- Develop a compelling and emotionally engaging narrative
- Stage the facility upgrades into achievable phases, while still communicating the long-term vision

The Outcome

This investment in planning and storytelling has transformed the pool's ability to engage with funders and the wider community.

The "Keeping Ōpunakē Pool Afloat" campaign was developed, supported by:

- A clear case for support backed by evidence
- A targeted social media campaign
- Funder-ready documentation tailored to both community funders and business sponsors

The pool now has a strong, cohesive narrative and a suite of adaptable resources to support different funding opportunities. With increased clarity, credibility, and confidence, the Ōpunakē Community Pool is now well positioned to progress its future facility development and attract the investment needed to secure its future.

This case study demonstrates that not every project starts with funding — some start with getting the story right.

"Sometimes, the most important part of a funding campaign happens before you ask anyone for money. It's about getting clear on your story, your purpose and the bigger picture. Funders aren't just investing in buildings or upgrades, they're investing in outcomes, community impact and confidence in the vision. The Ōpunakē Pool Committee already had the passion and local support behind them, we just helped shape that into a clear narrative and staged plan that funders could genuinely connect with and confidently invest in."

- Hannah Mumby, Smokeylemon

"As a volunteer led community facility, we knew the need was there, but we didn't have the words or structure to tell our story properly. This process has given us clarity, confidence, and a clear path forward to secure the future of our pool for our community." We're incredibly grateful for Hannah's support throughout this journey."

- Deb Hohaia, Ōpunakē Pool Chairperson

Case Study | Tauira:
TOPEC lodge rebuild

Baker Tilly Staples Rodway (BTSR), as a member of NP Partners, was invited to support TOPEC as it advanced plans for a new community lodge. The project forms part of TOPEC's wider vision to create a lasting legacy for local youth and whānau by expanding the facilities available for learning, recreation and community connection.

The Challenge

TOPEC had a strong long-term vision for a new lodge that could better support its programmes and broaden its impact in the community. However, like many community-led projects, the challenge was not simply the need for a building — it was turning that aspiration into a clear, staged and funder-ready proposition. The project needed a compelling narrative, a practical pathway forward, and a partnership model that could align community support, specialist expertise and funding confidence.

The Approach

Through NP Partners, Baker Tilly Staples Rodway contributed to the broader partner framework supporting the lodge development. The project brought together organisations providing financial and business planning, design, infrastructure, environmental sustainability, legal support, programme management and cultural guidance. This collaborative model helped shape the lodge build as more than a construction project — it became a community development initiative with a clear purpose, defined partner roles and a phased pathway for delivery. By helping strengthen the planning and funding story around the build, the partnership improved TOPEC's ability to engage with stakeholders and position the project for long-term success.

The Outcome

The result was a stronger, more coherent foundation for the TOPEC lodge build. With the project framed within a clear partnership structure and supported by better planning, TOPEC was better placed to communicate its vision, engage potential supporters and progress the next stage of development. The case study demonstrates how early strategic input, practical planning and the right mix of partners can help community organisations move significant projects forward with greater clarity and confidence.

"It's inspiring what the power of a cohesive, local community can achieve. While Baker Tilly's part of this story is small in the big scheme of things, it was foundational with regards to moving forward and establishing some early momentum. BTSRs vision is to create "enduring success" for our people and community and knowing we have helped achieved this for TOPEC, in securing a multi-generational lodge for Taranaki is exciting"

- Daimon Stewart, Baker Tilly Staples Rodway

TOPEC
TARANAKI OUTDOOR PURSUITS & EDUCATION CENTRE

bakertilly
STAPLES RODWAY

Support to progress funding readiness | He tautoko hei whakapakari i te takatū ki te pūtea tautoko

Becoming funding ready does not mean doing everything on your own.

Many organisations and partners are available to provide guidance, advice, and support along the way.

Seeking support early can save time, reduce risk, and help your organisation make informed decisions. Whether you are planning a small maintenance project or a major facility development, connecting with the right people can make the process smoother and more successful.

You are encouraged to reach out for support at any stage of your funding readiness journey.

Taranaki Facilities Consortium (TFC)

Taranaki Facilities Consortium
Supporting Quality Active Spaces and Places

"The Taranaki Facilities Consortium (TFC) brings together facility experts from the regions four councils, NZCT, Toi Foundation, Venture Taranaki, Taranaki Foundation, Sport Taranaki and Sport New Zealand to help community sport, recreation and play organisations develop, maintain and optimise their facilities. Recognising that many groups face challenges such as securing funding, managing facilities efficiently, and planning for long-term sustainability, the TFC provides expert guidance and collaborative support to ensure that community facilities meet current and future needs.

The TFC can help organisations to:

- Understand regional priorities and facility planning
- Explore opportunities to collaborate or share facilities
- Consider long-term sustainability and future demand
- Align projects with regional strategies
- Connect with relevant partners and expertise

For more information visit www.tfc.net.nz or email **admin@tfc.net.nz**

Sport Taranaki

SPORT TARANAKI

Beyond the TFC, Sport Taranaki are here to support your group. Tasked with leading the kaupapa of **"Taranaki: Active for Life"** Sport Taranaki work across health, education, play, active recreation and sport providing support to participants, clubs and organisations.

Sport Taranaki can be contacted: **06 759 0930** or via email **info@sporttaranaki.org.nz**
www.sporttaranaki.org.nz

Sport Taranaki can help organisations to:

- Build organisational capability and leadership
- Understand community needs and participation trends
- Access tools, resources, and sector guidance
- Connect with regional networks and programmes

Support to progress funding readiness | He tautoko hei whakapakari i te takatū ki te pūtea tautoko

Local Funders

Local funders play an important role in supporting community projects, facilities, and services. Engaging with funders early can help organisations better understand funding criteria, priorities, and expectations.

Local funders can help organisations to:

- Understand funding criteria and application requirements
- Clarify eligibility and timelines
- Provide guidance on preparing strong applications
- Identify suitable funding opportunities
- Support community-led projects

To find out what funders operate in your rohe visit the Funding Page of the Sport Taranaki website: **Sport Taranaki - Find Funding Sources and Resources**

The Wheelhouse

The Wheelhouse supports Taranaki trusts, clubs, societies and community groups through practical training, mentoring, impartial advice, resources, and connections.

The Wheelhouse can help organisations to:

- Clarify their purpose and strengthen planning, governance and leadership
- Improve financial management, accountability and organisational systems
- Measure and communicate their impact
- Explore funding and sustainable income opportunities
- Build capability to apply for, manage and report on funding

www.wheelhouse.org.nz

Taranaki Facilities Consortium

Supporting Quality Active Spaces and Places

He toka tū moana

As durable as a rock pounded by the surf

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