NZMS RESOURCES:

FINDING FUNDING

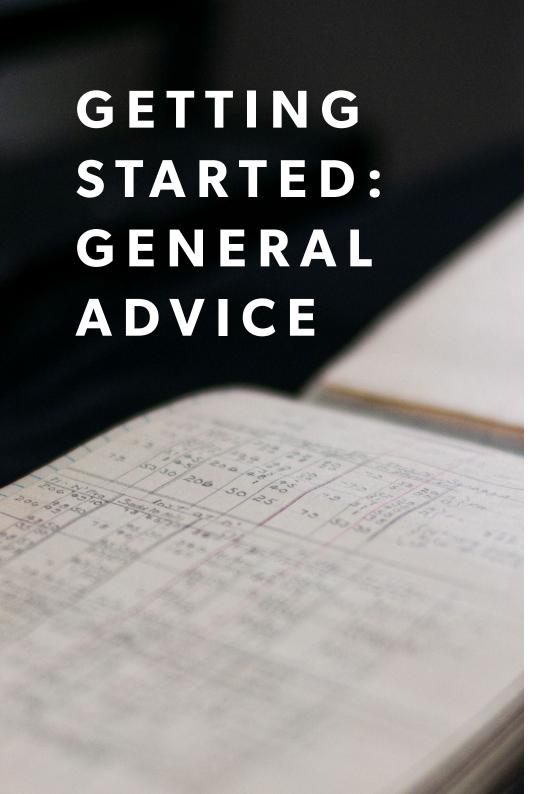
A GUIDE TO FUNDING RESOURCES FOR DIGITISING AND

PRESERVING CULTURAL HERITAGE IN AOTEAROA NEW ZEALAND

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FIND THE MOST SUITABLE AGENCY

Once you have identified the resources you need to digitise, preserve, and improve access to your records and collections, the next step is to identify the most suitable funding agency or agencies.

You will need to find out:

- The objectives of the agency's funding programme
- If they have a category that fits your needs, or whether you can align your needs to any of their categories
- What they will fund and what they won't fund
- How much they have provided for similar projects previously
- What the maximum grant can be
- The application requirements and process
- The application closing date.

GENEROSITY NEW 7FALAND

The <u>Generosity New Zealand website</u> has information about scholarships, grants, resource schemes and it connects businesses with community groups.

TE PAPA

Te Papa has released a <u>resource guide</u> with advice for applying for funding. While it is targeted more towards the museum sector, it has some information which may be useful for other organisations. It includes information about the application process as well as outlining some of the different grants and funding sources available.

Download a digital copy of the brochure.

PHILANTHROPISTS AND CORPORATE BUSINESSES

Are there people in your community with a strong interest in this collection that might consider donating or contributing to (or writing a funding application for) your cause?

Or is there someone in the news or media who has expressed a passion for similar collections or themes. No matter how famous they are, contact them directly, they can always say no! And you will be surprised at how supportive these people can be.

Even if they do not provide funding, they may be able to give you advice, or put you in touch with likeminded people and others who may be able to help. Remember that what you are doing is not for personal gain, but for the community good. Corporate business generally have money and a mandate to help communities. Find out when they make decisions on corporate gifting.

SUPPORT FOR NON-PROFIT &

COMMUNITY GROUPS

<u>Strategic Grants</u> helps not-for-profit organisations establish sustainable, cost-effective grant-seeking strategies to deliver projects that fulfil their organisational missions.

LOCAL COUNCILS

Charities may qualify for funding from their council. Each <u>local council</u> has different criteria and different funds depending on the community. Check out the website of your local council to see if your charity is eligible for funding.

For example, Christchurch City Council has a <u>Strengthening Communities Fund.</u> Talk to your local Councillor for assistance in looking for Council funding. Remember, it is their job and they will want your votes!

COMMUNITY TRUSTS OF NEW ZEALAND

There is an expansive network of community trusts in each region of New Zealand. Community Trusts of New Zealand provide funding support that charities may be eligible for.

Have a look at the website of your local community trust to see what funding options are available:

<u>Auckland and Northland</u>

<u>Waikato</u>

Taranaki

Bay of Plenty

Eastern and Central Community Trust

Wellington Community Trust

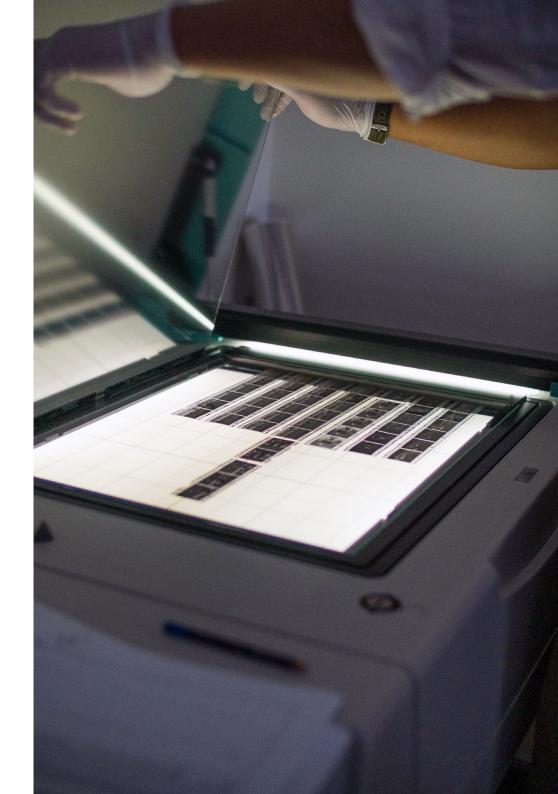
Nelson, Marlborough, Canterbury and Chatham Islands

Buller, Grey, and Westland: West Coast Community Trust

Mid & South Canterbury

<u>Otago</u>

Southland



10 TIPS ON GRANT APPLICATIONS

WHEN WRITING YOUR FUNDING APPLICATIONS:

- Focus on the specific required outcomes of the fund more than on what you do. It
 is easy to be absorbed in your fabulous work and forget that funders need to see
 outcomes
- 2. Funding panels are inundated with applications, so they are looking at who to reject first. By focusing on the outcomes explicitly, you will likely make it through the first cuts
- 3. They are not likely to know what you do, so be clear and simple in your description, and avoid industry specific terms
- 4. Stick to the wordcounts and if there are no wordcounts, keep your application succinct and to the point. Funding panels have a lot to read, and you need to keep them engaged (and happy!)
- 5. Find strong letters of support and recommendations, and don't be afraid of asking 'important' people
- 6. Think about your points of difference to other organisations that may be working on similar projects, and link these differences to the specific outcomes of the fund
- 7. Make a point of talking directly to someone from the fund as they usually have a contact person. Ask them as many questions as possible on how you should present your application
- 8. Avoid any potentially contentious statements such as government cutbacks mean that your project now needs extra funding. Funders want nice news headlines!
- 9. Involve as many people as possible in the early application writing stage, but in the final few days have a single 'owner'. Don't make final decisions by committee
- 10. Re-read no. 11

PLACES TO LOOK

THE FOLLOWING WEBSITES
ARE GOOD PLACES TO LOOK
FOR INFORMATION ABOUT THE
DIFFERENT FUNDING AGENCIES IN
NEW ZEALAND AND THE GRANTS
THEY OFFER



THE MINISTRY FOR CULTURE AND HERITAGE

The Ministry for Culture and Heritage has great information about the funding sources available specifically for those within the GLAM sector (galleries, libraries, archives and museums) of New Zealand. Their "Apply for Funding" page allows you to search for specific grants to suit your project, organisation, and location.

Visit The Ministry for Culture and Heritage's "Apply for Funding" page for more information.

GENEROSITY NEW ZEALAND

Generosity New Zealand replaced Funding Information Services. See their website which includes the <u>givUS section</u> which offers access to more than 1,200 grants and schemes for communities, volunteer organisations, schools, groups, sport clubs, and lwi.

Find assistance for nearly everything, including operational costs, building redevelopment, and project-based resources.

CHARITIES COMMISSION

If you are not a registered charity then think about approaching them for funding, or alternatively, working on a joint funding application. The Charities Commission has a searchable database of all the Charities in New Zealand. You can use the Charities Register to look for charities to fund or work with your initiative or activity.

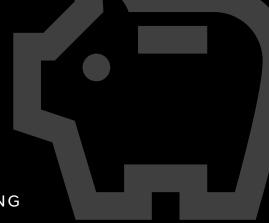
Visit the Charities Register to find our more.

COMMUNITY MATTERS

<u>Community Matters</u> is a government platform for funding applications from a variety of different organisations whose funds are administered by the DIA.

CREATIVE NZ

Creative NZ supports the arts throughout New Zealand. <u>Visit their website</u> to see if you or your organisation are eligible to apply for funding.



CROWDFUNDING

Another form of funding you could consider is crowdfunding. If you have an idea for a project but need financial support, crowdfunding can be a good way to gather that support with small donations from a large number of people via the internet. You simply put your project on a crowdfunding platform, and rally your local community and others to get together to each contribute a little towards its success.

While there are many crowdfunding platforms available, we suggest you do some research to find the one that would best suit your project.

Some New Zealand Platforms:

- <u>Givealittle</u>
- <u>Pledgeme</u>

Overseas based, but will take New Zealand projects:

- Kick Starter
- <u>lustGiving</u>
- <u>Indiegogo</u>
- Go Fund Me



FOUNDATION NORTH - PLACES FUNDING

BASIC DESCRIPTION

To fund projects that conserve, preserve, and develop our region's natural and physical environment, and cultural heritage.

PROJECTS SUPPORTED

- Projects that conserve and preserve the significant history of our region.
- Projects and organisations that protect and enhance the environment in which we live.
- Marae development in recognition of the special role that marae play in supporting community cohesion.
- Building projects that develop community cohesion, enhance community participation, or are of regional significance.

Eligible community organisations can receive a grant once every 12 months. Grants will be considered for costs relating to:

- Operating costs (excludes operating costs for community facilities).
- Programme costs.
- Project management costs for marae development projects (support for project management is capped at 10% of total project cost).
- Capital expenditure (The Trust is unlikely to consider funding applications from organisations reapplying within five years of a successful large grant).
- Minor capital works.
- Capacity and capability building.
- Leadership development.
- Resources and equipment.

WHO CAN APPLY?

- Registered incorporated society, or a registered charitable trust.
- Controlled by an organisation operating under an adopted constitution and rules.
- Able to provide us with annual accounts. If you are applying for under \$40,000, these must be signed by two office holders. If you are applying for over \$40,000, these must be audited by a person with an accounting qualification.
- In operation for at least 12 months.
- Within the Trust's region (Auckland and Northland).

Check your eligibility with the Foundation North eligibility guiz.

In addition, funding will be prioritised for those organisations who meet the strategic objectives of the grant as outlined below

FUNDING PRIORITIES

Heritage

- Heritage restoration including Māori and cultural artefacts.
- Protection and restoration of Wāhi Tapu and archaeological sites.
- Building development.
- Collection care and management.
- Recording and publishing history.
- Exhibitions and interpretation.
- Promotion of cultural heritage.

Marae

- Marae development projects that can demonstrate community involvement.
- Creating key community partnerships with marae, e.g., rūnanga and iwi.
- Collaborative projects.
- Projects that build capacity.

Environment

- Conservation and restoration of regionally significant or threatened habitats and eco- systems on public land or private land which is under covenant (including ngā whenua rāhui).
- Conservation of rare, endangered, or threatened native species.
- Community education programmes aiming to resolve environmental issues that link action with learning.
- Supporting organisations towards becoming more environmentally sustainable.

Community Building Projects

- Projects that meet an identified and well-defined community need.
- Collaborative projects.
- Projects that have widespread and significant community interaction.
- Community driven and have wide community support.
- Buildings that ensure accessibility to whole communities.
- Multi-use facilities which ensure accessibility to the whole community will be a priority.

HOW MUCH?

The funding is divided into two broad areas: applications up to \$25,000 and applications for more than \$25,000.

HOW DO YOU APPLY?

If your organisation is requesting \$25,000 or less, a Quick-Response Grant decision is made within eight weeks of the closing date. There are no closing dates and they endeavour to respond within 2 months of receiving a completed application.

If your organisation is requesting \$25,000 or more, it will be about four months before you get a decision on a Community Grant. There are no closing dates and they

endeavour to respond within 4 months of receiving a completed application.

Information about how to apply for a grant can be found here.

CONTACT INFORMATION

Phone: (09) 378 6954 or Freephone 0800 272878

Email: info@foundationnorth.org.nz

Or visit: 50 Ponsonby Road, Ponsonby, Auckland.



THE LION FOUNDATION

BASIC DESCRIPTION

The Lion Foundation provides funding to a range of different areas of the community, including arts, culture and heritage and environment.

WHO CAN APPLY?

Registered incorporated society, or a registered charitable trust.

PROJECTS SUPPORTED

The Lion Foundation supports a range of different projects. All grants must be used for goods and services within New Zealand and they generally only fund events or projects that will take place during the next six months. The Lion Foundation encourages groups to adopt a single application per year approach in order to ensure a fair distribution on funds.

HOW MUCH?

There is no set amount.

WHEN CAN YOU APPLY?

They accept applications year-round.

HOW DO YOU APPLY?

All the necessary application information and forms are on their website.

PUB CHARITY

BASIC DESCRIPTION

The Pub Charity focus on supporting communities in New Zealand by redistributing millions of dollars in gaming machine proceeds.

WHO CAN APPLY?

Your organisation must be:

- An incorporated society.
- A charitable body recognised by the Inland Revenue Department.
- A non-profit organisation.
- And/or, if applicable, a club or group affiliated to or a member of a recognised national organisation.
- It must have a valid constitution and a set of rules and be able to produce on request credible financial statements.
- Your organisation must have a bank account in the name of your club/group or organisation.
- Only a beneficiary or member of the organisation can apply for funding on behalf of your organisation.
- If you are applying for property maintenance or purchase costs, you will need
 to provide supporting information as to the tenure or ownership of the relevant
 property.
- No applications will be accepted from an applicant who operates their own gaming machines.

Applications must be for charitable purposes and will need to be within one of the following donation distribution groups:

- Community, culture, and arts.
- Education (including pre-school, kindergartens, playgroups, Kohanga Reo).
- Fire brigade, ambulance, life saving.



- Health, and health-related purposes.
- Youth.
- Sport, recreation, leisure.

HOW MUCH?

There is no set limit.

HOW DO YOU APPLY?

All the necessary application information and forms are on their website.

WHEN CAN YOU APPLY?

Pub Charity Net Proceeds Committee meets once a month to assess donation applications (excluding December). Applications must be in their office by 5:00pm on the scheduled closing date to be included for consideration of the Net Proceeds Meeting date.

You are encouraged to send your application in early so any queries can be clarified prior to closing date. Closing dates can be found on their website.

AOTEAROA GAMING TRUST

BASIC DESCRIPTION

The Aotearoa Gaming Trust (formerly The Southern Trust) is required under the terms and conditions of their license issued by the Department of Internal Affairs to return at least 37.12% of gaming machine proceeds to the community. They strive to return as much as possible to communities through funding. They provide funding to amateur sport, education, community purposes, welfare organisations and arts and culture. The majority of families within New Zealand have received benefit, either directly or indirectly, from gaming machine proceeds through this funding, which support a huge diversity of organisations and communities.

PROJECTS SUPPORTED

The Aotearoa Gaming Trust funds a diverse variety of projects.

WHO CAN APPLY?

To be eligible for funding you need to be a non-profit organisation. You can be active in the areas of community, education, arts and culture, or amateur sport.

HOW MUCH?

There is no specified limit to how much you can apply for in a single application round.

HOW DO YOU APPLY?

All the necessary application information and forms are on their website.

WHEN CAN YOU APPLY?

The Aotearoa Gaming Trust is always open for applications to benefit the community. They do not have any cut off dates. In most cases, applications are processed within 20 working days. Requests larger than \$30,000 are reviewed at the next available monthly Board of Trustees meeting.

RĀTĀ FOUNDATION

BASIC DESCRIPTION

The Rātā Foundation's Strategic Vision sets out their beliefs and guiding principles and goals which are the foundation for their work on behalf of their four funding regions — Canterbury, Nelson, Marlborough and the Chatham Islands now and in the future. Through their funding programmes they aim to support small and large organisations across a wide range of cultural, social, environmental or community projects in their funding regions. The specific regions found here.

PROJECTS SUPPORTED

The Rātā Foundation support many projects and organisations including ones that:

- Help local people delve into the heritage, culture, and traditions of their community, and increase connection and belonging.
- Bring heritage assets to life for future generations to enjoy.

WHO CAN APPLY?

Not-for-profit organizations in the Nelson, Marlborough, Canterbury and the Chatham Islands.

These include:

- An incorporated society, association or organisation, which is not carried on for the
 purpose of providing profits or gains to any member or shareholder, and whose
 governing rules or constitution restrict any distribution of funds to any member or
 shareholder.
- Any entity registered under the Charities Act 2005.
- A not-for-profit educational institution or body, church or church administration organisation.

- If you are a small unincorporated organisation which benefits the community and
 has been operating under a constitution or set of rules, for at least 12 months,
 please contact us to discuss options for applying under an umbrella organisation.
 Your organisation would need to have its own bank account, and financial
 statements, and have letters of support from at least two independent sources.
- Collaborative partnerships acting as backbone organisations, should contact us to discuss how best to apply.

HOW MUCH?

They provide small grants of \$20,000 or less, and large grants over \$20,000.

HOW DO YOU APPLY?

All the necessary application information and forms are on their website.

WHEN CAN YOU APPLY?

Grants can be applied for once at any time during the financial year (1 April to 31 March). A funding decision for small grants will take up to 10 weeks after all information is received.

Large grants will have a funding decision three to four months after all completed information is received



"Dream bigger and reach further with a grant from National Services Te Paerangi. We invest in museums, galleries, and iwi tribes to foster growth and new connections across the sector."

HELPING HANDS GRANT

BASIC DESCRIPTION

Use the Helping Hands Grant to get materials, services, and information for your museum or gallery – as a whole, or to support specific projects.

Maximum funding request: \$2,000 including GST.

ELIGIBILITY

Your organisation is eligible if it:

- Is a museum, gallery, or iwi group.
- Relies solely, or in part, on volunteers to operate.
- Does not receive substantial operational funding from local government.

Your organisation can make one application per financial year (1 July - 30 June).

FUNDING CAN SUPPORT

- Conservation materials (e.g., gloves, acid-free boxes).
- Equipment or capital items (dehumidifiers, photocopiers, computers, etc).
- Professional advice on a range of museum matters (e.g., exhibition design, interpretation, conservation advice), but cannot be used to pay salaries.
- Solutions to address issues raised when undertaking the New Zealand Museums Standards Scheme (e.g., collection care improvements).
- The services of tradespeople (e.g., lighting experts, plumbers, builders).

- Rental agreements (e.g., for dehumidifiers, monitors).
- The development of marketing materials (e.g., for brochures).
- Pest extermination or fumigation.
- Construction materials (e.g., paint, wood, tools).
- Office equipment repairs.

HOW TO APPLY

Apply by 30 April if you wish to receive a grant in the same financial year (1 July – 30 June). More information can be <u>found here.</u>



TRAVEL SUBSIDY GRANT

BASIC DESCRIPTION

Subsidies for travel expenses associated with museum or gallery training in New Zealand. Maximum funding request: \$500 including GST

ELIGIBILITY

Your organisation must represent a legally constituted, non-profit organisation such as an incorporated society or a charitable trust. Your organisation can make up to three applications per financial year (1 July – 30 June).

FUNDING CAN SUPPORT

- Flights.
- Accommodation during the training opportunity.
- Travel in a car, charged at the current IR mileage rates (link is external).

Funding cannot support:

- Retrospective payment of expenses.
- Registration fees.
- Overseas travel (see our Professional Development Grant instead).
- Food and consumables.
- Wear and tear.
- Travel insurance.

HOW TO APPLY

Apply by 30 April if you wish to receive a grant in the same financial year (1 July - 30 June). More information can be found here.

PROFESSIONAL DEVELOPMENT GRANT

BASIC DESCRIPTION

Access museum or gallery training programmes – local or international.

Use the Professional Development Grant to access museum or gallery training programmes (local or international) with long-term benefits for you, your organisation, and the sector. Maximum funding request: \$1,000 excluding GST.

ELIGIBILITY

Your organisation must represent a legally constituted, non-profit organisation such as an incorporated society or a charitable trust. If your organisation does not hold legal status, you may work with a legally constituted umbrella organisation to apply. Your organisation can make one application per financial year (1 July – 30 June).

FUNDING CAN SUPPORT

Travel and registration costs associated with museum or gallery-specific professional development opportunities offered in New Zealand or overseas, for example, National Services Te Paerangi workshops, ICOM conferences, Museum Association and related conferences and training opportunities, short courses on museum-related topics.

Funding cannot support:

- Miscellaneous expenses such as accommodation costs during the course of the training programme.
- Travel and registration costs associated with professional development that is not museum or gallery-specific.
- Travel insurance.
- Sharing your new knowledge.

On application, you must provide information about how your training opportunity will be shared with and/or benefit the sector.

For example, you could:

- Deliver a presentation to regional museum staff.
- Write a blog post either for, or to be shared with, the NZMuseums website (link is external).
- Write a paper.
- Create a resource.
- Deliver a workshop.

HOW TO APPLY

Please apply at least two months before your intended professional development commences. They consider applications at any time but operate on a first come, first served basis and can support only five Professional Development Grants each financial year (1 July – 30 June). Apply by 30 April if you wish to receive a grant in the same financial year. More information can be <u>found here</u>.



COMMUNITY ORGANISATION GRANTS SCHEME (COGS)

BASIC DESCRIPTION

The <u>Community Organisation Grant Scheme</u> is a community-driven funding body that provides grants to non-profit community organisations that deliver community-based social services.

PROJECTS SUPPORTED

COGS may make a contribution to running costs (including personnel, operating or programme costs), or to services or projects that encourage participation in communities, promote community leadership, or promote social, economic and cultural equity.

WHO CAN APPLY?

To be eligible for funding you need to be a non-profit organisation.

HOW MUCH?

There is no limit to the amount you can apply for. However, because of pressure on funds, COGS is rarely able to provide grant funding to the level requested and is more likely to consider a contribution of approximately \$3,000 or less. Grants over \$10,000 can only be made to groups that have legal status.

HOW DO YOU APPLY?

You can apply for funding online on their website.

IMPORTANT DATES

There is one funding round per year. To keep up to date with important COGS funding dates, visit their dedicated webpage.

LOTTERY ENVIRONMENT AND HERITAGE FUND

BASIC DESCRIPTION

Lottery Heritage grants are available for plans reports and one-off projects that conserve, protect and/or promote collections and stories that are important to our cultural heritage and identity.

PROJECTS SUPPORTED

Lottery Environment and Heritage makes grants to:

- Protect collections that are at risk of being damaged or lost.
- Projects that will make collections easier for people to access and enjoy.
- Projects to tell our stories, and especially for young people to learn about and experience our cultural heritage.
- Projects that conserve or protect moveable cultural property, such as photographs, paintings, furniture, and other artefacts.
- Prepare plans, studies or reports that will help achieve cultural heritage projects.

The Lottery Environment and Heritage Committee is more likely to fund requests with or for conservation or restoration plans that accord with the ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value.

HOW MUCH?

Grants are made for small projects (less than \$250,000) and large projects (\$250,000 or more). Projects may be a single, stand-alone project, or a discrete stage of a larger, ongoing project.

HOW DO YOU APPLY?

You can apply for funding online on their website.

IMPORTANT DATES

There are two funding rounds a year. To keep up with important dates, visit the dedicated webpage.

PACIFIC DEVELOPMENT AND CONSERVATION TRUST

BASIC DESCRIPTION

<u>This Trust grants</u> funding to non-profit organisations for the purposes of Pacific development, conservation, cultural heritage, and charitable projects.

PROJECTS SUPPORTED

PDCT requires at least one of their objectives to be met in order to qualify for funding. The relevant objective denotes "to encourage and promote the peaceful conservation and development of the cultural heritage of the peoples of the Pacific".

WHO CAN APPLY?

To be eligible for funding you need to be a citizen or organisation from one of the following places: American Samoa, Australia, The Cook Islands, The Federated States of Micronesia (Chuuk, Kosrae, Pohnpei and Yap), Fiji, French Polynesia, Guam, Kiribati, The Marshall Islands, Nauru, New Caledonia, New Zealand, Niue, Northern Mariana Islands, Palau, Papua New Guinea, Pitcairn, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, Wallis, and Futuna.

HOW MUCH?

There is an annual budget of \$250,000 to be shared amongst applicants. There is no limit to the amount you can apply for. Grants are generally between \$2,000 to \$50,000.



HOW DO YOU APPLY?

You can apply for funding online on <u>their website</u>.

IMPORTANT DATES

There are two funding rounds per year opening in February and August respectively.

INTERNATIONAL RESOURCES

The free management library (US) has a wealth of information to:

"Help non-profit leaders and staff learn to understand the various/varied elements of fundraising, to recognise the importance of the relationship between an organisation and its potential donors, and to construct and implement a strong fundraising plan/program for their non-profits."

Visit the webiste to explore their range of topics including:

- Fundraising basics
- Fundraising laws and ethics
- Fundraising leadership: board, development directors and others
- Development staff: defining, hiring, evaluating and firing
- Direct appeals
- Grants: government (public grants)
- Special events
- Annual funds
- Major gifts and planned giving
- Capital campaign and endowment fundraising
- Fundraising online (including social media, online malls, corporations that accept online proposals)
- Fundraising software
- Donor communications, feedback and recognition
- Fundraising planning (tying it all together)



NATIONAL LIBRARY OF AUSTRALIA – COMMUNITY HERITAGE GRANTS

BASIC DESCRIPTION

The Community Heritage Grants (CHG) programme provides grants of up to \$15,000 to community organisations such as libraries, archives, museums, genealogical and historical societies, multicultural and indigenous groups. The grants are provided to assist with the preservation of locally owned, but nationally significant collections of materials that are publicly accessible including artefacts, letters, diaries, maps, photographs, and audio-visual material.

PROJECTS SUPPORTED

- significance assessments of collections.
- preservation needs assessments of collections.
- · conservation activities and collection management, and
- training workshops.

For more information on guidelines for application visit their website

NSW HERITAGE GRANTS

The NSW Office of Environment and Heritage and the Heritage Council of NSW work together to connect communities to heritage at a local and state level. One way we do this is through the Heritage Grants Program, providing grants to heritage owners and custodians, local government and the community to deliver a broad range of heritage outcomes.

More information can be found here.



NZMS SUPPORT

Founded in 1990, NZMS has decades of experience digitising collections—our team can expertly handle and digitise fragile documents, photographs, objects, and other taonga. We have developed comprehensive workflows that operate seamlessly with our equipment to digitise items of any size, quantity, or condition.

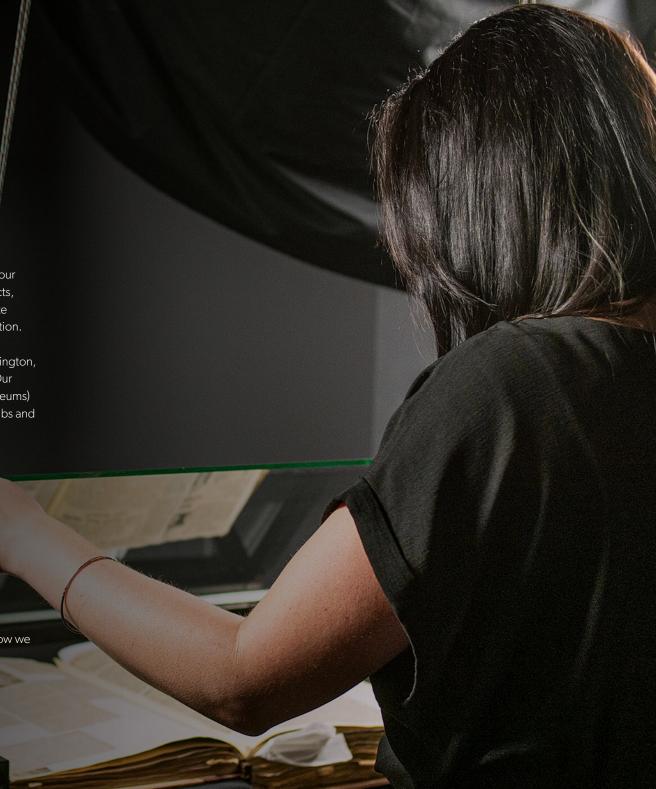
NZMS has branches in Tāmaki Makaurau Auckland, Te Whanganui-a-Tara Wellington, and Ōtautahi Christchurch which allows us to assist clients across the motu. Our clients are often GLAM sector organisations (galleries, libraries, archives, museums) but also extend to central and local government, iwi, universities, schools, clubs and societies, commercial enterprises, artists, and private individuals.

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