



TRANSPOWER

Guide to Transpower's CommunityCare Fund

How does the CommunityCare Fund work?

We provide one-off grants up to the value of \$15,000 towards community-based projects with tangible, wide-reaching and lasting benefits to communities within 2km of our transmission lines.

It is a two-stage application process to apply, and both stages are completed online:

1. **Expression of Interest** – a short form so we can check your proposal meets the funding criteria (see "*The funding criteria*" below). If it does, you will be invited to the Full Application stage
2. **Full Application** – you can provide more detail in this form and attach supporting documents. Full Applications are assessed against the evaluation criteria listed on page 5 under "*How is a Full Application evaluated?*".

There are two funding rounds per year. The dates are the same each year:

- **Summer round** – the window to submit an Expression of Interest is the month of October (closing date 11:59pm on 31 October). Full Applications then close 11:59pm on 31 January
- **Winter round** – the window to submit an Expression of Interest is the month of April (closing date 11:59pm on 30 April). Full Applications then close 11:59pm on 31 July.

Our panel meet in March (Summer round) and September (Winter round) to evaluate the Full Applications and determine which proposals are successful in receiving a grant.

How do I find out the distance to Transpower's lines?

There is an [interactive map](#) to work out the distance from your community project to our lines, but feel free to phone or email us instead and we can advise. We're available on: 04 5907005 and communitycare.fund@transpower.co.nz.

The funding criteria

The following organisations are eligible to apply:

- organisation or community groups who are independent, local and non-profit
- non-government organisations
- charities
- kōhanga reo, schools, or educational institutions
- local iwi and hapū
- local and regional councils, although an application from the community is strongly encouraged.

The CommunityCare Fund will consider funding for:

- projects in communities within 2km of our overhead lines and who are affected by our assets
- one-off projects seeking a grant up to \$15,000
- lasting projects that have wider-reaching benefits to the community
- projects with a high level of community involvement and participation
- committed projects with funds already raised from other sources.

The CommunityCare Fund will not consider funding for:

- events
- programmes or operational costs (e.g. salaries, rent, bills, fuel, administration costs, volunteer support, equipment hire, paying a project manager)
- individuals, political organisations, or other foundations who make grants
- projects generally funded by the government
- projects that have already been completed
- projects that may compromise Transpower's policies for managing the National Grid (e.g. a proposal to build too close or under our transmission lines)
- organisations who have received a CommunityCare Fund grant in the last four years.

Stage 1 – Expression of Interest

The Expression of Interest is a quick process to check your proposal meets the funding criteria. We appreciate the time that goes into grant applications so are keen to make our process as easy as possible.

Complete the short Expression of Interest form and click the “Submit” button.

It is important to be clear about what the grant money will be used for. If it's unclear, your Expression of Interest may be declined. No attachments or supporting documents are required at this stage.

At this time, the online form cannot be saved for submitting later so we recommend having your information ready to go. Below is a step-by-step guide to the Expression of Interest form:

ORGANISATION DETAILS
Please provide information about the organisation that will be applying for a CCF grant.
Organisation name * <input type="text"/>
Street address or PO Box * <input type="text"/>
Suburb * <input type="text"/>
City * <input type="text"/>
Post code * <input type="text"/>

Please complete all boxes in this section

This address can be different to the location of your proposed project

IS YOUR ORGANISATION:**Tick all that apply ***

- ☐ An independent, local and non-profit organisation / community group
- ☐ A non-government organisation
- ☐ An iwi or hapū
- ☐ A registered school, kōhanga reo, educational institution
- ☐ A regional or district council
- ☐ A registered charity
- ☐ A political organisation
- ☐ Any other foundation that make grants

You can tick more than one box

To be considered for the CommunityCare Fund, we would like to understand who your organisation is and how it fits into your community. It's important to us that we are helping community groups and non-profit organisations

There will be an opportunity at the next stage (Full Application) to tell us more about your organisation

CONTACT DETAILS

Please let us know who we should contact about this submission.

Your name *

Your position / title *

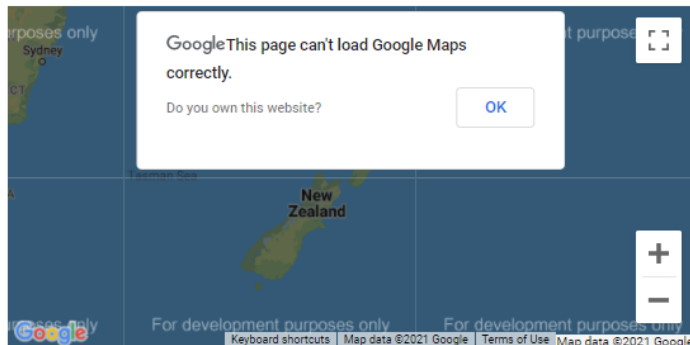
Your phone number *

Your email address *

Complete all boxes in this section

PROJECT DETAILS**Project title ***

Give your project a title. We'll use this on all correspondence to you, and on our [funding announcements page](#) if you are successful in receiving a grant

Location / address of the project *

Please tell us where the project will be - i.e. where the grant money will be spent. You can simply type in the street address in the box just below, or drop a pin on the map above by zooming in and clicking on the location (to remove a pin, just click or select it).

The easiest way is to simply type in the street address. Please complete this, even if it is the same as the address at the beginning of this form as it saves us contacting you to confirm if your project location is within 2km of our lines

Total project cost *

This is the amount your project will cost. Please enter the amount only (no text) and do not include a \$ sign or a comma

Total funding request *

This is the amount (grant) you are asking for. Please enter the amount only (no text) and do not include a \$ sign or a comma. Transpower's CommunityCare fund allocations are classed as grants (not donations). If you are not GST registered, the grant amount you request should include GST. If you are GST registered, the grant amount you are requesting should exclude GST. There is a GST guide available on our website.

Have you secured or requested funding from another source for this project? *

☐ Yes

☐ No

This is how much will it cost to complete your project. We like to know if our grant would cover a part of your project or complete it

This is the amount of money you are asking for in this grant application. If you later need to adjust this grant amount, just phone or email us. Click [here](#) to check if this amount should **include or exclude GST**

PROJECT CLASSIFICATION / CATEGORY

How would you describe your project? Tick all that apply

☐ Activity-based

☐ Educational

☐ Ecological interest

☐ Community-focused

☐ Iwi related

☐ Emergency & special needs

You can tick more than one box

We'd like to know how your project fits into the community. This helps us keep track of where the 'touch points of need' are in the community and to form a picture of the kind of assistance that is needed across New Zealand

PROJECT DESCRIPTION

Please provide a short summary of your project. *

A few sentences outlining your proposed project, and what our grant money would be spent on (this is important to be clear about). Please review the funding criteria on our website before submitting your Expression of Interest.

Please clearly outline the benefits of your project to your community. *

A few sentences outlining the benefits of your proposed project to your community. There is an opportunity at the Full Application stage to provide more detail about your project and your organisation.

Remember to say what the grant money will be spent on

Please keep it brief - there is space in the Full Application form to talk about your amazing organisation and fantastic community project 🟡

We'd love to hear the kind of great things that are going to happen in your community as a result of your project

Stage 2 – Full Application:

If your Expression of Interest meets the funding criteria, you will receive an email with a link to the Full Application form and your eight-digit reference number.

The information you provide in your Expression of Interest is added to the information you provide in your Full Application, so there is no need to repeat the earlier information.

A step by step guide to completing the Full Application form is further below.

How is a Full Application evaluated?

Grants up to the value of \$15,000

The application is seeking a grant up to \$15,000 (click here for [information on GST](#)). Requesting a grant outside this range will see your application get declined at the Expression of Interest stage.

The proposed project does not require ongoing Transpower funding

The application is for a one-off project i.e. it does not require ongoing funding support. Accordingly, the proposal is not for operational or administrative costs.

The proposed project will benefit those near the National Grid

A key requirement of the CommunityCare Fund is that it contributes positively to communities that live, work or play near our assets. This is typically those communities and/or the beneficiaries of the proposed project who are located within 2km of Transpower's overhead transmission lines. Projects located slightly further than 2km will be considered, but it is important for those applications to show the connection of the community with the nearest Transpower line.

The proposed project will have clear, lasting benefits to the wider community

The application demonstrates the proposed project will have clear and lasting benefits for the wider community, including showing the project:

- has a positive and lasting impact on the local community
- is a high priority to the local community
- has a high level of community involvement and participation
- will benefit a large number of people in the community

Include supporting references from community groups to help build the case that the project has a clear need in the community and wide-reaching benefits.

Whether the project meets one or more of the strategic criteria

The following strategic criteria also guide the evaluation process to reflect what we value from our community programmes:

- Applications representing the diversity of the communities we serve
- Applications from lower socio-economic areas will be preferred
- Applications with significant environmental benefits are welcomed
- Application for low carbon proposals are welcomed.

If successful, will we get the full amount we ask for?

We like to grant the full grant amount asked for so your project can be completed. There are occasions where this is not possible.

We aim to issue grants across a broad cross-section of projects and geographical areas to ensure the greatest benefit is delivered to the local community.

Guide to completing the Full Application form

At this time, the online form cannot be partially completed and saved for submitting later so we recommend having all the information you need (including attachments) ready to go.

REQUIRED INFORMATION CONTAINED IN YOUR EMAIL:	
<p>Reference Number: *</p> <input type="text"/> <p>This is the unique reference number contained in your email invitation to complete your CCF application.</p>	<p>The reference number needs to be entered exactly (no spaces or dots). We recommend copying the eight-digit number from the email we have sent you and paste it into the application form</p>
<p>Your email address *</p> <input type="text"/> <p>This must match the email address used to submit your organisation's Expression of Interest form.</p>	<p>You need to enter the same email address used in your Expression of Interest</p>

ADDITIONAL INFORMATION REQUIRED:	
<p>Please provide the additional information below to complete your CCF application.</p>	
<p>Your organisation's website address:</p> <input type="text"/> <p>Leave this box blank if your organisation does not have a website.</p>	<p>Leave blank if your organisation does not have a website, or add a link to any social media page</p>
<p>Your local Council area:</p> <input type="text"/>	<p>The name of the local council where the project will be, e.g. Timaru District Council</p>
<p>Briefly describe your organisation: *</p> <p>Please let us know about your organisation and its purpose.</p> <input type="text"/>	<p>We'd love to hear the best bits about your organisation and the project you're seeking a grant towards</p>
<p>How is your organisation funded? *</p> <input type="text"/>	<p>This can be kept simple, e.g. "Donations and membership fees" (we don't need the annual amounts)</p>
<p>Please tell us how close to Transpower assets you are: *</p> <p>Please tell how close you are to our overhead transmission lines or project works, and how they affect you. If you are an iwi or marae, please describe the impact of our assets on areas of cultural significance within your marae's / tribe's rohe.</p> <input type="text"/>	<p>If you're unsure of the distance, there is an interactive map or simply email or phone us and we can advise</p>

ADDITIONAL INFORMATION ABOUT THE PROJECT:**BUDGET AND TIMELINE BREAKDOWN:**

Use this section to break down your Project into major steps (up to four) that offer clear milestones, along with expected start and end dates. This is particularly useful if you are asking for a large grant, as it helps our independent panel see how much you have thought about and planned for each element of the project. As we do not provide retrospective funding, it is important to take into account when you might receive money from us when setting these dates: • if you are filling out this form between February and July your activity dates should be post-September for that year, • if you are filling out this form between August and January your activity dates should be post-March.

FIRST PROJECT ACTIVITY**Planned activity and cost: ***

description of activity followed by \$

Start date *

Day

Month

Year

Completion date *

Day

Month

Year

This section allows you to break down the things you are seeking the grant for, if is applicable to do so

Name the item and its cost \$.
If your project is small, just complete this "First Project Activity and Cost" section only

Start and end dates for your project

(As you complete a "Project Activity" another will appear. There are up to four)

VOLUNTEER AND PROJECT PROMOTION INFORMATION

If you are located within 50km of one of our offices, would you also like volunteer support from Transpower? *

- Select -

If your funding request is for a building restoration project, please list the ownership of the land and building, as well as who administers the property:

Is any promotional activity planned for your community project?

- ☐ Yes
- ☐ No
- ☐ I don't know

If yes, please describe how you will be promoting the project to your community:

This section is optional. Transpower staff can take a day out each year to volunteer at a local organisation, and may be able to volunteer at yours

Use the dropdown box to select: "Yes", "No", or "I'm not sure, please contact me"

If you are seeking a grant towards building renovations and you do not own the building, please list who owns it

We're keen to know the ways you will be letting your community know about your community project (we are not necessarily asking you to promote our grant towards your project, if successful)

CO-APPLICANT INFORMATION

Please note that this person **MUST** be a second identifiable individual and not the primary applicant.

Co-applicant name: *

Co-applicant position held: *

Co-applicant email: *

Co-applicant phone: *

This section needs to be completed

SUPPORTING DOCUMENTS OR FILES

Supporting file 1:

No file chosen

Files must be less than **10 MB**.
Allowed file types: **jpg jpeg png pdf doc docx ppt pptx xls xlsx**.

Supporting file 2:

No file chosen

Files must be less than **10 MB**.
Allowed file types: **jpg jpeg png pdf doc docx ppt pptx xls xlsx**.

Supporting file 3:

No file chosen

Files must be less than **10 MB**.
Allowed file types: **jpg jpeg png pdf doc docx ppt pptx xls xlsx**.

Supporting file 4:

No file chosen

Files must be less than **10 MB**.
Allowed file types: **jpg jpeg png pdf doc docx ppt pptx xls xlsx**.

Supporting file 5:

No file chosen

Files must be less than **10 MB**.
Allowed file types: **jpg jpeg png pdf doc docx ppt pptx xls xlsx**.

And finally, to attach documents to support your application: click on “Choose file” to select the file, and then click “Upload” for each document you wish to attach

This should include **at least one quote** – the quote needs to match the grant amount you are applying for

Demonstrate your project has support from your community by attaching letters of endorsement from relevant community groups and key individuals within your community, and any relevant media clippings

If you wish to provide additional documents, email them to communitycare.fund@transpower.co.nz with your 8-digit reference number (it starts with: 1111...)

...and click the Submit button. You will then receive email confirmation of its receipt.

Contact us for further information:

If you require further guidance before submitting your Expression of Interest or Full Application, feel free to contact us on 04 5907005 or communitycare.fund@transpower.co.nz