



**T R A N S P O W E R**

## Guide to Transpower's CommunityCare Fund

### 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

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

<p>Required information contained in your email:</p> <p>1. Reference number *</p> <p>Enter your answer</p> <p>2. Your email address *</p> <p>Enter your answer</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>You need to enter the same email address used in your Expression of Interest.</p>
<p>3. Your organisation's website address: *</p> <p>Enter your answer</p> <p>4. Your local Council area: *</p> <p>Enter your answer</p>	<p>Leave blank if your organisation does not have a website, or add a link to any social media page.</p> <p>The name of the local council where the project will be, e.g. Timaru District Council.</p>
<p>5. Briefly describe your organisation: *</p> <p>Enter your answer</p> <p>...</p> <p>6. How is your organisation funded? *</p> <p>Enter your answer</p>	<p>We'd love to hear the best bits about your organisation and the project you're seeking a grant towards.</p> <p>This can be kept simple, e.g. "Donations and membership fees" (we don't need the annual amounts).</p>
<p>7. Describe your proximity to Transpower overhead lines or assets (we will verify distance during shortlisting): *</p> <p>Enter your answer</p>	<p>If you're unsure of the distance, there is an interactive map or simply email or phone us and we can advise.</p>

<p>8. Have there been any changes to the amount requested since you submitted your Expression of Interest. Please note the total of your quotes must match the amount requested. *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>9. Please provide details of the new requested amount *</p> <p>Enter your answer</p> <p>10. Please provide a breakdown of the budget for your grant request *</p> <p>Enter your answer</p>	<p>Please outline what has changed, if anything, since your Expression of Interest was accepted i.e. quotes that have been received that alter the amount you are now requesting.</p> <p>Outline how the grant will be used for the project.</p>
<p>11. Please indicate your project start date *</p> <p>Please input date (d/MM/yyyy)</p> <p>12. Please indicate your expected project completion date *</p> <p>Please input date (d/MM/yyyy)</p>	
<p>13. If you are in the Auckland, Hamilton, Palmerston North, Wellington or Christchurch regions would you also like volunteer support from Transpower? *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>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.</p>
<p>14. Is any promotional activity planned for your community project? *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>15. Please describe how you will be promoting the project to your community: *</p> <p>Enter your answer</p>	<p>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).</p>
<p>16. Co-applicant name: *</p> <p>Enter your answer</p> <p>17. Co-applicant position held: *</p> <p>Enter your answer</p> <p>18. Co-applicant email: *</p> <p>Enter your answer</p> <p>19. Co-applicant phone: *</p> <p>Enter your answer</p>	<p>This section must be completed and the co-applicant must be aware they are part of the application.</p>

<p>20. Once your Full Application is submitted you will receive a confirmation email. Please ensure you have the following documentation ready for uploading *</p> <p><input type="checkbox"/> Two competitive quotes or reasoning for one (required)</p> <p><input type="checkbox"/> Letters of support from the community (optional)</p>	<p>You will receive a confirmation email which you must reply to with quotes and have the option of included additional supporting documentation.</p>
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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](mailto:communitycare.fund@transpower.co.nz)