

## How to Apply for Funding

### 1. Is your organisation eligible to apply?

Use these guidelines and Trust Horizon's website "Funding" page to see if your organisation is eligible to apply for funding.

If you are still unsure following that review or have a new project idea, please contact the Trust Office.

**2. Follow the Trust's funding application process** outlined on the website and preview the application form available in the "Apply Now" section.

Once you have determined your organisation is eligible, work your way through the application process by registering online and log in to prepare your application.

### 3. Application visit

Trust staff may visit to view the upcoming project to make sure that all aspects have been considered and give advice on eligible funding.

For example, the Trust will not consider funding for heating unless the building is insulated. And if heat pumps are to be installed, the electricity supply to the building will need to be checked by an electrician.

### 4. Get your quotes

You will need 2 comparable quotes for each energy related part of the project. Suggested steps for this are available on page 3 of this Guidelines document.

### 5. Supporting documents required

The online application form and the checklists on this page outline the supporting documents that you will need for your application.

We may request extra information to help us review your application. This may result in a delay in the decision-making process.

### The Trust does fund:

- Energy-related projects within the Whakatāne District Council, Ōpōtiki District Council, Kawerau District Council and Kaingaroa Village areas;
- Registered charitable organisations, registered incorporated societies and Marae;
- Organisations delivering charitable energy-related projects that benefit the community.
- Note, service providers are not required to be based in the Eastern Bay to deliver selected region wide energy related initiatives that benefit the community.

### Checklist – Supporting Information Documents to be uploaded with your application

#### This information is required from all applicants:

- At least 2 detailed, up-to-date quotes for each energy related aspect of the project;
- A full set of financial statements or annual accounts (less than 2 years old including audit report if that applies to your organisation and asset register);
- Proof of bank account for payments;
- Letter of support from 'parent' organisation (where appropriate).
- Letters of support for your organisation and the work it does in the community.

#### Additional Information required for upload if your organisation is applying for funding for

##### A District Council-owned property:

- A letter of support from the relevant District Council;
- A copy of your long-term lease (for land or building).

##### A School:

- A letter of support and approval from the Board of Trustees/Principal;
- A copy of the current 10 Year Property Plan (10YPP) with the Ministry of Education.

##### Affiliated with or part of a national organisation:

- A letter of support from parent or national organisation.

##### A building of historical importance:

- A letter of support from the Historic Places Trust.

### The Trust does not fund:

- Repayment of debt;
- Retrospectively, i.e. completed or in-progress work;
- Non-energy related, e.g. building, plumbing work;
- Projects which the Trustees consider should be funded by central or local government.

## QUOTES

**TWO COMPARABLE QUOTES are required for each energy related aspect of the project.**

Quotes from electrical contractors / suppliers must be on the quoting company's letterhead, dated and valid for at least 30 days.

**Note: Please see separate information on 'Obtaining your quotes' on page 3.**

## ENERGY EFFICIENCY RATINGS

Appliances funded must have a minimum energy efficiency rating of 3.5 stars out of 6, or 7 out of 10. Air conditioning units must have a minimum rating of 2.5 stars (preferably higher). For heat pumps or air conditioning units up to 18kW heating/16kW cooling capacity, the AC refrigerant must be R32 or another refrigerant with a global warming potential less than 700.

Details on appliance efficiency can be found at <https://genless.govt.nz/> and Global Warming Potential of refrigerants at <https://www.environment.gov.au/ozone/rac/global-warming-potential-values-hfc-refrigerants>

The above ratings do not apply to commercial kitchen and laundry equipment.

*Please note a building needs to be insulated for the Trust to consider funding for heat pumps or air conditioning systems.*

## SOUND & LIGHTING HIRE FOR EVENTS

Priority will be given to funding festivals and events which have elements of the following criteria: Free entry to the public; high community appeal; significant community benefit; a high level of voluntary labour.

**Maximum funding up to \$10,000 per event.**

## PROJECTS TO BE CARRIED OUT IN STAGES

If your project is to be carried out in stages, please clearly outline these in the major steps/stages (milestones) section of the application form.

A supporting document explaining the costings for each stage, and reasons why the project cannot be completed at the present time can be added to the same section where your quotes are being uploaded.

The Trustees may approve each stage and you will be able to draw down funds as the work is completed and uplift form(s) submitted with supporting invoices.

## INCOMPLETE APPLICATIONS

The Trust's application form must be completed in full. Applicants will be contacted about incomplete information, however, this may result in a delay in the decision-making process.

## GST INCLUSIVE OR GST EXCLUSIVE?

If your organisation is registered for GST, you will need to include the **GST exclusive** amount(s) in your application.

If your application is successful, the Trust will pay you the **GST exclusive** amount. You will pay the contractor the full amount, and you will need to claim the GST content back in your GST return.

If your organisation is not registered for GST, you will need to include the **GST inclusive** amount(s) in your application. If your application is successful, the Trust will pay you the **full amount including the GST content.**

## HOW TO WORK OUT GST EXCLUSIVE AMOUNT

To work out the GST exclusive price, take the GST inclusive price (retail price) and **divide by 1.15.**

**GST inclusive price ÷ 1.15 = GST exclusive price**

**For example:**

Retail price	\$1,150.00	(including GST)
Divide by 1.15	\$1,000.00	(excluding GST)

## FULL OR PART FUNDING?

The Trust may approve all of the funding requested.

Alternatively, the Trust may only approve part of the funding, or decline it altogether – you need to be prepared for this.

## IF YOUR APPLICATION IS SUCCESSFUL

If your application is successful, you will be notified in writing of the amount of funding approved.

An 'Uplift form' will be available online with the approved application which must be completed along with the upload of relevant invoices for work completed.

*Trust funding is not paid in advance in a lump sum.*

Payment will be made only for work completed.

Trust funding is paid to your organisation, not to the contractor. The contract for the work / project is between your organisation and the contractor and so you will need to pay the contractor, and then provide the invoices to the Trust for reimbursement. Following receipt of the submitted uplift form and supporting documents by the second Monday or 11<sup>th</sup> of the month, the Trust will make payment on the 20<sup>th</sup> of that same month if all details are in order.

## PROJECT COMPLETION / AUDIT PROCESS

If your application is successful, you will be required to provide information to verify that the project has been completed satisfactorily.

You will need to supply a copy of the certificate of compliance (where relevant).

Trust representatives may visit to view the successfully completed project.

The trustees are available to attend official opening ceremonies or other relevant events, with sufficient notice.

## IF YOUR APPLICATION IS DECLINED

Funding approval depends on whether the application meets the criteria, the level of any previous funding given to your organisation, and the amount of funding available at the time. If your application is declined, you will be notified in writing of the decision. It is Trust policy to not provide a reason for an application being declined.

## OBTAINING YOUR QUOTES

The following information is provided to assist applicants when obtaining the 2 comparable quotes from electrical suppliers / contractors.

How to obtain your quotes:

1. The first thing you need to do is to identify the **need or the problem**. For example, the heating is inefficient and needs upgrading - is the problem just the heating in winter, or is there also a problem with keeping the building cool in summer; is the building insulated, etc?
2. When you have decided what the need is, you will have to get help to identify the **solution**. For example, what type of heating do we need, what would be most energy efficient, what type of insulation, etc?
3. If you have a suitably qualified person in your organisation, they may be able to identify the need and the solution. However, if there is nobody in your organisation who can do this, you will have to get help with this.
4. If you deal regularly with a supplier or electrical contractor, you could ask them to view the intended project, and to make a recommendation as to what needs to be done.
5. When your organisation has agreed on the best solution to the problem, you should then **set the specifications**. These could be done either by a person within your organisation, or by the contractor who has advised you on what needs to be done.
6. Remember that although you are applying to Trust Horizon for a community grant to fund the energy related parts of the project, there is no guarantee that the funding will be approved. You will need a 'Plan B' in case your application is declined.
7. You need to make sure that whatever you are proposing to do, can be funded either by your organisation, or by an alternative source of funding. Therefore, it is important that quotes must not be expanded to include anything that your organisation is not able to do.
8. Provide both suppliers / contractors with a copy of the specifications, to ensure that both are quoting on the same job. It is important that both have the same specifications as any discrepancies between quotes may result in a delay in the decision-making process.
9. Check you have included the Energy Efficiency Ratings information on Page 2 if suppliers / contractors are being asked to quote on appliances, heat pumps or air conditioning.
10. Quotes must be up-to-date (valid for at least 30 days).
11. If assistance is required to set the specifications, please contact the Trust Office.
12. Make sure that quotes are **for that job only** – not options that could be carried out if extra funds were obtained.
13. Make sure that quoting suppliers / contractors are suitably qualified and registered in the area in which they are quoting.
14. **The Trust does not select the supplier / contractor** – you do, from the quotes submitted with the approved application. Make sure that your preferred quotes clearly relate to the list of items you are seeking funding support for.
15. **Your organisation's choice of supplier / contractor** should be based on the best solution to your needs, rather than the amount of funding approved. If your preferred supplier's quote from those submitted is higher than the amount of funding approved, you may elect to proceed with the more expensive quote, and pay the difference yourself.
16. If the project is a large one, a summary of quotes on a separate sheet will assist with processing of your application.

### WHAT HAPPENS TO YOUR APPLICATION?

1. The trustees meet monthly, so the grant process is ongoing, and deadlines where appropriate are notified in the "Apply Now" section of the Trust Horizon website;
2. When the application is received, initial processing is carried out;
3. If the application is not complete, the applicant is contacted to discuss the extra information needed;
4. The financial statements / annual accounts are passed to the Trust's treasurer who prepares a report on the financial status of the applicant organisation. This assists the trustees with their decision-making;
5. The required administration / processing work is carried out to ensure all relevant information is available, and that there are 2 comparable, up-to-date quotes for each energy related aspect of the project;
6. When the application and the assessment phase has been completed, the application is presented to the trustees for consideration at the next available Trust meeting;
7. The applicant organisation is notified of the trustees' decision in writing;
8. Approval depends on the funding available. If the application is declined, no reason is given.



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