



**NZ Lottery Grants Board**  
TE PUNA TAHUA  
Distributor of NZ Lottery Profits

Information for applications to

# LOTTERY COMMUNITY

Te Tahua Whakatinana Papakāinga

Before you apply for funding, please read this information. It will help you decide whether your organisation may apply to Lottery Community, and how to submit an application. Please read this information together with the **New Zealand Lottery Grants Board General Information Sheet**, to get a full overview of what we fund, and your responsibilities should your organisation receive a grant.

Lottery Community makes grants to encourage or enable community self-reliance, capacity building and stability, or opportunities for social, civil or cultural participation, and reducing or overcoming barriers to such participation.

## MISSION/TE WHAKATAKANGA

Lottery Community's mission is that the well-being of New Zealanders and their communities is enhanced.

## KAUPAPA

Lottery Community recognises the aspirations and needs of Māori, and their protocols. E whakatau ana Te Tahua Whakatinana Papakāinga i ngā hiahia me ngā tūmanako o te Māori, me ō rātou kawa.

## WHY WE ARE HERE

Lottery Community funding is available for projects, activities, resources or services that have a community or social service focus, and which help connect communities, improve well-being and the quality of people's lives.

The objective of Lottery Community grants is to benefit communities by:

- supporting volunteers who help others
- enabling people to help themselves
- promoting community wellbeing and addressing disadvantage
- promoting community participation, inclusion and identity.

All Lottery grants are expected to contribute to one or more of the following results:

- enhance community capability and/or increase community capacity
- mitigate community organisation funding gaps

- have regard to the needs and aspirations of Māori
- consider needs of older people, Pacific people and other ethnic communities, people with disabilities, women and youth.

Grants are made to support community benefits. We need to understand the results applicants would like to achieve, how a Lottery grant would contribute to these results and how your organisation will know what it has achieved. We want to know about the community benefit to which a grant would contribute and how this would address a community need and, if a grant is received, how you will know it contributed to providing this community benefit.

## OUR FUNDING PRIORITIES

Lottery Community applicants should be aware that in particular regions, greater consideration may be given to applications that address certain funding priority areas. These funding priorities depend on any specific needs in that region which Lottery Community wishes to address. Projects, activities, resources or services that may be funded include those that focus on:

- parents/family/whānau
- youth development programmes
- enhancing the quality of life of older people in the community
- violence prevention
- new migrants/refugees
- people with a long-term/significant disability or illness
- people who are considered to be at-risk or disadvantaged.

## WHAT WE MAY FUND

Grants must be for a community purpose as defined in the Gambling Act 2003. If your project fits into the following purposes or categories (and has not been specifically excluded - see 'What We Don't Fund' in the **New Zealand Lottery Grants Board General Information Sheet**, and below), then your application may be fundable from Lottery Community.

- **Activity, resource and programme costs:** this includes developmental resources, publications such as pamphlets or newsletters or other information resources, or other costs associated with delivering a particular programme or activity to the community.
- **Administration costs:** this includes, but is not limited to, the costs of running community organisations that provide community-based social services - for example, items such as stationery, postage, photocopying, rent, power and telephone. Administration costs or operating expenses may also include small one-off items of furniture, fittings and office equipment, if these would enable or enhance the community benefit of the project or resource. For marae, this also includes items that belong inside a marae such as mattresses, utensils and kitchen appliances, tables and chairs. Please note that a grant is more likely to be made for such costs when they are part of a wider community project - that is, projects that are primarily about furniture, fittings and/or office equipment are unlikely to be funded. Three quotes from genuine suppliers, unless there is a good reason for fewer, must be provided when an application for a grant includes funding an asset purchase.
- **Care and support costs:** this includes requests for funds from organisations providing a welfare or support service (for example, to young people, to seniors and/or to other particular sectors of the community). It includes, for example, support and information for carers of people with a long-term significant illness or disability or people suffering the effects of a stroke. It also includes holiday or after-school programmes where these are accessible to all children and are not part of a school's curriculum. It does not include permanent residential housing services or community housing.
- **Domestic travel costs:** this includes travel only within New Zealand and only if related to a fundable programme (for example, travel to a conference/hui/fono). Travel to annual general meetings or executive travel is more likely to be funded if it is in conjunction with, for example, travel to a conference/hui/fono. It includes vehicle mileage costs or public transport costs such as bus or airfares. These costs must be for actual expenses incurred while undertaking volunteer or field worker duties - organisations cannot give out a flat

amount and deem it to be reimbursement for the cost of travel.

- **Projects encouraging people to participate in their community:** these are one-off or complete projects or activities and include those that promote social, economic and cultural equity, help build a particular sector or community's identity or social inclusion, and/or aid understanding or involvement of the wider community. For example, this could include cultural development initiatives, or projects/events/outings that cater to the needs of specific sectors of the community.
- **Salaries:** contributions to salaries may be approved towards one or more projects, activities, resources or services, or one or more positions within an organisation. Lottery Community particularly supports positions with a direct community service or delivery focus, although it does also fund administrative positions that enable a community group to better achieve its objectives (for example, co-ordination of volunteers and/or activities). Professional salaries (for positions such as nurses, doctors, psychologists or lawyers) will not be funded where the service provided is the responsibility of government or the private pecuniary gain is not incidental to delivering the public benefit. Applications for a contribution to salaries from new Lottery applicants or for new positions or new initiatives should show a proven community benefit. Applications for a salary contribution must be accompanied by a detailed job description.
- **Training and supervision costs:** this includes the cost of engaging professional supervision of volunteers or paid staff, particularly those working in a direct role with the community, who might require appropriate support in order to safely carry out their duties. It could also include the costs of induction for new volunteers or staff and training to develop skills particular to their role.
- **Feasibility Studies and information collection:** this category includes:
  - studies to determine community needs, and the benefits, practicability and capability of undertaking a specific plan or project to address those needs - e.g. the collection and analysis of statistics to determine programme priorities and resource requirements
  - a small-scale collection of information or collection of information as part of a larger eligible project - e.g. a small collection and analysis of statistics as part of an information pamphlet
  - evaluation to determine if a project or service is effective and what can be done to improve the effectiveness of the programme or service.

Funding is not provided for feasibility studies for building projects. Research is not funded, including:

resource management plans; large scale research projects; research that is the responsibility of government; research that will not directly contribute towards Lottery Community's purpose; research undertaken as part of academic study (e.g. a PhD), or scholarships or fellowships; or research that mainly benefits the professional development of the researcher.

- **Regional and national gatherings or events:** this includes regional or national conferences/hui/fono, significant local functions, national reunions, jamborees, festivals or other similar national or regional events. It includes, for example, costs of staging gatherings or events such as venue hire, presentation material, and co-ordination costs. Applications for co-ordination costs must include a detailed job description. Catering costs are generally not funded. Applications for funding should be made by the host branch or organisation. Applications for national gatherings or events should be made to the Lottery National Community Committee, while applications for regional gatherings or events should be made to the relevant Regional Lottery Community Committee. Applications for milestone reunions should be made to the Lottery Environment and Heritage Committee.
- **Volunteer costs and expenses:** this includes reimbursement for actual and reasonable expenses incurred by a volunteer while undertaking their voluntary activities and/or any training related to this activity. For example, this could include vehicle mileage, parking, petrol, or childcare. It does not include meals unless the cost is incurred while the volunteer is away on business for the organisation. Costs related to volunteer domestic travel may be applied for under this category or Domestic Travel Costs, but not both categories. Costs related to volunteer training may be applied for under this category or Training and Supervision Costs, but not both categories. Honoraria are not funded, although small tokens of appreciation for volunteers are included as long as they are one-off and there is no expectation on the part of the volunteer.
- **Community awareness:** this includes information or promotional campaigns to reach a particular sector of the community, or which improve the general public's understanding of issues facing a particular sector of the community. It also includes raising awareness of a particular social sector programme or activity that is clearly of benefit to the community. It does not include projects that seek to promote commercial, political or religious objectives, including political advocacy projects such as projects that seek to change legislation.
- **Minor capital works:** Lottery Community makes grants for minor capital works projects; these are

projects such as building projects and maintenance or alteration costs that have a total project cost of \$30,000 or less. (See the **Lottery Community and Lottery Outdoor Safety Minor Capital Works Information Sheet**).

- **General contribution to costs:** If you are applying for a contribution to your organisation's annual operating expenses, that is, activity, resource and programme costs, administration costs, domestic travel costs, salaries, training and supervision costs and/or volunteer costs and expenses, you must supply a budget for these purposes and enter the budget total against 'Other' in question E2 in the Application Form. A grant which is for a general contribution to operating expenses can be used for any of the purposes listed in the budget without submitting a Change of Purpose request.

A grant made for individual purpose items cannot be used for another purpose without prior approval from the Community Committee that awarded the grant.

## WHAT WE DON'T FUND

In addition to the items not funded by any other Lottery distribution committee (see the **New Zealand Lottery Grants Board General Information Sheet**) Lottery Community does not fund:

- major capital works building projects. This includes the purchase of land or buildings, and the construction or extensive alteration, repair, or maintenance of buildings with a total project cost of more than \$30,000
- gambling education/prevention/treatment services
- purchase of food for food banks
- funds for the relief of disasters occurring in New Zealand or overseas
- deposits, loan and mortgage repayments (including subsidies)
- permanent residential housing services or community housing

## APPLYING FOR FUNDING

### Filling out the application form

When you are filling out the application form, please break down your project as much as possible by splitting it into one or more of the purposes or categories listed under 'What We Fund' - whichever you think best applies. Some projects may fit all under one purpose or category whereas other projects might need to be split into several purposes or categories. Where possible, please list the type of items you are requesting funds for under each purpose or category when you summarise your project in the application form.

Please answer all the questions in the application form. The form must be completed before your project can be considered for funding. If your application is incomplete or requires further clarification or verification, it may be returned to you for completion or a Funding Advisor may contact you with further enquiries.

A number of questions are specific to your organisation and your project, whereas others are for statistical purposes. Your answers help Lottery Community to consider your application better, and they also help the New Zealand Lottery Grants Board put together an overview of how lottery funding is distributed.

### Frequency of application

You cannot make more than one application to a Lottery Community committee in any one financial year (1 July - 30 June). In fairness to all applicants, a second application and any subsequent applications generally will not be funded.

However, you may make an application to the National Committee and an application to any Regional Committee in any one financial year (1 July - 30 June).

### How much to apply for

There is no set limit to the amount that your organisation can apply for. Because of pressure on funds, however, Lottery Community is rarely able to provide funding to the level requested and is more likely to consider only a contribution towards the project.

Grants over \$10,000 can only be made to organisations that have legal status. Grants to organisations without legal status are limited to a total from all committees of no more than \$10,000 to any organisation in any financial year (the New Zealand Lottery Grants Board financial year is 1 July - 30 June).

Financial information is required to support your application. The type of information required depends on how much money is requested and how long your organisation has been in existence. Please refer to the **New Zealand Lottery Grants Board General Information Sheet**, and the **Supporting Financial Documentation Information Sheet** (available in your Application Pack or online at [www.cdgo.govt.nz](http://www.cdgo.govt.nz)). These sheets set out more fully the financial information that is required.

### When to apply

Each Lottery Community committee holds three meetings per year. Information about application closing and committee meeting dates is included in a separate sheet available at [www.cdgo.govt.nz](http://www.cdgo.govt.nz) or by calling freephone 0800 824 824.

### Applying to the right committee

Lottery Community distributes grants through:

- a National Committee that considers applications from national organisations and/or applications that will enable a national or a North or South Island benefit or a project, activity, resource or service that will benefit communities in multiple Lottery Regional Distribution Committee geographic areas
- eleven Regional Committees that each consider applications from local and regional organisations that operate and provide benefits to communities within their geographic area.

Please note that you cannot submit the same application to both the National Committee and a Regional Committee or Committees. If a local/regional organisation wishes to apply for a grant towards a nationwide initiative it should apply to the National Committee.

Where the majority of the community benefit is in one Regional Committee area with an overlap into a bordering Regional Committee area, you should submit your application to the Regional Committee where the majority of the benefit will occur.

Where the community benefit is spread over three or more Regional Committee areas you need to make an application to the National Committee. The application should detail the community need, the benefit and the costs of providing the project, activity, resource or service specific to each region.

Refer to [www.cdgo.govt.nz](http://www.cdgo.govt.nz) or your Application Pack for more information on the Regional Committees and their geographical boundaries.

### National bodies with branches and affiliates

Unless previously agreed by the Lottery National Community Committee, if your project has a regional benefit and your organisation is a branch or an affiliate of a national organisation, your application will be considered by the National Committee along with other branch or affiliate applications and any from the national organisation. This allows consideration of the significance of the programmes of work undertaken by the organisation nationwide. In such a case, an application to the National Committee precludes any application to the Regional Committees in those areas.

Applicants should contact the Lottery National Committee Co-ordinator at National Office to discuss the procedures for applications from national bodies with branches and affiliates before submitting an application to clarify whether they should apply regionally or nationally.

If your project is of regional benefit, and your group is not affiliated with a national organisation, then the Lottery

Regional Community Committee appropriate to your project's area of benefit will consider your application.

### Submitting your application

It is preferred that your organisation applies online at [www.cdgo.govt.nz](http://www.cdgo.govt.nz) and supplies the signed forms and supporting information required separately by post or courier. Alternatively you may complete a paper application. If you are a national organisation, a branch of a national organisation applying nationally, or if you are applying for funds for a national project, send your application to Lottery Community National, c/- Local Government and Community Branch, Department of Internal Affairs, PO Box 805, Wellington 6140. All other applications should be sent to the relevant Regional Community Committee through your nearest Department of Internal Affairs regional office (see the **Contact Us Sheet** on [www.cdgo.govt.nz](http://www.cdgo.govt.nz) for Lottery Community contact details).

Applicants should ensure they understand the obligations and consents they are agreeing to when they sign and submit the forms required for an application.

Applicants and grant recipients may be required to provide information to support any evaluation of the operation of Lottery Community in the future.

Community comment may be sought on your application. In submitting your application you and/or the organisation you represent (the applicant) acknowledge and agree that the Department of Internal Affairs may disclose to, or obtain from, any other government department or agency, private person or organisation, any information about the applicant for the purposes of gaining or providing information related to the funding of the applicant.

Grant recipient organisations must acknowledge the New Zealand Lottery Grants Board's support in publicity materials, such as event programmes, and in annual reports.

Information about your grant may be utilised in publicity material by the New Zealand Lottery Grants Board or the New Zealand Lotteries Commission (except for personal information supplied as part of an application to the Lottery Community Individuals with Disabilities Committee). Other application information may be released, if required, under the Official Information Act. After 10 years, your application and details will be transferred to the National Archives, where it will be available to members of the public.

- The names and grant details of all Lottery grant recipients (except those receiving grants from the Lottery Community Individuals with Disabilities Committee) will appear online in the record of grants available at [www.dia.govt.nz](http://www.dia.govt.nz), or in a print version available from Lotto sales outlets.

You may access your information details and amend them at any time. To view any personal information held by us, or if you have any concerns about personal information that we hold, please write to: The Privacy Officer, Department of Internal Affairs, PO Box 805, Wellington 6140.

### How long you have to spend the grant and complete an Accountability Report

You must spend a grant within twelve months of the date of grant approval unless you have obtained written approval for an extension from the Committee that provided the grant before the twelve month period ends.

You must complete an Accountability Report when the grant has been fully spent. Please refer to the **New Zealand Lottery Grants Board General Information Sheet** for details of what is required of Lottery grant recipients.

## YOUR OBLIGATIONS

### Applying for funding

In addition to any conditions which the Committee that awarded the grant may wish to attach to a grant, an applicant must:

- describe in your application what community need is addressed by the grant application and how a Lottery grant would contribute to meeting this need; and
- provide relevant and up to date information in support of your application, including financial information for your organisation; and
- consent to the disclosure or collection of information about your organisation from any other government agency, private person or organisation related to the funding of your organisation, including an audit of any grant awarded to your organisation.

### Once funded

Grant recipients must:

- spend the grant within twelve months of receiving the grant, unless prior approval has been given by the Committee that awarded your grant; and
- report to the Committee how the grant has been spent and how the grant contributed to a community benefit; and
- seek prior approval from the Committee if your organisation needs to change the purpose for which the grant was sought; and
- provide to the Department of Internal Affairs any information it may require for grant audit, evaluation and monitoring purposes; and

- acknowledge the support of the Lottery Grants Board in any publicity materials and annual reports; and
- understand that the organisation may be contacted by the Lottery Grants Board or NZ Lotteries Commission for information about the grant for publicity purposes.

Failure to comply with your obligations may affect the decision on the award of the grant you have applied for or a decision on the award of future grants.

## **IF YOU WOULD LIKE FURTHER ASSISTANCE**

Funding advisors are available to answer any questions you may have about making an application for Lottery funds. You can contact Lottery staff by calling freephone **0800 824 824**; by emailing **grantsonline@dia.govt.nz**; or by liaising directly with a Lottery Community Funding Advisor in National Office or the relevant regional office (see the **Contact Us Sheet** on **www.cdgo.govt.nz** for contact details).

Please also refer to the **New Zealand Lottery Grants Board General Information Sheet** for information that concerns all Lottery Community committees.