



COMMUNITY ORGANISATION GRANTS SCHEME INFORMATION SHEET



Applications for funding are received during June and July each year

General information about COGS

The Community Organisation Grants Scheme (COGS) is a community-driven government-funded scheme – an example of the community and government working together to build strong, sustainable communities, and to provide strong social services.

Thirty-seven Local Distribution Committees (LDCs), served by volunteers, consider and make decisions on grant applications from organisations within their local communities. Every year, \$11.5 million is distributed to more than 3400 community organisations through these committees. Most grants are for \$3000 or less.

The 37 LDCs are serviced by the Local Government and Community Branch of the Department of Internal Affairs.

Who can apply

- Non-profit organisations that provide community-based social services.
- National and regional organisations for projects or services that are provided locally.
- The applicant will need to show that there is a direct benefit to the local community.

Who can not apply

- Individuals are not eligible for COGS funding.

When to apply

- **Applications open on 1 June and close on the last Friday of July each year.**
- To assist with processing over 4000 applications received annually, we urge you to submit your application as one package with all supporting documentation and well before the closing date.
- Our policy is that you have 10 working days from the date of submitting your application to send all supporting documentation. Failure to provide the information within this timeframe will almost certainly result in the LDC considering your application to be ineligible for this funding round.

How to apply

- The easiest way to apply for COGS funding is to apply online and there are help sections to assist you. From 1 June go to the website, www.cdgo.govt.nz – if you need assistance please phone **0800 824 824** between 8am and 5pm Monday to Friday.

- Alternatively you can request an application form by contacting the Client Information Office on **0800 824 824** or alternatively email GrantsOnline@dia.govt.nz.
- If you wish to apply to more than one LDC, please complete a separate application for each committee to consider.

COGS funding priorities

Services or projects will be considered for funding that

- respond to locally identified priorities that have been established at Public Meetings held in that community, each year in April.
- are initiated by local community organisations.
- delivers to one or more of the COGS priority sectors (i.e. Māori, women, Pacific communities, other ethnic communities, older people, the rurally isolated, people with disabilities, families, youth and children, and unemployed people).
- has limited access to other government funding.

COGS will fund

A contribution to

- the costs of running community organisations that provide community based social services or projects. This may include personnel, operating or programme costs. Eligible items are listed in section D2 in the application form.
- services or projects that
 - encourage participation in communities
 - promote community leadership
 - promote social, economic and cultural equity.

COGS will not fund

- Capital items such as land, building/alterations, vehicles, furniture and office equipment.
- Duplication of existing services, unless there is a good reason for both services to exist.
- Social functions.
- Political advocacy.
- Activities or programmes taking place outside of New Zealand.
- Retrospective funding for activities that have already happened by the application closing date.

Funding limits

- To receive grants of over \$10,000 organisations must be a legal entity (for example an incorporated society or charitable trust).
- Organisations that are not a legal entity may apply for a maximum of \$10,000.

Goods and Services Tax (GST)

- All grant payments will be paid on a GST inclusive basis.
- If your organisation is GST registered then your requested amounts must exclude GST. If your organisation is not GST registered, the requested amount(s) must include GST.

After you apply

An advisor from the regional office of the Department of Internal Affairs and/or a COGS committee member may contact you to discuss your application. The COGS committee will consider applications and make its decision, generally within three months of the closing date.

COGS accountability requirements

If you receive a grant, you will be required to complete an accountability report. The Department of Internal Affairs may audit grant recipients, and require any grant funding that is not accounted for to be paid back.

Contact your nearest office of the Local Government and Community Branch of the Department of Internal Affairs for assistance

Office hours are Monday to Friday between 8am and 5pm.

National Office

1st Floor Reception
46 Waring Taylor Street
Ph: 0800 824 824

Kaitia

26 Puckey Avenue
KAITAIA
Ph: (09) 408 6677
Fax: (09) 408 0923

Whangarei

State Insurance Building
1 Robert Street
PO Box 1755
WHANGAREI
Ph: (09) 430 2205
Fax: (09) 430 2209

Auckland/Waitakere

All Seasons Centre
288 Te Atatu Road
Te Atatu South
PO Box 83 209
Edmonton
WAITAKERE CITY
Ph: (09) 834 9701
Fax: (09) 834 9705

Manukau

Level 1
ANZ Building
3 Osterley Way
PO Box 76 451
MANUKAU CITY
Ph: (09) 263 7372
Fax: (09) 262 0606

Hamilton

Level 2
410 Victoria Street
PO Box 19 230
HAMILTON
Ph: (07) 839 9960
Fax: (07) 839 9955

Rotorua

cnr Biak & Giltrap Streets
Private Bag 3041
ROTORUA
Ph: (07) 343 1680
Fax: (07) 343 1689

Gisborne

Level 2
Wilson James Centre
77 Peel Street
PO Box 254
GISBORNE
Ph: (06) 868 1915
Fax: (06) 868 1964

Napier

2nd floor
East Tower
Dalton House
Hastings Street
PO Box 1042
NAPIER
Ph: (06) 834 1350
Fax: (06) 834 1274

New Plymouth

Level 1
Westpac Building
2 Devon Street East
PO Box 331
NEW PLYMOUTH
Ph: (06) 759 8246
Fax: (06) 759 8094

Palmerston North

Guardian Trust House
cnr The Square & Main Street
PO Box 247
PALMERSTON NORTH
Ph: (06) 355 8088
Fax: (06) 355 8084

Wellington

4th Floor
Riverside Towers
15 Daly Street
PO Box 30 454
LOWER HUTT
Ph: (04) 570 5386
Fax: (04) 570 5381

Nelson

cnr New & Halstead Streets
PO Box 1149
NELSON
Ph: (03) 546 0904
Fax: (03) 548 2488

Greymouth

146 Mackay Street
PO Box 33
GREYMOOUTH
Ph: (03) 768 1001
Fax: (03) 768 4200

Christchurch

Level 8, NZI House
96 Hereford Street
PO Box 4033
CHRISTCHURCH
Ph: (03) 353 8294
Fax: (03) 353 8299

Dunedin

Burns House
10 George Street
PO Box 5341
DUNEDIN
Ph: (03) 479 6515
Fax: (03) 479 6519

Invercargill

Level 2
Menzies Building
Lower Esk Street
PO Box 501
INVERCARGILL
Ph: (03) 218 0702
Fax: (03) 218 6411

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