



NIKAU FOUNDATION

GRANT MAKING POLICY

(Revised April 2018)

Purpose

Nikau Foundation's vision is to build **healthy, resilient, self-sustaining communities** and our grant making policy reflects this. Our mission is to grow **generosity and social investment to strengthen our Wellington communities** in line with our values. These values include a commitment to being Professional, Trustworthy, Sustainable, Inclusive and Collaborative.

The purpose of this document is to communicate the Foundation's policy to guide, but not restrict, grant-making and therefore ensure that all appropriate criteria are considered before approval is given. It also acts as a guide to potential grantees in their application process.

It is our aim to make the greatest impact with the grant funding available to us and to make it easy for those that live in the region to "give where they live" and beyond, according to their wishes.

Overview of Funding Available

Typically, a community foundation's available funding is "donor-driven" and diverse in nature. Nikau Foundation has five sources of funding for annual grant making that reflect this:

- Sub-Trusts – the Foundation began under the auspices of Guardian Trust so the first seven funds established are structured as "sub-trusts" sitting with Perpetual Guardian. Each year, income earned on the funds is made available to Nikau Foundation for distribution in accordance with the sub-trust deeds.
- Endowments – since 2007 Nikau Foundation has attracted and managed its own endowments. We currently have 29 endowments which are "donor advised" funds established by individuals to honour their specific philanthropic intentions. There are an additional 6 made up of District Funds (e.g. Nikau Kapiti Fund) and Area of Special Interest Funds (e.g. Mental Health). Please visit our website to see the diverse range of causes and charities favoured by these endowments.
- The Tindall Foundation – Nikau Foundation is a Funding Manager for The Tindall Foundation. Each year, we are allocated funding to distribute on their behalf to charities benefitting families and social services. Focus areas include Early Years; Youth Development; Literacy and Numeracy; Budgeting; Maori; Migrants/Refugees/Cross Cultural; Housing; and Community Services and Development.

- Pass-Through grants – Nikau Foundation offers a free Donor Advisory Service that assists generous Wellingtonians with their decision-making on philanthropy. A growing number of donors are choosing to make pass-through grants to specific charities through Nikau Foundation for convenience and sometimes to maintain anonymity.
- The Roy and Jan Mace Trust – Nikau Foundation is a trustee for the Mace Trust and assists with their grant-making across the Wellington Region – particularly the Wairarapa.

General Criteria

The purpose of a community foundation is to benefit a particular geographic region. We have a responsibility to spread our grant-making so we are keen to reach every corner of the Greater Wellington Region covering Wellington city; the cities of Lower Hutt, Porirua, and Upper Hutt; Kapiti Coast District, which includes the southern fringe of Horowhenua and the town of Otaki; east of the Rimutaka Range it includes three largely rural districts containing most of Wairarapa, covering Masterton, Carterton, Greytown, and Featherston.

Grants are made for charitable purposes and applications are invited from registered charities, incorporated societies, other organisations with donee status, and individuals applying for scholarships.

Any type of organisation or individual can apply for the benefit of the arts, culture and heritage; health and medical research; education; employment; social services, children and families, environment and conservation, youth, aged care, etc. At present, few of our funds specifically identify Sports as a priority, but we would still consider applications from those using sports to build capacity in other areas.

In general, we prefer to fund organisations that use volunteers (where appropriate) to broaden their impact and minimise costs. We are also looking for applications that demonstrate a “multi-cultural lens” – that is, they are considering outcomes for different communities that make up our region.

Specific Criteria

Nikau Foundation’s intention is to make the greatest impact with the funding we have available, to serve a wide range of causes across the region and, most importantly, to have an authentic relationship with each of the recipients we fund.

To achieve this, we encourage applicants to apply for whatever they consider will allow them to take their organisation (or the individual) to the “next level” in their ability to deliver on their mission. In general, the following aspects should be incorporated or highlighted in an application:

- Alignment with local or national strategies proven to deliver greater impact.

- Evidence of collaboration and partnerships between organisations with similar goals.
- Initiatives that will grow capacity that will lead to “game-changing” developments to deliver more impact, to more beneficiaries in the region.
- Activities that broaden the fundraising mix and deliver sustainable income streams, particularly from individual donors rather than a continued reliance on grants from trusts.
- Commitment to international codes of practice and ethical fundraising available through membership of the Fundraising Institute of New Zealand or Educate Plus. Amongst other important criteria, this means whoever is carrying out the fundraising (either volunteers, paid staff, contractor or agency) is not working on commission basis.
- Applicants that have followed the prescribed application process accurately and have returned the evaluation forms for previous grants by the due date.

What we will fund and size of grants

Community Foundations have more flexibility than many other funders about what we are able to fund so welcome requests that might include:

- Salaries
- Capital expenditure
- Operating costs
- Programme costs
- Fundraising costs
- Travel and accommodation

Unless your organisation is named by a specific donor, we are unlikely to be able to make grants larger than \$10,000. In the future, Nikau Foundation hopes to be able to make multi-year commitments and larger grants as our funds under management grow.

Exclusions

- Activities which benefit an individual in a commercial sense
- Political parties
- Divisive religious activities
- Emergency relief, except where a major crisis affects part or all of the greater Wellington communities
- Activities outside the Wellington Region, unless specified by a particular donor
- Retrospective projects

Focus for 2018/19

To ensure Nikau Foundation's grant-making is responsive to community needs, we review our focus on an annual basis. For the current year, we are particularly interested in applicants who meet the criteria above and have the following characteristics:

- Resilience – activities that are building community resilience to “survive, adapt and thrive” after sudden shocks (e.g. earthquakes) and in response to slow stresses (e.g. increasing homelessness)
- Capacity Building – activities that build an organisation's or individual's capacity to deliver impact through their mission.
- Social Enterprise – demonstrate an organisation's intention to make themselves more financial sustainable, or delivering charitable outcomes through social enterprise. Please note that our budget to make social loans for 2017/8 has been fully utilised.

Process:

All applicants must apply online via our website filling out the Expression of Interest/Application form at <https://secure.fundraiserpro.com/AcquisitionNikau/>. Along with the *brief* Expression of Interest, applicants should send a copy of their latest financials, annual report (or similar) and a scanned bank deposit slip/bank statement to admin@nikaufoundation.org.nz.

Applications should be to the Nikau Foundation rather than a particular fund as we match applicants to the most relevant fund. The only exception to this is the Roy and Jan Mace Charitable Trust which has a separate form available on our website.

The grant round opens for the month of August each year. A shortlist of likely grantees is then submitted to the Grants Committee who will consider, on the basis of any advice by the General Manager:

- Individual donor wishes or particulars
- The eligibility of any application(s) according to the criteria set out above
- The financial and administrative viability of any applicant(s)

The Grants Committee will then make the final recommendation to the full Board in late November. Grants are paid by direct credit into a nominated bank account as soon as the funds are available. This may vary depending on the fund the grant is coming from but is normally in December each year.

Nikau Foundation welcomes applications outside the grant round if they are time-sensitive as they can occasionally be fulfilled by pass-through grants by donors using the Donor Advisory Service.

Conditions of Grants:

- Recipients will recognise the Nikau Foundation and any Donor Fund(s) in their external communications (i.e. newsletters, social media and press releases). Please visit our website for a copy of our logo and connect with us on social media.
- Recipients will provide updates and photos of funded projects throughout the year for marketing purposes

Evaluation and Monitoring

- All recipients will provide an evaluation of grant impact within six months of the grant being made or in such other timeframe as determined by Nikau. This is via the Evaluation Form available on the website here:
<https://www.nikaufoundation.org.nz/grants/evaluation/>
- While the evaluation can be relatively brief, please include proof of the funds being deposited into the bank account and exiting for the stated purpose. Please include commentary to explain this if necessary.
- Any unspent funds should be returned to Nikau Foundation.

Queries?

Please don't hesitate to contact us if you have any questions on 04 381 2224 or admin@nikaufoundation.org.nz or <http://www.nikaufoundation.org.nz/contact-us/>