



September Grant Round

Application Tips

Note

Specific criteria for each grant round are in a separate document – this document applies to all grants to help you understand our model and how to fill in the form.

General Introduction

How our funding works

When donors establish a fund with Top of the South Community Foundation, they can choose who or what their generosity will benefit. Our funding priorities align with the preferences of those community-spirited individuals, families, and companies that have set up funds with us. You can donate to TSCF as well as benefit from our grants.

Introduction to the TSCF Grant Rounds 2025

As TSCF grows, we will support a wider range of kaupapa and in different locations. This year, to make it clearer what you can apply for and when, we are splitting the TSCF annual grant round into smaller grant rounds.

Grant Round Application Tips

How do I know what I can apply for and when?

The **criteria** for each funding round and each grant are in a separate document available on the 'receiving a grant' page of our website

You can apply to each grant round for one grant, unless indicated otherwise

Some grants accept applications for multiyear funding – this will be indicated in the criteria.

The timeline including the opening, closing and decision dates are in the criteria for each grant. The amount of time you have to expend the grant and details of any accountability are also indicated in this document.

How do I apply for funding?

All funding can be applied for through our portal. (please also see Appendix 1 below)

Click here : [Login](#)

Or go to

<https://topofthesouthfoundation.my.site.com/fundingprograms/s/login/?ec=302&startURL=%2Ffundingprograms%2Fs%2F>

When you first use our Grant Application Portal you will need to register as a user by clicking on “not a member”, entering your name and email details, then following the prompts.

The questions and further detail on the application form are in Appendix 1.

How do you make decisions about funding distributions?

All applications go to a Distribution Committee that includes a mixture of members of our Board, operations team, grant advisors and members of our local communities. The committee makes recommendations to our Board who make a final decision.

Anything else I need to know?

Terms and conditions are in Appendix 2 (below).

If you need help

If you need help with your application, please email info@topsouthfoundation.org.nz or call our Systems volunteer on 021 141 5890

Appendix 1 – Grant Application Form Details

The name of the fund you are applying for will be listed in the criteria document – please make sure you have read the criteria then select the correct fund.

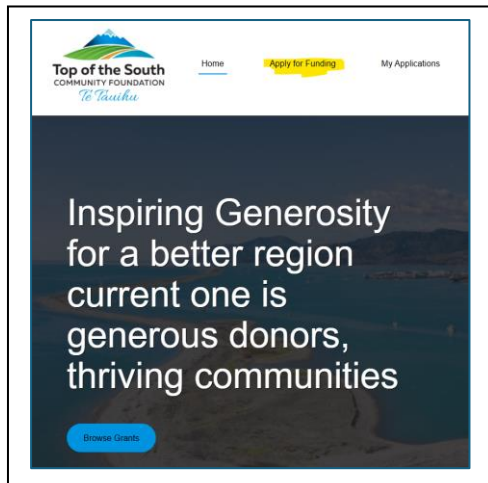
Application Portal

- Click here: [Login](#)

Or go to:

<https://topofthesouthfoundation.my.site.com/fundingprograms/s/login/?ec=302&startURL=%2Ffundingprograms%2Fs%2F>

- Register for the Portal, then once logged in,
- click on “Apply for Funding”



- Then click on “September Grant Round FY26”
- Then click “Apply”
- Then click

Next

- **Complete the following questions: (* mandatory)**

Please note you cannot save the form and come back to it, so we recommend preparing the answers prior to starting your application online in the Portal.

*Organisation name

Address details

*Phone number

Website

Your geographic area (*for the project*)

*Legal Status (*Registered Charity/ Incorporated Society/School/Other*)

*CC Number - *enter your Registered Charity number (enter 000 if n/a)*

*GST Registration

*GST Number

*Main purpose of your organisation (*Maximum 100 words*)

Alignment with our Foundations priorities (*optional*) (*in grant criteria*)

*Fund that you are applying to (*in grant criteria*)

*Name of initiative

*Details of initiative (*Maximum 150 words*) (*what will you do*)

*Who will benefit and how (*Maximum 150 words*) (*location, people involved*)

*Planned outcomes (*Maximum 150 words*) (*longer term benefits, links to other projects*)

How does this initiative align with the fund criteria (Maximum 50 words) – we recommend you check the Criteria Documentation on our website

Duration of initiative

*Total cost of project

Other sources of funding

*Funding amount requested

*Bank account number

*If successful, can we use the project for publicity purposes

If you have previously received a grant, did you submit your Accountability report

Then click

Next

You must then upload evidence of your bank name, account name and account number and it must match the name of the organisation making the application.

You may add up to 2 short additional documents – please do not send extra documents.

Once submitted, on the main page of the application portal, you should then be able to look under “My Applications” and see your application with the status “Submitted”

Appendix 2

Full Terms and Conditions

1. A grant recipient must:

- a. Spend the grant within the approved time frame specified in the offer letter.
- b. Spend the grant only for the approved purpose(s) and subject to any conditions listed in the offer letter.
- c. Return to Top of the South Community Foundation (TSCF) any portion of the grant that is not spent on the approved purpose(s).
- d. Complete the TSCF accountability report when the grant has been fully spent, or at the point described in the offer letter, or upon request by TSCF (whichever comes first). Or, if awarded a multi-year grant, meet milestone conditions such as providing results report by due date(s), which will be specified in the offer letter. Payment of any subsequent grant instalments may not be made until all the milestone reporting requirements are met in full and is subject to funding being available.
- e. Inform TSCF of any changes that affect the organisation's ability to deliver the activity(ies) or project(s) (eg changes to financial situation; an intention to wind-up or cease operations; or any other significant event, or failure to meet child protection standards), before the grant has been fully used.
- f. Agree TSCF has approval to publish that the grant has been made to the grant recipient for the agreed purpose.

2. A grant recipient may request a variation to the purpose, term, or conditions of the offer letter.

3. Failure to comply with any of the terms and conditions within the offer letter may result in TSCF requiring repayment of all or part of the grant

4. For the purpose of gaining or providing information relevant to the grant application, TSCF may disclose to, or obtain information from, other relevant Funders.

DECLARATION

Submission of this application declares that:

- I have the authority to make this request and to accept these Terms and Conditions on behalf of my organisation
- I understand and accept the terms and conditions set out above.
- All the information provided for this request is true and correct to the best of my knowledge.
- Our organisation is fully compliant with all applicable legislation

Our organisation has effective financial controls in place (e.g. two signatories on a bank account)