

Frequently Asked Questions:

1. Who can apply to the Queenstown Airport Community Fund?

- Registered charitable trusts and incorporated societies
- State funded schools
- Iwi or Maori authority
- Charitable organisations based elsewhere but operating within our location

2. What we fund

- Projects that benefit the community and environment
- School items and health items that are not funded by central government
- Contributions to overheads and operating costs
- Events that bring community together

3. What we don't fund?

- Individuals (Including scholarships and sponsorships)
- Overseas Travel
- Projects outside the CODC and QLDC areas.
- Funders of third party organisations eg a PTA – the school is welcome to apply directly.
- Retrospective projects.
- Projects and services that are the responsibility of central or local government.
- Commercial organisations
- Political organizations
- Religious organizations
- Fundraising dinners or events
- Capital building projects
- Property rental or lease payments

4. Our Funding Sectors and Priority Communities

We are looking to fund charities delivering services in the following areas

- Arts and Culture
- Community Wellbeing and Support
- Conservation, Environment and Sustainability
- Heritage
- Lifelong Learning
- Sport and Recreation that Brings Communities Together

5. How often can I apply?

You can apply annually as long as all funds have been spent and accounted for from any previous allocations. Funding in the previous year is no indication of continued funding.

6. What happens if our project changes or is no longer viable?

Please get in touch with WCF Grants Manager to discuss alternative options

7. What if we are applying for a grant for a larger project?

You will need to supply a budget for the project, and show all the other income you expect to pay for the project. Please indicate how certain you are of receiving these funds in the budget and the expected timing. Funds will be awarded once you let us know all the funds have been secured.

8. How will my application be processed?

A grants assessment committee consisting of Queenstown Airport employees, Wakatipu Community Foundation staff or trustees, and community representatives. Priority will be given to projects or applications that meet our funding sectors and the aim of the fund which is to support local organisations who are doing great work to support our community.

9. Can I apply for a project that has already started or operational funding for past payments?

No. You can only apply for a project that is in planning, or a part of a project that has not yet started. Operational funding also needs to be for future payments, not past.

10. Can I view the Grants Application Questions before I start the application?

Yes - click here to view all the questions so you can prepare your application

11. What documents do we need to provide?

- Bank statement with bank account and name. Name this “Bank Statement”
- P and L of previous year, or your last report to Charity Services Name this “Accounts”
- Quote(s) for the project if applicable Name this “Quotes”
- Endorsement letter from the Principal if you are a school named “Endorsement”
- Letters of Support – not required but recommended if available.
- Budget – named “Budget”

12. Can I upload additional Information?

Yes. There is an option to upload more information if you feel it would add to your application. Eg Letters of support from community or stakeholders.

13. What are the reporting requirements?

You will need to complete a simple accountability form within 12 months of receiving the grant. We would also love to see photos, social media posts or some feedback from community members on how the project has benefited them. We don't want this process to take up too much of your time, so we will keep it simple!

14. Is our National or Regional affiliation information needed?

Yes. If you are part of a regional or national organisation, you will be asked to provide this information in your application.

15. Will my information be shared with other parties?

No. Your application will only be used for the purpose of the grant decisions, and will then be held on file by the Wakatipu Community Foundation. If you are a successful recipient then this will be shared on the website, in social media, possibly news media and in newsletters.

16. What if I haven't spent all the money awarded?

If the funds are unspent 12 months after being awarded, they will be required to be returned to the Wakatipu Community Foundation and be added back into the fund for other organisations to apply for in the next grant round.

17. What if we change the supplier

As long as the stated purpose for the grant stays the same you can change supplier, as long as you provide an explanation with your accountability report. If you're not sure, please contact grants@wakatipucommunityfoundation.org

18. Do I need to provide a quote?

Please provide a quote for any items you are requesting funding for. The quote should be no more than 3 months old, and must be addressed to the organisation applying for the grant.

If asking for travel costs for an event please attach a flyer for the event or some information.

19. What happens if we don't secure all the funds for the project?

We will only award the funds when you notify us that all the funds have been secured if the application is for a larger project. If you are unable to secure the balance required for your project, the funds will be added to the funds available in the following grant round.