

# SANFORD FUND 10 CENTS A SALMON

This fund is for the people of Rakiura Stewart Island and Bluff.

We want to help you bring people together for fun, happiness, pride, care and safety. If you need funding for a community led project, sport, art, culture or health you should apply.

Applications are called for between  
01 February and 31 March each year

Terms and conditions and eligibility criteria apply.

## This is your Guide to Applying to Sanford’s ‘10 cents a Salmon’ Fund

### Disclaimer

We’ve made every effort to ensure that this guide is clear and accurate, the information it contains is general guidance and does not constitute legal advice. If you are uncertain or have questions please ask. You can email us [salmongrant@sanford.co.nz](mailto:salmongrant@sanford.co.nz) we welcome your questions.

### About this guide

This guide is for individuals or groups who are requesting funding from the Sanford’s ‘10 cents a Salmon’ Fund (**the fund**). It outlines your eligibility and our assessment criteria. It provides an overview of the application and funding processes, and sets out the information you will be asked to supply.

### How can I contact Sanford?

You are welcome to contact us if you have any queries related to the fund.

Please email [salmongrant@sanford.co.nz](mailto:salmongrant@sanford.co.nz) or ring us in Bluff at (03) 212 8047.

### Is my project eligible for a grant?

Projects must meet all of the criteria listed below to be eligible to apply.

Eligibility	
1	The project is to help the people and communities of Rakiura Stewart Island and Bluff
2	The project is community-led (i.e. not part of a government or council project)

The applicant can be from an individual, a group of people or a club or Association. There must be one person in the applicant group that has authority to enter into a funding agreement with Sanford (who can sign the Deed that allows us to transfer you the money).

### What are some examples of positive wellbeing that this fund might pay for?

This fund is to help Rakiura Stewart Island and Bluff people and their communities. We want to help you bring people together and promote fun, happiness, pride, care and safety. If you need funding for a community led project, sport, art, culture or health you should apply. The fund is not for environmental projects.

## How much money can I apply for?

There is no lower and upper limit for grants, but remember the total amount gifted to the community is between \$80,000 - \$100,000 and depends on how many fish we process through our plant. The Decision Making Panel may want to spread this money around.

We advise you to fill in the Work Plan and Budget forms and describe the different components of your project with lots of detail if you are applying for more than \$1000. This will help us to understand your project better.

Both the Application form and Work Plan and Budget form are available by emailing [salmongrant@sanford.co.nz](mailto:salmongrant@sanford.co.nz)

## How is your application assessed?

All applications are assessed by a Decision-Making Committee of six local Rakiura Stewart Island and Bluff leaders including a representative from Te Rūnanga o Awarua.

To better understand your application the Decision-Making Committee may want to come out and visit you before they make their funding decisions.

The Committee will decide if your application fits the funding criteria and is eligible, then they will make their decisions on who is awarded funding based on merit when compared against other eligible applications. They will discuss how they believe your application fulfills the assessment criteria (does it encourage social wellbeing of people and communities) and the merit of your project compared with other applications.

## Frequently Asked Questions

**What if my project activities can't be completed within 1 year?** The funding cannot be for more than one year. Applicants are welcome to reapply to the fund the following year to complete their project, provided they have complied with the reporting requirements.

**What if I am not part of an official group?** Individuals and groups of people can apply to the fund.

**Who can't apply?** Government departments and local authorities are not eligible to apply to the fund.

**If I work for Sanford can I apply?** Absolutely. Rakiura Stewart Island and Bluff are small communities and we understand that many people have a connection to Sanford.

### What can I use the grant money for?

Grants can be used towards activities that are focused on the wellbeing of people and their communities in Bluff and Rakiura Stewart Island.

This includes costs associated with training (including health and safety) where it is included as a component of a project that includes other 'on-ground' activities.

Funding for salaries and contractors may be eligible but applicants must demonstrate in the application form why these roles are vital to the completion of the project

### What does the grant not cover?

Retrospective costs (which is costs you have already spent): Reimbursement of time for voluntary labour: Activities that individuals, organisations or councils are required to do by law: Proposals that are designed to generate personal or commercial profit: The development of an activity for which public use will be restricted by copyright or patent: Debt repayment or the refinancing of loans: Participation in statutory processes or litigation: Venture capital: Single person academic scholarships: Local and central government charges and fees or similar costs.

**Who decides if the application will be successful?** A Decision Making Committee of six people will make the decision. The Panel is made up of:

- Two representatives from the Rakiura Stewart Island community
- One Bluff community representative
- One representative from Te Rūnanga O Awarua
- One representative from the Sanford Big Glory Bay salmon farm
- One representative from Sanford Bluff processing plant.

### Do I need to provide a detailed budget?

Yes, the Decision Making Committee will use the budget information provided with your application form to determine whether they think your proposed costs are reasonable and realistic to deliver your project. Please use the Work Plan and Budget forms provided on the website.

Your budget should provide a detailed breakdown of all estimated project-related costs for the full duration of the project.

You should provide enough information for the Decision Makers to fully understand how the requested funding will be used.

### Do I need to be registered for GST?

No. Applicants do not need to be registered for GST to apply for funding. However, funding is a taxable activity. If your organisation is conducting a taxable activity and its annual income exceeds \$60,000 or more per annum, it must be registered for GST in accordance with GST legislation.

For more information, see [www.ird.govt.nz/gst](http://www.ird.govt.nz/gst) or phone the Inland Revenue Department on 0800 377 776.

### Do I need to include GST in my budget?

If you are registered for GST, you will need to provide all costs as GST exclusive.

If you are not registered for GST, you will need to use GST inclusive costs in your budget.

### Health and Safety

Sanford is committed to best practice health and safety and adhering to the requirements of the Health and Safety at Work Act 2015 (*HSWA*). Therefore, it is important that you / your organisation has the necessary health and safety policies, resources and expertise to safely undertake and complete your project.

All applicants who are approved for funding will be required to have a project-specific Health and Safety Plan in place that is suitable to support the safe delivery of your project.

Guidance on the HSWA, including resources to assist in the development of Health and Safety Plans, can be obtained from WorkSafe New Zealand: <https://worksafe.govt.nz/managinghealth-and-safety/>.

You may include costs associated with health and safety as part of your application.

#### Next steps, if you are a successful applicant

If your application is successful, you will receive an offer of funding letter from the Decision Making Panel in December. The Panel will confirm how much money you were granted.

By the end of April the Decision Makers will have made their funding decisions. In May a representative from Sanford will work with you to confirm your project details and agree to any additional terms and conditions the Deed of Grant that the Decision Makers advise is necessary.

You will need to agree and sign the Deed of Grant to confirm your acceptance of the funding terms. Sanford and the Decision Making Panel are committed to making this process as easy as possible for people.

#### When will I receive my funding?

We prefer to make all the payments at once, this sometimes means that payments are not made until June. If you need the funding money earlier please advise us in the application form.

For all grants you will be asked to provide a short report at the completion of your project with a photograph. Doing this will ensure that next time you ask for money, you have more chance of being successful. Sanford may want to audit your project at its completion, we may ask to view copies of bank statements showing the funds going into their account and then going out plus copies of any invoices.

For large grants, over \$10,000 we may want to pay the money in instalments – this will be discussed with you. The first instalment will be made once the Deed of Grant has been signed and is an upfront payment of 50% of the grant approved. Funding will then be paid as the project is completed.

The payment schedule will be agreed by both parties and set out in the Deed of Grant.

End.