

SANFORD FUND 10 CENTS A SALMON

This fund is to help Stewart Island and Bluff 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.

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. In the event of any uncertainty please ask. You can email us 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 assessment criteria, 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 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 Stewart Island and Bluff communities
2	The project is community-led (i.e. not part of a government or council project)
3	The grant is for not more than three years

The applicant can be 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 (sign the Deed for transferring the money).

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

This fund is to help Stewart Island and Bluff 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. It is not for environmental projects.

How much money can I apply for?

Small grants are available for individuals or groups requesting a one off grant of less than \$10,000.

There are also larger grants for individuals or groups requesting more than \$10,000, or for multi-year projects of not more than three years.

Both application forms are available by emailing salmongrant@sanford.co.nz

How is your application assessed?

All eligible applications are assessed by a Decision Making Panel that consists of local Stewart Island and Bluff leaders.

The Panel will make their decisions on who is awarded funding based on meeting the assessment criteria (does it encourage social wellbeing of people and communities) and the merit of your project compared with other applications.

Applications will be assessed on the information provided in the application.

Frequently Asked Questions

What if my project activities can't be completed within 3 years? The funding can not be for more than three years. Applicants are welcome to reapply to the fund for another project at the end of this period, provided they have complied with auditing 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. 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 of Bluff and 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 is also 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 any other costs which the Decision Making Panel or Sanford decides not to fund.

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

- Two representatives from the Stewart Island community
- One Bluff community representative
- One representative from Awarua Rūnanga
- 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?

The Decision Making Panel will use the budget information provided in your application to determine whether they think your proposed costs are reasonable and realistic for the proposed activities.

Your budget should provide a detailed breakdown of all estimated project-related costs (expenditure) 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?

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 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. The Panel will confirm how much money you were granted.

In April and May the Sanford's Industry Liaison Manager will work with you to confirm your project details and agree to the terms and conditions of a Deed of Grant.

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

When will I receive my funding?

The amount of money available to the fund each year is based on fish numbers processed in Bluff the previous year.

For small, under \$10,000 grants you will be awarded funds up-front. You are asked to provide a short report at the completion of your project with a picture. 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 are likely to 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 and multi-year grants, the money will be paid in instalments. The first instalment will be made once the Deed of Grant has been signed. This is an upfront payment of 50% of the grant approved for year 1 of the project. Funding will then be paid in instalments throughout the project, which will be every 6 months or sooner if you have fully used the previous grant instalment.

Please note that the standard payment schedule and the percentage of the upfront payment can vary depending on your project and the size of the grant awarded – this will be negotiated, agreed by both parties and set out in the Deed of Grant.

Successful applicants of large and multi-year grants will be required to provide the Decision Making Panel with one project progress update per year. Recipients of Grants who do not provide an update, may have their funding reviewed and may not be eligible for another grant.

For large projects at least 10% of the funding approved for the final project year will be retained and paid upon completion of the project once evidence of full grant expenditure has been provided and the final project report has been submitted.