



Funding

guide for community archives



Te Rua Mahara o te Kāwanatanga

ARCHIVES
NEW ZEALAND



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Funding Guide for Community Archives

Community Archives Group
Archives New Zealand



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Funding Guide for Community Archives

The *Funding Guide for Community Archives* has been developed by the Community Archives Group, Archives New Zealand Te Rua Mahara o te Kāwanatanga, to assist people caring for community archives develop a funding strategy to improve the preservation and management of community archives.

The New Zealand Community Archives Survey 2007, carried out by the Community Archives Group, highlighted the need for more information on funding. This guide is intended to help with that information and is part of a two volume series: *Funding Guide for Community Archives* and *Community Archives Funding for Māori Archives* (yet to be published).

Archives New Zealand would like to thank Pauline Porteous, Archivist, for her work researching and compiling this guide. We also thank the many archivists and volunteers for providing feedback about the guide and to Eva Riddell for her initial research.

For further information contact: Community Archives Group, Archives New Zealand, Te Rua Mahara o te Kāwanatanga, PO Box 12050, Wellington 6144. Telephone: 04 499 5595. Website: www.archives.govt.nz





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Getting started on the quest for funding

Getting started on the quest for funding may seem overwhelming. However, having a funding strategy (a plan) will make it easier. Your strategy needs to include: the purpose of the archives and how they benefit your community, what the funding priorities are, the most appropriate funding agencies, and the application requirements. This guide will help you develop a funding strategy.

Note: It may be helpful to read the *Managing and Preserving Community Archives Guide* before planning a funding strategy. It is available from the Community Archives Group, Archives New Zealand, Te Rua Mahara o te Kāwanatanga, and the National Preservation Office, Te Tari Tohu Taonga, National Library of New Zealand (see Appendix One).



Tip: *Before you start – make a plan*

Identify your priorities

It will be easier to present a case for funding if you have clarified what is needed most to improve the management of the Archive. When you are closely involved in the day-to-day activities, it can be difficult to know what the highest priorities are. An outside expert opinion can provide advice on the best archive procedures, and professional help with planning priorities may also strengthen any funding applications.

When considering the priorities for your funding strategy, it can be helpful to divide the archive operations into five categories and consider where improvements are needed most:

- Management framework
- Collection management
- Preservation and conservation
- Access and promotion
- Volunteer training

The management framework consists of operational policies, procedures and plans and having the necessary resources to carry out the work. Whether you are establishing a new Archive or wanting to improve an existing operation, it is important to have an appropriate management framework. If you do not have an archives policy, now is the time to write one. All Archives, no matter how small, need to have a policy. Good policy and planning documents will assist your chances of funding support. At the very least you will want to have a brief



statement that clarifies the purpose of the Archive, why the collection exists and what material will be collected, preserved and made available. Developing or reviewing the framework often needs professional archive expertise, especially for those new to archive management.

Collection management involves documentation about the archival holdings and ensuring that they are well managed. Organisations holding archives need to have information about their collections and where they are located in the Archive. It is also important to know what are the most valuable collections and their preservation requirements. Improvements to managing your collections may involve establishing or upgrading a computer-based register of the archive collections and finding aids. If your Archive's collections are already well-managed, your priority may be to establish a project that identifies the most important or useful archives in the community and actively collect them.

Preservation and conservation involves taking steps to prevent damage occurring to the archives and repairing damage that has occurred. When archives have been damaged and need repair, conservation treatment needs to be carried out by a professionally-trained conservator. Your archive collections need to be protected by archive-quality storage enclosures and boxes. Your preservation priorities may involve the purchase of enclosures and boxes, handling materials such as cotton gloves or book pillows, or furniture improvements such as tables to work on, storage cabinets and shelving. You may also need a dehumidifier, an air-conditioning unit or a thermo hygrograph to monitor the archives repository temperature and humidity. The highest priority may be the archive building, such as guttering or roofing repairs. You may need to engage the services of a conservator to help identify the highest priorities.

Improving access and promotion involves letting people know about the Archive and what you have. Increased publicity can generate more donations and users of the archives. This could involve producing a publication or scanning your photographs onto a computer and/or describing your collection on the National Register of Archives and Manuscripts (NRAM) Internet site. (See Appendix One)

Sometimes the most important priority for any community Archive is volunteer training. Investing time and resources for professional archive training will have significant long term benefits to how well your Archive is managed. You could organise training workshops or you could employ professional expertise to work on a specific collection in your archive and include workshops that explain the process and provide on-the-job training for the volunteers.

Eligibility

Find the most suitable agency

When you have identified what you need to improve the operations at your Archive, the next step is to identify the most suitable funding agency or agencies. You will need to find out:

- the objectives of the agency's funding programme and if they have a category that fits your needs, or whether you can align your needs to any of their categories
- what they will fund and what they won't fund
- how much they have provided for similar previous projects and what the maximum grant can be
- the application requirements and process
- the application closing date.



Tip:

Talk to someone who has successfully applied for and received grants

It is easiest to apply to funding schemes that are most appropriate for archive projects such as heritage and cultural funds. However, in some cases, it may be useful or necessary to align your projects to fit other funding categories. For example, a project to strengthen your collection on the papers of local artists may be eligible for a grant under the Creative Communities Scheme. The scheme supports local art and you may be able to align a project that meets the scheme's objectives. You could consider other subject-based projects and seek funding from community groups such as Rural Women New Zealand, Lions, Jaycees or Rotary clubs or local business groups. Such groups may be keen to deposit material with you and fund an exhibition or publication based on their history.

Companies and individuals would be most likely to fund projects that are aligned with their interests. For example, computer companies are more likely to consider projects relating to digitisation; a company that has traditionally supported arts, culture and education is more likely to consider a project that includes historical publications for schools. Other project ideas are discussed in the **Project ideas** section of this guide.

Funding in kind

Not all funding assistance needs to be in the form of money. Funding in kind is an alternative form of support where an organisation offers products or services free of charge. Many private and public



organisations are able to help with office stationery, shelving, archives storage materials, printing, office equipment, publicity or professional advice. Volunteer work may be paid for by companies that have corporate volunteering programmes. Your local bank may also offer special assistance for not-for-profit customers.

Although there will always be more community organisations keen to receive assistance than there are individuals and companies with the time or resources to provide it, funding in kind can get immediate results and may lead to a helpful long-term relationship. It is worthwhile including it in your strategy.

**Tip:**

Funding in kind may be easier to get and lead to a long-term helpful relationship

Types of funding agencies

Funding agencies include central government, local government, trusts, private corporations and individuals. As well as the funding agencies discussed in this publication, there are other agencies and schemes specifically for iwi tāonga projects. These schemes will be discussed in the *Community Archives Funding Guide for Māori Archives* (yet to be developed).

Central Government

The New Zealand Lottery Grants Board

The Department of Internal Affairs Te Tari Taiwhenua administers community funding through the New Zealand Lottery Grants Board and other schemes. The scheme most applicable to Archives is the Lottery Environment and Heritage Grants Scheme.

Te Papa National Services Te Paerangi

The Te Papa National Services Te Paerangi, provides two funding schemes that are primarily for museums and would therefore be suitable for a museum wanting to improve the care of its archives or an archive wanting to improve the care of their museum items. The schemes are the Helping Hands Grant and the Museum and Iwi Development Grant.

Ministry for Culture and Heritage Te Manatū Taonga

The Ministry for Culture and Heritage administers the History Research Trust Fund and the Awards in Oral History fund. The History Research Trust Fund provides grants to researchers and writers of projects relating to New Zealand history. The Australian Sesquicentennial Gift Trust for Awards in Oral History provides financial help for history projects relating to the history of New Zealand.

Local Government and Regional Community Trusts

Local government and regional trusts are concerned with strengthening their regional communities and therefore fund projects within their trust or local authority areas.

Local Government

District and city councils and other local authorities often have funds from rates and bequests available for arts and heritage projects. They can fund accommodation costs that may include rent or power bills. They also receive central government funding through Creative New Zealand (under the Creative Communities Scheme) to support and promote local



arts. This may be helpful if you have projects that involve local artists' collections.

Regional Trusts

There are various regional trusts that have been established to distribute funds to communities. The funds are generated from a wide range of sources such as former power boards, gaming societies, pub charities, investments or bequests.

Philanthropic and other

There are various companies, individuals and community organisations that have philanthropic objectives and support cultural development in their communities. They may offer grants or funding in kind (discussed in the **Eligibility** section of this guide).

Lions, Jaycees, and Rotary may support projects that meet their objectives. Women's groups, sports clubs, rural groups and others may also provide funds for projects about their own or related histories.

There are also likely to be local citizens with historic connections to the community who may be interested in donating their family archives as well as funding for their archives and other collections.

Making an application

Check if your project is eligible

When you have clearly identified your needs and possible funding agencies, talk to the selected agencies to see if your project is eligible.

Obtain application forms

Application forms are often online, or you can telephone and ask for a form and information. Some agencies will prefer an online application; others may prefer you print and post. You are encouraged to apply online for the Lottery Environment and Heritage Grant.

Note: All gaming machine outlets must have an application form for community funding near the machines.

Check the terms and conditions

Some agencies will have special terms and conditions attached to project funding.

- **Legal status**

All agencies will prefer to fund archive organisations that have legal status (such as a registered charitable trust) or are part of a larger organisation. There is helpful information about legal structures in the How-to Guides - Legal Structures published online under the Community Net Aotearoa. See the **Where to get Help** section in this guide.

- **Percentage of money raised**

Some agencies may require you to have raised a specified percentage of the money needed for the project before you apply to them. Usually, a grant will be paid when the project has actually started. However, a funding agency will not reimburse for money already spent before you make your application.

- **Finite and ongoing**

Most funding agencies prefer to support a specific finite project. Although future requests to the same agency may be accepted, they may not want your Archive to become dependent on them. These agencies are unlikely to provide grants for on-going costs such as salaries and rents. However, you may be able to include a salary in the cost of a specific project. There are other agencies that are willing to provide an ongoing annual sum for professional expertise to assist and train volunteers.

- **Quotes**

You may be required to provide two quotes for products or services.

- **Annual accounts**

Some agencies will want to see a copy of your annual accounts and some may require audited accounts. Having your accounts audited



involves an inspection of your accounts by a trained accountant.

Note: If your Archive is part of a larger organisation and your archival operations are relatively small, the organisation's Annual Report of Accounts may be all that is required.

Organise your information

Before filling out the forms, organise the information that you will need. All agencies will want to know about your organisation and what you want to use the funds for. They will require information that includes the name of the contact person and a brief description of the Archive's purpose and background.

Describe the benefits

Funding agencies will need to know that the money will be well spent and that your organisation will make the best use of it. Explain how the project funds will benefit your Archive and the wider community. Remember to keep it brief.

Supporting documentation

Make sure you have all of the supporting documentation required. Incomplete applications may not be accepted. Note: The information required will vary depending on the funding agency. Some may require all of the information below as well as other information, others may require less:

- the policy and purpose of the Archive
- a brief history of the Archive – when and why it was established
- the level of public support and use. (Letters of support or if available a news-clipping about the Archive from your local newspaper.)
- a recent bank statement
- the Archive's bank account number, GST number if applicable, or evidence of IRD charitable and tax exemption status
- A copy of your Charities Commission registration form, if applicable
- your annual budget
- a copy of your annual report
- a list of trustees
- photographs that are relevant to the application.

Make a realistic application

Identify all of the eligible costs to complete your project. You don't want to be caught out with insufficient funding to complete the project successfully. However, be careful not to overprice, as this borders on supplying misinformation. The people considering your application are experienced and would notice information that is incorrect.

Check that your application is within the funding level normally granted. You can do this by looking at the **Schedule of Grants** (see the Glossary at the back of this guide) or by asking the funding agency.



Tip:

Check that your application seems worthwhile, realistic and makes sense

Submit your application as one package with all supporting documentation, well before the closing date. Remember, some agencies have thousands of applications to process so it is important that your application is received early and is clear, concise and complete.



Tip:

Get your application in early and check that it is clear, concise and complete



Completing the project and follow up

All agencies will be interested in accountability for funds. You will need to account for how the funding was spent and will need to keep the receipts. Some agencies may require a high level of accountability and will request a report that accounts for the expenditure. They may also audit grant recipients and require any grant funding that is not accounted for to be paid back.



Tip:

Remember to keep receipts and a record of the expenditure

Acknowledge assistance

Finally, remember to thank the funding agency when the project is complete and the money has been spent. This is not a requirement, but it is an important part of building relationships and is appreciated by all those involved. Providing a final report including a photograph showing the finished results is often helpful. It is also common practice to acknowledge funding donations in Archive publications or the Archive premises where appropriate.

Follow up unsuccessful applications

Not all funding applications will be successful. It is worthwhile finding out why your application was not approved and ask if you would have a better chance the following year. Sometimes it is a simple matter of too many applications and not enough money and the next year may be different. Your determination to keep trying won't be counted against you.



Tip:

If you are not successful with your application talk to the funding agency about it and try again in the next funding round

Funding Plan Checklist

The Ten Tasks Checklist

- 1 Type or write out a funding task planning table.
(See **Appendix Two**)
 - 2 Identify the Archive's funding priorities
 - 3 Talk to other archivists or organisations who have applied and received funding
 - 4 Find the most appropriate funding agency or agencies
 - 5 Talk to the funding agency
 - 6 Collect the application form
 - 7 Check the terms and conditions and the application closing dates
 - 8 Organise the required information and your supporting documentation
 - 9 Complete your application form and check that it is clear, concise, and complete
 - 10 Keep all of the receipts and complete the project with a brief report and acknowledgement to the funding agency
-



Project ideas

The aim of your funding plan is to make improvements to the management and care of the archives. When starting projects that involve advisers or physical services, it is best to engage experienced professionals. Most funding agencies prefer to support the involvement of professional services; some application guidelines state this as a requirement. To make the best use of these professional skills, plan your projects to include on-the-job training for your volunteers.

Archive management

If you need outside expertise to help with managing your Archive, consider making your first funding proposal for professional archive advice. Contact a trained archivist to discuss the strengths and weaknesses of your operations and ask for a quote to help improve the management procedures and services. Importantly, include a training workshop or on the job training for your volunteers. Check the funding agencies and make an application, possibly to the Lottery Environment and Heritage Grant scheme, to pay for professional assistance.

Archive storage boxes

All Archives need appropriate boxes and materials to protect and help preserve their collections. If you are not sure what are the most appropriate storage materials seek advice from experienced archivists or conservators. (See the **Where to get Help** section in this guide.) Find out the cost of the required materials from suppliers of archive materials and make an application with the most appropriate funding agency.

Preservations and conservation advice

You may need preservation and conservation advice about your archive building, how the archives are stored or handling procedures. Check the information from the National Preservation Office as well as the New Zealand Professional Conservators' Group. If your Archive also collects museum items, you may be eligible for museum funding assistance. If you have or intend to have an exhibition space to show photographs, objects and fabrics, you may need advice on how best to display and store these items. Check the information from the National Services Te Paerangi, Museum of New Zealand Te Papa Tongarewa .

Photocopying machine

If you need a photocopying machine, check your local community trusts' funding schemes about applying for a new or leased machine.



Publication of local history

A publication of a local history is a useful way to promote the Archive and generate further support. If your town is celebrating an historical event, consider applying for funding from the local community trust or local community groups such as Rotary to fund a local history publication. You could make joint applications and ask one organisation to provide funds to cover the costs of providing copies of the publication for schools and libraries (many funding agencies have an education category). The other organisation could be asked to fund the professional historical research and writing costs and the design and printing costs.

Expenses for volunteers

You can support your archive volunteers by seeking funds for their expenses. Local groups such as Lions, Jaycees or Rotary clubs or the local council may be able to provide an annual sum to cover volunteers' petrol and other incidental costs. You could also seek funds from such groups for reference books for your volunteers about caring for archives.

Oral historian

Oral histories can be time consuming and require high-quality recording machines and trained interviewers to get the best recordings. Seek assistance for professional help. Discuss costs and possible funding options with the Oral History Centre in the National Library of New Zealand Te Puna Mātauranga o Aotearoa. There may be assistance available for the services of an oral historian or for training on how to carry out an oral history project. Investigate which agency is best-placed to help, such as the Ministry for Culture and Heritage's Australian Sesquicentennial Gift Trust, the Environment and Heritage Grants Committee, Lottery Grants Board, community trusts, local groups and perhaps local families with an early settler background.

Repairs to Archive premise

Sometimes repairs to the Archive premises or improved insulation will be the most important priorities. Again, it would be worthwhile checking eligibility with the Lottery Environment and Heritage Grant advisers and local community trusts.

Specific collections

Sometimes you can align your projects with alternative funding. A project to acquire and organise local artists' archives or a researcher to write a publication on the history of local art in the community, would promote local art and promote the role of the Archive. Such projects may be eligible for a community arts grant, such as the Creative Community Grant available through your local council. You may consider a similar

approach to collecting archives associated with sport and seek funding from grants that promote community sport.

Funding in kind projects

Don't forget projects involving funding in kind. If you are looking for people with project management experience, work skills or just a reliable group of people to help get something done, remember that many companies have a commitment to community involvement and social responsibility, and provide leave for staff who volunteer to help not-for-profit organisations. Check your local community businesses and also see **Appendix One: Corporate citizens and philanthropists**.



Where to get help

Archivists' network

Talk to other archivists who have successfully applied for and received grants. (See **Appendix One: Archivists' networks**).

Charities Commission Komihana Kaupapa Atawhai

The Charities Commission is responsible for registering and monitoring charitable organisations in New Zealand, as well as providing support and education to the charitable sector on good governance and management. For more information contact: PO Box 8072 Wellington. Freephone: 0508 242 748. Website: www.charities.govt.nz/.

CommunityNet Aotearoa: How-to Guides

This is a very useful internet resource that contains How-to Guides, including a guide to funding. This guide provides information about finding funding and applying for grants, sponsorship and other types of funding. The guides are maintained by the Department of Internal Affairs and the Funding Information Service.

Website: www.community.net.nz/How-ToGuides/Funding.

Funding consultants

Funding consultants can provide fundraising services such as research and training. There are fees for their services. You can find a list of fundraising consultants through the Fundraising Institute of New Zealand (FINZ). Website: www.finz.org.nz/fundraising-consultants/.

Funding Information Service Te Ratonga Whakamārama Putēa (FIS)

This is a funding information resource for voluntary organisations, whānau, hapū and iwi organisations, community groups and individuals. It is an independent, not-for-profit organisation maintained by income from subscriptions to its databases and services. For more information contact: PO Box 1521, Wellington. Telephone: 04 471 8900. Email: info@fis.org.nz. Website: www.fis.org.nz.

Fundraising Institute of New Zealand (FINZ)

This is a professional body for those employed in or involved with fundraising, sponsorship and events in the not-for-profit sector. FINZ has basic information sheets on how to raise funds and hiring a fundraising consultant, etc.

For more information contact: PO Box 11203, Wellington 6142.

Telephone: 04 499 6223.

Email: info@finz.org.nz. Website: www.finz.org.nz.



FundView

This internet site lists over 600 different funding schemes. It includes funding from government, local authorities, statutory and philanthropic trusts, gaming trusts and some service organisations. There are charges to use the FundView site unless it is accessed through a public library. See the website: www.fis.org.nz.

Grants online

This provides access to information and application Department of Internal Affairs forms for the Lottery Grants Board, including the Lottery Environment and Heritage Grant. Website: www.cdgo.govt.nz.

NZlive: Funding

One of the most useful internet sites for seeking information on funding can be found under the **Funding** link on nzlive.com. The Funding site has been developed by Creative New Zealand, National Services Te Paerangi (Te Papa), the Ministry for Culture and Heritage and the Funding Information Service. An online search on funding and heritage will provide a wide selection of useful agencies. Website: www.nzlive.com/.

Internet

Although you can telephone, write or visit funding agencies, the easiest and quickest place to get information on available funding is on the internet. If you don't have a computer, you can access the internet at free public sites such as public libraries, the Department of Internal Affairs Regional Offices and Rural Education Activities Programme (REAP) offices. (REAP office locations can be found on: Website: [//waireap.org.nz](http://waireap.org.nz)).

On the same site there is a link to the How –to Guide on legal structures. You can find information about setting up legal structures such as an incorporated society, a charitable trust, Māori organisation or other legal entity in the CommunityNet Aotearoa.

Website: www.community.net.nz/how-toguides/legalstructures.

Trust Waikato's Grant Seeker's guide

Although written for the Waikato region *The Grant Seekers Guide to Successful Funding* provides advice that is useful for any funding application. It is available from Trust Waikato (see **Appendix One**) and online. Website: www.trustwaikato.org.nz under Application Forms – Grant Seeker's Guide.

Unitec New Zealand

Unitec has some community funding courses available for not-for-profit and community organisations. For more information contact: PO Box 92025, Auckland 1142. Freephone 0800 109 510 or phone (09) 815 2945 or email: courses@unitec.ac.nz. Website: www.unitec.ac.nz.

Appendix One: Contacts

Note: The contacts list is a helpful selection but is not comprehensive.

Archivists' network

- **ARANZ** Archives and Records Association of New Zealand (ARANZ), PO Box 11–553, Manners Street, Wellington 6001. Website: www.aranz.org.nz
- **Other archive groups**
There are also other groups such as the sole archivists group (SAG) in Wellington and the school archives group organised under ARANZ in Auckland. Contact your local professional association for further information.

Conservation and preservation advice

- **National Preservation Office/Te Tari Tohu Taonga**, National Library of New Zealand. PO Box 1467, Wellington 6140. Telephone: 04 474 3066. Email: preservation@natlib.govt.nz. Website: www.natlib.govt.nz
- **Conservators' network**. The New Zealand Conservators of Materials Pu Manaaki Kahurangi Inc. (NZCCM) is an association of professional conservators of cultural property employed in public museums, art galleries, libraries and private practice. Website: www.conservators.org.nz/

Fundraising consultants

A list of consultants can be found through the Fundraising Institute of New Zealand (FINZ).

Website: www.finz.org.nz/fundraising-consultants.

The National Register of Archives and Manuscripts Te Rārangi Pūranga, Tuhinga Ake o te Motu (NRAM)

NRAM is a searchable register of archives held in New Zealand repositories. For more information contact: NRAM Administrator, Archives New Zealand, PO Box 12-050, Wellington 6144. Email administrator@nram.org.nz. Website: www.nram.org.nz.

Suppliers of archive materials

- **Conservation Supplies**. PO Box 646 Warkworth 0941. Telephone 09 425 7380 or 09 425 7385; Fax: 09 425 7385. Website: www.conservationsupplies.co.nz.
- **Port Nicholson Packaging**. PO Box 38133, Lower Hutt, Wellington 5045. Telephone: 04 568 5018. Website: www.pnp.co.nz.
- **Spiral Path Book Studio**. 7 Brussels Place, Birkenhead, Auckland. Telephone: 09 4803185. E-mail: spiralpath@xtra.co.nz. Website: www.spiralpath.co.nz
- **Triptych**. PO Box 16 133, Newtown, Wellington 6242. Telephone: 04 970 0228 Website: www.triptychconservation.co.nz.



- **Archives New Zealand** Te Rua Mahara o te Kāwanatanga, sometimes have spare boxes for sale in the Auckland and Wellington offices. Telephone Auckland 09 2701100 or Wellington 04 4995595.

Central Government

Grants online

Information and online application forms can be found at Community Development Grants website. Online applications are preferred; however, you can request a paper application form from a Local Government and Community Branch office of the Department of Internal Affairs.

For more information contact: Freephone: 0800-824 824.

Email: grantsonline@dia.govt.nz. Website: www.cdgo.govt.nz.

Te Papa National Services Helping Hands Grants

For more information contact: National Services/Te Paerangi, The Museum of New Zealand/Te Papa, PO Box 467, Wellington 6020.

Freephone: 0508 678 743. Email: natserv@tepapa.govt.nz.

Website: www.tepapa.govt.nz/TePapa/English/NationalServices.

Ministry for Culture and Heritage Te Manatū Taonga

- The New Zealand Research Fund Trust Rewards in New Zealand History. The Senior Historian, History Group, Ministry for Culture and Heritage Te Manatū Taonga, PO Box 5364, Wellington 6145. Telephone: (04) 496 6334. Fax: (04) 496 6354. Website: www.mch.govt.nz/awards/.
- Australian Sesquicentennial Gift Trust for Awards in Oral History. Ministry for Culture and Heritage Te Manatū Taonga, PO Box 5364, Wellington 6145. Telephone: (04) 496 6334. Fax: (04) 496 6354. Website: www.mch.govt.nz/awards/.

Regional Trusts

Note: The following is a list of some of the larger regional trusts that are worth checking. You will find many other trusts by searching under funding on the NZlive.com internet site.

ASB Community Trust

PO Box 68-048, Newton, Auckland 1145

Telephone: 09 360 0291

Fax: 09 378 6954

Freephone: 0800 272 878

Email: reception@asbtrusts.org.nz

Website: www.asbcommunitytrust.org.nz

**Bay of Plenty Community Trust
Baytrust**

PO Box 13322, Tauranga 3141
Telephone: 07 578 6546
Fax: 07 578 7357
Freephone 0800 654 546
Email: info@bayfunding.org.nz
Website: www.baytrust.org.nz

Canterbury Community Trust

PO Box 1440, Christchurch 8140
Telephone: 03 963 0084
Fax: 03 963 0088
Freephone: 0508 266 878
Email: enquiry@commtrust.org.nz
Website: www.commtrust.org.nz

Eastern and Central Community Trust

PO Box 1058, Hastings 4156
Telephone: 06 878 7200
Fax: 06 878 9550
Freephone: 0800 878 720
Email: enquiry@ecct.org.nz
Website: www.ecct.org.nz

Mid and South Canterbury Community Trust

PO Box 983, Timaru 7940
Telephone: 03 687 7360, 03 697 7361
Fax: 03 688 9972
Email: msscomtrust@xtra.co.nz
Website: www.comtrust.org.nz

Otago Community Trust

PO Box 5751, Dunedin 9058
Telephone: 03 479 0994
Freephone: 0800 10 12 40
Fax: 03 477 1869
Email: Info@cto.org.nz
Website: www.cto.org.nz

Community Trust of Southland

PO Box 1646, Invercargill 9840
Telephone: 03 218 2034
Fax: 03 218 2035
Freephone: 0800 500 185
Email: info@ctos.org.nz
Website: www.comtrustsouth.org.nz

TSB Community Trust

PO Box 667, New Plymouth 4310

Telephone: 06 769 9471

Fax: 06 769 9472

Email: info@tsbtrust.org.nz

Website: www.tsbtrust.org.nz

Waikato Community Trust

PO Box 391, Hamilton 3240

Telephone: 07 838 2660

Fax: 07 838 2661

Freephone: 0800 436 628

Email: wct@trustwaikato.co.nz

Website: www.trustwaikato.org.nz

Whanganui Community Foundation

PO Box 365, Wanganui 4540

Telephone: 06 348 8300

Freephone: 0800 878 720

Fax: 06 348 8245

Email: whanganuifoundation@xtra.co.nz

Website: www.tindall.org.nz (see Funding Managers section)

Wellington Community Trust

PO Box 25-090, Wellington 6146

Telephone: 04 499 7966

Fax: 04 499 3963

Email: admin@comtrustwn.co.nz

Website: www.comtrustwn.co.nz

West Coast Community Trust

PO Box 190, Hokitika 7842

Telephone: 03 755 7914

Fax: 03 755 7914

Email: wccomtrust@actrix.co.nz



Other Regional Community Trusts

There are various other lesser known local community trusts that you can find by searching the name of your region and the word 'trust' on the Internet.

Philanthropic organisations and individuals

Corporate Citizens is a database of more than 80 businesses offering volunteering, mentoring, sponsorship, gifts in kind, loans and other initiatives. Access to the database is by subscription. You can find information about this database through the Funding Information Service (FIS) website: www.fis.org.nz/index.php.

You can also find out more information and contact details about companies that have philanthropic interests such as Fletcher Trust, Simpson Grierson and Sun Microsystems through the nzlive.com website referred to in the **Where to get help** section in this guide.

Philanthropy New Zealand brings together New Zealand's various individuals, trusts, foundations, businesses and the community trusts with philanthropic objectives. It is primarily for organisations that give money, but contains some useful information for groups receiving that money. Website: www.philanthropy.org.nz.

For information about local clubs such as Rotary, Lions or Jaycees, search online or contact your local community information centre.

Further reading about archives

Managing and Preserving Community Archives (2005). Published by, and available from, the National Preservation Office Te Tari Tohu Taonga, National Library of New Zealand (see **Appendix One: Contacts**) and the Community Archives Group, Archives New Zealand Te Rua Mahara o te Kāwanatanga, PO Box 12-050, Wellington 6144. Website: www.archives.govt.nz.

Archives New Zealand *Glossary of recordkeeping and archival terms* retrieved from www.archives.govt.nz/continuum/dls/pdfs/g5-glossaryofterms.pdf.

Appendix Two: Sample Funding Task Sheet

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<i>General project category</i>	<i>Project description</i>	<i>Costings</i>	<i>Funding agency</i>	<i>Next task to do</i>	<i>Closing date for application</i>
<i>Archive management framework</i>	Trained archivist to review the management framework and help with policies and procedures	Cost of archivist for 2 to 4 days work	Check which agency is likely to help	Check archive networks and professional groups to find an available trained archivist	Check closing dates of suitable funding agencies
<i>Collection management</i>	Typist (or data entry operator) to enter onto computer accession information and descriptions about the collections	Cost of entering data per hour and estimated hours of work for project	Check which agency is likely to help. Perhaps local community group or a funding in kind arrangement	Contact available typist or (data entry operator). Work out volume of information to be entered into computer system	Check closing date if applicable
<i>Preservation and conservation</i>	Conservator to advise on conservation needs and training for volunteers. Also costs of archive storage materials	Cost of conservator for 2-4 days. Cost of archive storage materials	Check which agency is likely to help	Check the conservators' network. (See Where to get Help) for an available trained conservator. Gather information and write project plan	Check closing dates of suitable funding agencies
<i>Access and promotion</i>	Scan photographs into archive computer system	Cost of person to help scan photographs and add information about the photographs	Check which agency is likely to help	Seek advice on best way to manage this project from archivist's network. Gather information and write project plan	Check closing dates of suitable funding agencies
<i>Volunteer training</i>	Process small collection and train volunteers	Cost of archivist to spend 3 days on project	Check which agency is likely to help	Get quote from archivist	Check closing dates of suitable funding agencies

Glossary

Archives:

- **archive records**, also referred to as archive materials. They may include written or printed documents or photographs, maps, audio and visual recordings, computer discs, etc. Manuscripts is another name used for personal papers (published and unpublished) of an individual;
- **the building or place** that houses the archives. This is often referred to as the archive repository and may include archives, libraries and museums;
- **the Archive institution** or agency responsible for the material. (Often a capital letter is used when referring to an Archive institution or department and a lower case letter is used for an archive record or building/repository).

Audited accounts

Usually, this means an inspection of the accounting procedures and records by a trained or qualified accountant.

Grant

A grant is money given to finance a particular activity or group. Grants are considered legally less demanding than contracts. They may be legally enforceable to the extent that the recipient has to fulfil certain conditions to receive or retain the grant.

Funding agency

Any organisation or person that provides funding in the context of this guide.

Funding in kind

An alternative form of support when an organisation offers products or services free of charge.

Legal entity

A person or group of people that have legal status. As a legal entity your organisation would have reduced risk to individuals, be able to make agreements, loans and contracts under the legal entity's name.

Philanthropy

The act of giving financial resources to improve human well-being with no expectation of reciprocation or financial gain.



**Preservation**

This includes all of the steps that can be taken to minimise the deterioration of the archives. This can be in the form of preventive conservation and conservation treatment. Archivists are concerned with the preventive conservation: the steps taken to prevent damage occurring to material. When the archives have been damaged and need repair then conservation treatment needs to be carried out by a professionally trained conservator.

Schedule of grants

A list of grants made by a funding agency and usually published on the agency's website. The schedule lists who received a grant and how much they received.

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