



26 June 2015

Te Tari Taiwhenua

Matthew Lloyd

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Dear Mr Lloyd

Thank you for your request for information, received by the Department of Internal Affairs (Department) on 5 June 2015. You have requested the following:

- 1) A complete list of positive and negative criteria the grant committee (or similar) measures to determine the suitability of a charity or organisation to receive funding.
- 2) The process that the grant committee (or similar) undertakes in determining suitability of a charity or organisation to receive funding.

The Department administers a range of Lottery, Crown and Trust funding schemes. These different schemes have specific criteria and information that is required from organisations when making grant requests. Information relating to these criteria is publicly available at:

<http://www.communitymatters.govt.nz/Funding-and-grants---All-of-our-grant-funding>

Across the different funds and schemes there is a standard approach that applies to determining the suitability of organisations to receive a grant:

- A request is received and assessed by a Community Advisor as to whether:
 - it is complete i.e. all supporting documents have been submitted;
 - it meets core eligibility criteria as applicable to the committee from which a grant is sought;
 - it is aligned with committee priorities and funding criteria;
 - the project outcomes will meet a community need; and
 - financial information provided shows the project is expected to be financially viable.
- The Community Advisor also checks if the organisation has legal entity status, and has demonstrated that it has the appropriate governance, management structures and processes in place to support the size and complexity of the services or project for which funding is sought.



- Advice is given to an independent decision making committee or panel as to whether the grant requestor has met the necessary priorities and criteria to receive funding. The independent committee or panel use this information when making their decision whether to fund and how much to fund. The committee members consider what outcomes are expected to be provided by the organisation's project or service and compare this against other requests being considered at that time. Generally the majority of funds administered by the Department are oversubscribed and therefore not all eligible requests are able to be funded.

There may be slight variations in this approach. If you would like more information about a particular fund or scheme please do not hesitate to contact me directly on 0800 824824 or email jon.lyall@dia.govt.nz.

If you are not satisfied with this response, you are entitled to request a review by the Ombudsman under Section 28(3) of the Act.

Yours sincerely



Jon Lyall
Acting Manager Operational Policy and Business Improvement
Community Operations