

# COMMUNITY ORGANISATION ENERGY RELATED FUNDING APPLICATION GUIDELINES

## ABOUT TRUST HORIZON (formerly the Eastern Bay Energy Trust)

### *The purpose of the Trust*

Trust Horizon was established to enable the trustees to apply the Trust Fund for or towards energy related purposes for consumers.

Consumers are: any person or organisation in the Eastern Bay of Plenty to whom electricity is distributed by Horizon Energy Distribution Limited.

### Energy Related Purposes

Purposes which relate to some aspect of the beneficial use, application or enjoyment in the District, of New Zealand's energy resources:

- a. Improvements to the safety of the general public by removing road and overhead hazards caused by above ground electricity supply support systems in the District;
- b. Improvements to the supply of electricity to the general public in rural or remote areas in the District by replacing inadequate or unreliable supply systems;
- c. Avoiding, remedying or mitigating any adverse effects of energy related activities on the environment in the District;
- d. Promoting research into more efficient ways of producing and distributing electrical energy for the benefit of the general public in the District, including the awarding of research scholarships or prizes or the funding of research and development;
- e. The provision of financial assistance to persons in the District to enable them to make better use of energy resources available to them or to subsidise the cost to such persons of existing supplies of energy.

### *Our areas of interest*

#### ENERGY EFFICIENCY

The Trust has a commitment to energy efficiency, and will support projects which will result in energy efficiency and energy savings.

#### ELECTRICITY SAFETY

The Trust will support projects which will result in increased electricity safety.

#### EDUCATION

The Trust will support projects in schools that provide energy savings, and raise awareness of energy efficiency.

### WHO CAN APPLY FOR FUNDING?

To be considered for funding from Trust Horizon an organisation must be:

- Located within the Trust's geographical area set out below, and connected to the Horizon Energy Distribution Limited network;
- The owner of any building that is involved in a project for which the Trust is being asked to provide funding (unless the building is owned by one of the 3 district councils, in which case an exception may be made);
- A registered incorporated society; or
- A registered charitable organisation; or
- Controlled by an organisation operating under an adopted constitution and rules with annually audited accounts;
- In operation for more than 12 months.

### GEOGRAPHICAL AREA

Trust Horizon's geographical area is the former Bay of Plenty Electric Power Board region.

This includes the Whakatane District Council, Kawerau District Council and Opotiki District Council areas, plus Kaingaroa Village.

### COMMUNITY DEVELOPMENT

The Trust's objective is to achieve the best possible social and economic return on the funds distributed as grants.

As an independent source of community funds, the Trust enhances community resources by assisting with the provision of facilities; educating people on energy use; assisting with energy efficiency initiatives; and helping to ensure that disadvantaged groups in our community do not miss out on energy related services.

The Trust will consider applications for energy related projects which will help build, strengthen or enhance the community.

## EXCLUSION POLICY

### The Trust does not fund:

- Individuals or informal groups;
- Repayment of debt;
- Retrospectively (*ie: completed or in-progress projects*);
- Non-energy related (*eg: building, plumbing*) work;
- The purchase of electronic items (*eg: computers, television, video or audio equipment*);
- Appliances that are portable and therefore removable (*eg microwaves, vacuum cleaners*);
- Equipment for use in bar facilities (*eg: bar chillers, glass washers*);
- The GST component of project costs for GST registered organisations;
- Projects which the Trustees consider should be funded by central or local government.
- *Unless there are exceptional circumstances, replacements for items originally funded by the Trust (these should be depreciated and funds set aside in the budget for replacement).*

## REPEAT FUNDING

If you have received previous funding from the Trust, you are not eligible to apply for further funding until 2 years (24 months) after the previous project has been completed (*ie: 2 years from date of final payment*).

## QUOTES

### TWO COMPARABLE QUOTES are required for each energy related aspect of the project.

Quotes from electrical contractors / suppliers must be on the quoting company's letterhead, dated and valid for at least 30 days.

**NOTE: Please see separate information on 'Obtaining your quotes' on page 4.**

## ENERGY EFFICIENCY RATINGS

Appliances funded must have a minimum energy efficiency rating of 3.5 stars out of 5, or 7 out of 10. Air conditioning units must have a minimum rating of 5 stars (preferably higher out of 10). The AC refrigerant must be R32 or another refrigerant with a global warming potential less than 700.

Details on appliance efficiency can be found at <https://genless.govt.nz/> and Global Warming Potential of refrigerants at <https://www.environment.gov.au/ozone/rac/global-warming-potential-values-hfc-refrigerants>

## SOUND & LIGHTING HIRE FOR EVENTS

Priority will be given to funding festivals and events which have elements of the following criteria: Free entry to the public; high community appeal; significant community benefit; a high level of voluntary labour.

**Maximum funding up to \$5,000 per event.**

## PRICE RISES

Should there be a delay between the time the funding is approved and the start time for the project, you will need to make provision for extra costs – the Trust cannot be expected to approve extra funding to cover price rises.

## PROJECTS TO BE CARRIED OUT IN STAGES

If your project is to be carried out in stages, please clearly outline these in the major steps/stages (milestones) section of the application.

Additional detail explaining the costings for each stage, and reasons why the project cannot be completed at the present time can be added to the same area where quotes are uploaded.

The Trust may approve each stage and you will be able to draw down funds as they are completed.

## INCOMPLETE APPLICATIONS

The Trust's application form must be completed in full. Incomplete applications or those submitted without the required attachments or supporting information will be returned. See 'Checklist – Supporting Information' on page 3.

## GST INCLUSIVE OR GST EXCLUSIVE?

If your organisation is registered for GST, you will need to include the **GST exclusive** amount in your application.

If your application is successful, the Trust will pay you the **GST exclusive** amount. You will pay the contractor the full amount, and you will need to claim the GST content back in your GST return.

If your organisation is not registered for GST, you will need to include the **GST inclusive** amount in your application. If your application is successful, the Trust will pay you the **full amount including the GST content**.

## HOW TO WORK OUT GST EXCLUSIVE AMOUNT

To work out the GST exclusive price, take the GST inclusive price (retail price) and **divide by 1.15**.

$$\text{GST inclusive price} \div 1.15 = \text{GST exclusive price}$$

### For example:

Retail price	\$1,150.00	(including GST)
Divide by 1.15	\$1,000.00	(excluding GST)

## FULL OR PART FUNDING?

The Trust may approve all of the funding requested.

Alternatively, the Trust may only approve part of the funding, or decline it altogether – you need to be prepared for this.

## IF YOUR APPLICATION IS SUCCESSFUL

If your application is successful, you will be notified in writing of the amount of funding approved.

An 'Uplift form' will be made available online with the approved application which must be completed along with the upload of relevant invoices for work completed.

Trust funding is not paid in advance in a lump sum.

Payment will be made only for work completed.

Trust funding is paid to your organisation, not to the contractor. The contract for the work / project is between your organisation and the contractor and so you will need to pay the contractor, and then provide the invoices to the Trust for reimbursement. Payment is made on the 20<sup>th</sup> of the month following receipt of the uplift form.

## PROJECT COMPLETION / AUDIT PROCESS

If your application is successful, you will be required to provide information to verify that the project has been completed satisfactorily. Trust representatives may visit to view the successfully completed project.

You will need to supply a copy of the certificate of compliance (where relevant).

You will also be required to sign the Trust's audit forms, to provide evidence that all monies have been paid to contractors, and to show that the funding received from the Trust has been included in your next audited accounts.

The trustees are available to attend official opening ceremonies or other relevant events, with sufficient notice.

## IF YOUR APPLICATION IS DECLINED

Funding approval depends on whether the application meets the criteria, the level of any previous funding given to your organisation, and the amount of funding available at the time. If your application is declined, you will be notified in writing of the decision. It is Trust policy to not provide a reason for an application being declined.

## HOW TO APPLY FOR FUNDING

### 1. Is your organisation eligible to apply?

Use Trust Horizon's website "Funding" page to see if your organisation is eligible to apply for funding.

**2. Follow the Trust's funding application process** outlined on the website and preview the application form available in the "Apply Now" section.

Once you have determined your group's eligibility, work your way through the application process by registering and log in to prepare your application.

Contact the Trust office to arrange an application visit.

### 3. Application visit

Trust staff will visit to view the upcoming project, and to make sure that all aspects have been considered.

They will give advice on eligible funding.

For example, the Trust will not consider funding for heating unless the building is insulated. And if heat pumps are to be installed, the electricity supply to the building will need to be checked.

Trust staff may also arrange for independent advisors to visit if necessary.

### 4. Get your quotes

You will need 2 comparable quotes for each energy related part of the project. Follow the steps on page 4 of the Guidelines.

### 5. Supporting documents required

The online application form, and the checklist on this page, outlines the supporting documents that you will need for your application.

We may request extra information to help us review your application. This may result in a delay in the decision making process.

## CHECKLIST – SUPPORTING INFORMATION Documents to be enclosed with your application

### This information is required from all applicants:

- At least 2 detailed, up-to-date quotes for each energy related aspect of the project;
- Annual accounts (less than 12 months old), if required, including audit report if required, and asset register;
- A copy of the latest bank statement for each account, including investments;
- Proof of bank account for payments;
- Letter of support from 'parent' organisation (where appropriate);
- Letters of support for your organisation and the work it does in the community;
- A list of other organisations which use your facility (where appropriate).

### WE REQUIRE ADDITIONAL INFORMATION IF YOUR ORGANISATION IS:

- A letter of support from the relevant District Council;
- A copy of your long-term lease (for land or building).

### Applying for funding for a building of historical importance:

- A letter of support from the Historic Places Trust.

### A Pre-school

- A copy of your licence to operate approved by the Ministry of Education (MOE);
- A copy of your latest Education Review Office (ERO) Report.

### A School:

- A copy of your energy audit / assessment with recommendations, if available;
- A commitment to participate in the Trust's energy education programme for schools.
- A copy of the current 5 Year Property Agreement with the Ministry of Education;
- A current description of the school's community;
- A letter of support and approval from the Board of Trustees;
- A copy of the latest Education Review Office (ERO) Report;
- A description of the current community facilities (ie school hall, swimming pool, gymnasium or performing arts centre).

### Affiliated with or part of a national organisation:

- A letter of support from parent or national organisation.

## OBTAINING YOUR QUOTES

The following information is provided to assist applicants when obtaining quotes from electrical suppliers / contractors.

### How to obtain your quotes:

1. The first thing you need to do is to identify the **need or the problem**. For example, the heating is inefficient and needs upgrading - is the problem just the heating in winter, or is there also a problem with keeping the building cool in summer; is the building insulated, etc?
2. When you have decided what the need is, you will have to get help to identify the **solution**. For example, what type of heating do we need, what would be most energy efficient, what type of insulation, etc?
3. If you have a suitably qualified person in your organisation, they may be able to identify the need and the solution. However, if there is nobody in your organisation who can do this, you will have to get help with this.
4. If you deal regularly with a supplier or electrical contractor, you could ask them to view the intended project, and to make a recommendation as to what needs to be done.
5. When your organisation has agreed on the best solution to the problem, you should then **set the specifications**. These could be done either by a person within your organisation, or by the contractor who has advised you on what needs to be done.
6. Remember that although you are applying to Trust Horizon for a community grant to fund the energy related parts of the project, there is no guarantee that the funding will be approved. You will need a 'Plan B' in case your application is declined.
7. You need to make sure that whatever you are proposing to do, can be funded either by your organisation, or by an alternative source of funding. Therefore, it is important that quotes must not be expanded to include anything that your organisation is not able to do.
8. Provide both suppliers / contractors with a copy of the specifications, to ensure that both are quoting on the same job. It is important that both have the same specifications as any discrepancies between quotes may result in a delay in the decision making process.
9. Quotes must be up-to-date (valid at least 30 days).
10. Make sure that quotes are **for that job only** – not options that could be carried out if extra funds were obtained.
11. Make sure that quoting suppliers / contractors are suitably qualified and registered in the area in which they are quoting.
12. **The Trust does not select the supplier / contractor** – you do. Make sure that your preferred quotes clearly relate to the list of items on page 4 of the application form.
13. **Your choice of supplier / contractor** should be based on the best solution to your needs, rather than the amount of funding approved. If your preferred supplier's quote is higher than the amount of funding approved, you are entitled to select the more expensive quote, and pay the difference yourself.
14. If the project is a large one, a summary of quotes on a separate sheet will assist with processing of your application.
15. If assistance is required to set the specifications, please contact the Trust Manager.

## WHAT HAPPENS TO YOUR APPLICATION?

1. The trustees meet monthly, so the grant process is ongoing, and deadlines where appropriate are notified on the website;
2. When the application is received, initial processing is carried out;
3. If the application is not complete, it is either returned to the applicant, or extra information is requested;
4. The audited accounts are passed to the Trust's treasurer who prepares a report on the financial status of the applicant organisation. This assists the trustees with their decision making;
5. The required administration / processing work is carried out to ensure all relevant information is available, and that there are 2 comparable, up-to-date quotes for each energy related aspect of the project;
6. When the application is complete, the application is presented to the trustees for consideration at the next available Trust meeting;
7. The applicant organisation is notified of the trustees' decision in writing;
8. Approval depends on funding available. If the application is declined, no reason is given.



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