

# **'Te Tipuria'**

## **WellSouth Growth & Development Fund Guidance Notes 2018**



***Ko tou rourou, ko taku rourou,  
ka ora ai te Iwi***

**With your resources and our resources,  
our people will prosper**

## About 'Te Tipuria' Growth & Development Fund:

WellSouth's 'Te Tipuria' Growth & Development Fund is for groups, organisations or social enterprises running food and health related activities in low-income and/or high-needs areas in Otago and Southland, and who are wanting to build and strengthen their existing ability to better serve the communities they work in.

Your application needs to show how funding will be used to build the knowledge, skills and expertise of volunteers, staff and management/board members, and how planned growth and development activities will make a positive difference to the food and health related activities undertaken by your group.

WellSouth welcomes applications from two or more groups wanting to run a growth and development activity together. A maximum of \$1000 is available for each application, to be spent by **the end of May 2019**. Each successful group will be expected to provide feedback about how the growth & development funding has been used. WellSouth will contact you in mid-2019 to find out what difference being awarded this funding has made to your group.

WellSouth would also like all applicants to see if any funding is available from other organisations for your planned growth & development activities. For example, some learning organisations or local government bodies may be able to assist with course costs. If so, this 'Te Tipuria' funding would not be needed and could be put towards another activity.

**Application closing date:** 5pm Monday 17 September 2018.

### Groups are able to apply if:

1. A community group, voluntary organisation, or social enterprise
2. **AND** working with people in a low-income, or high-needs community. The term 'community' can mean working with people with a common interest (such as people with mental health-related issues or affected by homelessness) or those living or working in the same geographic area.
3. **AND** already running a food and health related activity **at the time of applying**. For example, a community café, cookery classes, healthy eating sessions, growing fruit and vegetables, a fruit and vegetable stall, a food delivery scheme, a food co-op, or providing snacks or meals.

**NOTE:** Individuals, private companies, or statutory sector agencies (local authorities or health boards) **AND/OR** groups not running a food and health related activities at the time of applying, are not able to apply.

### 'Te Tipuria' Growth & Development Funding can be used for:

All or part costs of taking part in external or in-house growth & development activities for your staff, volunteers or management/board members, such as:

- Certified/accredited training courses, or other training courses.
- A conference, workshop, learning event, or study visit.
- Costs associated with taking part in growth & development activities: e.g. travel costs for volunteers; childcare costs for volunteers or staff attending a course/event out of normal work hours; essential staff cover costs.

Your planned growth and development activity may be formal or informal in delivery and can be drawn from a variety of learning areas including:

- **Helping staff/volunteers working with community members to understand current and evidence-based nutrition messages so they are confident to promote these.**

E.g. Part funding staff to complete a short course or paper in nutrition at an approved institution; funding to enrol in Toi Tangata Nutrition courses and/or Pacific Nutrition courses recommended by the Heart Foundation.

- **Developing confidence and skills for recruiting, retaining or managing volunteers.**

E.g. Signing-up with a regional volunteering organisation to access resources and mentoring, or staff completing a volunteer management workshop.

- **Ensuring food and health related activities are meeting the needs of low-income and/or high-needs communities.**

E.g. Support for staff, volunteers and/or management to develop their health promotion programme knowledge.

- **Support for groups to take part in training to improve the delivery of their services to their community.**

E.g. Running customer care training for staff and/or volunteers working at fruit and vegetable stalls or community cafés; providing workshops for volunteers in a community café or cooking classes around developing healthier menu choices; running training sessions on increasing sales of fresh produce for staff and/or volunteers operating fruit and vegetable stalls.

- **Ensuring food and health related activities are as inclusive as possible.**

E.g. Training for management, staff and/or volunteers on the importance of Te Tiriti o Waitangi; a workshop for board members on increasing access to their food and health related activities; completing a Health Inequalities Impact Assessment.

- **Improving management of group resources.**

E.g. Support for a manager to take part in finance training; part-funding management to take part in leadership training; part-funding staff to do a social media training course.

- **Planning for the future.**

E.g. Taking part in social enterprise training, running business planning workshops for board members, or staff and/or volunteers learning about vegetable planting cycles and growth requirements.

### **'Te Tipuria' Growth & Development Funding is NOT for:**

- **The delivery of food hygiene courses.**

Although food safety is essential for all activities related to food preparation, we do not consider this to be a main way to build and strengthen group ability.

- **People in the communities you work with.**

We can only provide funding for enhancing the ability of the group undertaking food and health related activities in low-income and/or high-needs communities.

- **Purchasing equipment or resources to run food and health related activities.**

However, funding may go towards essential items needed to complete a relevant training course, such as text books.

## Information your application needs to include:

- What the planned growth and development activity is, who will be delivering it, when and how it will be delivered and what the costs will be.
- Is the growth and development activity for individuals or a group? Are they paid or unpaid staff, volunteers, or management/board members?
- For growth and development activities to be run with another group, which group is this and who from this group will be taking part.
- How your group knows it needs to do this growth and development activity to better serve communities you support.
- How new knowledge, learning and skills will be used, and how it will benefit your group.
- How your group will measure the impact of using new learning in day-to-day practice.
- If your group is seeking this funding to part-cover costs, where is the rest of the funding coming from, and has this extra funding already been confirmed.
- The completed and signed **funding acceptance form** (last section of the application titled Application for New Supplier Account Status: WellSouth Primary Health Network) showing your group agrees to our growth & development funding conditions. If your application is successful, funding will be paid into the nominated and verified bank account provided.

## How to apply:

Applications are available to be downloaded from the WellSouth website. Please contact WellSouth if you would like an application printed and sent to you.

Completed applications can be emailed to: [health.promotion@wellsouth.org.nz](mailto:health.promotion@wellsouth.org.nz)

or posted to: Health Promotion Team,  
WellSouth Primary Health Network,  
Level 1, 333 Princes Street,  
Dunedin 9054.

## What happens next?

The closing date for applications is **17 September 2018**, after which only applications meeting all criteria in these guidance notes will be considered. WellSouth may need to contact your group if we require more information to make a decision, or if funding can only be provided for some of the planned growth & development activities outlined in your application. We will let each group know the outcome of their application as quickly as we can, with each successful group to have received their growth & development funding by **the end of October 2018**.

Unsuccessful groups are welcome to contact WellSouth for further feedback. If funding is still available, your group is also welcome to re-apply. This may be with an amended application for your original growth and development activity, or with a new application for different growth & development activities.

## Growth & Development Fund application checklist:

Before submitting your application, please check you have:

- Completed all the sections as fully as you can, including the funding acceptance form (titled Application for New Supplier Account Status: WellSouth Primary Health Network).
- Included as much information as possible about how your group will spend the growth & development funding awarded.
- Included contact details for someone in your group who can answer any further questions we may have, and confirm they are happy for your application to be submitted on behalf of the group.

## Useful information

Details of organisations offering capacity building, training or learning opportunities

### Nutrition training

- The New Zealand Nutrition Foundation includes details of institutions which offer short courses and papers in nutrition [here](#).
- The Heart Foundation delivers courses on Pacific Nutrition. Find them here: <https://www.heartfoundation.org.nz/your-heart/pacific-heartbeat/nutrition-courses>
- Toi Tangata Nutrition courses - contact [erina@toitangata.co.nz](mailto:erina@toitangata.co.nz).

### Food production training

- Otago Organics runs training courses around organic growing. Find out more [here](#).

### Training courses for voluntary organisations

- Volunteering New Zealand offers support and training for voluntary organisations and community groups – <http://www.volunteeringnz.org.nz/>
- Volunteering Otago provides training, advice, advocacy, resources and recognition for individuals and community organisations involved in volunteering - <http://www.volunteeringotago.org.nz/>

### Social enterprise and business development training courses

- Ākina Growing Social Enterprise – <http://akina.org.nz/programmes/our-services-2/workshops/>
- Otago Chamber of Commerce - <https://www.otagochamber.co.nz/whats-on/training/>
- Southland Chamber of Commerce - <https://commercesouth.com/training>
- Dunedin City Council, help for start-up business - <http://www.dunedin.govt.nz/services/business-support/help-for-start-up-business>
- The Otago and Southland Employers Association - <http://www.osea.org.nz/trainingcalendar.php>

### Workshops about evaluation and self-evaluation

- Massey's University's Easy Evaluation courses: <https://shoreandwhariki.ac.nz/workshops/>

### Universities in New Zealand

- Most colleges and universities run part-time and short courses on a wide range of topics. A list of NZ's universities can be found here: <http://www.universitiesnz.ac.nz/universities>

### Information and courses about health inequalities

- Determinants of Health online workshop run by NZ's Health Promotion Forum can be found [here](#).