

Working with TET - the funding process



Have a great idea for a funding application

Talk to your project manager or the TET operations manager for approval and support with writing the application

Because the funds will be held in a TET bank account, TET needs to be the entity that submits the application.



Submit the application

If the application is successful - the grant deed needs to be reviewed by the TET team. This will be signed by TET and loaded in our systems

If the application is unsuccessful we will work with you to determine why and where to next



Set a budget based on the funding deed

Your project manager and/or the TET operations manager will help you to set and load a budget into the financial system that reflects the outcomes required in the funding deed.

This budget will need to be approved by the Trust Manager before any funds are spent.



Do the work!

As long as the work you are contracting or items you are buying fit in the agreed budget you can go ahead and get busy!

Invoices need to be sent to accounts@tet.org.nz and to your project manager so they can be loaded in the financial system and approved for payment.

If an activity or item **doesn't** fit with the agreed budget, you will need to talk to your project manager or TET operations manager **before** you buy or undertake the activity.



Reporting back

Your project manager and/or the TET operations manager will work with you to complete and submit all reports back to the funders.

Because TET is the name on the funding deed, these reports need to be approved by the operations manager before they are sent in.

TET Processes & Protections

TET has many policies and processes that support the way that we as a team work with your project. These are in place to ensure that your project is protected, meets funder requirements, and is legally compliant.

We are 100% committed to careful and transparent management of your project funds. We do this by working with you to set budgets that meet the objectives and timing of your funding deeds. Once these budgets are agreed we support your project coordinator to undertake the work required.

When an invoice is received it is loaded in our financial management system (Xero). The invoice is then approved by the Project Coordinator to confirm that the work or goods have been received and that the invoice is good to pay. This approval is sent to the TET Operations Manager who approves the invoice in the Xero system. Payments are then made twice a month.

The actual payment process also requires multiple approvals from the Trust Manager and Trustees. It sounds like a long process of checks and more checks, but it ensures lots of eyes over your spending and that we are protecting your project's funds and reputation. If you would like to see or discuss TET's policies or procedures further or have any questions please don't hesitate to contact us.

