

GEM Local for Ruapehu District Councils' Community Organisations

Welcome to GEM Local

This tool is designed to help you find grants that are relevant to your organisation, based on where you operate, what you do, and what your legal status is.

This HowTo guide will lead you through the process to register your organisation for access to your personalised grants calendar and grants management system.

HowTo: Subscribe to GEM Local through Ruapehu District Council

Your contact at council will provide you with an Access Code coupon for your subscription.

Open your internet web browser and go to this web site address (or click on the following link)

<https://gemlocal.com/auth/login>

You will land on the GEM Local home page:



Scroll down to the section of the page where it says

I have a Council Access code.

and click onto the link that says **Register Here with your Council Access code**

Cost: \$40 (ex-tax) per month - paid quarterly, 6 monthly or annually.

Check GEM Local is right for your organisation, and [REGISTER HERE](#)

I have a Council Access code. [Register Here with your Council Access code](#)

What are users saying?

You are presented with the Register screen:

Grant strategies to bridge the divide between
grant-seekers and **grant-makers**



GEM Local for Councils

Free

Enter your council coupon code *

Type in your assigned **council coupon code** / council access code.

Note that if you type it incorrectly you will receive an **Invalid coupon code** error message:

GEM Local for Councils

Free

Enter your council coupon code *

Invalid coupon code

On typing in a valid **council coupon code**, the web page will expand to provide a page where you can enter your **Organisation Details**

Type in all your Organisational Details



Organisation Details

What is the registered name of your nonprofit organisation? ⓘ *

MyCharitiesName

What was your organisation's annual revenue in your last financial reports? ⓘ *

\$ 555444

Create a Password.

Review the User Agreement and tick.

Click the Register button.



Primary Contact

Who is the representative from your organisation who will be the primary contact for your GEM Local subscription?

First name *

Hinu

Last name *

Jones

Position / Role *

Fundraising Manager

Email *

funding@mycharity.org

Phone Number *

12345678

How did you hear about GEM Local?

Account Password

Please enter a password for your account. Using symbols, capital letters and/or digits in your password will make it stronger.

Password *

.....

Password Confirmation *

.....

Very Strong

[Click here to read the GEM Local User Agreement](#)

By ticking this box you accept our GEM Local Subscription User Agreement

Register

After you click Register, you will be directed to this screen.

Don't click anything, but wait to be directed to the GEM Local set up pages.

https://my.strategicgrants.com.au/checkout/complete






Logout





Order Complete

Your order has been completed successfully. You should receive a confirmation email shortly.



Click [here](#) if you are not redirected in 1 second.

Contact Us

 New Zealand
 gemlocal@strategicgrants.co.nz
 64 9887 6951

 Australia
 gemlocal@strategicgrants.com.au
 02 8319 4837
 PO Box 589 Annerley, QLD 4103

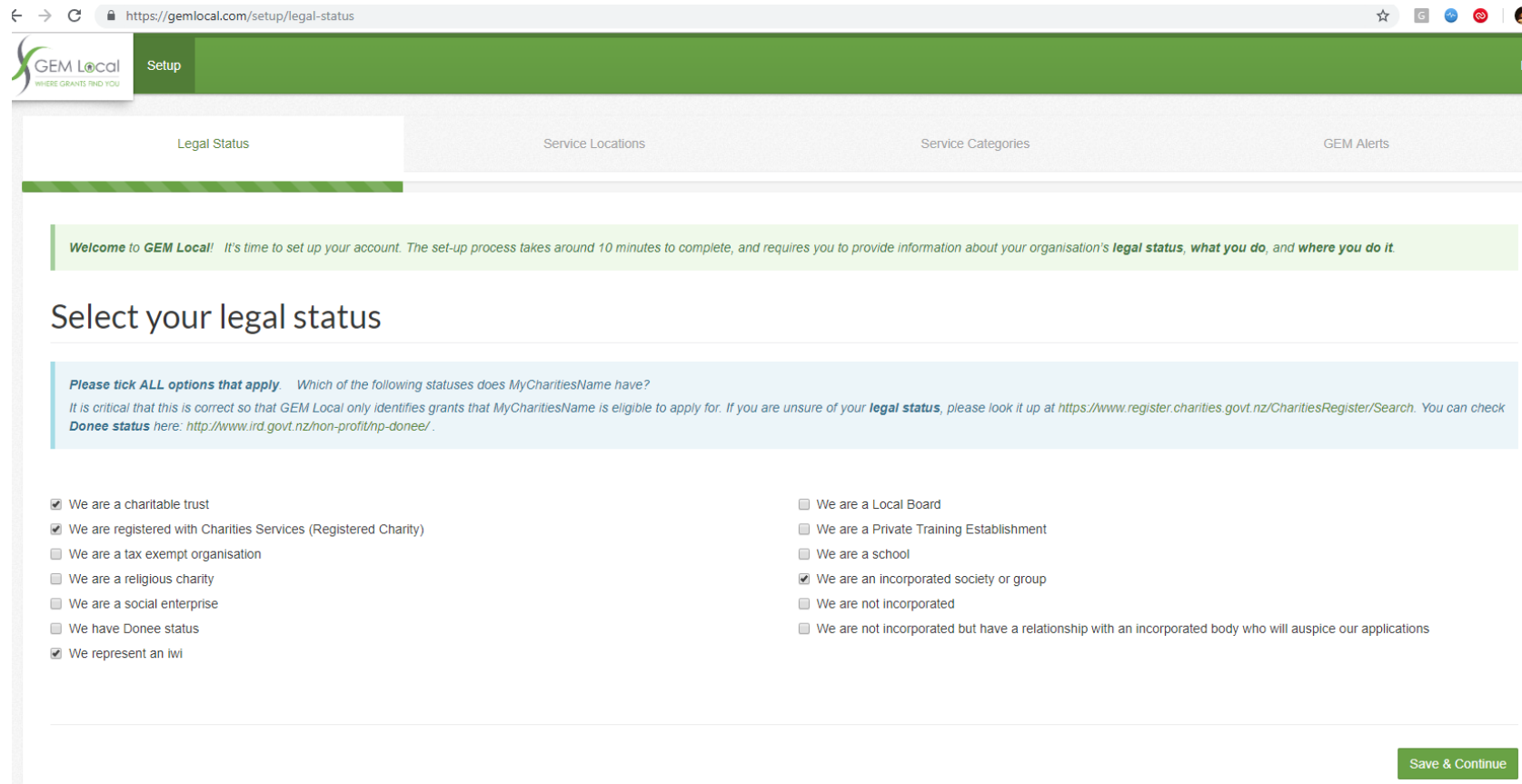
Stay in Touch

 LinkedIn
 Twitter
 Facebook

You have now started the initial setup of your GEM Local grants calendar.

Note that you can change any of these settings you are about to set up, at any time in the future, within your GEM Local.

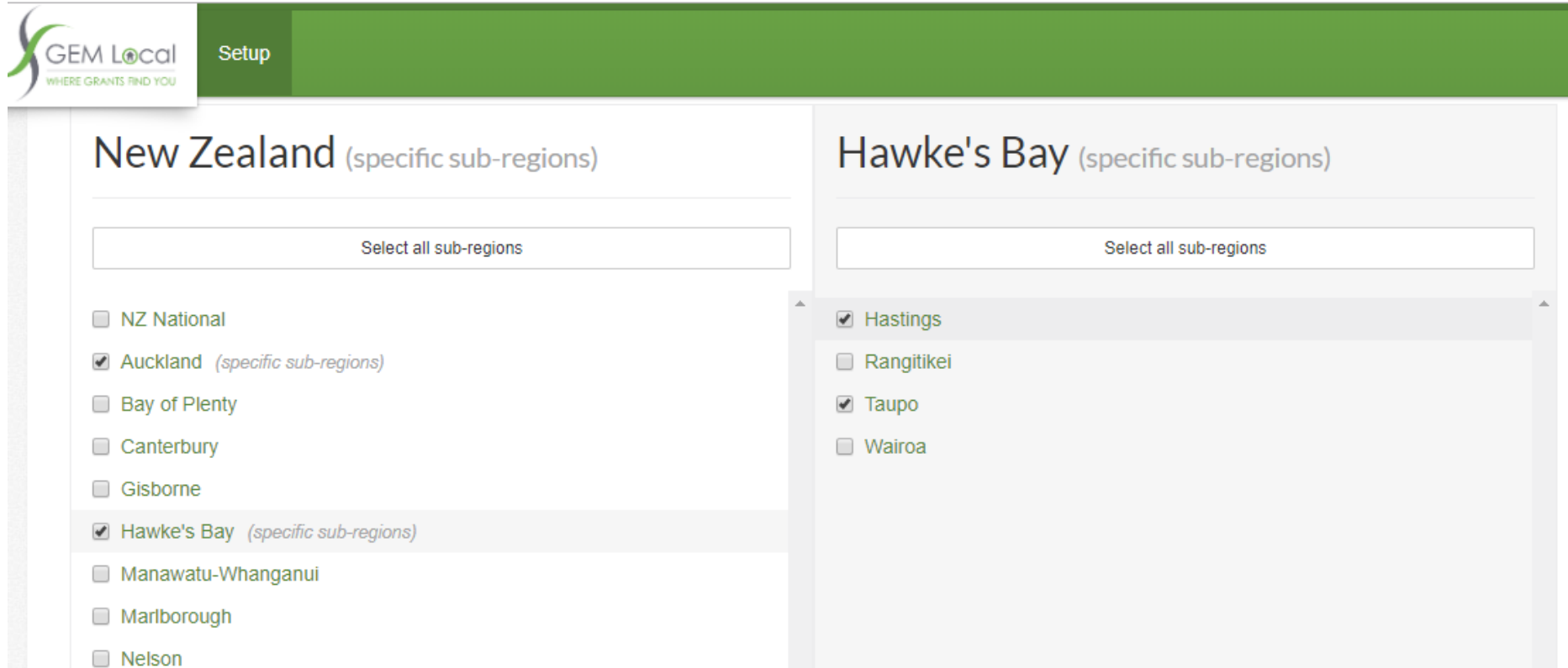
Tick on all relevant Legal Status option(s) that are relevant to your organisation.



The screenshot shows a web browser window at <https://gemlocal.com/setup/legal-status>. The page has a green header with the GEM Local logo and a 'Setup' tab. Below the header is a navigation bar with 'Legal Status' selected, and other options like 'Service Locations', 'Service Categories', and 'GEM Alerts'. A green message box says: "Welcome to GEM Local! It's time to set up your account. The set-up process takes around 10 minutes to complete, and requires you to provide information about your organisation's legal status, what you do, and where you do it." The main heading is "Select your legal status". A blue instruction box says: "Please tick ALL options that apply. Which of the following statuses does MyCharitiesName have? It is critical that this is correct so that GEM Local only identifies grants that MyCharitiesName is eligible to apply for. If you are unsure of your legal status, please look it up at <https://www.register.charities.govt.nz/CharitiesRegister/Search>. You can check Donee status here: <http://www.ird.govt.nz/non-profit/np-donee/>." Below this are two columns of checkboxes. The first column includes: "We are a charitable trust" (checked), "We are registered with Charities Services (Registered Charity)" (checked), "We are a tax exempt organisation", "We are a religious charity", "We are a social enterprise", "We have Donee status", and "We represent an iwi" (checked). The second column includes: "We are a Local Board", "We are a Private Training Establishment", "We are a school", "We are an incorporated society or group" (checked), "We are not incorporated", and "We are not incorporated but have a relationship with an incorporated body who will auspice our applications". A green "Save & Continue" button is at the bottom right.

Click **Save & Continue**

Specify which Geographic Regions you operate in. These are the regions in which you are seeking to fund your projects.



The screenshot shows the 'Setup' page in the GEM Local system. It features two side-by-side panels for selecting geographic regions. The left panel is titled 'New Zealand (specific sub-regions)' and contains a list of regions with checkboxes: NZ National, Auckland (specific sub-regions), Bay of Plenty, Canterbury, Gisborne, Hawke's Bay (specific sub-regions), Manawatu-Whanganui, Marlborough, and Nelson. The 'Hawke's Bay (specific sub-regions)' panel is expanded, showing a list of sub-regions: Hastings, Rangitikei, Taupo, and Wairoa. Both panels have a 'Select all sub-regions' button at the top. The GEM Local logo and 'WHERE GRANTS FIND YOU' tagline are visible in the top left corner of the interface.

Click **Save & Continue**

Select which Categories you are seeking funding for.

It is important to be specific and relevant to the projects you are seeking to fund, so that you don't receive irrelevant grants.

Categories (entire category)	Arts & Culture (specific sub-categories)	Community Arts (specific sub-categories)
<p>Select one category at a time, then choose some or all of its relevant subcategories in the next column. Please note: Animal Welfare and Legal Assistance do not have subcategories.</p> <p>Select all sub-categories</p> <ul style="list-style-type: none"> <input type="checkbox"/> Aged Care <input type="checkbox"/> Animal Welfare <input checked="" type="checkbox"/> Arts & Culture <i>(specific sub-categories)</i> <input type="checkbox"/> Community Development <input type="checkbox"/> Disability <input type="checkbox"/> Education <input checked="" type="checkbox"/> Environment <i>(specific sub-categories)</i> <input type="checkbox"/> Health <input type="checkbox"/> Human Rights <input checked="" type="checkbox"/> ICT ⓘ <input type="checkbox"/> Legal Assistance <input checked="" type="checkbox"/> Organisational Capacity Building ⓘ <input type="checkbox"/> Religion <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Social Welfare <input type="checkbox"/> Sport & Rec <input checked="" type="checkbox"/> Volunteers ⓘ 	<p>Please select the specific types of activities you do in each of your selected interest areas. You may choose to 'select all' for a particular category.</p> <p>Select all sub-categories</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Artist Development <input checked="" type="checkbox"/> Community Arts <i>(specific sub-categories)</i> <input type="checkbox"/> Community Broadcasting <input type="checkbox"/> Cultural Heritage <input type="checkbox"/> Festivals, Events & Exhibitions <input type="checkbox"/> Indigenous Arts <input checked="" type="checkbox"/> Maori Arts <input type="checkbox"/> Performing Arts <input type="checkbox"/> Tourism <input type="checkbox"/> Visual Arts <input type="checkbox"/> Writing & Literature 	<p>Please select the specific types of activities you do in each of your selected interest areas. You may choose to 'select all' for a particular category.</p> <p>Select all sub-categories</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Disability Arts <input type="checkbox"/> General Community Arts <input checked="" type="checkbox"/> Multicultural Arts

Save & Continue

Click **Save & Continue**

GEM Local will send you an email alert each time there is a new grant, that is relevant to your Organisation (based on the profile you are currently setting up).

In addition to the main email address for your Organisation, you can nominate 2 other email accounts to receive the email alerts.

Select your email alerts

GEM Local will send emails when a new grant matching your profile becomes available, or when a relevant grant closing date changes.

Alerts will automatically be sent to the email address you have registered with. If you would like anyone else in your organisation to receive these as well, please enter their email addresses below.

Your Email funding@mycharity.org

Email

Email

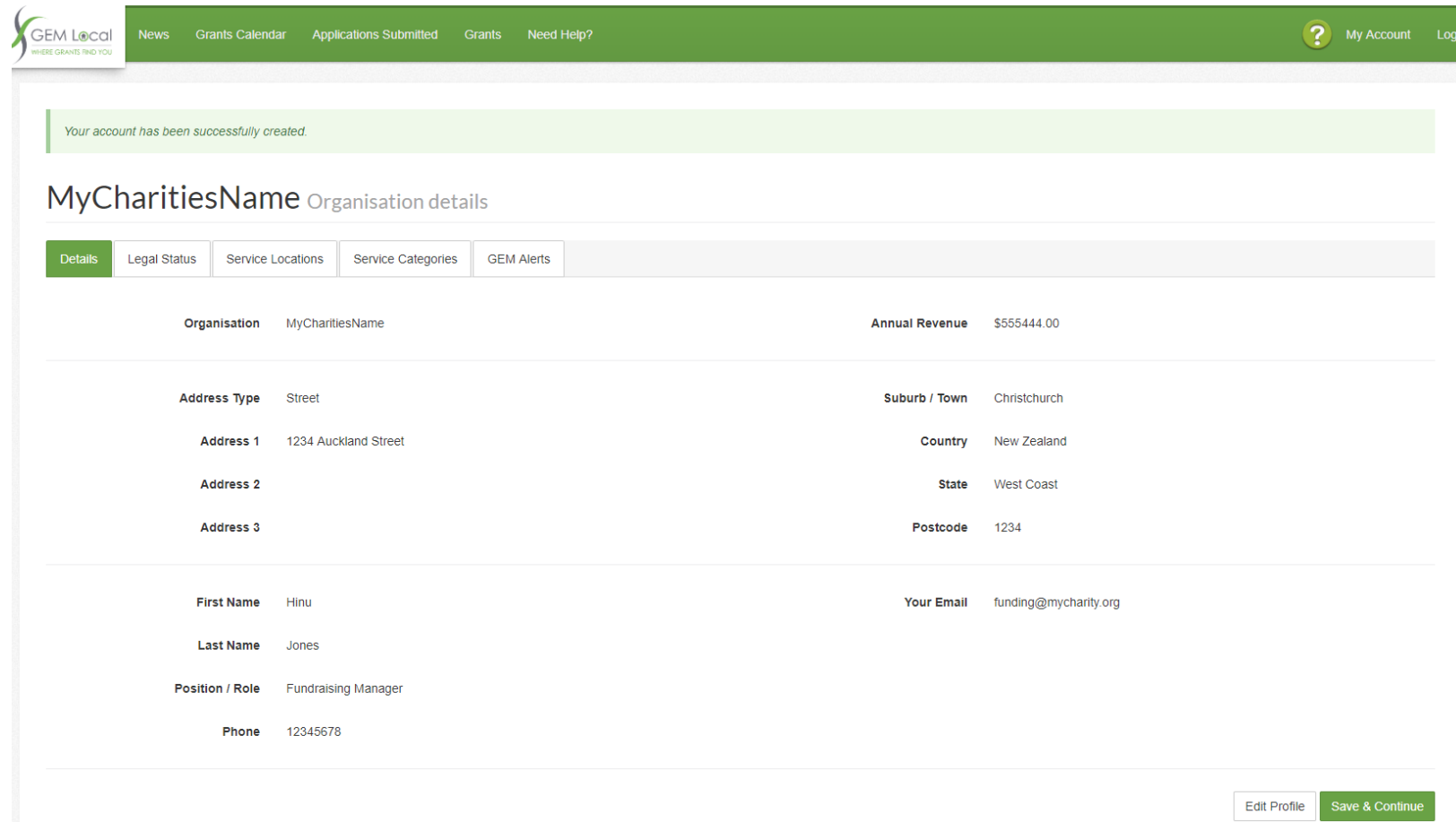
Save & Review

This is the last step in the setup.

Click **Save & Review**

Here you can review the details you have set up in the previous steps.

You can always come back to this at any time, to update your settings



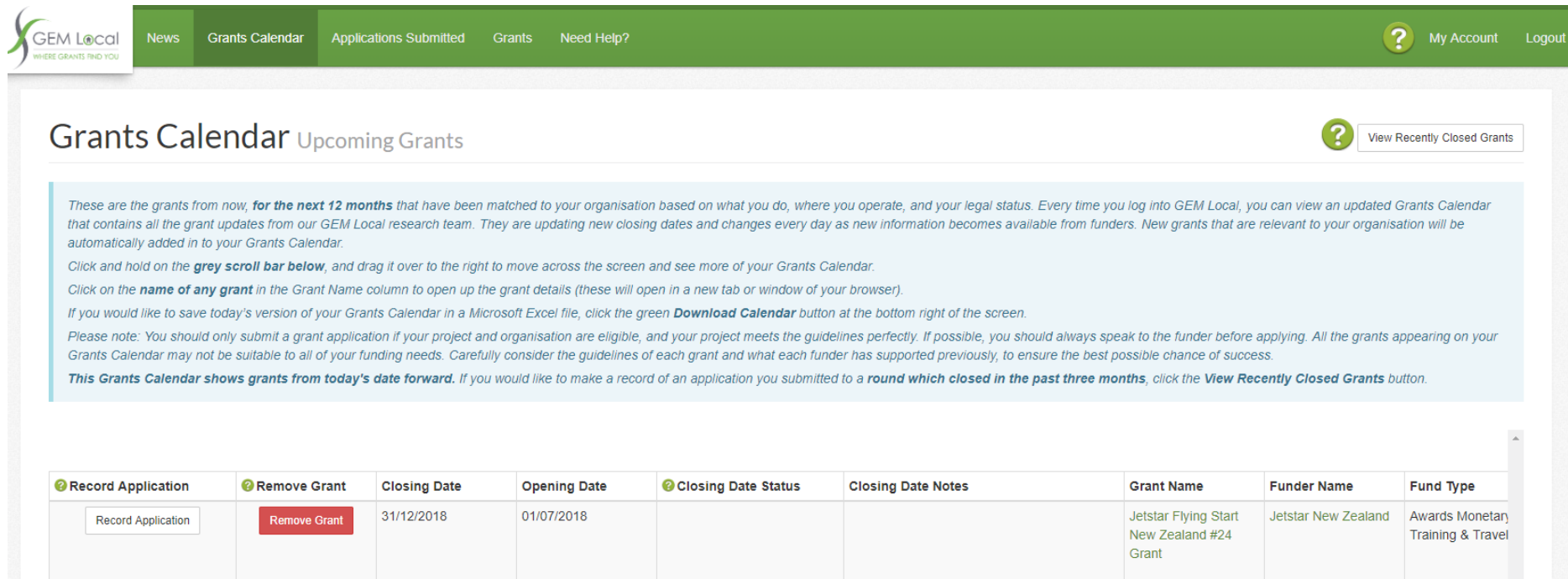
The screenshot shows a web interface for 'MyCharitiesName Organisation details'. At the top, there is a green navigation bar with the GEM Local logo and menu items: News, Grants Calendar, Applications Submitted, Grants, Need Help?, My Account, and Log out. A green message box at the top of the page states 'Your account has been successfully created.' Below this, the page title is 'MyCharitiesName Organisation details'. A horizontal menu contains tabs for 'Details', 'Legal Status', 'Service Locations', 'Service Categories', and 'GEM Alerts'. The 'Details' tab is active. The main content area displays the following information:

Organisation	MyCharitiesName	Annual Revenue	\$555444.00
Address Type	Street	Suburb / Town	Christchurch
Address 1	1234 Auckland Street	Country	New Zealand
Address 2		State	West Coast
Address 3		Postcode	1234
First Name	Hinu	Your Email	funding@mycharity.org
Last Name	Jones		
Position / Role	Fundraising Manager		
Phone	12345678		

At the bottom right of the page, there are two buttons: 'Edit Profile' and 'Save & Continue'.

Click **Save & Continue**

Congratulations! Your GEM Local account is set up and you are ready to start looking for new grant opportunities!



GEM Local WHERE GRANTS FIND YOU

News Grants Calendar Applications Submitted Grants Need Help?

My Account Logout

Grants Calendar Upcoming Grants

[View Recently Closed Grants](#)

These are the grants from now, **for the next 12 months** that have been matched to your organisation based on what you do, where you operate, and your legal status. Every time you log into GEM Local, you can view an updated Grants Calendar that contains all the grant updates from our GEM Local research team. They are updating new closing dates and changes every day as new information becomes available from funders. New grants that are relevant to your organisation will be automatically added in to your Grants Calendar.

Click and hold on the **grey scroll bar below**, and drag it over to the right to move across the screen and see more of your Grants Calendar.

Click on the **name of any grant** in the Grant Name column to open up the grant details (these will open in a new tab or window of your browser).

If you would like to save today's version of your Grants Calendar in a Microsoft Excel file, click the green **Download Calendar** button at the bottom right of the screen.

Please note: You should only submit a grant application if your project and organisation are eligible, and your project meets the guidelines perfectly. If possible, you should always speak to the funder before applying. All the grants appearing on your Grants Calendar may not be suitable to all of your funding needs. Carefully consider the guidelines of each grant and what each funder has supported previously, to ensure the best possible chance of success.

This Grants Calendar shows grants from today's date forward. If you would like to make a record of an application you submitted to a **round which closed in the past three months**, click the **View Recently Closed Grants** button.

Record Application	Remove Grant	Closing Date	Opening Date	Closing Date Status	Closing Date Notes	Grant Name	Funder Name	Fund Type
Record Application	Remove Grant	31/12/2018	01/07/2018			Jetstar Flying Start New Zealand #24 Grant	Jetstar New Zealand	Awards Monetary Training & Travel