



Do you need to set up a community organisation?



Passion is most important in wanting to make a difference in communities. Many people assume that if they want to make a difference they need to set up a charity or a legal entity of some kind, creating a juggle between working on their cause and administration / legal requirements. These are the key steps to help you decide how to help your community.

1

Is there a need for your proposed charity?

In order to do this talk to others in the community in your area, research the issue you want to assist with or do a feasibility study. You need to be able to show the approximate number of people experiencing the need, how it affects them, what services are already available and describe how your service / activity / product will address the issue. This information helps secure support and funding.

Yes

2

Are there any organisations or groups doing what you want to do?

Try searching the internet, ask your local community centre, check with the Citizen's Advice Bureau. Look at the [Charities Services Register](#) to read trust deeds and other information.

Setting up a similar organisation increases competition for resources and is less likely to secure funding. It is better to consider supporting an organisation that already exists so it can deliver more services to more people.

Yes

No

3

Volunteer for an existing organisation

The perfect solution to help a group already doing the same or a similar thing to what you want to do.

Find an umbrella organisation

Talk to similar organisations. They may provide resources so you can join together and offer extra services, saving you extra work and time. To learn more search [Umbrella Groups NZ](#) or [Guide to Auspice Agreement](#).

Choose to set up your own entity

Seek support and advice to ensure the entity (including the deed) meets its obligations within the acts (laws). Read "[Choosing the right legal structure for your group](#)" available on www.communitytoolkit.org.nz

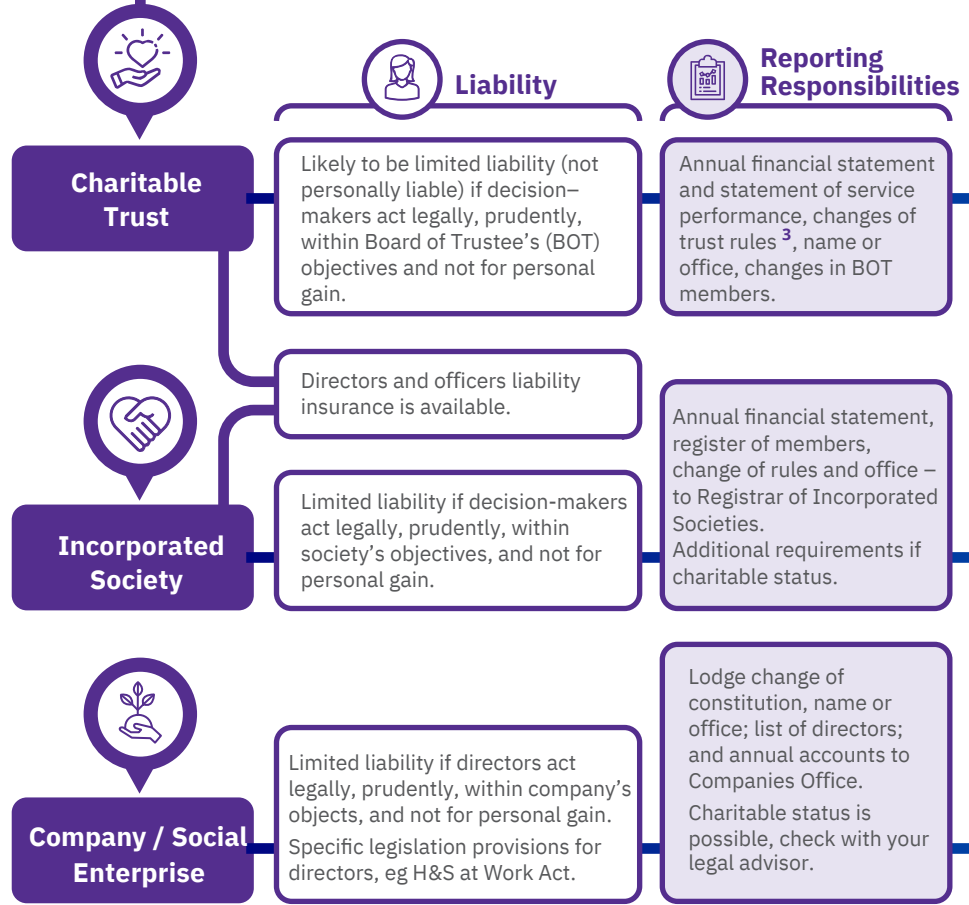
Yes



4 Choose a legal entity / organisation structure ^{1 & 2}

Decide which liabilities and reporting responsibilities will work best for your organisation.

Yes

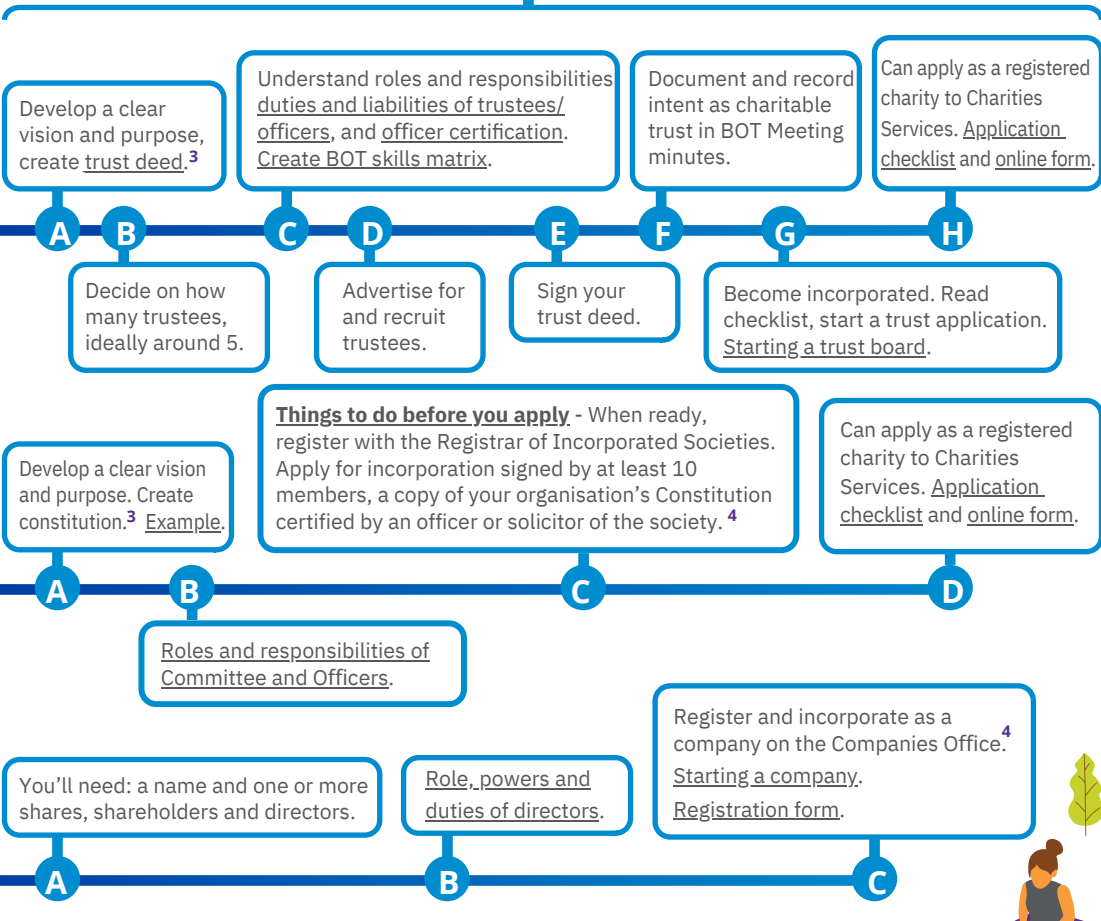


1 Your organisation / group can apply to be a registered charity with Charity Services. This means your group won't be taxed on income and it will be easier to apply and receive public funding.
2 You'll have to show that your group's purpose is the relief of poverty, or the advancement of education or religion, or some other purpose that benefits the community, and you'll also have to show that the purpose has a public benefit.
3 Trust Deed and Constitution are documents used to describe your organisations purpose, what you do and how you operate.
4 Fees apply to these application processes. Check the costs with each organisation as you go.

Disclaimer: SocialLink has made every effort to ensure that the information contained in this report is reliable but does not guarantee its accuracy or completeness and does not accept any liability for any errors.

5 Name and set up your new entity.

Once you have chosen the structure, follow these steps to set up the entity. *Note: Incorporation is the formation of a new corporation, it may be a business or a not for profit organisation.*



Helpful Websites:

- Community Law NZ
- Charities Services Register
- Incorporated Societies Register
- ParryField Lawyers
- NZ Sport: effective governance
- SocialLink Governance Manual

