

Airtable Fund Data Upload Instruction

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Upload Process

There are two ways to upload a new fund opportunity to the database: via the GenZ Aotearoa website or through the Airtable form. The following sections provide detailed instructions for each method.

Via the GenZ Aotearoa website

1. Open the [GenZ Aotearoa KOHA for KAUPAPA page](#). 2. Click the button 'Opportunities coming soon' to jump to the [fund opportunities page](#)
2. Click the button 'Submit opportunity' at the bottom to jump to the [Upload opportunity page](#)
3. After the form is loaded, fill the data in the form following the [data instruction](#)
4. Required fields must have a value. Optional fields may be left blank. If you need to modify the structure of any field, please contact Leo.
5. After fill all the fields in the form, click the sumbit button at the bottom. If you see the succeed information, you can find it in the Airtable database.

Via the Airtable form

1. Open the [form view](#) in Airtable directly.
2. Fill the form follow the instruction in [the last section](#)

Data Structure

Below is a table of the information you'll need to provide in the form. Please follow the 'How to fill in the form' and 'Required' to set the data correctly.

Field Name	Field Type	How to Fill in the Form	Required
Fund Name	text	The name of the fund	Required
Organisation	text	The name of the organisation that provides this fund	Required
Bio	long text	The description of this fund	Required
Amount	text	The amount of this fund. If not sure, please fill "Unknown"	Required
Age Eligibility	Single select	Choose an age group from the dropdown(If you cannot find a age group, please contact Leo to add it)	Required

Field Name	Field Type	How to Fill in the Form	Required
Geographic Eligibility	Single select	Select a category from the dropdown	Required
Region	Multiple Select	Select the regions applicable for the fund. If there are no specific requirements, choose 'All New Zealand'	Required
Type of Funding	Multiple Select	Select the types applicable for the fund. If no specific requirement, choose 'No Limit'	Required
Open Date	Date	Set the open date of the fund. If not sure, leave it empty	Optional
Close Date	Date	Set the close date of the fund. If not sure, leave it empty	Optional
Apply Link	URL	The link applying the fund	Required
Support Link	URL	The link providing the support information(e.g. Home Page, Faq Page)	Required
Phone	Phone Number	The phone number of the fund or the organisation	Optional
Email	Email	The email of the fund or the organisation	Optional
Logo	Images	Upload images(hotos/logos) of the fund(Can be found on their website)	Required
Structure of Organisation	Single Select	Whether applicants need to be a registered charity to be eligible for this grant	Required
Reporting Requirements	Single Select	Whether it is a flexible fund with minimal reporting, or there are specific reporting and accountability requirements tied to how the grant is used	Required

Additional Information

- After submitting a new opportunity, it will not appear on the website immediately. Updates may take up to 24 hours, as the website does not access Airtable directly. Instead, the data is manually synced to a CSV file once per day.
- If you need to modify the data structure, please contact Leo.