

# INTRODUCTION TO GRANT FUNDING

- Preparation and planning
- Streamline the process with standard documentation
- Take any opportunity to meet with funders face to face

The logo for SocialLink, featuring the word "SocialLink" in a bold, purple, sans-serif font. To the right of "SocialLink" is the text "Tauranga Moana" in a smaller, purple, sans-serif font. Below "SocialLink" is the tagline "Building a Thriving Social Sector" in a smaller, purple, sans-serif font.

**SocialLink** | Tauranga Moana  
Building a Thriving Social Sector

The logo for admin assist, featuring the word "admin" in a blue, lowercase, sans-serif font above the word "assist" in a red, lowercase, sans-serif font.

admin  
assist

# MAIN TYPES OF FUNDERS

## GAMING TRUSTS

Must distribute a percentage of profits from “gaming machines”. Distribution generally in the area where funds are generated

## COMMUNITY FOUNDATIONS

Provide a way for people to leave a gift to their community. Funds are pooled and invested. Interest from the funds supports local communities and organisation.

## LOCAL GOVERNMENT

Many councils provide council funding plus administer funds on behalf of other organisations.

## LOTTERY GRANTS BOARD

Grant making is managed by the Department of Internal Affairs

## CENTRAL GOVERNMENT

Many community organisations receive funding from Central Government agencies to deliver certain services which assist the government in meeting its responsibilities. Funding and agreement for service delivery is included in a Contract between the two parties.

## FOUNDATIONS & TRUSTS

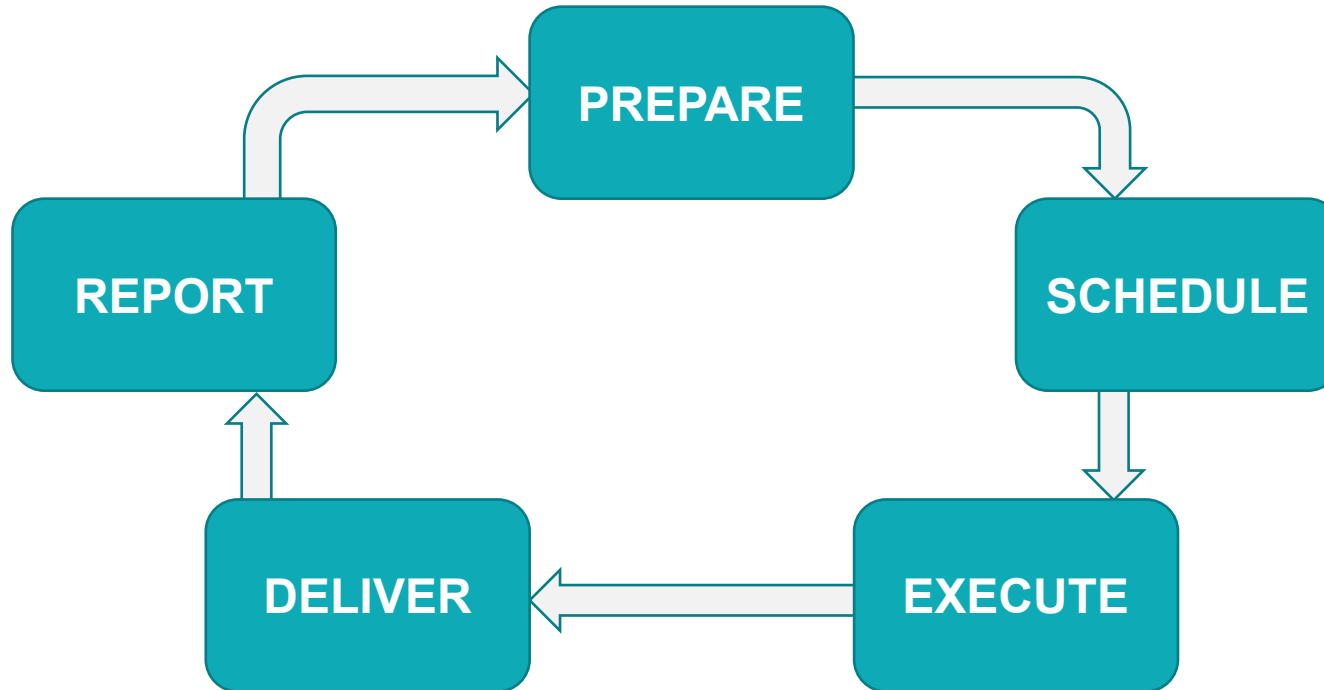
Originally attached to regional trust banks and Energy Trusts

There are also voluntary Trusts and Foundations from family and individual trusts

## BUSINESS & CORPORATE

Some businesses have set up foundations to support charities and not-for-profit organisations.

# THE PROCESS



## PREPARE

- Standard documents
- Budgets
- Financial reports
- Programme / Service information

## SCHEDULE

- Funding Calendar

## EXECUTE

- Marketing / promotion
- Collection of data

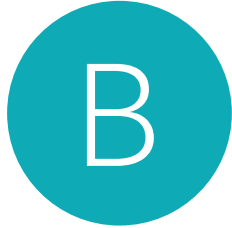
## DELIVER

- Programme / Service delivery
- Collect feedback
- Evaluate

## REPORT

- Compile feedback
- Reconcile spending
- Report to funder

# PREPARE



## BUDGET

A budget for the period requested with Income and Expenses recorded.



## STANDARD DOCUMENTS

Most funders ask for fairly standard documentation so having copies stored in a central location can be a great time saver.



## CALENDAR

Use your budget expenses to determine how much funding you need from grants.

Then plan for the next twelve months and use this information to update the Income section of your budget.



## STATISTICS

Know who you are helping and what services you are delivering.

Measuring the success of your programmes / services.

# STANDARD DOCUMENTS

1

## PERFORMANCE REPORT

A performance report includes financial statements and a narrative about your organisation and what has taken place during the last financial year.

2

## CERTIFICATES

- Affiliation Certificate
- Certificate of Incorporation

3

## BANK

Pre-printed bank deposit slip or bank certified copy confirming bank account number

4

## SUPPORT

Letters of support from:

- Past / current users
- Other organisations

5

## EMPLOYMENT

- Current Employment agreements
- Position Descriptions

6

## DETAILS SUMMARY

Summary document for internal use with commonly used details:

GST Number, IRD Number, bank account, Board members / Trustees, Registrations, key personnel contact details, referee details

7

## RULES

Current copy of Rules, Constitution or Trust Dee, with any changes signed off and registered.

8

## ABOUT US SUMMARY

Summary with details of your history, vision and mission statements, services & programmes, outcomes and achievements

9

## AGREEMENTS

- Rental / lease agreements
- Loan agreements

## DO

1

Check that what you are applying for meets the funding criteria and funder priorities

2

Talk to the funder if you are unsure that your project meets the criteria

3

Provide the funder with exactly what they have asked for

4

Tell the funder what you need the funds for in a concise way

5

Let the funder know who you are working with and why

6

Check your spelling and any calculations

## DON'T

1

Submit an application before you have completed the reporting requirements for any previous funding

2

Submit an application after the due date

3

Rush the application and submit it at the last minute

4

Apply for funds to top-up a Government Contract that is under funded

# BUDGET DO'S AND DON'T

## DO

1

Include both  
Income AND  
Expenses

2

Match the budget  
with the story you  
are telling in your  
application

3

Request the  
amount of funds  
recorded in your  
budget

4

Include any  
donations,  
sponsorship or in-  
kind contributions

5

Be realistic  
recording your  
Income and  
Expenses

6

Let funders know  
what income is  
confirmed

## DON'T

1

Show a deficit or “-” at the end of the budget period

2

Submit a budget that doesn't balance



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|  | Apr-22           | May-22           | Jun-22           | Jul-22           | Aug-22           | Sep-22           | Oct-22           | Nov-22           | Dec-22          | Jan-23           | Feb-23           | Mar-23          | ANNUAL            | Notes                            |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|-----------------|-------------------|----------------------------------|
| <b>Confirmed Income (excludes GST if GST registered)</b>   |                  |                  |                  |                  |                  |                  |                  |                  |                 |                  |                  |                 |                   |                                  |
| Government Contract - Whanau Program                       | \$ 12,500        |                  |                  | \$ 12,500        |                  |                  | \$ 12,500        |                  |                 | \$ 12,500        |                  |                 | \$ 50,000         | 3 year contract ends 30 June '24 |
| Grant - ABC Foundation                                     | \$ 12,000        |                  |                  |                  |                  |                  |                  |                  |                 |                  |                  |                 | \$ 12,000         | Year 1 of 2 years confirmed      |
| Grant - XYZ Community Trust                                |                  |                  |                  |                  |                  |                  |                  | \$ 15,000        |                 |                  |                  |                 | \$ 15,000         | Year 2 of 2 years confirmed      |
| Sponsorship - EGF Organisation                             | \$ 100           | \$ 100           | \$ 100           | \$ 100           | \$ 100           | \$ 100           | \$ 100           | \$ 100           | \$ 100          | \$ 100           | \$ 100           | \$ 100          | \$ 1,200          | Venue for meetings               |
| <b>Total Confirmed Income</b>                              | <b>\$ 24,600</b> | <b>\$ 100</b>    | <b>\$ 100</b>    | <b>\$ 12,600</b> | <b>\$ 100</b>    | <b>\$ 100</b>    | <b>\$ 12,600</b> | <b>\$ 15,100</b> | <b>\$ 100</b>   | <b>\$ 12,600</b> | <b>\$ 100</b>    | <b>\$ 100</b>   | <b>\$ 78,200</b>  |                                  |
| <b>Unconfirmed Income (excludes GST if GST registered)</b> |                  |                  |                  |                  |                  |                  |                  |                  |                 |                  |                  |                 |                   |                                  |
| Donations  |                  |                  |                  |                  |                  |                  |                  |                  |                 |                  |                  |                 | \$ -              |                                  |
| Grants - Planned   |                  | \$ 10,000        |                  |                  | \$ 15,000        |                  |                  | \$ 10,000        |                 |                  | \$ 10,000        |                 | \$ 45,000         | Funding calendar                 |
| Interest   |                  |                  |                  |                  |                  |                  |                  |                  |                 |                  |                  |                 | \$ -              |                                  |
| Programme Income   |                  |                  |                  |                  |                  |                  |                  |                  |                 |                  |                  |                 | \$ -              | All programmes free              |
| Sponsorship  |                  |                  |                  |                  |                  |                  |                  |                  |                 |                  |                  |                 | \$ -              |                                  |
| <b>Total Unconfirmed Income</b>                            | <b>\$ -</b>      | <b>\$ 10,000</b> | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ 15,000</b> | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ 10,000</b> | <b>\$ -</b>     | <b>\$ -</b>      | <b>\$ 10,000</b> | <b>\$ -</b>     | <b>\$ 45,000</b>  |                                  |
| <b>TOTAL INCOME</b>  | <b>\$ 24,600</b> | <b>\$ 10,100</b> | <b>\$ 100</b>    | <b>\$ 12,600</b> | <b>\$ 15,100</b> | <b>\$ 100</b>    | <b>\$ 12,600</b> | <b>\$ 25,100</b> | <b>\$ 100</b>   | <b>\$ 12,600</b> | <b>\$ 10,100</b> | <b>\$ 100</b>   | <b>\$ 123,200</b> |                                  |
| <b>Operating Expenses (excludes GST if GST registered)</b> |                  |                  |                  |                  |                  |                  |                  |                  |                 |                  |                  |                 |                   |                                  |
| ACC Levies   |                  |                  | \$ 500           |                  |                  |                  |                  |                  |                 |                  |                  |                 | \$ 500            |                                  |
| Accounting Fees  |                  |                  |                  | \$ 1,500         |                  |                  |                  |                  |                 |                  |                  |                 | \$ 1,500          |                                  |
| Advertising / promotion                                    | \$ 50            | \$ 50            | \$ 50            | \$ 50            | \$ 50            | \$ 50            | \$ 50            | \$ 50            | \$ 50           | \$ 50            | \$ 50            | \$ 50           | \$ 600            |                                  |
| Auditors fees  |                  |                  |                  |                  |                  | \$ 3,000         |                  |                  |                 |                  |                  |                 | \$ 3,000          |                                  |
| Contractor Fees  | \$ 1,000         | \$ 1,000         | \$ 1,000         | \$ 1,000         | \$ 1,000         | \$ 1,000         | \$ 1,000         | \$ 1,000         | \$ 1,000        | \$ 1,000         | \$ 1,000         | \$ 1,000        | \$ 12,000         |                                  |
| General Expenses   | \$ 100           | \$ 100           | \$ 100           | \$ 100           | \$ 100           | \$ 100           | \$ 100           | \$ 100           | \$ 100          | \$ 100           | \$ 100           | \$ 100          | \$ 1,200          |                                  |
| Insurance  |                  |                  |                  |                  |                  |                  |                  | \$ 1,200         |                 |                  |                  |                 | \$ 1,200          |                                  |
| KiwiSaver Employer Contributions                           | \$ 150           | \$ 150           | \$ 150           | \$ 150           | \$ 150           | \$ 150           | \$ 150           | \$ 150           | \$ 150          | \$ 150           | \$ 150           | \$ 150          | \$ 1,800          |                                  |
| Office supplies  | \$ 100           | \$ 100           | \$ 100           | \$ 100           | \$ 100           | \$ 100           | \$ 100           | \$ 100           | \$ 100          | \$ 100           | \$ 100           | \$ 100          | \$ 1,200          |                                  |
| Phone / Internet & Power                                   | \$ 200           | \$ 200           | \$ 200           | \$ 200           | \$ 200           | \$ 200           | \$ 200           | \$ 200           | \$ 200          | \$ 200           | \$ 200           | \$ 200          | \$ 2,400          |                                  |
| Printing   | \$ 50            | \$ 50            | \$ 50            | \$ 50            | \$ 50            | \$ 50            | \$ 50            | \$ 50            | \$ 50           | \$ 50            | \$ 50            | \$ 50           | \$ 600            |                                  |
| Rent   | \$ 800           | \$ 800           | \$ 800           | \$ 800           | \$ 800           | \$ 800           | \$ 800           | \$ 800           | \$ 800          | \$ 800           | \$ 800           | \$ 800          | \$ 9,600          |                                  |
| Stationery & Postage                                       | \$ 50            | \$ 50            | \$ 50            | \$ 50            | \$ 50            | \$ 50            | \$ 50            | \$ 50            | \$ 50           | \$ 50            | \$ 50            | \$ 50           | \$ 600            |                                  |
| Subscriptions  | \$ 75            | \$ 75            | \$ 75            | \$ 75            | \$ 75            | \$ 325           | \$ 75            | \$ 75            | \$ 75           | \$ 75            | \$ 75            | \$ 75           | \$ 1,150          | Office 365 & Xero Monthly        |
| Training   | \$ 250           | \$ -             | \$ -             | \$ 250           | \$ -             | \$ -             | \$ 250           | \$ -             | \$ -            | \$ 250           | \$ -             | \$ -            | \$ 1,000          |                                  |
| Venue Hire   | \$ 200           | \$ 200           | \$ 200           | \$ 200           | \$ 200           | \$ 200           | \$ 200           | \$ 200           | \$ 200          | \$ 200           | \$ 200           | \$ 200          | \$ 2,400          | Part sponsored EGF Organisation  |
| Volunteer Expenses   | \$ 150           | \$ 150           | \$ 150           | \$ 150           | \$ 150           | \$ 150           | \$ 150           | \$ 150           | \$ 150          | \$ 150           | \$ 150           | \$ 150          | \$ 1,800          |                                  |
| Wages / Salaries   | \$ 5,000         | \$ 5,000         | \$ 5,000         | \$ 5,000         | \$ 5,000         | \$ 5,000         | \$ 5,000         | \$ 5,000         | \$ 5,000        | \$ 5,000         | \$ 5,000         | \$ 5,000        | \$ 60,000         |                                  |
| Website Expenses   | \$ 20            | \$ 20            | \$ 20            | \$ 20            | \$ 20            | \$ 20            | \$ 20            | \$ 20            | \$ 20           | \$ 20            | \$ 20            | \$ 20           | \$ 240            |                                  |
| <b>Operating Expenses</b>                                  | <b>\$ 8,195</b>  | <b>\$ 7,945</b>  | <b>\$ 8,445</b>  | <b>\$ 9,695</b>  | <b>\$ 7,945</b>  | <b>\$ 11,195</b> | <b>\$ 8,195</b>  | <b>\$ 9,145</b>  | <b>\$ 7,945</b> | <b>\$ 8,195</b>  | <b>\$ 7,945</b>  | <b>\$ 7,945</b> | <b>\$ 102,790</b> |                                  |
| <b>Direct Costs Programme / Service #1</b>                 | <b>\$ 449</b>    | <b>\$ 449</b>    | <b>\$ 449</b>    | <b>\$ 449</b>    | <b>\$ 449</b>    | <b>\$ 449</b>    | <b>\$ 449</b>    | <b>\$ 449</b>    | <b>\$ 449</b>   | <b>\$ 449</b>    | <b>\$ 449</b>    | <b>\$ 449</b>   | <b>\$ 5,388</b>   |                                  |
| <b>Direct Costs Programme / Service #2</b>                 | <b>\$ 1,133</b>  | <b>\$ 1,133</b>  | <b>\$ 1,133</b>  | <b>\$ 1,133</b>  | <b>\$ 1,133</b>  | <b>\$ 1,133</b>  | <b>\$ 1,133</b>  | <b>\$ 1,133</b>  | <b>\$ 1,133</b> | <b>\$ 1,133</b>  | <b>\$ 1,133</b>  | <b>\$ 1,133</b> | <b>\$ 13,600</b>  |                                  |
| <b>Direct Costs Programme / Service #3</b>                 | <b>\$ 1,100</b>  | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>     | <b>\$ -</b>      | <b>\$ -</b>      | <b>\$ -</b>     | <b>\$ 1,100</b>   |                                  |
| <b>TOTAL OPERATING EXPENSES</b>                            | <b>\$ 10,877</b> | <b>\$ 9,527</b>  | <b>\$ 10,027</b> | <b>\$ 11,277</b> | <b>\$ 9,527</b>  | <b>\$ 12,777</b> | <b>\$ 9,777</b>  | <b>\$ 10,727</b> | <b>\$ 9,527</b> | <b>\$ 9,777</b>  | <b>\$ 9,527</b>  | <b>\$ 9,527</b> | <b>\$ 122,878</b> |                                  |
| <b>INCOME LESS EXPENSES</b>                                | <b>\$ 13,723</b> | <b>\$ 573</b>    | <b>\$ 9,927</b>  | <b>\$ 1,323</b>  | <b>\$ 5,573</b>  | <b>\$ 12,677</b> | <b>\$ 2,823</b>  | <b>\$ 14,373</b> | <b>\$ 9,427</b> | <b>\$ 2,823</b>  | <b>\$ 573</b>    | <b>\$ 9,427</b> | <b>\$ 323</b>     |                                  |



# PROJECT BUDGET EXAMPLE

## YOUTH PROGRAMME BUDGET

| <u>Direct Costs</u>                         |                    | <u>Activity</u>  | <u>Qty</u> | <u>Unit Cost *</u> | <u>Total Programme Cost *</u> | <u>Description / Notes</u>                   | <u>Annual Programme Costs *</u> |
|---|--------------------|--|------------|--------------------|-------------------------------|--|---------------------------------|
| Activity #1                                 |                    | Archery  | 10         | \$ 40.00           | \$ 400.00                     | Youth team building activity                 | \$ 1,600.00                     |
| Activity #2                                 |                    | Indoor Rock Climbing                                       | 10         | \$ 25.00           | \$ 250.00                     | Youth team building activity                 | \$ 1,000.00                     |
| Activity #3                                 |                    | Claybird Shooting  | 10         | \$ 70.00           | \$ 700.00                     | Youth team building activity                 | \$ 2,800.00                     |
| Activity #4                                 |                    | Van Hire for activities                                    | 3          | \$ 150.00          | \$ 450.00                     |  | \$ 1,800.00                     |
| Catering #1                                 |                    | Kai for first & final sessions                             | 20         | \$ 30.00           | \$ 600.00                     |  | \$ 2,400.00                     |
| Gifts                                       |                    | Graduation packs   | 8          | \$ 50.00           | \$ 400.00                     |  | \$ 1,600.00                     |
| Koha  |                    | Blessing   | 2          | \$ 100.00          | \$ 200.00                     |  | \$ 800.00                       |
| Printing                                    |                    | Printed material   | 8          | \$ 5.00            | \$ 40.00                      |  | \$ 160.00                       |
| Resources                                   |                    | Resource packs   | 8          | \$ 20.00           | \$ 160.00                     |  | \$ 640.00                       |
| Vehicle costs                               |                    | Not required   |            | \$ 0.79            | \$ -                          | Mileage @ 79 cents per km                    | \$ -                            |
| Venue hire                                  |                    | First and last sessions only                               | 2          | \$ 100.00          | \$ 200.00                     |  | \$ 800.00                       |
| <u>Personnel</u>                            |                    | <u>Staff Member</u>  | <u>Hrs</u> | <u>Hourly Rate</u> |                               |  |                                 |
| Role - Social Worker 1                      |                    |  | 80         | \$40.00            | \$ 3,200.00                   | Includes preparation, attendance & reporting | \$ 12,800.00                    |
| Role - Social Worker 2                      |                    |  | 55         | \$40.00            | \$ 2,200.00                   |  | \$ 8,800.00                     |
| Role -                                      |                    |  |            |                    | \$ -                          |  | \$ -                            |
| Role -                                      |                    |  |            |                    | \$ -                          |  | \$ -                            |
| Role - Administrator                        |                    |  | 40         | \$25.00            | \$ 1,000.00                   | Administrator time                           | \$ 4,000.00                     |
| KiwiSaver                                   | n/a                |  | n/a        | n/a                | \$ 192.00                     | Employer KiwiSaver Contribution @ 3%         | \$ 768.00                       |
| <b>Total Programme Cost</b>                 |                    |  |            |                    | <b>\$ 9,992.00</b>            | <b>Annual Programme Costs</b>                | <b>\$ 39,968.00</b>             |
| <b>Number of programmes per year</b>        |                    |  | <b>4</b>   |                    |                               | <b>Cost per Participant</b>                  | <b>\$ 1,249.00</b>              |
| <b>Number of Participants per programme</b> |                    |  | <b>8</b>   |                    |                               |  |                                 |
| <u>Income Confirmed - Funder</u>            | <u>Amount *</u>    | <u>Notes</u>   |            |                    |                               |  |                                 |
| ABC Foundation                              | \$5,000.00         | \$5,000 of total \$12,000 grant tagged for Youth Programme |            |                    |                               |  |                                 |
| <b>Total Funding Confirmed</b>              | <b>\$ 5,000.00</b> | <b>Funding Required</b>                                    |            |                    |                               |  | <b>\$ 34,968.00</b>             |

**Note:** \* indicates GST exclusive amounts

| ANNUAL   |                   |
|--|-------------------|
| <b>Confirmed Income (excludes GST if GST registered)</b>   |                   |
| Government Contract - Whanau Programme                     | \$ 50,000         |
| Grant - ABC Foundation                                     | \$ 12,000         |
| Grant - XYZ Community Trust                                | \$ 15,000         |
| Sponsorship - EGF Organisation                             | \$ 1,200          |
| <b>Total Confirmed Income</b>                              | <b>\$ 78,200</b>  |
| <b>Unconfirmed Income (excludes GST if GST registered)</b> |                   |
| Donations  | \$ -              |
| Grants - Planned   | \$ 45,000         |
| Interest   | \$ -              |
| Programme Income   | \$ -              |
| Sponsorship  | \$ -              |
| <b>Total Unconfirmed Income</b>                            | <b>\$ 45,000</b>  |
| <b>TOTAL INCOME</b>  | <b>\$ 123,200</b> |
| <b>Operating Expenses (excludes GST if GST registered)</b> |                   |
| ACC Levies   | \$ 500            |
| Accounting Fees  | \$ 1,500          |
| Advertising / promotion                                    | \$ 600            |
| Auditors fees  | \$ 3,000          |
| Contractor Fees  | \$ 12,000         |
| General Expenses   | \$ 1,200          |
| Insurance  | \$ 1,200          |
| KiviSaver Employer Contributions                           | \$ 1,800          |
| Office supplies  | \$ 1,200          |
| Phone / Internet & Power                                   | \$ 2,400          |
| Printing   | \$ 600            |
| Rent   | \$ 9,600          |
| Stationery & Postage                                       | \$ 600            |
| Subscriptions  | \$ 1,150          |
| Training   | \$ 1,000          |
| Venue Hire   | \$ 2,400          |
| Volunteer Expenses   | \$ 1,800          |
| Wages / Salaries   | \$ 60,000         |
| Website Expenses   | \$ 240            |
| <b>Operating Expenses</b>                                  | <b>\$ 102,790</b> |
| Direct Costs Programme / Service # 1                       | \$ 5,388          |
| Direct Costs Programme / Service # 2                       | \$ 13,600         |
| Direct Costs Programme / Service # 3                       | \$ 1,100          |
| <b>TOTAL OPERATING EXPENSES</b>                            | <b>\$ 122,878</b> |
| <b>INCOME LESS EXPENSES</b>                                | <b>\$ 323</b>     |



## Example of Budget AND TECT Application form Funding Section



### 7. Funding (If GST registered use GST exclusive figures, otherwise use GST inclusive figures)

| 7.1 FUNDING REQUESTED                                    |  | Excl GST              |
|--|--|-----------------------|
| (a)  | How much money is your organisation requesting from TECT?  | \$15,000              |
| (b)  | How much money has your organisation set aside or already raised for this?   | \$78,200              |
| (c)  | If TECT funding is successful, how much more does your organisation need to raise to complete this activity/project or meet your operating budget? | \$29,678              |
| (d)  | Total cost of proposed project/operating budget (please add a+b+c together)  | \$122,878             |
| If approved TECT funding, when do you require the funds? |  | When funding approved |

| 7.2 FUNDS SET ASIDE                                   |          |  |
|---|----------|--|
| Where did the money in 7.1(b) come from?              |          |  |
| Source of Funds                                       | Amount   | Comment  |
| Contracts   | \$50,000 | MSD <u>3 year</u> contract to 30 June 2024             |
| User fees/subscriptions                               | \$       |  |
| Funds on hand   | \$       |  |
| Fundraising   | \$       |  |
| Donated materials / donations in-kind                 | \$       |  |
| Sponsorship (specify source)                          | \$1,200  | EGF <u>Organisation</u>                                |
| Grants (specify source)                               | \$27,000 | \$12,000 ABC Foundation & \$15,000 XYZ Community Trust |
| Other (specify)                                       | \$       |  |
| Total of your Contribution [equal to total of 7.1(b)] | \$78,200 |  |

| 7.3 BALANCE OF FUNDS  |            |
|---|------------|
| How does your organisation intend to raise the balance of the funds required? [per question (7.1(c))] |            |
| Planned funding applications:   |            |
| 123 Trust   | \$10,000   |
| LMN4 Foundation   | \$10,000   |
| J Bloggs Family Trust   | \$10,000   |
| Total Planned Applications  | \$30,000 * |
| * Includes \$323 budget surplus and rounding  |            |

# QUOTES FOR PROJECTS & EVENTS

Generally quotes are not required for general Operating Costs, an annual budget is acceptable.

For applications to purchase equipment, use a service or host an event you may be asked to submit quotes with your application:

- 1  
Funding application will state either 2 or 3 quotes are required
- 2  
Quotes must be dated and no more than 3 months old
- 3  
Should be a "Quote" rather than an "Invoice" or "Estimate"
- 4  
The quote should be addressed to your organisation
- 5  
Indicate who your preferred supplier is and why
- 6  
A website printout or screenshot are generally not accepted by funders

If you are not able to provide the number of quotes requested, let the funder know why in your cover letter.

Some Gaming Trusts will cover Operating Costs for a specific period i.e. 3 months and require copies of the last 3 months bills or a lease agreement with the funding application.

# TOP TIPS



Many applications are declined because there is not enough funding to go around. If you are not sure why your application has been declined contact the funder. Some funders will consider another application in the next funding round.



Ask someone else to read over your application to make sure it makes sense and is free from errors.



Gaming Trusts will generally only grant funding in areas where they have venues. Check first to ensure there are venues in your area.



Many funders list on their website organisations they have previously granted funds to. Have a look to get an idea of the level of funds being granted and to what sorts of organisations.



Use Excel for budgets rather than Word to minimise calculation errors.



Performance Reports / Financial Statements should be signed off by your Board / Committee / Trustees before being submitted to Charities Services or Incorporated Societies

# TOP TIPS



A cover letter is a good way to let the funder know specific things



Keep your text positive, convey to the funder what you will achieve with the funding and what the community benefit will be.



Funds must be used for the purpose stated on your application form and approved by the funder. Any variation must be approved in writing from the funder before any funds are spent.



Spending must not occur prior to the date the funding is approved. Funders will not fund retrospectively.



Any unused funds must be returned to the funder.



Check the period of time which has been given to use the funds and provide an accountability report. It could be anywhere from 3 months to 12 months.



# REPORTING

Reporting to a funder after funds have been spent is also known as an Accountability Report.

What you should be able to report:

- How much you have spent
- What you have achieved
- Who has benefited
- Any challenges
- Feedback / evaluations
- Case Studies

# SUCCESSION PLANNING

How will the organisation would continue if you weren't around?

- Keep records of:
  - standard documents
  - all grant applications
  - all reporting / accountability documents
  - summary of grants applied for, accepted and declined
  - Training material or resources relating to funding
- Make sure other people have access to the documents



# SOME FUNDER FEEDBACK

- Tell us what you need the funds for in a single paragraph
- Don't submit a budget that doesn't align to the requested outcomes or to the dollar amount requested
- New applicants often do not put enough time or thought into their applications
- Regarding applications from national organisations - There is sometimes a lack of evidence to show how the project will directly benefit local people or how they work with local groups
- Applications that are very closely related to other applications or existing projects and the applicant group does little or nothing to explain how its project or proposed new service relates to other or existing projects are not likely to be funded.

# TEMPLATES

At the end of this workshop we will provide you with the following templates and resources:

- Annual Operating Budget Template with Project Budget
- Sector Terms and Jargon
- Grant Summary Template for tracking funding applications
- Case Studies Template

# USEFUL WEBSITES

Generosity New Zealand provides information on funding sources for community groups [www.generosity.org.nz](http://www.generosity.org.nz)

*Free access is available through most libraries or online access is also available via paid subscription.*

Community Foundations [www.nzcommunityfoundations.org.nz](http://www.nzcommunityfoundations.org.nz)

TECT [www.tect.org.nz](http://www.tect.org.nz)

BayTrust [www.baytrust.org.nz](http://www.baytrust.org.nz)

Community Matters [www.communitymatters.govt.nz](http://www.communitymatters.govt.nz)

Exult [www.exult.co.nz](http://www.exult.co.nz)

CommunityNet [www.community.net.nz](http://www.community.net.nz)

TechSoup [www.techsoup.net.nz](http://www.techsoup.net.nz)

Charities Services [www.charities.govt.nz](http://www.charities.govt.nz)



THANK YOU