

HANDS ON: FUNDING WORKSHOP

SocialLink | Western
Building a Thriving Social Sector | Bay of Plenty

admin
assist

STANDARD DOCUMENTS

1

ABOUT US SUMMARY

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

2

CERTIFICATES

- Affiliation Certificate
- Certificate of Incorporation

3

BANK

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

4

SUPPORT

- Case studies
- Letters of support from:
 - Past / current users
 - Other organisations

5

EMPLOYMENT

- Current Employment agreements
- Position Descriptions

6

STANDARD DETAILS

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 Deed, with any changes signed off and registered.

8

PERFORMANCE REPORT

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

9

AGREEMENTS

- Rental / lease agreements
- Loan agreements

**ABC Organisation
Grant Funding Calendar
EXAMPLE ONLY
1 April 2022 - 31 March 2023**

Planned / Budgeted Applications

Closing Date	Funder	Purpose	Amount To Be		Resolution Req.	Turnaround	Notes
			Applied For				
18/05/2022	COGS	Wages	\$	4,500.00	NA	July	
26/05/2022	Acorn Foundation	Operating Expenses	\$	8,000.00	NA	August	Full applications usually close June with decisions due August / September
31/07/2022	BayTrust	Operational Costs	\$	20,000.00	NA	September	Check date of last funding and adjust if needed. Can only apply every 12 months
15/08/2022	ANZ Staff Foundation	Programme / Activity	\$	5,000.00	NA	October	If not successful apply again in February round. Can only apply once every 12 months
30/08/2022	Legacy Trust	Programme / Activity	\$	2,000.00	NA	October	Do not apply for new projects. Can apply anytime
1/10/2022	TECT	Operational Costs	\$	30,000.00	NA	December	Check last funding approved, can only apply once every 12 months
30/11/2022	Lottery Community	Operating Expenses	\$	60,000.00	No	Mar-23	2 funding rounds. You can only apply once every 12 months
Total Grants Planned			\$	129,500.00			
Total Grant Funding Budgeted			\$	180,000.00			
Grant Funding Still Required			\$	50,500.00			

Funders Always Open / Close Monthly

Closing Date	Funder	Purpose	Amount To Be		Resolution Req.	Turnaround	Notes
			Applied For				
1st week each month	Pub Charity Limited	Programme / Activity	\$	10,000.00	YES	Monthly	
15th Each Month	One Foundation	Wages & Operational Costs	\$	11,000.00	YES	Monthly	If 15th is a weekend, application closes Friday prior
Monthly	NZCT	Wages & Operational Costs	\$	10,000.00	YES	Monthly	Allow at least 10 weeks before funding needed
Monthly	Lion Foundation	Wages, Contractor fees & Operating Costs	\$	10,000.00	YES	Monthly	
Monthly	Aotearoa Gaming Trust	Wages & Contractor fees, training	\$	5,000.00	YES	Monthly	Will not cover administrator wages
Anytime	Legacy Trust	Programme / Activity	\$	2,000.00	NA	October	Do not apply for new projects. Can apply anytime
Potential funding			\$	48,000.00			

Other Potential Funders

30/06/2022	Mazda Foundation	Children from deprived backgrounds	\$	3,000.00	YES	July	Also 30 September & 31 March funding rounds
Later on 2022	Sky City Hamilton Community Trust	Healthy & Stable families	\$	5,000.00	TBC	December	Application open and close date to be advised. You can be added to their mailing list do be advised of open/close dates
On Hold	Sir John Logan Campbell	Project to be confirmed	\$	3,000.00	YES	November	Prefer tangible items. On hold due to COVID, check later in the year
1st Each Month	North & South Trust Limited	Operating Costs including wages	\$	3,000.00	Required	Monthly	
10th Each Month	Trillian Trust	Youth Related Projects	\$	1,500.00	Required	Monthly	Will consider multi-year funding
Last working day of the month	Infinity Foundation	Health & Culture	\$	4,000.00	Required	Monthly	
Last day of the month	Grassroots Trust	Operating Costs	\$	5,000.00	Required	Monthly	Won't cover wages not previously granted
Potential funding			\$	24,500.00			

NAME OF ORGANISATION
1 APRIL 2022 - 31 MARCH 2023 GRANT SUMMARY

FUNDING APPLICATIONS IN PROGRESS OR AWAITING DECISION

Funder	What For	Amount	Close Date	Status	Decision Due	Notes
Total in Progress/ Awaiting Decision		\$ -				

FUNDING APPLICATIONS APPROVED

Funder	What For	\$ Requested	\$ Approved	Amount Rec'd	Reporting Due	Reporting Completed
Total Funding Received		\$ -	\$ -	\$ -		

Grant Funding Budget	
Approved Funding	\$0.00
Grant Funding not yet confirmed	\$0.00
Grant Funding in progress	\$0.00
Grant Funding still required	\$0.00

FREE Online Grant Management - <https://grantseeker.fluxx.io/>

POSSIBLE GRANT FUNDERS FOR TAURANGA AND WBOP

Funders with Fixed Closing Dates – January

Application Dates	Funder	Amount	Purpose / Criteria	Covered	Not Covered	Accountability
Applications close 30 January for March funding round	BayTrust Community Impact Funding Postal Address: PO Box 13-322 Tauranga 3141 Phone: (07) 578 6546 Email: info@baytrust.org.nz Website: www.baytrust.org.nz Notes: Only one application every 12 months. Will cover up to maximum 50% operating costs or project costs. Groups are encouraged to have the balance in hand (or at least applications filed with other funders) before applying.	Community Support up to \$20,000 Community Impact up to \$100,000 Community Amenities \$100,000 - \$500,000 Strategic Partnerships over \$100,000	- Kaitiakitanga to protect and improve our natural environment for future generations - Community Wellbeing and Tū Māori Mai - Healthy, Secure and Affordable Housing - Sustainable Employment and Inclusive Growth	Operating costs, wages, salaries, new initiatives, assets, programmes, equipment	Salaries on their own	A moderate level of evaluation, accountability and reporting requirements. Copies of invoices value \$2,000 +
<input checked="" type="checkbox"/> Resolution	<input checked="" type="checkbox"/> Statement of financial performance	<input checked="" type="checkbox"/> Minutes	<input checked="" type="checkbox"/> Quotes	<input checked="" type="checkbox"/> Letters of support	<input checked="" type="checkbox"/> Budget	
Closing dates 31 January Also see August	Legacy Trust Email: info@legacytrust.org.nz Website: www.legacytrust.org.nz/policies Notes: Short one page application form only. Distributions in March.	Generally under \$5,000	General community	Established projects which are current and have been implemented	Does not fund salaries, wages, rent, travel or new projects.	No reporting required.
<input checked="" type="checkbox"/> Resolution	<input checked="" type="checkbox"/> Minutes	<input checked="" type="checkbox"/> Quotes				

Funders with Fixed Closing Dates – February

Application Dates	Funder	Amount	Purpose / Criteria	Covered	Not Covered	Accountability
12 October – 13 January 2023	Harcourts Foundation Postal Address: PO Box 99 549, Auckland 1149 Email: newzealand@harcourtsfoundation.org	Average amount approved	Projects and initiatives designed to benefit as many people as possible:	Specific event, project, item, or initiative	Salaries & wages, Administrative or operational costs,	Decisions within two weeks. Funding must be used within 4

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

PROGRAMMES & PROJECTS

1

PROJECT SUMMARY

A couple of pages with all of the information that will tell someone about your programme or project:

- Need in the community
- Programme / Project Delivery
- Expected Benefits and Outcomes
- Measuring Success

2

BUDGET

A budget specifically for your programme or project that feeds into your main budget.

Don't forget to include:

- Wage costs (already covered in main budget)
- Administration costs on % basis
- Additional costs
- In-kind support e.g. donated time, materials, discounts

3

ENGAGEMENT

How will you record who attends / takes part and why:

- Gender
- Age
- Geographical location
- Family situation
- Housing situation
- Level of engagement

4

SUPPORT

Letters of support from people or organisations that:

- will use your service
- have experienced your services
- can vouch for your ability to complete a project well /previous success

4

FEEDBACK

How will you get feedback to see what was good and what could be improved:

- One page feedback form
- Online survey
- Both

5

EVALUATION

How do you know if change has been achieved?

A consistent measure at the beginning and the end of a programme / project will assist to show change / improvement

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, host an event or building works you will 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.

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
Confirmed Income (excludes GST if GST registered)														
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
Total Confirmed Income	\$ 24,600	\$ 100	\$ 100	\$ 12,600	\$ 100	\$ 100	\$ 12,600	\$ 15,100	\$ 100	\$ 12,600	\$ 100	\$ 100	\$ 78,200	
Unconfirmed Income (excludes GST if GST registered)														
Donations													\$ -	
Grants - Planned		\$ 10,000			\$ 15,000			\$ 10,000			\$ 10,000		\$ 45,000	Funding calendar
Interest													\$ -	
Programme Income													\$ -	All programmes free
Sponsorship													\$ -	
Total Unconfirmed Income	\$ -	\$ 10,000	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ 45,000	
TOTAL INCOME	\$ 24,600	\$ 10,100	\$ 100	\$ 12,600	\$ 15,100	\$ 100	\$ 12,600	\$ 25,100	\$ 100	\$ 12,600	\$ 10,100	\$ 100	\$ 123,200	
Operating Expenses (excludes GST if GST registered)														
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	
Operating Expenses	\$ 8,195	\$ 7,945	\$ 8,445	\$ 9,695	\$ 7,945	\$ 11,195	\$ 8,195	\$ 9,145	\$ 7,945	\$ 8,195	\$ 7,945	\$ 7,945	\$ 102,790	
Direct Costs Programme / Service #1	\$ 449	\$ 449	\$ 449	\$ 449	\$ 449	\$ 449	\$ 449	\$ 449	\$ 449	\$ 449	\$ 449	\$ 449	\$ 5,388	
Direct Costs Programme / Service #2	\$ 1,133	\$ 1,133	\$ 1,133	\$ 1,133	\$ 1,133	\$ 1,133	\$ 1,133	\$ 1,133	\$ 1,133	\$ 1,133	\$ 1,133	\$ 1,133	\$ 13,600	
Direct Costs Programme / Service #3	\$ 1,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100	
TOTAL OPERATING EXPENSES	\$ 10,877	\$ 9,527	\$ 10,027	\$ 11,277	\$ 9,527	\$ 12,777	\$ 9,777	\$ 10,727	\$ 9,527	\$ 9,777	\$ 9,527	\$ 9,527	\$ 122,878	
INCOME LESS EXPENSES	\$ 13,723	\$ 573	\$ 9,927	\$ 1,323	\$ 5,573	\$ 12,677	\$ 2,823	\$ 14,373	\$ 9,427	\$ 2,823	\$ 573	\$ 9,427	\$ 323	

PROJECT BUDGET EXAMPLE

YOUTH PROGRAMME BUDGET

<u>Direct Costs</u>	<u>Activity</u>	<u>Qty</u>	<u>Unit Cost *</u>	<u>Total Programme</u>		<u>Description / Notes</u>	<u>Annual Programme</u>
				<u>Cost *</u>	<u>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>			<u>Annual Programme</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
Total Programme Cost				\$	9,992.00	Annual Programme Costs \$ 39,968.00

Number of programmes per year	4	Cost per Participant	\$ 1,249.00
Number of Participants per programme	8		

<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		
Total Funding Confirmed	\$ 5,000.00		Funding Required	\$ 34,968.00

Note: * indicates GST exclusive amounts

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 if lack of funds is the reason for the decline.



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 funders 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. This is known as retrospective funding.



Any unused funds must be returned to the funder.



Check the period of time given to use the funds and provide an accountability report (3 - 12 months) and make sure the reporting is completed on time.

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
- User Feedback
- Evaluations
- Any Case Studies

USEFUL WEBSITES

Generosity New Zealand provides information on funding sources for community groups 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

TECT www.tect.org.nz

BayTrust www.baytrust.org.nz

Community Matters www.communitymatters.govt.nz

Exult www.exult.co.nz

CommunityNet www.community.net.nz

TechSoup www.techsoup.net.nz

Charities Services www.charities.govt.nz

Free online Grant Management <https://grantseeker.fluxx.io/>