GRANT FUNDING WORKSHOP

PREPARE
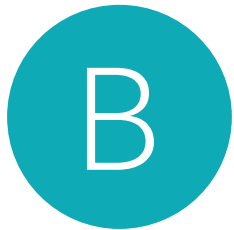
S **STANDARD DOCUMENTS**

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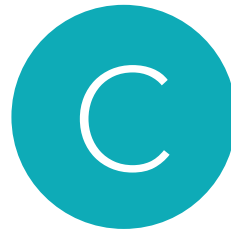
S **STATISTICS**

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

Measuring the success of your programmes / services.

B **BUDGET**

Prepare a budget for your financial year with expected Income and Expenses recorded.

C **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.

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**

- 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 **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

Planned / Budgeted Applications

Closing Date	Funder	Purpose	Amount To Be Applied For	Resolution Req.	Turnaround	Notes
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 sucessful 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 Applied For	Resolution Req.	Turnaround	Notes
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

Closing Date	Funder	Purpose	Amount To Be Applied For	Resolution Req.	Turnaround	Notes
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 Funing Budget	
Approved Funding	$0.00
Grant Funding not yet confirmed	$0.00
Grant Funding in progress	$0.00
Grant Funding still required	$0.00

APPLICATION DO'S AND DON'T

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	2	3	4	5	6
Funding application will state either 2 or 3 quotes are required	Quotes must be dated and no more than 3 months old	Should be a "Quote" rather than an "Invoice" or "Estimate"	The quote should be addressed to your organisation	Indicate who your preferred supplier is and why	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.

BUDGET DO'S AND DON'T

DO

1	2	3	4	5	6
Include both Income AND Expenses	Match the budget with the story you are telling in your application	Request the amount of funds recorded in your budget	Include any donations, sponsorship or in-kind contributions	Be realistic recording your Income and Expenses	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

BUDGET EXAMPLE

	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 Orgnisation
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

Direct Costs	Activity	Qty	Unit Cost *	Total Programme Cost *	Description / Notes	Annual Programme Costs *
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

Personnel	Staff Member	Hrs	Hourly Rate			
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 Particpants per programme		8			

Income Confirmed - Funder	Amount *		Notes	
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

	ANNUAL
Confirmed Income (excludes GST if GST registered)	
Government Contract - Whanau Programme	$ 50,000
Grant - ABC Foundation	$ 12,000
Grant - XYZ Community Trust	$ 15,000
Sponsorship - EGF Organisation	$ 1,200
Total Confirmed Income	$ 78,200
Unconfirmed Income (excludes GST if GST registered)	
Donations	$ -
Grants - Planned	$ 45,000
Interest	$ -
Programme Income	$ -
Sponsorship	$ -
Total Unconfirmed Income	$ 45,000
TOTAL INCOME	$ 123,200
Operating Expenses (excludes GST if GST registered)	
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
KiwiSaver 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
Operating Expenses	$ 102,790
Direct Costs Programme / Service # 1	$ 5,388
Direct Costs Programme / Service # 2	$ 13,600
Direct Costs Programme / Service # 3	$ 1,100
TOTAL OPERATING EXPENSES	$ 122,878
INCOME LESS EXPENSES	$ 323

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 3 year contract to 30 June 2024
User fees/subscriptions		$	
Funds on hand		$	
Fundraising		$	
Donated materials / donations in-kind		$	
Sponsorship (specify source)		$1,200	EGF Organisation
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

TECT APPLICATION SELECTED QUESTIONS

3. **About Your Organisation**

3.1 PURPOSE OF YOUR ORGANISATION

Tell us about the objectives and purpose of your organisation and what you do. What are your current activities, services or programmes? What need in the community are you addressing? Who do you collaborate with to achieve your purpose?

4.2 DESCRIPTION OF WHAT FUNDING WILL BE DIRECTED TOWARDS

Please give a full description of your project, programme, activity, event or operations for which TECT funding is sought. Include details of project history. How will the community benefit from the work you do? How will this meet a significant community need? What outcomes are you seeking to achieve? Attach recent letters of support.

4.3 FEASIBILITY STUDIES, SURVEYS, COMMUNITY ENGAGEMENT

Please provide details and attach copies of recent research/surveys undertaken to support your application. What is the level of community support for your activity? Which other community organisations you will work with?

4.5 EVALUATING YOUR SUCCESS

How will you measure the success of your activity in terms of benefit to your organisation and to the community? Who will be responsible for this evaluation?

5.2 OWNERSHIP, MAINTENANCE & MANAGEMENT

Who will own, maintain and manage the facility? How will build up maintenance reserves for the future?

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 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. This is known as retrospective funding.

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

- User Feedback

- Evaluation

- Case Studies

SUCCESSION PLANNING

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

- Keep records of:
  - current standard documents
  - all grant applications (including declined)
  - all reporting / accountability documents
  - summary of grants applied for, accepted and declined
  - Any training material or resources relating to funding

- Make sure other people have access to the documents

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/