

GRANTS

Who can you receive funding from?

The best strategy is to have some money from either fundraising or other sources before you apply for funding. Look on it as a top up and finisher, not the sole means of funding an event or project.

It is a good idea to find out how much money the organisation has to grant - it is not a good idea to ask for \$20,000 and they only have \$100,000 to give away (this would obviously make you look greedy!). Always remember that there are always more groups seeking funding than there is money available.

Service clubs in your area may be able to help with a donation or by providing physical help of some kind to the project.

Who to ask for help?

Development House are based in John St, opposite Paper Plus in Balclutha. They provide a service for groups and organisations in the district to help them find sources of funding and assist with filling out forms and asking questions relating to funding.

To make an appointment with them or to discuss this further ph Development House 03 4184048. Staff from Development House visit Milton once a month and could meet with you at the Service centre if you arrange a time.

Visit your local library to access the Fundview computer package (*can be of limited use, but gives an indication*) which will give you a list of funders available.

Internal Affairs have a very helpful website www.dia.govt.nz this details all the gaming trusts in New Zealand.

Application forms

Decisions on funding will be made based on how you complete the application forms.

They need to be professionally presented (typed if possible), clear and concise with accurate details, and include all relevant information asked for. If you are unsure of what is being requested, contact the funding organisation and find out. Incomplete applications will get a big NO. Often 2-3 times the available funding is requested so only the well-put forward cases receive anything. If you are handwriting your applications, use black pen as this photocopies better. Don't go overboard on glossy presentations, and copious amounts of paper work, sometimes less is best. Also, don't bind your application - this is the first thing to be removed when the funder receives it.

Helpful Ideas

- Prepare a calendar of closing dates for all possible sources.
- Request application forms well in advance of the closing date.
- Prepare your application well in advance.
- Appoint someone on your committee to be in charge of grant applications. They will need to work closely with the treasurer.
- Seek help from the funding organisation if you have questions.
- Late applications are usually not considered.

- When you receive the money, it is important to send a thank-you note to the organisation and to receipt the money.
- Keep a full copy of your application.
- Publicly acknowledge your funders. E.g. AGM, newsletters to members.
- When purchases are complete, take photocopies of all invoices, as these will probably be required for accountability purposes.

Profile Sheets

Many organisations produce 'profile sheets' such as the one described below. These sheets can be useful for grant applications and sponsorships from various organisations.

Sample Profile Sheet on:

ORGANISATION	
Situated:	<i>[Community centre, Plunket, School, Church etc.]</i>
Postal Address:	
Contact Person:	<i>[name & phone number of contact person]</i>
Type of Organisation:	<i>Incorporated Society/ Charitable Trust/ Charities commission etc</i>
Objectives:	
	*
	*
	*
Members:	
	* <i>(Who and what need you are catering to?)</i>
Current Membership:	
Current Charges:	If applicable
Aims for this year/next year:	
<i>(List what you are hoping to achieve, short term and long term with your project)</i>	