



INTERNAL AFFAIRS

Te Tari Taiwhenua

## Are You Ready for Funding

A Free Resource  
for  
Not-For-Profit groups

*This workbook is produced with the intention to support Taranaki community development.*

## **Internal Affairs**

Te Tari Taiwhenua

Community Operations

Free phone: 0800 824 824

Website

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

**Please contact us if you need further information or support regarding this workbook**

# THE FIVE STEP FUNDING PROCESS

- Step 1            Gather information about your group
  
- Step 2            Gather information about your project
  
- Step 3            Gather information about funding source
  
- Step 4            Complete the appropriate funding application for your project
  
- Step 5            Account for funding received

# STEP 1      GATHER INFORMATION ABOUT YOUR ORGANISATION

Why is this information important?

*Keeping up to date with what is going on within your own organisation is vital when applying for funding. Most funders need to know more about the applicants. It is very important when applying for funding that you provide good information about your organisation such as:*

- *Organisation's purpose and objectives*
- *Vision and mission,*
- *Values & principles*
- *Long term and short term goals*
- *Processes and procedures, and*
- *People and structures,*

(i) BACKGROUND

**Basics Questions:**

What is the name of your organisation? \_\_\_\_\_  
(Legal registered and/or trade names)

\_\_\_\_\_

When was your organisation established? \_\_\_\_\_  
(Date started/registered/incorporated)

How long has your organisation been operating? \_\_\_\_\_  
(Number of years)

What is your organisation vision/mission/kaupapa?  
(The purpose of your organisation and what your organisation aims to achieve)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note: It is important to include relevant information about past activities to establish your organisation's credibility.**



**(ii) MANAGEMENT**

**Who manages your group?**

Management Committee

Collective

Whanau Komiti

Executive Committee

Trustees

Other \_\_\_\_\_

**Who are the officials in your group?**

*For example:*

*Chairperson* \_\_\_\_\_

*Treasurer* \_\_\_\_\_

*Secretary* \_\_\_\_\_

*Kaumatua* \_\_\_\_\_

*Member* \_\_\_\_\_

*Member* \_\_\_\_\_

*Member* \_\_\_\_\_

*Member* \_\_\_\_\_

**How were the officials in your group appointed?**

*For example the members of the group were voted in by the group and this was recorded in the meeting minutes*

\_\_\_\_\_

\_\_\_\_\_

**How long do the officials hold those positions?** \_\_\_\_\_

**How often do they meet?** \_\_\_\_\_

### (iii) LEGAL STRUCTURE

#### What is your organisation’s legal status?

Incorporated Society

Maori Committee

Charitable Trust

School Board of Trustees

Maori Trust Board

Not a legal entity

Other \_\_\_\_\_

Note: Most funders will ask you to provide proof of your Legal Status e.g. Copy of your Certificate of Incorporation. If your organisation has legal status, you can obtain a copy of your registration or incorporation from [www.societies.govt.nz](http://www.societies.govt.nz) or [www.charities.govt.nz](http://www.charities.govt.nz)

*If your group does not have legal status, some funders will require you to have an “umbrella group” that does have legal status for your application. Check out what the responsibilities of an “umbrella group” are before signing up with a group.*  
**NB- The Lottery Grants Committees do not accept umbrella groups, but if you have no legal status you can still apply for up to \$10,000.**

Is your organisation registered for GST with Inland Revenue?

Yes

No

If yes, what is your registered GST number?

\_\_\_\_\_



## STEP 2: GATHER INFORMATION ABOUT YOUR PROJECT

Why is this information important?

*It is very helpful to provide all information about the project that you are applying for funding for. Funders need to know:*

- *why your organisation is doing this project,*
- *how did your organisation come about this project,*
- *what are the community needs that you are trying to meet,*
- *how will you know you have met these needs,*
- *what capacity do you have to undertake this project,*
- *what is involved and how much will it cost,*
- *who is the target audience, and*
- *what are the expected end results and outcomes.*

*Most funders will ask for evidence and supporting information like research and needs analysis results, statistics and public reports to support your project.*

*Some funders will also be asking how this project relates to the purpose and the objectives of your organisation.*

### Project information

**Give a brief description of the project or service for which you are seeking funding.**

*Who will benefit?* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Why is the project needed?* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### How do you know the project is needed?

Research

Survey

Community Consultation

Other

**NOTE:** *Expand here on the boxes ticked above.*

*For example: Survey – what survey, conducted when and by whom, major finding(s); community consultation – e.g. series of Maori community Hui held to identify health needs; Research – outline what literature, statistics, etc. support the needs identified*

**Are there other similar projects or services?**

Yes

No

**If yes, please explain why your project or service is different.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### What are the expected outcomes of the project?

*Outcomes are the end results of a project or activity. For example increased number of young people returning to the schooling system*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How will the project be evaluated?** \_\_\_\_\_

*Example: Evaluation form for participants.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What are the expected costs of the project?**

*Some groups apply for Salary cost. Applying for salary cost requires additional information.*

**Note:** *If you are applying for a salary, you will need to attach a Job Description with the application*

**(i) Salary (If applicable)**

Title of the position:

New position

Existing position

Full-time

Part-time

Hours of work per week: \_\_\_\_\_

Hourly Rate of pay: \_\_\_\_\_

**Is there a job description for the position?**

Yes

No

**Is there an Employment Agreement for the worker?**

Yes

No

*The Employment Relations Act 2000 requires that an employment agreement rather than a contract is necessary for new positions. For more information contact the "Employment Relations Info Line" at 0800 20 90 20.*

**How will the worker be supervised?**

---

---

---

**What resources will the position need?**

*Example office base, car, computer*

---

---

---

**(ii) What is the Budget for the project?**

<b>Income:</b>	
Fees	\$
Donations	\$
Fundraising	\$
<b>Total Income:</b>	\$
<b>Costs/Expenses:</b>	
Salary	\$
Travel	\$
Equipment	\$
Supplies & materials	\$
Supervision	\$
Administration costs (incl. Phone, power)	\$
<b>Total Costs:</b>	\$
Income <u>less</u> Expenditure (i.e. Shortfall)	\$
<b>AMOUNT REQUESTED</b>	\$

## STEP 3      GATHER INFORMATION ABOUT FUNDING SOURCES

Why is this information important?

*Making contact with funders before you fill up applications is very important. Check online for funding information on funders' websites. Funding policies and priorities and even funding processes do change from time to time, for a number of reasons. **Do not assume** a funder will continue to fund the same type of projects in the same way every year.*

## RESEARCHING THE FUNDERS - CHECKLISTS &amp; QUESTIONS

Questions to ask Funding Officers	Notes
<b>What are the funders' goals and priorities?</b>	
<b>Does your project fit those goals and priorities?</b>	
<b>Is your organisation eligible to apply for the funding?</b>	
<b>What is the average amount that is granted?</b>	
<b>What percentage contribution from your group does the funder require?</b>	
<b>What are allowable project costs?</b> <i>Example can you apply for Salary cost</i>	
<b>What type of evaluation is required?</b>	
<b>What are some of the common mistakes applicants make?</b>	
<b>Can we submit a preliminary proposal for the funding officer to critique?</b>	
<b>What have been some of the successful projects in the past?</b>	
<b>When is the application deadline?</b>	
<b>What are the accountability requirements?</b>	

## Checklist – Before Deciding To Apply

Are you eligible?

Does your project match the funder's purpose and priorities?

Do you have the necessary staff, resources and expertise to run the project?

Are there other organisations doing similar work?

Is your work fulfilling an unmet need?

Are the financial terms of the grant acceptable?

Do you have a plan for ongoing funding?

Is the project feasible in terms of time, funding, outcomes, etc?

What are

your chances of being successful in being awarded a grant?



## STEP 4      COMPLETE THE APPROPRIATE APPLICATION FORM

Why is this important?

*Funding application forms must be completed correctly before you submit them to the funders. If you get stuck, call for a funding adviser at the appropriate funder and ask for assistance.*

*Funding advisers will not give you the information or the answers to the questions, or physically complete the application form for you. But they can explain what information they need for each questions in the forms.*

*Some funders treat incomplete applications as straight decline. Some funders will accept incomplete applications but they will be asking a lot of questions and delay the assessment process.*

*All applications **MUST** be submitted before the closing dates of applications to the appropriate funders.*

## (i) Checklist: Essential Documentation before filling out application form

### Application form/Application Criteria

Current address and contact details for the organisation applying

Proof of legal status e.g. Certificate of Incorporation

Copy of current Constitution or Trust Deed

Current Bank account in the name of the organisation applying

Current Bank account statement

Current Bank Deposit slip

The latest annual reviewed or audited accounts

Inland Revenue Tax registration certificate (If GST registered)

Current business plan, project plan or Feasibility Study

### Project Outline

#### Project Budget Outline

Quotes - minimum of 2 per cost item applying for

Outline of populations/Cultures you service

Current letters of support

Job descriptions (if relevant)

Hui/conference agenda or training programmes (if relevant)

Press cuttings or articles (if relevant)

## (ii) Checklist: Attach All Relevant Documentation

Budget

Letters of Support

Current audited or reviewed accounts including financial update, bank statements etc

Proof of Legal Status

Job Descriptions (if relevant)

Project Outline (if relevant)

Hui/conference agenda or training programmes (if relevant)

Press cuttings or articles (if relevant)

Quotes (if relevant)

## (iii) Checklist: Completed Funding application

Are you being realistic in what you seek?

Have you stated clearly what you need the funding for?

Is your financial information up to date?

Have you read your application to make sure it makes sense?

Have you answered all questions?

Have you attached all requested documents?

Is your application easy to read and photocopy?

Is your application submitted before the application closing date?

Have you

kept a copy of your application form?

Service	Resources Needed	Possible funders	Closing dates
Counselling (example only)	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Rental</li> <li>• Salary</li> <li>• Travel Expense</li> </ul>	COGS COGS Lottery Community Lottery Community	25 July 2012  18 July 2012

**FUNDING CALENDAR 2012 (Example)**

<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>
	<b>Lottery Community - closes 9 Feb 2012</b>	
<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
		<b>COGS June 1 2012 - Funding round opens</b> <b>Lottery Community – Funding decision due</b>
<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>
<b>Lottery Community – closes 18 July 2012</b>  <b>COGS closes 25 July 2012</b>		
<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
<b>COGS - Funding decision due</b>  <b>2011 COGS ACCOUNTABILY REPORT DUE</b>	<b>Lottery Community - Funding decision due</b>	

FUNDING PLAN 20\_\_\_\_\_

Service	Resources Needed	Possible funders	Closing dates

FUNDING CALENDAR 20\_\_\_\_

JANUARY	FEBRUARY	MARCH
APRIL	MAY	JUNE
JULY	AUGUST	SEPTEMBER
OCTOBER	NOVEMBER	DECEMBER

# STEP 5 ACCOUNTABILITY

## ACCOUNTING FOR FUNDING RECEIVED

Why is this important?

*After receiving funding successfully, funding recipients are required to report back, within the agreed timeframes, on how the organisation spent the funding, what were the outcomes of the projects, and whether they have spent the funding on what the grant was approved for.*

*Not meeting accountability requirements will discredit your organisation and could result in your organisation not being able to access further funding.*



**What to expect if funding is approved:**

- Most funders will ask for an accountability report after you receive a grant or funding. Contact the funders to access the forms or check if it is available on their website.
- **Note** the due dates for submitting accountability reports within your funding calendar
- Some funders will ask for more information than the others.
- Some funders will ask for a report within 6 months after the grant was received and some funders will ask for a report within 12 months from the date the grant was approved or received.
- Large funder contracts may use a milestone stage payment process. This process ensures the funding recipient meets a milestone target before they receive another grant payment.

**Some of the most commonly asked accountability questions are:**

**Who will you be accountable to?**

*(Who did you received the grant/funding from?-Funder)*

\_\_\_\_\_

**Grant Application Reference:**

\_\_\_\_\_

**When did you received the grant/funding?**

Date: \_\_\_\_\_

**When do you have to submit the accountability report by?** Date: \_\_\_\_\_

**Have you spent the full grant?**

Yes

No

*(If No, contact the Funder for assistance.)*

**What did you spend the grant on?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How did you account for the grant?**

Annual accounts

Monthly accounts

YTD Profit & Loss Statement

Bank statements.

**Note: Provide evidence of information you have selected above**

**How did you publicly acknowledge the grant?**

Annual Report for year

Annual Accounts for the year

Media publication

Newsletter

Other

**What is the total number of people directly benefiting from this grant? \_\_\_\_\_**

*(Client statistics & programme evaluations)*

**Explain what benefit and/or difference has this grant made for your community?**

*(Attached copies or quote clients' feedback and testimonies, and good news stories)*

---

---

---

---

**What is the wider community benefit?**

---

---

---

---



Sample: Accountability worksheet

*(Please note that this is only a tool to help you but you still need to complete the appropriate funders' prescribed Accountability Report back forms.)*

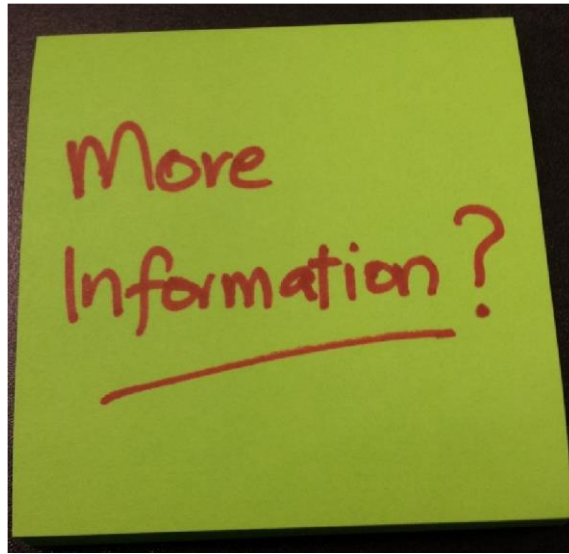
Funder's Name:		Grant reference no.	
Grant received date		Accountability Report due date	
Total funding received:	\$	Have you spent the full grant?	Yes / No

**Accounting for the grant**

Grant received	What's the grant for?	Amount
<i>(Funder's name)</i>	Admin costs,	\$. _____
	Salaries	\$ _____
	Volunteer costs	\$ _____
	Staff training	\$ _____
	Minor building/capital costs	\$ _____
	Website costs	\$ _____
	Office furniture & equipment	\$ _____
	Other _____	\$ _____
	<b>Total grant/funding received.</b>	<b>\$ _____</b>

Payments	Cost Items	
	Admin costs,	\$. _____
	Salaries	\$ _____
	Volunteer costs	\$ _____
	Staff training	\$ _____
	Minor building/capital costs	\$ _____
	Website costs	\$ _____
	Office furniture & equipment	\$ _____
	Others _____	\$ _____
	<b>Total Payments</b>	<b>\$ _____</b>
	<b>Unspent / Overspent (Total grants – Total payments)</b>	<b>\$ _____</b>

## Useful Sites



- Internal Affairs – [www.communitymatters.govt.nz](http://www.communitymatters.govt.nz)
- Community Net Aotearoa – [www.community.net.nz](http://www.community.net.nz)
- Charities Commission – [www.charities.govt.nz](http://www.charities.govt.nz)
- Inland Revenue - [www.ird.govt.nz/non-profit/](http://www.ird.govt.nz/non-profit/)
- Clubs & Societies - [www.societies.govt.nz](http://www.societies.govt.nz)
- Auckland North Community and Development / ANCAD - <https://ancad.org.nz/auckland-region-funding-directory-2020>