

**APPLY
FOR
GRANTS**



FUNDING TIPS

PRESENTED BY SAM FARQUHAR

GRANT FUNDING



- ANNUALLY CREATE A FUNDING CALENDAR WITH A LIST OF FUNDERS YOU WILL BE APPLYING TO AND THEIR OPENING AND CLOSING DATES, WITH THE ANTICIPATED AMOUNT YOU WILL BE APPLYING FOR
- RESEARCH FUNDERS – LOOK ON THEIR WEBSITES FOR TYPES OF FUNDING THEY OFFER, WOULD SOME OF THEIR FUNDING SUIT, SPECIFIC PROJECTS AS OPPOSED TO ONGOING OPERATIONAL COSTS?
- IS THERE A SIMILAR SERVICE OR ORGANISATION DELIVERING THE SAME MAHI AS YOU? WHY ARE YOU DIFFERENT (EXPLAIN WHY YOUR SERVICE SHOULD BE FUNDED)
- WHO IS YOUR TARGET MARKET I.E. YOUTH, ELDERLY, WOMEN OR MEN? IS YOUR MAHI FOR SOCIAL SERVICE, CULTURAL EVENT, OR EDUCATIONAL PURPOSES – BE CLEAR.
- TRY WRITING A DRAFT ON A WORD DOCUMENT – COPY AND PASTE THE QUESTIONS AND THEN GET ANOTHER PERSON TO READ IT AND CHECK IT IS CLEAR.
- IF YOUR APPLICATION IS FOR COSTS TOWARDS AN EVENT – CHECK THAT THE EVENT TAKES PLACE AFTER THE OUTCOME DATE AS IT MAY BE DECLINED AND CONSIDERED RETROSPECTIVE

WRITING THE APPLICATION



Grant
Funding
Opportunities

- ENSURE YOUR APPLICATION ALIGNS WITH THE FUNDERS PURPOSE AND OUTCOMES
- A DESCRIPTION OF YOUR ORGANISATION. THIS WILL INCLUDE AN OVERVIEW OF WHAT YOU DO, WHO YOU DO IT FOR, AND THE BENEFITS FOR YOUR COMMUNITY.
- BE SPECIFIC. STATE VERY CLEARLY WHAT COSTS YOU ARE APPLYING FOR I.E., WAGES, EQUIPMENT, RESOURCES, MILEAGE.
- EXPLAIN THE IMPACT. HOW MANY PEOPLE ARE GOING TO BE IMPACTED BY THE FUNDING YOU ARE APPLYING FOR AND HOW? INCLUDE ACCURATE FACTS AND FIGURES.
- PROVIDE UP-TO-DATE FINANCIAL STATEMENTS – USUALLY AN ANNUAL BUDGET FOR THE ORGANISATION UP TO THE FOLLOWING FINANCIAL YEAR, AN INCOME AND EXPENDITURE STATEMENT AND/OR A PHOTOCOPY OF A BANK STATEMENT MAY BE ALSO REQUIRED.
- IF YOUR ACCOUNTS DO RAISE ANY CONCERNS, THEM ADDRESS IN YOUR APPLICATION. E.G. IF YOUR INCOME HAS INCREASED MARKEDLY FROM THE PREVIOUS YEAR THEN ACKNOWLEDGE THIS AND EXPLAIN WHY AND WHAT YOU HAVE USED THE EXTRA MONEY FOR.

WRITING THE APPLICATION CONTINUED



- TAGGED FUNDING - IF YOU HAVE MONEY SET ASIDE FOR UPCOMING PROJECTS SUCH AS A BUILDING/RENOVATIONS ENSURE THAT YOU HAVE EXPLAINED THAT IN YOUR BUDGET - AS THE FUNDER MAY ASSUME YOU ARE FINANCIALLY WELL RESOURCED
- LETTERS OF SUPPORT FROM YOUR COMMUNITY/ OTHER FUNDERS OR ORGANISATIONS YOU HAVE WORKED WITH IN THE PAST, WHO CAN VERIFY YOUR ORGANISATION'S REPUTATION.
- SIGNED RESOLUTION - THIS IS A DOCUMENT FROM THE BOARD/COMMITTEE AGREEING TO APPLY FOR FUNDING. SOMETIMES IT MAY JUST BE A COPY OF THE BOARD MEETING MINUTES. - NOTE NOT ALL FUNDERS REQUIRE THIS
- UP TO DATE INFORMATION - IS THE CHARITIES REGISTER UP TO DATE WITH YOUR ORGANISATION'S DETAILS? - IS YOUR WEBSITE UP TO DATE? MANY FUNDERS WILL CROSS CHECK YOUR APPLICATION AGAINST THESE ONLINE WEBSITES.

UMBRELLA FUNDING

- IF YOU ORGANISATION OR GROUP IS STILL EMERGING/ NEW OR WITH LESS THAN 12 MONTHS OF FINANCIAL ACCOUNTS YOU MAY NEED TO CONSIDER UMBRELLA FUNDING THROUGH A LARGER MORE ESTABLISHED ORGANISATION, A NUMBER OF FUNDERS ALLOW THIS AS LONG AS IT IS CLEAR IN THE APPLICATION THAT THE MONEY IS BEING APPLIED FOR ON BEHALF AND YOU HAVE AN AGREEMENT IN PLACE BETWEEN THE RECIPIENT AND THE GROUP.
- IN SOME CASES, UMBRELLA ORGANISATIONS CAN RECEIVE A FUNDHOLDER FEE TO ADMINISTER THE FUNDING.

CHECK WITH YOUR FUNDER WHAT IF THEY ALLOW A FUNDHOLDER FEE AND HOW MUCH, IN SOME CASES FUNDRAISERS ARE NOT ELIGIBLE FOR A FEE OUT OF THE FUNDING REQUEST AND NEED TO BE PAID SEPERATELY.



ANY PATAI/QUESTIONS?