

1. What things do you look for in a good application?

We want to know that your project or programme is a need in the community not just a nice to have. Tell a good story. Give an example of what would happen if your programme didn't exist. Often it is good to know you are working with others, not in isolation. You are not totally reliant on the one funder ... A community organization should think about the legs on a table – if one falls over – they can still manage.

eg: Fundraising + Grants + Contracts + Donations + Bequests + Subscriptions

2. Our club is focusing on building coach quality. This can often mean contracting paying people for their time and expertise. Is this something that can be funded? Probably not. This would be considered as low priority.

3. What are the common mistakes you see in funding applications?

- *Organisations will often apply without checking the website to make sure that they fit the criteria.*
- *Budget incorrect and over-estimated.*
- *Missing information.*
- *An organisation may start on their application the day before the applications are due.*
- *Ensure you answer all of the questions eg. Where else have you applied for funding, be honest as funders talk.*

4. Can you please give us an idea of the process you go through when you receive funding applications?

- *Check to ensure that what they are applying for meets our criteria.*
- *Check for completeness, all necessary documentation eg. quotes, questions completed.*
- *Check internally to see if they have received funding previously and if so an A/F has been completed.*
- *Check the Charities Services site to ensure that this is up-to-date*
- *Check the financial information, particularly noting if there is a large amount of money in reserves and if this is not mentioned, is it tagged to something. Where else are they applying for funding? Are they contributing themselves? How did they generate their income?*
- *Often I will call the organisation so ensure that the person is able to answer the questions about the application.*

5. What happens if we end up not spending all the money received? Does this effect future applications?

You will be required to repay back the money - unless of course you have applied for say costs associated to an event – we may be able to say to use the money on something else. It's important you speak with the funder to discuss. No this would not future applications. Best to communicate with a funder.

6. What things do you definitely not fund?

- *Organisations that already get operational funding from any other Council source;*
- *Individuals*
- *Expenses already incurred*
- *Paying off debts*
- *Land, building, renovation or maintenance costs*

7. Is a club required to be incorporated to apply for funding?

Majority of our funding yes, but we do have two funds where you are not required to be. It's always good to check the funding website.

8. Can you apply for funding to cover club affiliation fees?

No

There are no two funders exactly alike, but while their criteria and application process may be different, many of their expectations remain the same. Remember also funders talk to each other. Before submitting a funding application, there is no harm in giving the Funding Advisor a call or meeting with them to discuss your application. A funding advisor will also be able to guide you where else you could apply for funding.

TIPS FOR SUCCESSFUL GRANT APPLICATIONS:

- Know what is available
- Be aware of criteria
- Apply early
- Build a relationship with the advisor
- Provide up-to-date documents
- Submit complete applications
- Ensure mission centred projects
- Explain finances
- Be concise
- Demonstrate need
- Highlight the depth of Impact
- Give bang for their buck
- Tell your story often
- Be accountable
- Provide letters of support
- Choose your trustees wisely

SEARCHING FOR FUNDING:

[Generosity New Zealand databases](#)

Generosity New Zealand provides access to a number of databases including givUs and givME.

givUS

The givUS online system offers online access to more than 1,200 resource opportunities for communities, volunteer organisations and clubs.

givME

The givME online system offers access to more than 4,000 scholarships and grants for individuals.

To access the databases please [log in to your library account](#) with your [Hutt City Libraries Card](#) number.



www.huttcity.govt.nz