



Archery NZ

Grant Funding: How To

Grant funding can help many not-for-profit organisations fund some of their operations.

Often it's hard to know where to start. If your club has identified an area requiring grant funding, following a process will ensure the best possible chance of success is achieved. The process for grant funding **takes time and planning so it's a good idea to allow enough lead-up time** for every step.

What funding is needed?

Discuss the need for grant funding with the club committee, president, treasurer and or finance committee, identifying all areas that need to be funded. These should align to your annual plan for the club.

Some agencies do not fund the following items so please be careful:

- Grants for individual sports persons unless the grant is made to, and administered by an incorporated sporting body to which the individual is affiliated.
- Grants that further the activities of professional sports persons.
- Prizes for sporting events, except trophies or modest non-cash prizes for use in genuine community sporting events.
- Trade tournaments or sporting events staged primarily for publicity and /or the benefit of a select/invited industry group.
- Food and alcohol.
- Sporting trips for supporters and spectators.
- The provision of furniture, equipment, refurbishment or upgrade of a bar facility in clubrooms.
- Dress uniforms or any equipment or apparel of a personal nature

What grant funders are there?

There are a range of websites that highlight grant funders across New Zealand. Check the list below for funders specific to your region of New Zealand.

- Fund View - www.fis.org.nz/
- Sport New Zealand – <http://www.sportnz.org.nz/en-nz/funding/Directory-of-PotentialFunding-Sources/Start-search-from-beginning/>
- NZCT – <https://www.nzct.org.nz/>
- Community Gaming Association – www.cga.org.nz
- Lotteries Funding – www.communitymatters.govt.nz
- Department of Internal Affairs - <https://www.dia.govt.nz/Services-Casino-and-Non-CasinoGaming-Funding-For-Community-Groups/>

Before you apply...

Use a spreadsheet to document all grants being applied for. When identifying an appropriate grant provider keep in mind the following points:

- Is the funding required for a particular region/area only?
- Look at what each provider will fund, and will not. Make sure your need fits into the grant **provider's authorised purpose**.
- Check application dates - you may not be able to apply for further funding at this time.
- **Note the 'meetings' date for each funder. This indicates when you need to apply by at the Very latest.** You can then work backwards from here to plan timelines for when each step needs to be completed.
- **Click on the provider's website link to obtain any further information.**



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It's application time!

When you have identified a grant provider you wish to apply for funding with, follow these steps:

- **You will need to obtain two quotes for each expenditure item you're wishing to be covered by the funding.** If only one supplier is available, you will need to provide a valid reason as to why this is the case. The quotes have to be less than three months old from the application date.
- If funding is required to support salaries and/or wages, you will need to provide a signed employment agreement for each role.
- Once you have all the quotes and have finalised the amount (GST exclusive) you wish to apply for, you need to get a resolution ratified by the Club Committee authorising this application.
- Prepare a cover letter for the application. This will need to include a background of the club and a complete description of the purpose of the funding. Stress the positive outcomes that will eventuate from the funding; preferably measurable.
- You may need to supply a letter of affiliation or endorsement from Archery New Zealand. A generic affiliation letter will be sent to each club when they pay the annual affiliation fee.
- **Download a grant application form from the provider's website and complete it. Keep in mind that your clubs common seal may be required.** You will need to have this saved somewhere accessible.
- **Look down the 'check-list' on the application form and provide everything requested.** In general these will include:
 - A pre-printed bank deposit slip, usually the treasurer will be able to supply you with this.
 - **The clubs most recent audited annual accounts, along with the auditor's report.**
 - The clubs Certificate of Incorporation
 - Some clubs may have an IRD Confirmation Letter (this confirms the clubs tax exemption status).
 - Committee members profiles (not always asked for)
 - The clubs constitution
- Once everything has been completed and the resolution has been ratified gather everything together and check it against the application checklist. Then get the relevant people within the club (most likely the President) to sign the application.
- Photocopy the application and file appropriately. It is also a good idea to scan the application and save the PDF file.
- Courier the application to the grant provider.

Yay! You got the funding – now what?

- Make sure you use the funds appropriately i.e. for the purpose you outlined in the application Keep all receipts/invoice from all expenses
- Show how funds were used:
 - Inform the funder – **it's always nice to send a Thank You letter with some pictures of what the funding contributed to.**
 - You can also publically acknowledge funders e.g. in annual reports. Also, if you are **running an event it's a nice gesture to ask the funder if they would like any signage present.**
- Complete required accountability reporting

Other hints:

- Always try to have the application to the provider days, if not a week, before it is due. This will give you time to provide any additional information they may require before their meeting.
- Generally, but not always, applications received in a month will not be considered for funding **until the following month's meeting, with notification given early the** following month. The date of approval is when costs will be covered from. You must give yourself plenty of time to ensure that the funding will cover costs from the dates required. You are not able to book any expense until funding has been approved.
- Check **what a grant provider has funded the club for in the past years so you don't jeopardize future applications for the same purpose.**