

Preparing Funding Applications

Sheet 11a (*Funding your project – developing a funding plan*) provided information regarding funding your project. The success of your project often depends on how successful you are with applying for community grants. Funding applications for these grants will be some of the most important documents your organisation will complete – filling them out correctly may mean the difference between receiving much needed funds, or not for your project so it is important to represent your project and your organisation the best way you can.

HELPFUL HINTS FOR PREPARING FUNDING APPLICATIONS

1. Check the closing date of the application and give yourself plenty of time to gather all the information you need. Aim to have your application completed and sent well before the closing date – this will give the funding advisor time to go through your application and contact you if they need more information. **DON'T LEAVE IT UNTIL THE LAST MINUTE TO COMPLETE!**
2. Check your group is actually eligible to apply to the fund. For example their criteria may stipulate that you need to be a legal entity, or that you live within a certain area.
3. Ensure you answer every question on the application. You can usually add attachments if there is not enough room on the form but try to keep the responses concise and relevant.
4. Enclose all the necessary documents requested and make sure they are up to date (e.g. bank statements, organisation rules etc). Funders will usually require at least two recent quotes for a product or service that you are including in your application, as they need to ensure that you have researched the different options thoroughly and have been given a fair estimate of the costs. Make sure you do supply them with more than one quote and make sure you are comparing apples with apples. If you can only obtain a single estimate, provide the funder with an explanation (e.g. there is only one supplier of this item in the region). Funding applications will usually also have a checklist so you can make 100% sure you've enclosed everything they need – make sure you check and recheck this before you send it in.
5. Clearly label any attachments and extra documentation so funders easily recognise what goes with what question etc.
6. Your budget needs to be realistic. Funders have a good idea what is fair in regard to your expenses as they process many applications every year – don't inflate any costs and be sure to include volunteer and administration costs.
7. Present your application in a professional manner. It should be tidy, legible, and easy to follow – you want them to take your organisation seriously! It can also be a good idea to include a covering letter detailing your project and thanking them for the opportunity to apply for funding. Letters of support for your project and group may also be useful, and are often required by funders.
8. Complete any accountability forms/requirements for any funding previously received before sending in any new applications - you won't be eligible for any further funding until this is done.
9. Make sure you take a copy of the application and all supporting documents for your records before sending away the original!
10. Make sure that people listed as contact people on the application are familiar with the project and the funding application, and have a copy of it so they can answer any questions funders may ask.
11. It can be helpful to have someone else check over the form and attachments with fresh eyes before you submit it.
12. Communicate with the funders directly about your application. If you are not sure about anything always communicate and ask questions.

TIP

It is a good idea to have a "funding application file" if your group completes quite a few of these applications - that way you can keep copies of all your current documentation (e.g. bank deposit slips, certificate of incorporation etc) in one place so they are easy to locate. You can also keep all your funding applications and responses in this file as they will be useful to refer to.

Information prepared by



LINKS / WHERE TO GO FOR MORE INFORMATION:

www.exult.co.nz

www.southlandnz.com/liveinsouthland/funding

Access to Fundview:

www.southlanddc.govt.nz/online-databases

For more information or help you can also contact your local Community Development Planner at Venture Southland:

143 Spey Street, Invercargill

Ph: 03 211 1400

enquiry@venturesouthland.co.nz

www.southlandnz.com