



# Funding Information

What you need to know about making a  
successful Funding Application





## Are you Ready to Apply for Funds Yet?

- Any project should be for a **specific** initiative, not to “fill the coffers”;
- Does the project meet your organisations **objectives**?
- How much **money** is needed for the project? Are you being **realistic** in your ability to raise the amount needed?
- How many people in the community are potentially affected by this project?
- Have you the **expertise** to carry out the project?
- Has all the necessary **planning** been completed?
- Have you researched all the **alternatives** for funding?



## Types of Funders

- Statutory Bodies – COGS, Energy Trusts, Community Trusts, Lottery Grants Board
- Philanthropic Trusts
- Gaming Machine Societies & Licensing Trusts
- Local Bodies





## Who Might Fund Your Organisation?

- Funding Information Service  
[www.fis.org.nz](http://www.fis.org.nz)
- DIA – Department of Internal Affairs  
[www.dia.govt.nz](http://www.dia.govt.nz)
- Philanthropy New Zealand  
[www.philanthropy.org.nz](http://www.philanthropy.org.nz)





## Tips to a Good Application

- Check the closing date;
- Check that your purpose & project fits with the funders criteria – ring the funder if you are not sure;
- Be specific about your project, answer all the questions:

**Why?** Purpose of your project

**What?** Steps to complete your project

**Who?** People involved and who will be affected

**How?** Will this project make a difference



- Assume the funder knows nothing about your organisation or your project. Make sure you give some background about your group & its objectives;
- Fill in every section of the application form, attach all requested documents including financial accounts, quotes and budgets. If possible use black ink (it is much easier to photocopy);
- Do not bind or put your application in folders. Staple the pages together in the top left hand corner;
- Give an outline of your current financial position;





- Include all the information requested. Make sure that the contact person is actually available to take phone calls;
- Keep a copy of the application. It will make it easier next time your apply;
- Be realistic and honest, don't rely on one funder to fund your whole project.





## Factors Funders take into Account

- What community need are you addressing?
- How many people will potentially benefit from the project?
- What community support is there for the project?
- Are you being realistic in your ability to raise the amount needed?
- What funding have you raised toward the project to date?







## In Conclusion

- 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?
- Is your application easy to read and photocopy?
- Have you followed the instructions on the application form and provided all the information that has been asked for?
- Check the closing dates and make sure the application arrives in plenty of time.



## How to Contact Us

- **Postal Address**  
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