



ADVICE ON COMPLETING FUNDING APPLICATIONS

BE ORGANISED

- Allocate the role of funding applications to one volunteer
- Set up files for each funder you have decided to approach
- Set up a funding calendar so you don't miss any deadlines

INVESTIGATE THE FUNDING ORGANISATION

- Find out what the organisation will and will not give you money for, eg. salaries / expenses, equipment / uniforms, registration / affiliation fees etc.
- Investigate their current priorities and try to match up with these
- Find out the average amount of money given to each group. Most funders have their previous grants information on their website, or available on request.

GOALS AND OBJECTIVES

Make sure your group has established SMART goals and objectives for what you want to achieve:

- Specific - clarify in what the project is
- Measurable - identify how the project can be measured
- Achievable - ensure that what you are planning is within your reach
- Results - identify what difference your project will make
- Timeframe - projects must have a start and finish date

COMPLETING THE APPLICATION FORMS

- Fill in every section of the form - assume the funder knows nothing about your group or project. If a section is not applicable to you - explain why
- Be specific. Answer the questions why, what, who and how
- Attach all the information requested, including relevant background information
- Use clear and concise language
- Print or type the form to make it easy to read
- Get another person to check that it makes sense, that all sections have been completed and you have attached all requested documents.
- Make a copy of your application

FINANCES

- Specify the amount and the part of your project you are applying for. Be realistic - it is very rare to be offered 100% funding.
- Provide a budget. Budget templates are available from Counties Manukau Sport
- Outline your current financial position and be honest. Templates for Income and Expenditure are available from Counties Manukau Sport.
- Attach quotes from places where you intend to buy goods (sometimes the funder requests more than one quote).
- List other organisations you have applied to and when you expect to hear from them
- Show how you will acknowledge the funder if you are successful. For example: stating the funder's name on any promotional material or a verbal acknowledgement at the launch of the project.

SEEK ADVICE

- The funding body themselves will be willing to offer phone / email advice
- Counties Manukau Sport can offer advice and assistance in funding applications
- Council's Community Advisors can assist you in preparing for your application