

NEED FUNDING?

Read on – this may help you.

INTRODUCTION

Whether you need financial assistance for a project or an activity a grant to help you on your way is worth the effort. These notes will assist you to apply for a grant from the many Trusts in your area. The procedure may appear to be rather complicated but in reality it is quite straightforward and has been proved successful.

Do allow plenty of time to fill in the application form and put together all the required paperwork. And, allow at least a month for the Trust to review your application and send you a reply. Trusts meet weekly, fortnightly, monthly and some yearly.

Successful applications result from following the Trust's instructions to the T. For example if a Trust asks for a pre-printed deposit slip of your Scout Group bank account, then send an original pre-printed slip, not a photocopy. Provide ALL the information requested on the application form.

THE PROCESS

1. Decide what you need the funding for.
2. Select the Trusts that fund your project/activity.
3. Obtain written quotes.
4. Fill in the applications and assemble the associated documentation.
5. Post the applications in good time.
6. Receive the money from the Trust.
7. Complete the project/activity
8. Send financial record and report to funding Trust
9. File copies for future reference

DETAIL

1. **Decide what you need the funding for:**

Compile a budget for the project/activity to include all the projected costs. Trusts all have their own criteria of what they will fund so it is important to initially include all your expected costs.

For example for the Snow School costs would include

School fee (Youth or Adult Student)	\$710 or \$880
Ski / Snowboard hire	\$174 (obtain written quotes)
Clothing hire (Jacket, pants, helmet)	\$192 (obtain written quotes)
Travel to the school at Mt Ruapehu	\$ (obtain written quotes)

2. **Select the Trusts that fund your type of project/activity:**

Take care; the Trust's criteria must match your type of group plus the expenditure component. E.g. some trusts state "for youth to purchase uniforms" when others say "to help young people"

The best place for this information is the web.

- **Directory of Potential Funding Sources Funding** <http://www.sparc.org.nz/about-sparc/funding>

This is a very useful site, worth the effort.

Search criteria – Location, Purpose, Costs, Individual/Group

Search returns a list of Trusts that can be viewed to see if they meet your criteria, how often they meet and their contact details.

- **Department of Internal Affairs**

http://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Services-Casino-and-Non-Casino-Gaming-Funding-For-Community-Groups?OpenDocument or

www.dia.govt.nz then click on Gambling then click on Funding for Community Groups

This site can be accessed from home etc.

Search Criteria – Area only

Search returns a list of Trusts, their purpose for distribution of funds and a list of pubs that have their application forms. Only the Trust postal address is given. Google search or similar is required for Trusts web site addresses.

3. **Obtain written quotes:**

Getting the written quotes is often the part of the process that takes the longest.

Two contrasting written quotes are required per component of expenditure (e.g. rental van hire: a written quote from two companies for a van for X days. then the cheaper of the two companies prices will be recorded on the cost

breakdown). If this is not possible, when there is only one option available (e.g., Mountaincraft, Walsh, Snow Schools) this must be explained on the cost break down or application form. If possible written quotes need to be addressed to the applicant organisation with an ink signature. Written quotes cannot be printed websites. Some companies (e.g. InterIslander ferry) will not offer written quotes as their prices are always changing, this needs to be taken into account when planning the activity

4. **Fill in the applications and assemble the associated documentation:**

The application is best made by the Scout Group on your behalf. Discuss your needs with the Group Leader/ Chairman / Secretary. You will need a resolution recorded in the Group Minutes for all the Trusts you apply to. A copy of the minutes, signed by the Group Secretary, will need to be included with the completed application.

Application forms are available on the web in most cases. Otherwise you will need to visit one of the pubs where the gaming machines are located. The forms are usually located in a rack at the far end of the gaming room

Pay particular attention to detail as you fill in the form. Fill in all the required details on the form, print neatly so that the form is well presented and nothing is missing. The SCOUTS New Zealand Fact Sheet "Fundraising Applications" will help with pointers on how to write your application.

Accompanying documentation is available as a download or from the National Secretary of SCOUTS New Zealand – retain for future use. Documentation needed includes the necessary legal paperwork e.g. "Constitution letter from Companies Office", the Scout Association of New Zealand Constitution, "IRD letter" etc and the Fact Sheet "Fundraising Applications" (the full list is included on the funding process sheet).

Assemble all the written quotes, details of the activity and supporting documentation.

A brief covering letter should be included with your application and include what you are applying for and the positive outcomes of you taking part in the activity.

5. **Post the applications in good time:**

When researching for suitable Trusts to apply to check when the Trustees meet to make decisions on funding applications. Post your application several days in advance of the application closing dates.

Retain a copy of your application for your records and send a copy to your Scout Group Secretary.

Consider presenting your application in a plastic folder.

6. **Receive the money from the Trust:**

You should receive notification from the Trusts on your success or otherwise. Check when the funds are deposited into the Group bank account.

If you are unsuccessful some Trusts have an appeal process, however, it is probably more constructive to phone the Trust and, in a non-threatening manner, ask why your application was unsuccessful. You can put that information to good use next time you apply. Reasons for rejection of your application may be as simple as the bank deposit slip missing, audited accounts missing if required or the trust does not fund your type of group / activity.

File a copy of your returned application, including decline letters and give the originals to the Scout Group Secretary for filing.

7. **Complete the project/activity:**

Complete the planned activity and make sure you get receipts for all expenditure. You can only spend the funds on items included in your application.

If your planned activity does not go ahead or you receive funds from another Trust for the same activity you must return the funds to the Trust. You may be able to negotiate an alternative activity for the surplus funds but you must be completely up front with the Trust so as not to jeopardise future applications.

8. **Send financial record and report to funding Trust:**

This reporting process requires as much care and effort as the original application. Future applications to the Trust will not be successful if a balance sheet has not been presented.

Prepare a balance sheet for the activity from all the receipts.

Send a copy of all the receipts, balance sheet and any other requirements to the funding Trust plus a brief report on the activity as soon as possible after completion of the activity. Include a publicity photo. Copies of bank statements may also be required.

Give a copy of the balance sheet, the activity receipts and the brief report to the Group Secretary.

9. **File copies for future reference:**

Records of previous applications will assist you to compile future applications for funding.

Some Trusts allow only one successful application per year. Keep a record of Trusts you have been successful with and the dates.

The funding Trust and the Department of Internal Affairs may direct an audit or inspection of the books to confirm the funds have been used appropriately.

GOOD LUCK comes with careful planning and attention to detail.