

CHECK LIST

Applying for Funding

Most funders will want similar basic information about your organisation and your project. Here are some suggestions of the documents and information you will want to have ready for your application.

1. A description of your organisation. This will include an overview of what you do, who you do it for, and the benefits for your community. Some funders will have a word limit – ensure that the description is ‘punchy’ and to the point.

Remember that you will likely not be the only funding application the funder will be reviewing – how do you stand out from others? Consider the length of your answers, its worth asking someone you trust to review what you have written.

2. Project plan and budget. This provides information about your project or programme for which you are applying for funding. It usually includes timelines for the project plan, budgets for any costs and might include quotes for services. Example: project budget template from Hāpai Hapori Community Matters: [templates for operating and project budget](#)

3. Letters of support and recommendation. You can support your application by including letters of support from your community and other funders or organisations you have worked with in the past, who can verify your organisation’s reputation. Be sure to ensure any formatting requirements by the funders are met.

Each letter of support will be different depending on the type of grant you are requesting – however it is important that all letters of support tell the funder how the grant will benefit your community, hapū or iwi.

4. Outcomes and impacts - gather your stories, data, and insights about the positive changes your work makes in your community.

Disclaimer: *Undertaking your own research of the funders requirements is important. This document is only a simple check list compiled of our own knowledge and resources from external funders. It is important not to rely on this as the one source of funding information.*

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Other documents which may be helpful to have ready for your application:

- **Annual accounts** - Some funders will ask for annual accounts for your organisation. This is the previous financial year's accounts - showing the income and expenses. See [accounting standards](#) for more information.
- **Bank account** - A deposit slip or letter from your bank confirming the business bank account details. Often requested by funders before they can pay out any grant money.
- **Cost evidence** - If the funding application is to purchase computers for the office, the evidence would be quotes from a retail store. If the funding application is for staff wages, the evidence would be signed employment agreements.
- **Signed resolution** - This is a document from the board of trustees, agreeing to apply for funding. Sometimes it may just be a copy of the board meeting minutes. Be sure to check each funders requirements as they may differ, an application could be declined based on the supporting documents being incomplete or incorrect.
- **Up to date information** - Is the charities register up to date with your organisation's details? - Is your website up to date? Many funders will cross check your application against these online websites.

Top Tip

- **Do not** leave submitting your application to the final day. Ensure that you submit your application in a timely manner to ensure the best outcome.

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