

the

GRANT SEEKER'S GUIDE

TO SUCCESSFUL FUNDING APPLICATIONS

te

PUKĀ AWHINA I TE KAIKIMI PŪTEA

KIA TUTUKI PAI NGĀ TONO



TRUST WAIKATO
TE PUNA O WAIKATO



© Trust Waikato

Revised edition February 2011

Published by Trust Waikato

(The Waikato Community Trust Inc)

P O Box 391

HAMILTON 3240

Phone 07 838 2660

Fax 07 838 2661

Email twinfo@trustwaikato.co.nz

Web www.trustwaikato.co.nz

This guide was originally written by Daphne Bell,
Trust Waikato Donations and Community Liaison
Co-ordinator (1999–2004)

Illustrations by David Henshaw and John Gilmore

Translation by Damen Rukapitiroi

Design and production by Verdict Communications

Phone: 07 838 2325 Email: ideas@verdict.co.nz

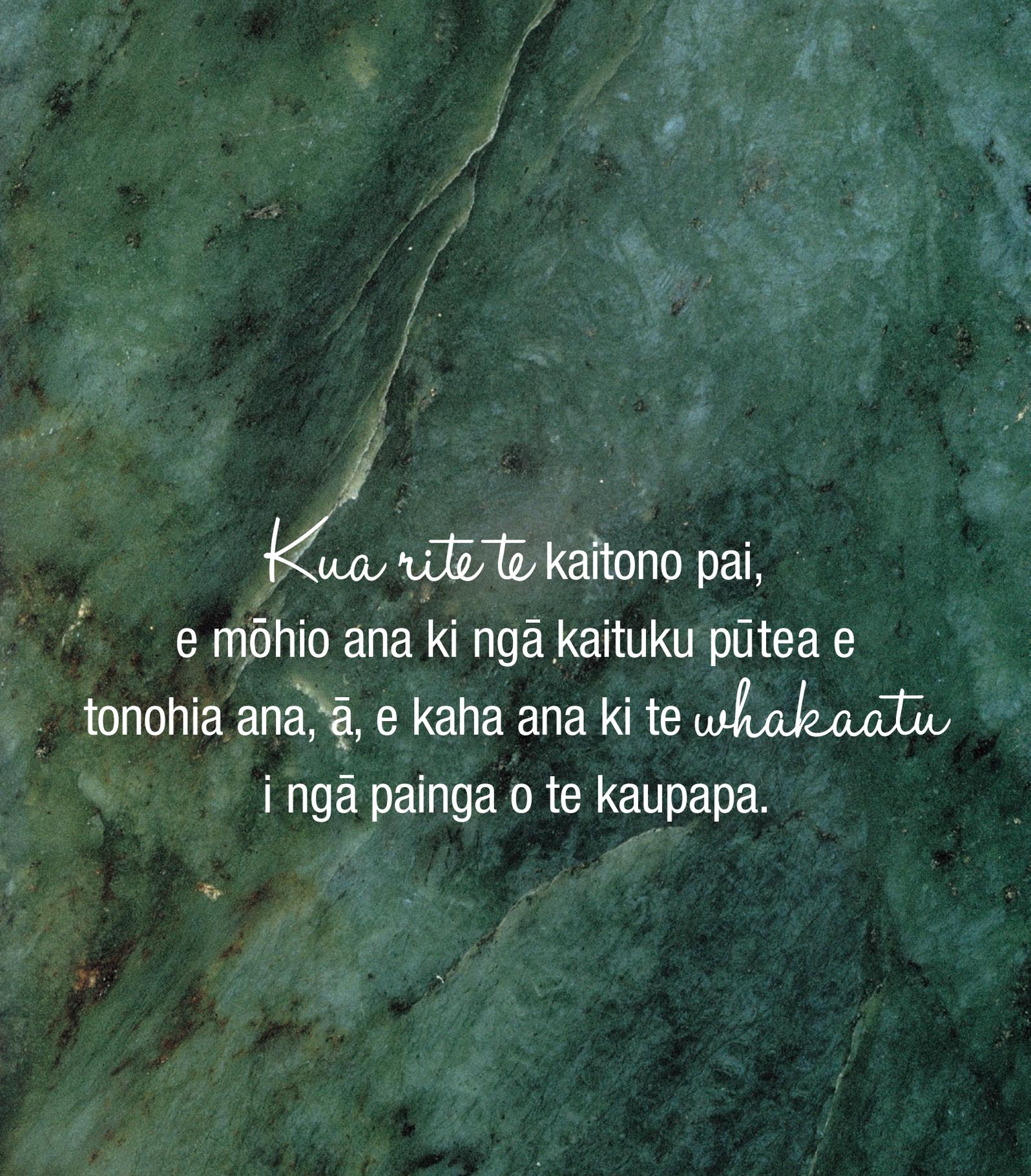
ISBN 0-473-10509-8

Rārangi Kaupapa

Te huarahi pūtea	1
Ngā pōhēhā me ngā tiwhiri	3
He maheretanga	5
He rapunga kaupapa	5
He whakamahere kaupapa	7
He rapunga kaituku pūtea	9
Te hotaka rapu pūtea	11
Kete tono pūtea	13
He māramatanga o ngā kaituku pūtea	15
Ko te mahi i te tono	19
Ngā uauatanga	19
Ngā tahua	21
Ngā āpitianga	27
Ā muri i te whakatau	31
Te tiroiro i te whakahāere o te karāti	31
He kawenga	31
Koutou ko te kaituku pūtea	32
Ki te whakahēngia tō tono	32
Kimi āwhina	35

Contents

2	The money trail
4	Myths and tips
6	Planning ahead
6	Finding the project
8	Planning a project
10	Finding the funders
12	The funding schedule
14	The funding kit
16	Understanding the funder
20	Making the application
20	Common difficulties
22	Funding budgets
28	Attachments
32	After the decision
32	Keeping track of grants
32	Accountability
33	The funder and you
33	If you are turned down
36	Getting help



Kua rite te kaitono pai,
e mōhio ana ki ngā kaituku pūtea e
tonohia ana, ā, e kaha ana ki te *whakaatu*
i ngā painga o te kaupapa.

Successful funding applicants are *well-*
organised and knowledgeable about
the funders they apply to and persuasive
about the *merits of their project.*

Te huarahi pūtea



KO TE TONO TIKA, KO TE TONO PAI, HE NGĀWARI AKE I TE HOKO HĀNGI!

Anō nei he maunga te tono pūtea e kore e ekea e ngā mema o ngā rōpū hapori, te take, kua warea kē rātou ki te whakahāeretanga o tō rātou nā rōpū. He whakapau wā, he whakapau kaha anō te kōhi pūtea. I ētahi wā, kāore e whakaaetia.

Heoi anō, ki te kore he pūtea, kāore e tāea te aha. Tērā pea, me ako e te kaitono ētahi pūmanawa hou me ētahi tikanga hou kia tika ai te tono. Ko te tikanga, mā tēnei pukapuka koutou e āwhina kia rere pai ai tēnei āhuatanga te tono pūtea, me te aha ka māmā ake te mahi, ā, me te aha anō ka whakaaetia tō tono.

Kua whakatūhia ngā kaituku pūtea e tono ai koutou hei āwhina i ngā kaupapa whai kiko. Nō reira kāore he take o te whakapakepake i a rātou. He hiahia nō rātou kia tohatoha tika atu i ngā pūtea, ā, e ngākau nui ana rātou ki ngā kaupapa whai kiko. Ko te mea kē, kia whakaatuhia tāu kaupapa whai kiko ki a rātou.

Ko te wawata o te Puna o Waikato, mā tēnei pukapuka o koutou rōpū hapori e āwhina ki te whakakaha ake i ā koutou tono pūtea me te aha anō ka kaha ake te whiwhinga pūtea

E hia kē ngā puna pūtea hei whaitanga mā te rōpū, ā, ko te karāti tētahi noa iho o aua puna. Ko ētahi atu puna pūtea, he utu, he koha, he waihotanga pūtea, he tautoko-ā-pūtea, he kōhi pūtea, he aha, he aha, ā, mēnā he rōpu tūpatō, ka tonoa katoatia ngā tūmomo puna e tāea ana e rātou.

He pai hoki ngā hui whakangahau, ngā hui kōhi pūtea i te mea he pai hei whakakotahi i te rōpū, me te hāpai i te hapori.

The money trail



A SUCCESSFUL GRANT APPLICATION MEANS MORE MONEY AND LESS WORK THAN A CAKE STALL!

Applying for funding can seem a thankless task for members of community groups when they are fully occupied running the organisation. Capturing the elusive dollar may be time consuming or even stressful. Sometimes the application is unsuccessful.

Yet without funds your group cannot function. Applying for funds successfully may involve learning new skills and developing new systems. This booklet is designed to encourage you to be systematic, thereby reducing your workload and increasing your chances of success.

The trusts or organisations you apply to do not need to be convinced to give money to worthy projects. They were established to do so. They want to give money away – wisely – and are keen for good projects to support. The challenge is to convince them to support your project.

Trust Waikato hopes this booklet will assist your community organisation to improve the quality of its grant applications. As a result you should increase your group's chances of receiving the funds it needs.

Grants or donations are only one source of funds for a community organisation. A prudent organisation aims for income from a range of sources such as fees, subscriptions, bequests, planned giving, sponsorship and in-kind support, fundraising, trading profit and events.

Fundraising events can be great fun and a good way of involving the whole group while raising your profile in the community.

Ngā pōhēhā me ngā tiwhiri

Pōhēhā

He tika, he pono ngā puna pūtea.

Te maha atu ngā kōrero ka tuhia, te painga atu.

Ki te nui atu te tono, ka nui rawa te pūtea.

Kāore ngā puna pūtea e kōrero ki a rātou anō.

Ka pānuihia katoatia ngā kōrero e tuku atu ai koe.

Mēnā kāore te tono e tika ana mōu, tonoa tonutia.

He matakite ngā puna pūtea.

Ka whaiwhai atu i ngā kōrero kua mahue atu rā.

Me he tono uaua hei pānuitanga, kei te pai noa iho.

Tiwhiri

He tangata kau noa iho.

Kia ngāwari te reo, kia hāngai pū te reo.

Kaua e whakamōmona kōrero.

He kaha te hononga i wāenga i ētahi o ngā puna pūtea.

Ki te pērā, ka paku titiro noa iho.

Kaua e whakapau wā mō te kore noa iho ki te mōhio koe, kāore e whakaaetia.

Kaua e wareware ngā aha noa.

Ko te nuinga, kāore e pērā.

Ka taea te pānui i tēnei?

Hei aha te pūtea e tonu ana koe? We are seeking funding for
the project over a period of 3 years. We currently
spend up to 3000 dollars per year and believe
that we will make a big difference to the lives of
the people in the region.

5

Myths and tips

Myths

Funders are always fair.

The more you write, the better.

Ask for more, you'll get more.

Funders don't talk to each other.

Funders read everything you send.

If you don't fit the criteria, apply anyway.

Funders are good at mind reading.

Funders will follow up on missing information.

Funders don't mind hard-to-read applications.

Tips

Funders are human.

Use plain language - be concise.

Avoid inflated budgets - funders compare.

Some have awesome networks.

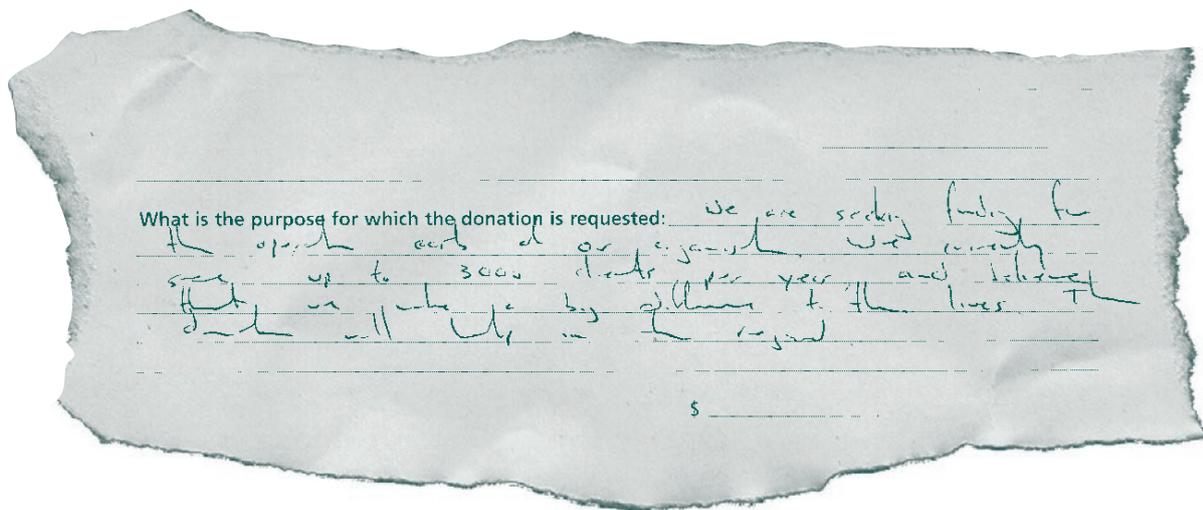
If they do, it's only a quick skim.

Don't risk annoying the funder or wasting your time, if you'll probably be turned down.

Tell them everything they need to know.

Some do - most don't.

Could you read this?



He maheretanga



Kaua e tūreiti - kia rite! Ko te tikanga, ka pai te hāere o ngā mahi tono, kāore he paku raruraru. Kia rite me te aha ka kore e raruraru!

Mēnā kua āta whakaritea i te tīmatanga, ka ngāwari ngā tono e whai ake nei.

HE RAPUNGA KAUPAPA

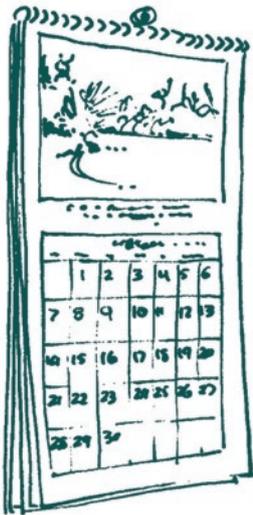
Inā whakarite i te tahua mō te tau e tū nei:

- Tirohia ngā mahi e mahi ai tō rōpū hei taua tau. Ko aua mahi anō rānei, he mahi hou, he mahi kē rānei?
- Kimihia ngā utu mō ngā kaupapa me ngā taputapu. Kia hāngai atu ngā utu ki ērā o te tau o mua, me ētahi atu pūtea mō ngā kaupapa hou.
- Whakarārangihia ngā pūtea e mōhio tūturu ai koe ka whiwhi, pēnei i te koha.
- Whakarārangihia ngā mea kāore he pūtea hei hoko me te toenga putea e rapua nei e koutou.

Ko ētahi o ngā mea i te tahua, me tuku mā te tautoko 'ā-roto' e āwhina, heoi anō mō ngā utu kāore i tohua, me kōhi pūtea moni hoki pea.



Planning ahead



FINDING THE PROJECTS

When you draw up the budget for the following year:

- Look at what your group wants to do in the coming year. Is it business as usual or are there new projects or activities in the pipeline?
- Cost the budget items and projects. Base your figures on the previous year's costs and allow for new projects or activities.
- List the income you can probably count on, such as subscriptions.
- List the items you need funding for, and any funding shortfall.

Some of the items in your budget might lend themselves to 'in kind' support or sponsorship, but you might want to fundraise for untagged funds as well.

Avoid deadline dismay – be organised! In a perfect world there would be no last minute dashes to the post box or to the funder. Be prepared and reduce your stress!

Good preparation in the beginning makes each subsequent application easier.



HE WHAKAMAHERE KAUPAPA

Kua mōhio ki ngā whakautu o ēnei pātai, mēnā he kaupapa kua āta maheretia:

- He aha te kaupapa, ā, he pēhea te nui?
(Raraunga rangahau me ngā tatauranga)
- He aha te hononga o tō rōpū ki te kaupapa, ki ngā hiahia, te aha te aha?
- Kei te ahatia kia whakatikahia?
- E hiahia ana ki te aha?
 - whānga
 - whāinga matua – he pono, he tika
 - te angawā
 - whakahāeretanga i te kaupapa – mā wai e aha?
- Pēhea te utu o te kaupapa me ētahi puna pūtea, hāunga anō ko ngā koha?
- Ka pēhea e whakamātauria ai te kaupapa ki ngā whāinga?
- He aha ngā painga e tūmanakohia ana?



PLANNING A PROJECT

A well-planned project provides the answers to these questions:

- What is the nature and scope of the project?
(Research data and statistics may be relevant.)
- What is the relationship of your organisation to the project, need etc?
- What is currently being done about it?
- What do you want to do about it?
 - aim
 - key objectives – realistic and measurable
 - timeframe
 - project management – who will do what?
- What are the costs of the project and possible sources of funding, including voluntary contributions?
- How will you evaluate the project against the objectives?
- What are the anticipated benefits?



HE RAPUNGA KAITUKU PŪTEA

Timata ki a 'FundView' – He pārongo kei ō ringa.

He pātengi raraunga a **'FundView'** e kite ai koe he pārongo mō ngā kaituku pūtea hei tono mā ngā rōpū hapori i Aotearoa. Kei reira anō he whakaaro mō ētahi atu rauemi mā te rōpū.

Ka whakarārangihia e **'FundView'** ngā pārongo whakapā, ngā paearu, me pēhea te tono, te rangi aukati, te rahi o te pūtea me ngā kaiwhirwhiri. Ka tāea te kimi ngā momo pūtea e hāngai ana ki tō kaupapa, ā, ka tāea te whakatā ngā pārongo e hāngai ana. Ko **Breakout** anō tētahi o aua momo e whakarāngi ai i ngā karahipi, karāti me ngā tohu mā te tangata kotahi.

E pupuri ana te Corporate Citizens i te waru tekau neke atu o ngā whakaaturanga pakihī o Aotearoa, e ū ana ki whakakaha i ngā tūhonotanga i wāenga i roopu hapori me ngā roopu ngākau aroha.

FundView: Ngā puna pūtea

Tirohia! E mihia ana ngā kaituku pūtea i roto i ngā pūrongo-ā-tau, ngā pānui niupepa, ngā aha, ngā aha.

Pātaihia! Nā wai ētahi atu rōpū i āwhina i a wai?

Kia mataara! Kei puta mai ētahi puna pūtea hou i te tau.

Mēnā he maha āu tono, kohia he pārongo mō ngā kaituku pūtea tērā e tonoa. Kohia ngā pūrongo-ā-tau, he rārangi karāti, ngā pānui niupepa hoki. Mā ēnei e mōhio ai koe he aha ngā kaupapa pai ki a rātou, ko ngā momo rōpū e kaha āwhina ana rātou me te rahi o ngā karāti. He pai ake ētahi momo kaupapa ki ngā kaituku pūtea.

Kia kite ai me pēhea te whakapā atu a **FundView**, a **Breakout** me **Corporate Citizens** mō te kore utu:

Waea 04 471 8900
Imeera info@fis.org.nz
Ipurangi www.fis.org.nz

Ka tāea e koe a **FundView**, a **Breakout** me **Corporate Citizens** mō te koha-ā-tau i runga i te ipurangi, i runga kē rānei i tō ake rorohiko, mā te 'utu-hāere' kē rānei.

Mea	Utu \$	Kaituku pūtea pea
Utu-ā-marama mā te kaiwhakahāere	15,000	Lottery Community
Hui whakangungu	1,000	Trust Waikato
Utu tuao	750	C.O.G.S. (Community Organisations Grants Scheme)

Whakahoahoa i ngā mea i te tahua ki ngā paearu o ngā kaituku pūtea, pēnei i tō runga ake nei. Ki te rangirua, pātaihia rātou. He pai ake pea te wāea atu.

FINDING THE FUNDERS

Start with FundView – funding information at your fingertips.

FundView is a searchable database of information about funding sources for community groups in New Zealand. It includes suggestions about other resources for your group.

FundView contains information about funding such as funders' contact details, criteria, the application process and closing dates. You can search for funding suitable for your organisation or project. **BreakOut** is a database of scholarships and grants for individuals.

Corporate Citizens is a database that hold details of New Zealand businesses that are committed to building relationships with community and voluntary organisations.

Look around! Funders are acknowledged in annual reports, press advertisements and articles.

Ask around! Where do other groups get their funding?

Keep an eye out for new sources of funding during the year.

If you make numerous grant applications, collect information about potential funders. Gather their annual reports, list of grants, newspaper and magazine articles. These give an indication of the projects they favour, who they fund regularly and the level of grants. Some funders favour certain types of projects and causes.

Contact the Funding Information Service to find places which make **FundView**, **BreakOut** and **Corporate Citizens** available free of charge:

Phone 04 471 8900
Email info@fis.org.nz
Web www.fis.org.nz

FundView, **BreakOut** and **Corporate Citizens** are available by subscription or free of charge at some public libraries and tertiary institutions. Contact FIS for subscription information.

Budget Item	Amount \$	Possible Funder
Salary for co-ordinator	15,000	Lottery Community
Training Workshop	1,000	Trust Waikato
Volunteer expenses	750	C.O.G.S. (Community Organisations Grants Scheme)

Match funders' criteria with the items in your budget as in this example.
If unsure, check with the funder. A telephone call may save your time and theirs.

TE HŌTAKA RAPU PŪTEA

Whakaraupapahia ngā tono e tono ai koe mō te tau.

Whakapā atu ki ngā kaituku pūtea mō ngā pukatono hou me ngā aratohu. Ko ētahi o rātou kāore anō pea ngā pukatono kia rite hei te tīmatanga o te tau, heoi anō ka tukuna atu kia rite rā anō.

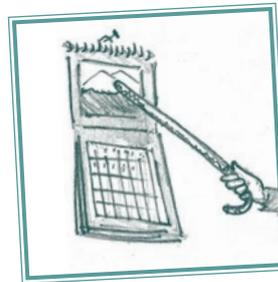
Whakaraupapahia ngā puna pūtea, ko ngā mea e kaha tautoko ai i tō kaupapa ki runga, ko ērā atu, ki raro. E pono ana koe ka whiwhi pūtea mai i tēnei kaituku pūtea? Pēhea te hiranga o te mea e tonoa pūtea ana e koe?

Mēnā ka tāea, tohaina ngā tono i te tau kia māmā ake ai te mahi. Ko ētahi o ngā kaituku pūtea, kotahi anake te rā aukatinga, ko ētahi, pēnei i te Rōto, he maha. Ko ētahi kua wātea kia whiwhi tono i ngā wā katoa, ko ētahi ka rerekē ia tau, pēnei i te Sutherland Self Help Trust.

Tohua i tō rā taka te rā e tīmata ai ki te mahi i ngā tono me te rā aukati. Kia nui te wā, kia tāea ai e koe te whakaoti tika.

Tukuna te tono kotahi wiki neke atu rānei i mua i te aukatinga.

Kia mōhio mai koe ka rua marama neke atu rānei pea tō rātou roa e whiriwhiri ana i tō tono. Kāore te rōpū e utua mēnā kua hokona kē ngā taputapu, kākahu, aha rānei, kua hipa kē rānei tō rātou hui.



Hōtaka Kimi Pūtea 2011

	Kaituku pūtea				
Kaupapa					
Te rahi kua tonoa					
Rā tuku atu					
Rā aukatinga					
Rā whakatau					
Te mutunga iho					
Aukatinga mō te kawenga					
Kua tuku kawenga					

THE FUNDING SCHEDULE

Make a calendar of the funding applications that you intend to make in the coming year.

Contact the funders for a current application form and guidelines. Funders may not have their forms available at the beginning of the year, but will send one when ready.

Rank potential funders as to how likely they are to fund your project and put your energy where you are most likely to succeed. Realistically, do you have a chance of getting funding from this source? How critical is the budget item?

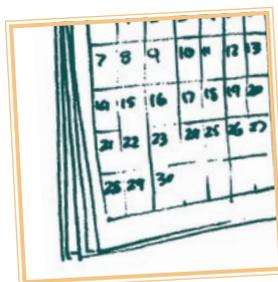
Where possible, spread applications throughout the year to spread the workload. Some funders have one annual closing date but others, such as Lottery, have several. Some funders are always open for applications, while others, such as the Sutherland Self Help Trust, change their priorities each year.

Note in your diary or on a wall planner the date to start working on the application and the closing date.

Allow enough time to gather the items you need, such as signatures.

Aim to mail the application at least one week before the closing date.

It may take months to receive a decision, so allow for this. Funders do not usually fund retrospectively so if an event has happened or a purchase has already been made, your application is likely to be declined.



Funding Schedule 2011

	Funder	Funder	Funder	Funder	Funder
Project					
Amount requested					
Date sent					
Closing date					
Decision due					
Result \$					
Accountability due					
Accountability done					

KETE TONO PŪTEA



He pai pea kia hou atu i ngā pārongo katoa e pā ana ki te mahi tono ki tētahi kete. Mā reira e ngāwari ake ai te mahi i ngā tono. Ki te whakarite tika koe i tētahi kōnae pārongo ka ngāwari ake mā ngā mea e whai ai i a koe.

Kei roto pea i tō kete:

- He hōtaka mō ngā tono o te tau
- Ngā momo tono. He reta tautoko mō ia tono. He kape mō ēnei me ētahi pārongo mō te kaituku pūtea.
- Pānui tautoko
 - Kaute-ā-tau, nama pēke, nama GST, tahua-ā-tau
 - He pūrongo-ā-tau
 - He tohu kaporeihana, he kaupapa ture, he tohu rōpū ohaoha e wātea ana i te utu tāke.
 - He paku hītori mō te rōpu
 - Ngā whāinga
 - Ngā mahi e mahi nei i ēnei rā, ngā ratonga, he mahere mahi, ngā whāinga
 - He reta tautoko, pānui niupepa, he aha, he aha
 - He rārangi ingoa o ngā kaitiaki
- He kete mō ngā maramara kōrero: he kohinga kōrero mō ngā kaituku pūtea, he pārongo whānui mō te kimi pūtea.



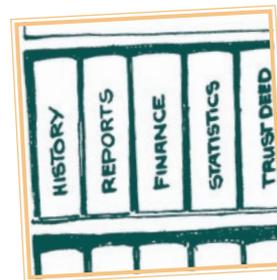
THE FUNDING KIT



You may want to build up a funding file of the sort of information that funders are likely to request about your organisation. This will save you time and make applications easier to prepare. If you establish a simple but comprehensive filing system your successor will thank you.

Your kit could include:

- A schedule of applications for the year.
- File(s) of applications. Include cover sheet for each application, copy of the application form and covering letter, plus information about that funder.
- Supporting documents
 - annual accounts, bank account number,
 - GST number, annual budget
 - annual report
 - certificate of incorporation, trust deed, evidence of IRD charitable and tax exempt status
 - brief history of organisation
 - aims and objectives
 - current activities, services, business plan, goals
 - letters of support, newspaper articles, etc
 - list of trustees.
- Miscellaneous file: a collection of information on potential funders or general information on funding.



He māramatanga o ngā kaituku Pūtea



KIA NGĀWARI KI NGĀ KAITUKU PŪTEA ME TE AHA KA WAIMARIE PEA KOE!

He āhua 1000 ngā tono ka tukuna mai ia tau ki a mātou Te Puna o Waikato. He āhua poto te wā ki a mātou hei titiro ki ngā tono katoa i mua i tā mātou hui ko te Puna.

Kia tae mai ngā tono, ka waiho ngā tono rerehua ki rāhaki. Ka hou atu ngā pārongo ki te pātengi raraunga. Ki te kore koe e mahi, ka whakarāpopotohia tō tono ki tētahi kīanga hei whakamārama i te āhua o tō tono, hei tauira atu “hei hoko pōtae maru”.

Kātahi mātou ka whiriwhiria ngā tono, ā, ka taunaki i ngā tono ki te puna. Mēnā ka tae tūreiti mai te tono, kāore i whakakī tika i te tono, kāore rānei te tono i roto i te kaupapa here o te puna, ka mea atu mātou ki te puna kia whakahē atu i tō tono.

Kia whakatauria rā anō e te Puna, ka whakamōhio atu ki te rōpū. Ka puta pea te whakatau i roto i te toru mārama.

Kei tēnā, kei tēnā o ngā kaituku pūtea ā rātou ake tikanga. Ko ētahi kaiwhakatau ka tirohia ngā tono katoa. Ko ētahi ka tuku mā ētahi atu hei whiriwhiri, ka tuku taunaki ai ki a rātou. Ka tuhi ngā kaimahi a te Rōto i tētahi pūrongo mā ngā mema a te kōmiti, ka āta tātarīhia te tono kia kite ai mēnā ka whai kiko, ka whai hua te tono.



Pātai ai ngā kaituku pūtea i ēnei:

- E mārama ana te tono?
- He rōpū whai mana?
- Ka whai hua te kaupapa?
- E hāngai ana te pūtea kua tonoa ki ngā tāngata e āwhinatia ai e taua pūtea?
- E tautokohia ana te kaupapa e te hapori?

Understanding the funder



BE KIND TO THE FUNDER AND INCREASE YOUR CHANCES OF SUCCESS!

At Trust Waikato, we receive about 1000 applications each year. We have limited time to spend on each application if we are to meet our deadline for reporting to the Trust.

When applications arrive we discard any fancy folders. The application details are then logged onto the database. If you haven't done so, we come up with a phrase which summarises what you are applying for, such as "purchase of safety helmets".

We then assess the applications and make a recommendation to the Trust. We will recommend that the Trust decline applications received after the closing date, incomplete applications and applications outside the Trust's policy.

Once the Trust has decided on the donations, we advise you of the decision. This will usually happen within three months of the closing date.



Other funders have different procedures. Some decision-makers receive all the applications, while others decide on the basis of a schedule of applications and staff recommendations. Lottery staff write a comprehensive report for the Committee members, analysing and assessing the application, and commenting on the financial viability of the project and evidence of community need and support.

Funders usually ask these questions:

- Does the application make sense?
- Is the group reputable?
- Does the project seem worthwhile?
- How does the number of people to benefit relate to the dollars requested?
- Is there community support for the project?



HE MATAKAWA!

He pepa kau me ngā kupu “kua āpithia”
Tūreititanga
He tono tarepa
He kōrero e ngaro ana
He nui rawa ngā kōrero
Kāore e tino mārama
Kāore e tāea te pānui
He tono e kore e tāea
He tono e mea ana “ahakoa he aha he pounamu”
Kāore he mihi ki ngā kaituku pūtea o ērā tau.

HE MATAREKA!

He wāriu
Ka kitea ka whai hua te rōpū me te iwi
Ha mahi tūao
He whakaaturanga kua āta māheretia
He rōpū pono, whai mana
He whakaāhua
He pānui niupepa



KEI RUNGA NOA ATU!

He utu tūao
He whakangungu
He kaupapa kua tata tīmata - he pūtea whakamutunga
He koha anō nā te rōpū
He wānangatanga, he tirohanga hoki
He whakatau utu

KEI RARO E PUTU ANA!

He hāerenga
He kākahu tīma
He motokā
He hui





WHAT FUNDERS HATE!

- Blank forms with “see attached”
- Lateness
- Incomplete applications
- Financial information missing
- Wordiness
- Unclear applications
- Illegible writing
- Unrealistic requests
- An “anything will help” request
- No acknowledgement of previous year’s grant

WHAT FUNDERS LIKE!

- Value for money
- Clear benefit to clients and community
- Volunteer input
- Evidence of sound planning
- Accountable, well run group
- Photographs
- Press clippings



WHAT’S HOT!

- Volunteer costs
- Training
- Project almost underway – ‘last chunk’ funding
- Groups contributing to the cost
- Evaluation and monitoring
- Quotes obtained

WHAT’S NOT HOT!

- Outings
- Trips
- Uniforms
- Vans
- Conferences



Ko te mahi i te tono

PĀNUI KATOATIA I TE TUATAHI, KA WHAKARĀRANGI AI I NGĀ MEA E HIAHIATIA ANA.

Ki te hiahia, whakakapea te tono hei parakitihi. Kāore he take o te patopato kōrero, engari kia mārama tō tuhituhi. He pai ake te pene pango i te pene kahurangi inā whakakape pepa.

Ki te kore he pukatono, whakaurua ēnei kōrero e whai ake nei:

- tangata hei whakapā atu
- he paku kōrero mō te rōpū me ngā whāinga
- te mana ture
- whakamārama i te kaupapa, te anga wā, me te tahua
- pūtea kaute.

Kia āta whakamārama i ngā mea e tono nei koe, te rahi o te pūtea, me te whakaatu i te pānga o te kaupapa ki ngā paearu

NGĀ UAUATANGA

Ki ētahi he uaua te paku whakamārama i te kaupapa. Kia hāngai atu ki ngā mea e hoko ai koutou ki te whiwhi pūtea.

Anei te whakamārama a tētahi i tōna kaupapa:

“Kia pupū ake te wairua pai, me te aroha i wāenga i te kura me ngā whānau, anō hoki kia whakaātaahua i tō tātou kura ki ngā mea a te taiao me te tāpiri atu i ngā whakaaro o te ao hangarau me te ao pūtaiao. Ko tētahi atu take kia whakaitihia te mahi whakatikatika me te aha ka reka ki te karu.”

He aha rā te kaupapa? *“Kia whakatipu māra ki mua i te kura”*

He uaua ki ētahi te whakaatu i ngā painga o te kaupapa. Kia mārama, kia pono. Kia whakamārama noa mai ki a mātou i ō hiahia, i te take e hiahia ai, i te take e whakahirahira ai ki a koe.

Hei tauira:

“Mā ēnei mahi e pakari ai ngā tūao ki te whakaako i ngā manene i te reo Pākehā. Mā te reo Pākehā e taea ai e rātou te kōrero, te mahi, te noho mai hoki ki konei.”

Me he raruraru ōu, kimi āwhina i tētahi nō waho atu o tō rōpū.

Ngā kaupapa nui: E hiahia ana te nuinga o ngā kaituku pūtea kia whakapā atu koe ki a rātou i mua i te tukunga o te tono, me te aha ka whakamōhio atu he aha ngā mea e hiahia ana. Tērā pea he māhere mahi, he whakatau utu, he aha, he aha.

Ngā rōpū hou: Me he rōpū hou he uaua ake te rapu pūtea, nō reira, me whakapau kaha koe. Ka tirohia e ngā kaituku pūtea mēnā he tāngata whai mana i te rōpū, he whakaatunga i ngā hiahia, mēnā kua āta whakaritea te kaupapa me te pai o te kaupapa. He āhua iti nei te pūtea e hoatu ai ki ngā rōpū hou.

Me he iti rawa te pukatono, whakakīa ka tāpiri ai i ētahi atu pepa engari kia kaua e nui rawa ngā pepa, kei hōhā rātou i te kimikimi kōrero hāere.



Making the application

READ THE WHOLE APPLICATION FIRST AND LIST WHAT IS REQUIRED.

If you wish, photocopy the application form for your rough copy. There is no need to type the form so long as your handwriting is clear. Black pen is better for photocopying than blue.

If there is no application form, include the following:

- contact person
- the group's aims and background
- legal status
- the project details including time frame and budget
- audited accounts.

State clearly what you are applying for, the amount requested and how the project fits the funder's criteria.

COMMON DIFFICULTIES

Some applicants have difficulty describing the project briefly. Focus on what the money will be spent on.

One applicant described their project:

“To enhance a good working relationship with school and community, as well as providing a more natural holistic approach to our environment using natural materials and involving science and technological ideas with a hands on approach. Other purposes are to incorporate a low maintenance area and a much more pleasant view.”

What was the project? *“To develop a garden in front of the school”*

Some applicants struggle to describe the project's benefits. Be clear and realistic. Simply tell us what you want, why you want it and why it is important.

For example:

“The training courses will provide skilled volunteers to befriend and teach English to new migrants. Speaking English is vital in order for newcomers to be able to communicate, participate and settle here.”

If you are having trouble with this, ask someone outside the organisation for help.

Major projects: most funders would expect some contact before the application arrives in the mail, and will advise the applicants what information is needed. This may include a business plan, needs analysis, plans and quotes etc.

New organisations without a track record have to work much harder for initial funding. Funders look for credible people within new organisations as well as evidence of need, sound planning and the potential of the project. Funding for new organisations is likely to be modest.

If you need more space than the application form allows, include an additional sheet but also answer the questions on the form. Otherwise, funders have to sift through the attachments to find what they need to know.

NGĀ TAHUA

He mea motuhake ēnei. Ka whakaatūhia ngā mea e āhei ana, kua ko ngā mea e mōhio tūturu ana. Me whakaatu he kōpaka pūtea i roto i te tahua.

Ka whakaaro noa ngā kaitono me pēhea te nui o te pūtea e tono ai rātou. Me hāngai te tono ki te nui o te rōpū me te kaupapa.

Anō rā me hāngai tō tono ki te pūtea e tono nei koe. Mēnā he tuanui hei whakatikahanga, \$10,000 te utu, engari ka tonoa kia \$15,000 tāra, tērā pea ka whakahēngia tō tono. Mehemea \$10,000 te rahi o te pūtea ka tāea, engari \$1,500 noa iho te nuinga o ngā karāti i tukuna ai i tērā tau, kia maumahara ki tēnei inā whiriwhiri koe i te rahi o te pūtea.

Mehemea ka utua kia 75% o te pūtea i tonoa ai kia kaua e whakamōmona i tō tono. Kia tika rā. Mōhio tonu ngā kaituku pūtea ki ngā utu, ā, mōhio tonu rātou mēnā he tono kua whakamōmonahia.

Ka kōrero hoki ngā kaituku pūtea ki a rātou anō. Ki te kaha te whakarite tono, ka puta ko te wairua pai i wāenga i ngā taha e rua.

Kia tika te tahua, kia hāngai pū tonu ki ngā kaute-ā-tau. Ki te kore e tino mōhio he aha ngā pārongo e hiahiatia ana, tēnā pātai atu.



TAHUA

Hui whakangungu mō ngā tūao

\$

(E toru ngā hui o te tekau wānanga, kia rua tekau ngā tūao mō ia hui)

Utua mō te hui kotahi (ka whai wāhi ki ngā pānui, ngā mēra, ngā tā, ngā pukapuka, me ngā taputapu)

\$

Kaimahi @ \$50 mō ia wānanga	500
Te wāhi mahi @ \$20 mō ia wānanga	200
Whakakapenga/inu	100
Hāerenga ki a 20 km @ 40 hēneti ia km	8
Mahi whakahaere 5hr @ \$12	60

Tatau whakataki

868

Utua mō ngā hui e toru (\$868 x 3)	2,604
Tango i te utua mō ngā wānanga @ \$10 mō ia tangata (\$200 x 3)	600
Pūtea e hiahiatia ana	2,004
Nō reira, \$2,004 te nui o te tono	

Ki te kore e whiwhi katoa ki te pūtea i tonoa ai, me paku whakarerekē pea tō kaupapa kia hāngai atu ki taua pūtea. Tērā pea kua tonoa ētahi atu pūtea.

Mēnā he iti rawa te pūtea me te aha kāore e tāea te kaupapa, me whakamōhio atu ki te kaituku pūtea. Whakahokia te pūtea rānei, pātaihia rānei mēnā he pai te whakarerekē i te kaupapa.

FUNDING BUDGETS

Funding budgets are a special breed. They show what is possible rather than what is certain. In a funding budget you need to show that you have a shortfall in funds for the project.

Applicants often wonder how much to ask for. Your request should bear some relationship to group or client numbers and the size of the project.

Fit your request to the fund you are applying to. If there is a ceiling of \$10,000 and you ask for \$15,000 you run the risk of being declined altogether. If there is a cap of \$10,000 but the average grant last year was \$1,500, keep this in mind when deciding on an amount to ask for.

If the funder normally only funds 75% of the amount requested, don't inflate the application to allow for this. Be realistic. Funders know what average costs are and recognise inflated budgets. They also talk to each other. Create a good impression of your organisation by getting quotes and doing your homework.

Make sure budget items add up and that the financial information on the application form agrees with the audited annual accounts. Ask for help if you are unsure about the financial information requested.

FUNDING BUDGET

Training courses for volunteers	\$
(Three courses of 10 sessions with 20 volunteers per course)	
Costs for one course (could also include advertising, postage, printing, stationery, equipment)	
	\$
Trainer @ \$50 per session	500
Venue hire @ \$20 per session	200
Photocopying/refreshments	100
Travel 20 kms @ 0.40cents	8
Administration 5 hrs @ \$12.00	60
	<hr/>
Sub total	868
	<hr/>
Costs for three courses (\$868 x 3)	2,604
Less income for courses @ \$10 per person (\$200 x 3)	600
Shortfall	2,004
Therefore apply for \$2,004	

If your group does not receive all of the \$2,004 applied for, you will need to adjust your project accordingly, perhaps run fewer courses. You may have also applied elsewhere for this project.

If insufficient money is received to do the project at all, you need to advise the funder. Offer to return the grant or ask to use it for a similar purpose.

Utu āpiti: Kāore ngā kaitono e kaha whakauru i ngā utu āpiti ki ngā utu mō te kaupapa. I te tauira o runga kua whakapau kaha te tangata ki te whakarite i te kaupapa, ki te mahi i ngā whakaurutanga, me te utu i ngā wāhi mahi. E tika ana kia whakauru i te utu o tāna mahi.

He uaua te kimi pūtea mō ngā utu-ā-marama, heoi anō ki te āta tātari, āta whakarite, ka tāea te whakauru ki tō kaupapa. He tikanga anō tā tēnā, tā tēnā o ngā kaituku pūtea, engari tērā pea ka tāea te tiritiri te wā kaimahi ki ngā utu kaupapa.

He mahi tūao: Kaua e wareware te mea atu ngā mahi tūao me ngā mea i tākohatia ai. Kia maumahara, he utu anō tā te tūao pai; he rapu kaimahi, he ārahi, he whakahāere, ngā utu, he mihiinga atu.

Tā te rōpū mahi: Kei te hiahia kite ngā kaituku pūtea i te rōpū e mahi hoki ana i te kaupapa. I ētahi wā kāore e tāea. Mēnā he rōpū iti noa iho nei, kāore ō rātou wā ki te rapu pūtea.

He pūtea rāhui: Me he pūtea rāhui āu, hei aha tēnā pūtea? Whakamāramahia ngā kōrero tērā e whakararu i ngā kaituku pūtea. E ngana ki te whakapakepake i a rātou, he tino take tā te pūtea nā.

NGĀ UTU

TAKIWĀ INC.

E toru ā mātou ratonga, mahi rānei, ā, \$100,000 te utu:

Te utu ratonga tohutohu \$60,000	(60%)
Ngā karaehe mō te iwi \$30,000	(30%)
Ngā hui hararei \$10,000	(10%)

Ngā utu a te rōpū (utu-ā-marama, rēti, wāea, inihua, te aha, te aha) \$50,000 mō te katoa. Mēnā ka tiritiria ngā pūtea ki ngā ratonga anei ngā utu:

Mahi tohutohu \$60,000 plus \$30,000 (60% of \$50,000) =	\$90,000
Mātauranga \$30,000 plus \$15,000 (30% of \$50,000) =	\$45,000
Hui hararei \$10,000 plus \$5,000 (10% of \$50,000) =	\$15,000

Indirect costs: applicants often do not include indirect costs in their project costs. In the previous example, someone in the office would have spent time arranging the course, accepting enrolments and hiring the venue. The cost of their time should be included.

It is often difficult to find funding for salaries, but if you analyse staff time according to projects or programmes you can include them in your project applications. Funders vary in their policies, but it may be possible to apportion staff time to programme costs.

Volunteer input: be sure to mention volunteer input and donated materials, which may be considerable. Remember that there are costs associated with well-managed volunteers: recruitment, orientation, supervision, expenses and recognition.

Group's contribution: most funders like the group to contribute to the project rather than asking for the whole amount. However, in some situations this may not be possible or realistic. A small group of volunteers providing a service may have limited time and energy for fundraising.

Reserved funds: if you have reserved funds, say what they are reserved for. Explain anything that may puzzle the funder. Try to persuade the funder that as a prudent organisation you need to maintain adequate reserves, especially if employing staff.

OVERHEADS

NEIGHBOURHOOD INC.

Neighbourhood Inc. has three service or programme areas that cost \$100,000 in direct costs to run:

The counselling service costs \$60,000	(60%)
The community education classes cost \$30,000	(30%)
The holiday programmes cost \$10,000	(10%)

The agency's overheads; (salaries, rent, telephone, insurance etc.), total \$50,000

If the overheads are apportioned to the service areas their total costs are:

Counselling

\$60,000 plus \$30,000
(60% of \$50,000) = \$90,000

Community Education

\$30,000 plus \$15,000
(30% of \$50,000) = \$45,000

Holiday programmes

\$10,000 plus \$5,000
(10% of \$50,000) = \$15,000



PĒHEA TE ROA KI TE MAHI I NGĀ TONO?

Ka rerekē tēnā tono i tēnā tono i runga anō i te uaua o te kaupapa. Ki te tono rēti whare, kāore e roa i te mea kua mōhio kē ki te utu. Mēnā he kaupapa hou, pēnei i te hanga whare, he uaua ake te rapu i ngā utu mō te kaupapa. Nō rēira, ka roa rawa.

He mahi roa te whakarite me te whiriwhiri i nga mea hei tono māu. Tērā pea me rapu whakatau utu me ētahi atu pārongo hei tautoko. Mēnā kua rite rawa, he māmā noa iho te mahi i te tono.

Whakaritea he pepa uhi matua mō nga tono ka waiho i tō kete e tāea ai e koe te tere tiki ngā kōrero whakahirahira.

Kia āta whiriwhiri i ngā āpitianga. Pupurihia he kape o ngā mea whakahirahira, pēnei i ngā kaute-ā-tau. Ki te āpiti atu i ēnei, whakarāpopotohia i runga anō i te tono.

Kia kua e tuku i ngā mea taketake!

Kia mārama tō tono kia ngāwari ai te whai atu i ngā kōrero.

He aha tō kaupapa here?

KA WHAKAPAU ANAKE MĀTOU I NGĀ MONI KEI A MĀTOU

KĀORE MĀTOU E WHAKATURITURI I NGĀ MONI PUNGA

\$..... NGĀ MONI HEI WHAKAIHINGA

KA WHAKAHOKIA HE WĀHANGA O TE UTU

HE ITI NOA TE UTU O Ā MĀTOU RATONGA

KA WHAKAHOKIA NGĀ UTU

HE UTU KORE NGĀ RATONGA KA TAUTOKO-Ā-PŪTEA

MĀ MĀTOU ĒTAHI O NGĀ UTU E UTU





HOW LONG SHOULD IT TAKE TO MAKE A GRANT APPLICATION?

The time it takes to complete an application will vary according to the complexity of the project you are applying for. If you are applying for rent you will know the cost already. It may take much longer to cost a new programme or a major project such as a building.

It takes time to plan ahead and decide what to apply for. You may need to obtain quotes or estimate costs and gather supporting information. If you are well organised, filling in the application form will be straightforward.

Prepare a standard cover sheet for funding applications which stays on your file and enables you to see all the relevant detail at a glance.

Be selective about attachments. Keep a supply of the ones you need most, such as annual accounts. If you include attachments, also summarise the key points on the application form.

Never send originals!

Make it as easy as possible for the funders to follow your application and the supporting information.

What is your financial policy?

WE WILL ONLY SPEND WHAT WE HAVE

.....

WE WILL NOT RISK CAPITAL

.....

WE WILL KEEP CASH RESERVES OF \$.....

.....

WE WILL RECOVER PART COSTS

.....

OUR SERVICES WILL BE AFFORDABLE

.....

WE WILL RECOVER COSTS

.....

OUR SERVICES WILL BE FREE

.....

WE WILL CROSS SUBSIDISE

.....



Ngā ĀpitiHanga

KUPU WHAKATAKI

Ki a	Te Puna o Waikato
Mō te kaupapa	He whakangungu mō te kaitiaki pūtea me ngā hui āwhina tūrora mō ngā kaimahi
Te rahī kua tonoa	\$750
Rā tuku atu	1 Haratua 2011
Te mutunga iho	\$
Aukatinga mō te kawenga	
Kua tuku kawenga	



Ngā ĀpitiHanga

- kaute-ā-tau
- pūrongo-ā-tau
- tahua
- mātārere
- mahere pākihi
- tohu kaporeihana
- hītori o te rōpū
- pūrongo pēke hou
- reta tautoko
- rārangi kaitiaki
- pānui
- pānui māi i ngā niupepa
- he tohu rōpū ohaoha e wātea ana i te utu tāke
- kaupapa ture
- tatauranga
- ētahi atu kōrero.....



Attachments

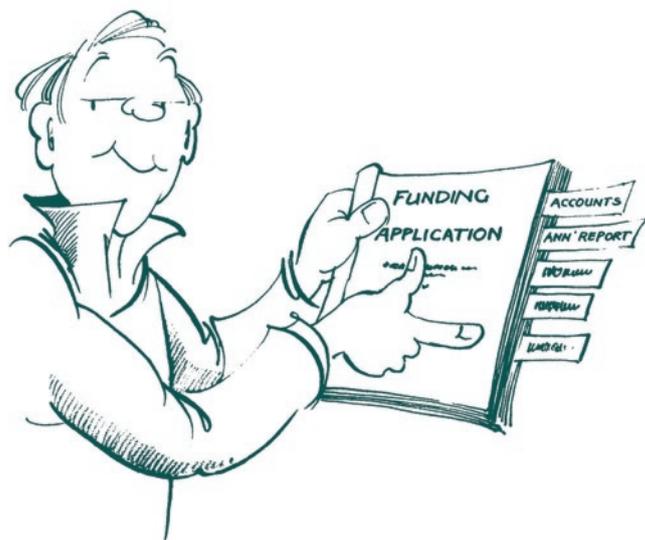


APPLICATION COVER SHEET

Appn. to Trust Waikato
 For project Training for treasurer and first aid courses for staff
 Amount requested \$750
 Sent 1 May 2011
 Result \$
 Accountability due
 Accountability sent

Attachments included

- annual accounts*
- annual report*
- budget*
- brochure*
- business plan*
- certificate of incorporation*
- history of group*
- latest bank statement*
- letters of support*
- list of trustees*
- newsletters*
- press clippings*
- tax exempt charitable status letter*
- trust deed or constitution*
- statistics*
- other*



Ngā reta tautoko

Ko ētahi kaituku pūtea, pēnei i te Rōto, ka hiahiaitia he reta tautoko i tō tono e ono marama iti iho rānei te tawhito. I te nuinga o te wā, he pai ēnei me ngā kaitautoko mō ngā rōpū hou nei.

Ngā reta tātaki

Kāore he tino take o ēnei, ā, i ētahi wā kāore e pānuitia ana. Mēnā ka tāpirihia atu, me whakarāpopoto noa, ā, kia kaua e tāpiri i ētahi take hou. Kia kaua e roa ake i te kotahi whārangi, ā, me whakamōhio atu ko wai tō rōpū, he aha tana take, he aha te kaupapa me te rahi o te pūtea e tonoa ana, me tētahi paku kōrero mō ngā hiahia me ngā hua. Whakarārangiā ngā āpitihanga me te tāpiri tika ki te tono.

Mēnā kāore e tāea ētahi pārongo i mua i te rā aukatinga, whakapā atu ki ngā kaituku pūtea kia mōhio ai koe me aha. Me whakamahara anō i roto i te reta tātaki, i te tono rānei, ('i runga i ā tātou whakaritenga, kei te whai mai ngā kaute-ā-tau').

I mua i te tukuna atu o te tono, āta tirohia kia mōhio ai kei konā katoa ngā āpitihanga, kua tohua te tono, ā, kua whakautua katoatia ngā pātai. Ki te kore tētahi pātai e hāngai ana ki tō rōpū, whakamāramahia atu te take ('i te mea e ono marama noa iho te pakeke o tō mātou rōpū kāore ā mātou pūrongo-ā-tau').

Pupurihia he kape mō te tau e heke nei.

Ngā pūrongo-ā-tau

Mā te pūrongo-ā-tau e mōhio ai te tangata i pēhea ngā mahi o te tau. He pai hoki tēnei pūrongo hei waka tauhokohoko i te mea ka whakamōhio atu ki ngā kaituku pūtea ko wai te rōpū. Mēnā ka kitea i roto i te pūrongo kua tata hinga te rōpū kāore koutou e utua.

Ki te hiahia pūrongo-ā-tau ngā kaituku pūtea, engari i tuku-ā-waha noa iho, whakamōhio atu, ka tuhi ai i tētahi whakarāpopototanga mō ngā mahi o te tau.



Letters of support

Some funders, such as Lottery, ask for letters of support which are less than six months old and relevant to the application. In general, letters of support and referees are more necessary and valuable for new organisations.

Covering letters

Covering letters are not usually necessary. If included, they should summarise the application without introducing anything new. They should be no longer than one page and include the name of your group and its purpose, the project and amount applied for, and a brief statement of the need and the benefit. List the attachments enclosed and put them in the order requested.

If some information is not available before the closing date for applications, phone the funder and find out what to do. Mention this in your covering letter or on the application, ('as arranged, audited annual accounts to follow').

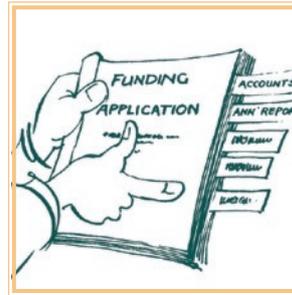
Before you mail the application check that all attachments are included, the application is signed and all questions are answered. If a question is not applicable to your group explain why, ('we do not have audited annual accounts as we were established six months ago').

Keep a copy on file and save time next year.

Annual reports

An annual report tells your members how the year has gone. As it also tells funders about your organisation, it can be a powerful marketing tool. An annual report that shows the group is close to folding will discourage most funders.

If the funder requires a written annual report but the chairperson reported verbally, note that fact and write a brief summary of the year's activities.



Āmuri i te whakatau



TE TIROTIRO I TE WHAKAHĀRE O TE KARĀ

He rerekē tēnā kaituku pūtea i tēnā inā whakawhiwhi karāti ki te rōpū. Ko ētahi ka tuku tōtika ki te kaute peke, ko ētahi atu ka tuku mā te haki, mā te hui whakawhiwhi rānei. Me whakahoki whakaaetanga ki te Rōto i te tuatahi, kātahi ka whiwhi karāti ai.

Tērā pea ka tāpiri kaupapa here ki ngā karāti. I te nuinga o te wā, ka utua ā te tīmatanga o te kaupapa.

Ko te nuinga o ngā karāti he take ake tāna, ā, kia kaua e whakarerekē. He whakahirahira kia mōhio inā pau te karāti.

He karāti hei hoko taputapu, pēnei i te rorohiko, he māmā noa iho te whakaatu mā te tohu utu. Mēnā he karāti mō te whakahāere kaupapa kua rerekē ngā utu. Ko te huarahi ngāwari kia tirotiro i te whakahāere karāti, ko te pukapuka pūtea, tuhia ngā mea kua hokona mō te kaupapa, ā, ka tuhi hāere i te toenga. Mā ētahi pūmanawa rorohiko e āwhina i te taha whakahāere utunga.

Ki te kore e tāea te whakapau te karāti ki tana kaupapa, whakamāramahia atu te take ki ngā kaituku pūtea. Taihoa e whakapau i te pūtea! Mēnā he pai te whakamārama ka whakaāetia kia whakarerekē i tō kaupapa.

Ki te whiwhi kia rua karāti mō te kaupapa kotahi, pātaihia tō mea tuarua mēnā ka tāea te whakarerekē i te kaupapa mō te pūtea, ki te kore me whakahoki.

HE KAWENGA

He tūmomo kawenga tō te nuinga o ngā kaituku pūtea mō te karāti. Tērā pea me whakakī pepa ka whakahoki ai ki a rātou. E hiahia ana ētahi i ngā tohu utu. Tohua i tō hōtaka ngā aukatinga mō ngā whakawherenga inā whiwhi karāti.



After the decision

KEEPING TRACK OF GRANTS

Funders differ in how they give out grants. Some direct credit the grant to the group's bank account. Others send a cheque or give it out at a function. Lottery asks for a client agreement form to be returned before the grant is uplifted.

Major projects may have conditions placed on the grant. The most common is that the grant will be paid when the project proceeds.

Most grants are given for a specific purpose and should not be used for other purposes. It is important to know when the grant is spent.

A grant for equipment, such as a computer, is readily accounted for from the record of purchase. If a grant is for a programme, costs come under different budget headings. The easiest method of keeping track of spending is to use an exercise book, with a page for each grant. From the cash book, enter the items spent for the project and keep a running total of the balance remaining. Accounting software programmes will allow you to code expenditure against a grant.

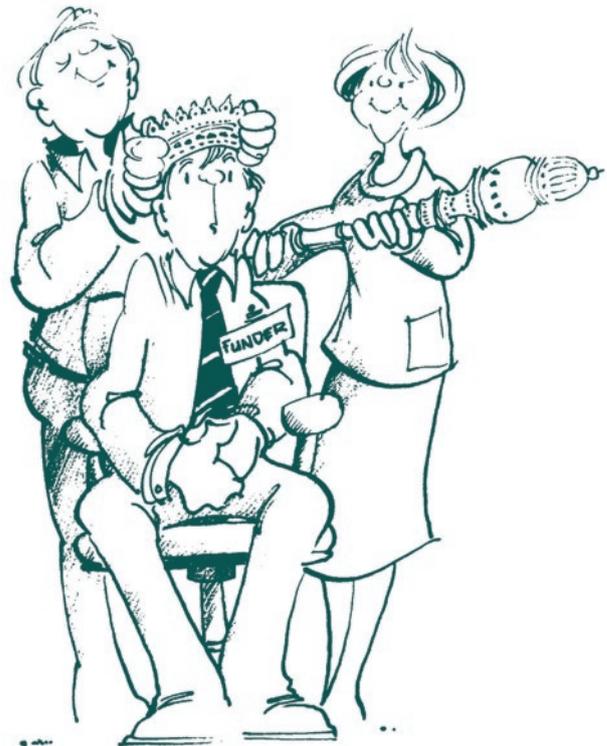
If you are not able to spend the grant on the purpose for which it was granted, contact the funder and explain why. **Don't spend the money first!** If there is a good reason, most funders will agree to a change of project.

If you receive two grants for the same project, contact the second funder and ask if the grant can be spent on a similar purpose or held over. If not, it will need to be returned.

ACCOUNTABILITY

Most funders have some form of accountability process for the grant. They may ask for an accountability form to be completed and returned by due date. Some funders ask for copies of receipts for items purchased. Diary accountability deadlines when the grant is received.

If the accountability requirements are not met, most funders will decline to fund in the following year. In some instances funders may ask you to return the money.



KOUTOU KO TE KAITUKU PŪTEA

He pai te whakatipu hononga i wāenga i a koutou ko te kaituku pūtea. Mēnā he kaha tō rātou mōhiotanga ki a koutou he ngāwari noa te whakamārama i ō kaupapa. Ki te kore e mōhio mēnā e tika ana te karāti mā koutou, tirohia. He wā pai tēnei hei whakamāharo i a rātou ki tō hiahia, to kaha me tō ngākaunui ki te kaupapa.

Ko te tikanga, kāore e whakaāetia te whakawai i ngā kaimahi o ngā puna, hāunga anō ko ngā hui motuhake. He uua ki ngā kaituku pūtea te whakahē i te tono mēnā kua tūtaki ki ngā rōpū.

Kāore ngā kaituku pūtea e hiahia ana i te reta mihi inā whiwhi karāti te rōpū. Engari e hiahia ana kia mihi i roto i ngā kaute-ā-tau me ngā pūrongo-ā-tau. Ka mihi e ētahi rōpū i ngā pānui, i ngā mokoreta rānei.

KIA AUHAHA

I tuku whakaāhua me ētahi reta mihi ētahi akonga Somali e ako ana i te reo Pākehā, ki ngā kaituku pūtea.

Whakamōhio atu ki a rātou mēnā he mahi whakameremere ā koutou, ka kaha rerekē rānei te rōpū.

MĒNĀ KA WHAKAHĒNGIA TŌ TONO

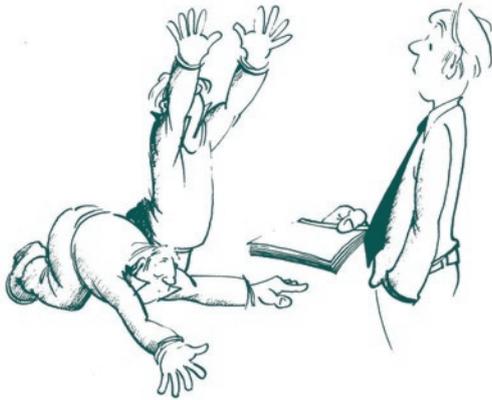
Nā ngā taumaha i runga i ngā pūtea, tērā pea ka whakahēngia tō tono, ka iti ake rānei te pūtea e whiwhi ai koe. Ki te kore e waimarie, pātaihia rātou mō ētahi whakaaro āwhina. I tutuki i a koe ngā paearu? He wāhanga hei whakapai ake? Ka whai hua, ki te tono anō? Mēnū he nui ō tono e whakahēngia ana, he raruraru ōu.

I āta tirohia e Te Puna o Waikato ngā kaitono i waimarie, kāore hoki i waimarie me te aha i kite ko ngā mea waimarie e:

- kaha ana te mōhiotanga ki ngā momo puna pūtea me te hāngaitanga ki ngā momo kaupapa
- pono ana i tō rātou kawē i tēnei mahi
- matatau ana ki te whakarite tono
- mōhio ana ka pēhea ngā tono e mahia ai e ngā kaiwhiriwhiri.



*Kia pūnahanaha,
auaha,
wairua hihiko,
ōrite,
whai kiko,
kaha, kia pai...*



IF YOU ARE TURNED DOWN

Due to heavy pressure on funds, you may be turned down, or receive less than you asked for. If you are unsuccessful, contact the funder and pleasantly ask for feedback. Did you meet the criteria? Is there anything you could improve on? Is it worthwhile applying again? If you are consistently turned down, there's a reason.

THE FUNDER AND YOU

It helps to build a relationship with your funders. The more they know about you, the easier it will be to explain future projects. If you are unsure whether your project fits the funder's criteria, check before applying. This is an opportunity to impress the funder with your enthusiasm, competence and the need for the project.

In general, trusts discourage lobbying of trustees but this does not preclude you inviting trustees to visit or to special occasions. It is harder for funders to decline an application where they have talked to the people involved.

Funders do not expect or require a thank you letter when the grant is received. But they expect to be acknowledged in annual accounts and thanked in the annual report. Some organisations list their major funders on their letterhead or in newsletters.

BE CREATIVE

Somali students learning English sent the funder a photo of the group with hand-written letters of thanks.

Let the funder know if you are doing something interesting, or if there are major changes to your organisation.

Trust Waikato surveyed successful and unsuccessful applicants and found that successful applicants were:

- Knowledgeable about the range of funding sources and their suitability for a particular project or purpose
- Realistic in their approach to funding
- Experienced in preparing applications
- Aware of how applications are assessed.



***Be systematic,
creative,
consistent,
enthusiastic,
realistic,
positive...***

Kimi āwhina

- He tangata tā te nuinga o ngā kaituku pūtea hei whakapā mā koutou. Me he pātai ā koutou, pātaihia rātou. He ngāwari ake pea te wāea atu ki a rātou.
- Tērā pea e mōhio ana ki tētahi e matatau ana ki ēnei momo mahi hei āwhina i a koutou.
- E mōhio ana ngā kaiwhakawhanake hapori me ngā kaitohutohu pūtea o Te Tari Taiwhenua ki ngā momo puna pūtea me te whakahāere i ngā rōpū. Whakapā atu ki te tari-ā-rohe mā te:
Waea utu kore 0800 824 824
Ipurangi www.dia.govt.nz
- Tērā pea he kaiwhakawhanake hapori i ngā mana-ā-rohe hei āwhina i ngā rōpū.
- I ētahi rohe, ka whakatū hui hei āwhina i te hunga tonono pūtea.
- Mā te Ratonga Pārongo Tuku Pūtea ngā pātengi raraunga a FundView a Breakout me Corporate Citizens e whakaputa. He nui ngā kōrero i runga i a FundView mō te whakahāere rōpū me te kimi rauemi.

Ratonga Pārongo Tuku Pūtea

Pouaka Poutāpeta 1521,

Te Whanganui-ā-Tara 6140

Wāea 04 471 8900

Imera info@fis.org.nz

Ipurangi www.fis.org.nz

Tēnā pea ko tā tō rōpū he rehita me te Komihana Kaupapa Atawhai ka riro i a koutou te mana tāke-kore.

Ā tēnā: Kei ēnei paetukutuku ētehi mōhiohio anō:

Ipurangi www.charities.govt.nz

Ipurangi www.ird.govt.nz



HEI PĀNUI

MANAGING YOUR VOLUNTARY ORGANISATION
IN NEW ZEALAND:

Social Development Partners

Pouaka Poutāpeta 25333, Te Whanganui-ā-Tara

6141 Wāea 04 385 0981 **Ipurangi**

www.socialdevelopment.org.nz

Getting help

- Most funders have someone who will advise you. Check with them if you have any queries. A phone call may save your time and theirs.
- Or you may know someone who is experienced at applying for funding who will assist you.
- The Department of Internal Affairs Community Development and Funding Advisors know about funding sources and the management of community organisations. Contact your local office by:
Freephone 0800 824 824 or
Web www.dia.govt.nz
- **CommunityNet Aotearoa** is an internet site for community groups:
Web www.community.net.nz
- Local authorities may employ community development staff who advise and assist community groups.
- Funding workshops and information sessions are held in some areas. At these funding workshops, funders are available to assist you.
- The Funding Information Service publishes the **FundView**, **BreakOut** and **Corporate Citizens** funding databases. **FundView** and their internet site includes information on managing and resourcing community groups.

Funding Information Service

P O Box 1521, Wellington 6140

Phone 04 471 8900

Email info@fis.org.nz

Web www.fis.org.nz

Your organisation may wish to register with the Charities Commission which will mean you are eligible for tax exempt status.

Visit these websites for more information:

Web www.charities.govt.nz

Web www.ird.govt.nz



READING

MANAGING YOUR VOLUNTARY ORGANISATION
IN NEW ZEALAND:

Social Development Partners

PO Box 25333, Wellington 6141

Phone 04 385 0981

Web www.socialdevelopment.org.nz

NGĀ PUNA HAPORI

TAMAKI-MAKAURAU

Pouaka Poutāpeta 68-048, Newton, Tamaki-makaurau 1145

Wāea 09 360 0291
Wāea kore utu 0800 272 878
Imera info@asbcommunitytrust.org.nz
Ipurangi www.asbcommunitytrust.org.nz

WAIARIKI

Pouaka Poutāpeta 133 22, Tauranga 3141

Wāea 07 578 6546
Wāea kore utu 0800 654 546
Imera info@baytrust.org.nz
Ipurangi www.baytrust.org.nz

WAITAHA

Pouaka Poutāpeta 1440, Ōtautahi 8140

Wāea 03 335 0305
Wāea kore utu 0508 266 878
Imera enquiry@commtrust.org.nz
Ipurangi www.commtrust.org.nz

TAI RĀWHITI

Pouaka Poutāpeta 1058, Heretaunga 4156

Wāea 06 878 7200
Wāea kore utu 0800 878 720
Imera enquiry@ecct.org.nz
Ipurangi www.ecct.org.nz

MID AND SOUTH CANTERBURY

Pouaka Poutāpeta 983, Timaru 7910

Wāea 03 687 7360
Wāea kore utu 0800 672 287
Imera msccomtrust@xtra.co.nz
Ipurangi www.comtrust.co.nz

ŌTĀKOU

Pouaka Poutāpeta 5751, Ōtepōti 9058

Wāea 03 479 0994
Wāea kore utu 0800 101 240
Imera info@oct.org.nz
Ipurangi www.oct.org.nz

MURIHĪKU

Pouaka Poutāpeta 1646, Waihopai 9840

Wāea 03 218 2034
Wāea kore utu 0800 500 185
Imera info@ctos.org.nz
Ipurangi www.ctos.org.nz

TARANAKI

Pouaka Poutāpeta 667, New Plymouth 4340

Wāea 06 769 9471
Imera info@tsbtrust.org.nz
Ipurangi www.tsbtrust.org.nz

WAIKATO

Pouaka Poutāpeta 391, Kirikiriroa 3240

Wāea 07 838 2660
Wāea kore utu 0800 436 628
Imera twinfo@trustwaikato.co.nz
Ipurangi www.trustwaikato.co.nz

TE WHANGANUI-Ā-TARA

Pouaka Poutāpeta 25-090, Te Whanganui-ā-tara 6146

Wāea 04 499 7966
Imera admin@wct.org.nz
Ipurangi www.wct.org.nz

TE WAI POUNAMU KI TE URU

Pouaka Poutāpeta 190, Hokitika 7842

Wāea 03 755 7914
Imera wccomtrust@actrix.co.nz

WHANGANUI

Pouaka Poutāpeta 365, Wanganui 4560

Wāea 06 349 0015
Imera douglas@whanganuicommunityfoundation.org.nz
Ipurangi www.whanganuicommunityfoundation.org.nz

COMMUNITY TRUSTS

AUCKLAND

P O Box 68-048, Newton, Auckland 1145

Phone 09 360 0291

Freephone 0800 272 878

Email info@asbcommunitytrust.org.nz

Web www.asbcommunitytrust.org.nz

BAY OF PLENTY

PO Box 133 22, Tauranga 3141

Phone 07 578 6546

Freephone 0800 654 546

Email info@baytrust.org.nz

Web www.baytrust.org.nz

CANTERBURY

P O Box 1440, Christchurch Mail Centre, Christchurch 8140

Phone 03 335 0305

Freephone 0508 266 878

Email enquiry@commtrust.org.nz

Web www.commtrust.org.nz

EASTERN AND CENTRAL

P O Box 1058, Hastings 4156

Phone 06 878 7200

Freephone 0800 878 720

Email enquiry@ecct.org.nz

Web www.ecct.org.nz

MID AND SOUTH CANTERBURY

P O Box 983, Timaru 7910

Phone 03 687 7360

Freephone 0800 672 287

Email msscomtrust@xtra.co.nz

Web www.comtrust.co.nz

OTAGO

P O Box 5751, Dunedin 9058

Phone 03 479 0994

Freephone 0800 101 240

Email info@oct.org.nz

Web www.oct.org.nz

SOUTHLAND

P O Box 1646, Invercargill 9840

Phone 03 218 2034

Freephone 0800 500 185

Email info@ctos.org.nz

Web www.ctos.org.nz

TARANAKI

P O Box 667, New Plymouth 4340

Phone 06 769 9471

Email info@tsbtrust.org.nz

Web www.tsbtrust.org.nz

WAIKATO

P O Box 391, Hamilton 3240

Phone 07 838 2660

Freephone 0800 436 628

Email twinfo@trustwaikato.co.nz

Web www.trustwaikato.co.nz

WELLINGTON

P O Box 25-090, Wellington 6146

Phone 04 499 7966

Email admin@wct.org.nz

Web www.wct.org.nz

WEST COAST

P O Box 190, Hokitika 7842

Phone 03 755 7914

Email wccomtrust@actrix.co.nz

WHANGANUI

P O Box 365, Wanganui 4560

Phone 06 349 0015

Email douglas@whanganuicommunityfoundation.org.nz

Web www.whanganuicommunityfoundation.org.nz



TRUST WAIKATO

• Tauraruru



TRUST WAIKATO

TE PUNA O WAIKATO

The Waikato Community Trust (Inc)

2 London Street | P O Box 391 HAMILTON/Kirikiri-roa 3240

Phone/ Waea 07 838 2660 **Fax/ Waea whakaahua** 07 838 2661

Freephone/ Waea utukore 0800 436 628 **Email/Imēra** twinfo@trustwaikato.co.nz

www.trustwaikato.co.nz

February/Huitanguru 2011
