

NEW ZEALAND INLINE HOCKEY ASSOCIATION



Funding Guidelines to Assist Clubs with Funding Sources and Applications

**Information has been gathered
from various websites.**

Clubs can update as necessary

Funding Guide

The following information has been provided as a club resource kit to assist clubs as a funding and administrative guide only. Updates for all information provided can be found on the web - website listings are provided for your information on the last page.

Many community organisations need to fundraise in order to continue their work in the community, or to develop and carry out special projects. Seeking funding is one of the most important tasks these organisations face.

For many of them it is a difficult task - but it does not need to be.

Some people enjoy this type of work, and these are the people who should be on the funding team or sub-group organising the fundraising (those who dislike it are better off working for the organisation in some other way).

Fundraising should be planned and funding strategies should be incorporated into the organisation's overall income plan.

Some fundraising hints:

- establish funding needs clearly;
- make sure that the organisation agrees and understands the fund raising activity;
- spread the work load;
- ensure timelines are set and meet;
- select the fund raising methods that relate to your organisation and what you want to achieve;
- make sure it is fun - engage the goodwill of your community;
- budget for income, expenses and profits; and
- check all legal responsibilities (e.g. if you run a raffle - for some raffles you need a licence from the Department of Internal Affairs).

Establishing the Fundraising Programme

First Steps

- identify the purpose of the fundraising;
- check whether fundraising is necessary (what is available now?); and
- think about who will gain from it (will your target group benefit?).

Once you have decided to fundraise:

- describe the particular purpose;
- set goals (make the fundraising job interesting and varied);
- develop a need and a wish list;
- brainstorm a list of ideas;
- start selecting: think of the positives, the difficulties, the possible strategies, the potential returns;
- carefully estimate the amount of work that will be involved;
- list the resources needed, and check them against the resources available: people, equipment, transport, facilities, and money;
- decide who will need to be consulted before any decisions about the fundraising venture are made; and
- make long term plans (but set short term targets you will reach on the way).

Set a Budget

- work out how much money you need; and
- work out the running expenses you will have (what will you need to buy? Will you need money for professional help e.g. salaries, rent, phone, power, printing, cleaning, stationary, transport, auditing, special equipment?).

Discuss the best way to fundraise. Income for voluntary agencies can be obtained through:

- local fundraising projects;
- raising money through membership fees/donations;
- public funding programmes e.g. government departments and local authorities;
- grants from philanthropic trusts and foundations;
- sponsorship by businesses and corporations; and
- professional fundraising consultants.

Some Local Fund Raising Projects

These use the organisation's resources. They may include:

- food and or entertainment: e.g. balls, socials or shows; wine and cheese parties hat or "dress as" parties; picnics;
- sales: e.g. t-shirts, tea towels, puppets; art works; auctions; garage sales; market days; calendars; history of the organisation publications;

- money for labour: working bees; gardening; painting; labouring; section clearing; home delivery;
- sponsored activities: e.g. swims, walks; games;
- exhibitions/demonstrations e.g. celebrity match; pottery demonstration and "have a go";
- community services: e.g. rubbish collections; information pamphlets; and
- competitions: e.g. sports days; "top town" team events; quizzes; beach games; treasure hunts.

Raising Money through Membership

You may wish to consider the following:

Membership Fees

You could charge a membership fee for your organisation. Some organisations have a "sliding scale" of fees according to whether the member is unemployed, on a low income, a student, employed, or a corporate or government organisation.

Having Patrons

Patrons can be selected for the status they bring to the organisation - or in acknowledgement of their financial support (in this case you could consider setting a Patron Subscription)

"Friends of the Organisation" membership

"Friends" are usually people interested in the organisation but not directly involved with it . It is a good idea to offer something to your "Friends" (e.g. open days; newsletters; cheaper entrance fees) in return for their paying a subscription or a donation (you can suggest the amount) to the organisation.

Business Membership

This is similar to "Friends" but is directed at commercial organisations.

Local Authority/Government Agency Membership

Where this is appropriate you could charge a higher membership fee;

Major Sponsors

Similar to business sponsors but the contribution to the organisation might be substantially higher (for more information about sponsorship refer to Business Sponsorships).

From "Seizing the Moment II's" "How to Raise Money Through Membership": Colin Gunn.

Public Funding Programmes

The NZ Lottery Grants Board: this board distributes the profits from the Lotteries Commission each year. It does this through national and regional Lottery committees (e.g. Lottery Youth/Lottery Welfare). The emphasis is on supporting community initiative rather than supporting or providing primary social services (that is seen as the responsibility of government).

For further information contact NZ Lottery Grants Board, PO Box 805, Wellington. Phone 0800 824 824.

Philanthropic Trusts and Foundations: Funding is available from Trusts and Foundations for projects which meet their criteria for eligibility.

Government Departments: a number of government departments and local authorities also offer funding for programmes in specific areas such as justice, Maori development, Pacific peoples, employment, etc.

Check out the Funding Information Service database for more information (refer to Funding Information Sources) .

Developing An Application For Funding

A well presented application is important.

Most organisations require the following information and these suggestions can be altered to suit your group and the funding body. If you have already developed a funding portfolio (refer to Developing a Funding Portfolio), you can use the information that you have gathered:

- introduction - to your organisation, its staff and volunteers, services provided, community served, numbers etc;
- legal structure - are you an incorporated society or charitable trust or do you have an umbrella organisation willing to receive money on your behalf? Are you registered for GST;
- the problem - outline the problem your project seeks to address. (Enclose any needs analysis, evidence or statistics);
- objectives - note the objectives your organisation has for the project. These should be specific, achievable and able to be evaluated;
- procedure - what, how and whom will implement the project;
- evaluation - explain how you intend to evaluate the project;

- budget - list all items of anticipated income and expenditure, including staff salaries and administration costs. Note any other sources of funding which you have approached for this project and when you expect a response. Attach professional quotes;
- request - ask for a specific amount of money which is realistic in terms of the project budget and of the size of the grant usually made by the funding body. In many cases it will be less than the total expenses identified in the budget;
- contacts - list address and phone numbers of two people who can provide the funder with any further information or clarification;
- referees - list two or more referees from outside your own organisation who understand the project and support it; and
- attach any letter of support and other materials - press release, annual reports, brochures, annual accounts etc.

Funding Application Checklist

- be aware of the philosophy of the funding organisation, their criteria, priorities and the average sized grant they make;
- only apply for funding if you meet the eligibility criteria of the funding organisation; if in doubt, visit the Funding Information Service database - or ring up the funding organisation and ask;
- stick to your priorities. Don't significantly change your activities or project to meet requirements of a funding provider;
- be aware that networks between funding organisations and within communities are usually quite good. If you haven't got a good record, or you overstate your activities in an application, or you apply for funding when you do not meet the criteria, others are quite likely to find out;
- if you have applied to the organisation before and are using your funding calendar, check the closing date for applications, also that you have the correct application form;
- prepare your application well in advance;
- complete all the relevant sections on the application form;

- attach all the documents you were asked to attach;
- invite the funder to visit the project or to request further information;
- answer all questions on funding application forms by following instructions and providing all information;
- mark any items you have excluded (or included as extras) in your funding application and footnote them;
- include any appropriate notes to budget explanations and breakdowns;
- list other organisations to whom you have applied and when you expect to hear back;
- include, if you have them, 3-5 year development plans;
- if you need help developing a proposal, ask for it;
- consider typing applications rather than hand-write them as typed script copies more clearly;
- get your application in well before closing time;
- keep a copy of the application;
- if you haven't had an acknowledgement of your application two or three weeks after lodging it, ring the funding organisation and check they have received it;
- be aware most funding schemes are wildly over subscribed - often by millions of dollars. If you are turned down try again. It doesn't necessarily mean your project is no good - it is often that other projects just got priority for what funds were available. Choose another organisation, rewrite the application and keep trying;
- develop a funding calendar for your organisation which highlights all those funding bodies to whom you can apply on an annual basis; and
- don't forget to publicly acknowledge your funders.

Gaming Machine Societies That Distribute Grants To Community Groups

- [How to apply](#)
- [How to contact gaming machine societies](#)
- [Glossary of terms](#)
- [How to contact the Department](#)
- [Return to *Gaming - Services*](#)
- [Return to *Gaming - Information We Provide*](#)

How to apply

Application forms are available from societies, some community networks like Citizens' Advice Bureaux and gaming machine sites.

From 1 January 2003, sites must have application forms openly available near gaming machines without you having to ask staff or managers for a copy. The site must **not** put any restrictions or conditions on your access to the application forms.

You **must** send your application directly to the society and **not** through a site. Also, the society must deal with **you** directly and **not** communicate with you through the site.

How to contact gaming machine societies

Please note: Only those gaming machine societies that invite grant applications from the public are listed. Clubs operating gaming machines generally do not make grants to the public.

Glossary of terms

Societies: These are the organisations that own and operate gaming machines and make grants to non-profit community organisations.

Sites: These are the pubs and other venues where gaming machines are located. They do **not** own the machines and must **not** be involved in decisions about who can apply for grants, who receives them or how much the grant should be.

Authorised purposes: These are the purposes for which societies can make grants. Different societies have different authorised purposes, but all must benefit the community. You can find out about each society's authorised purposes by clicking on a region on the map below.

More fundraising options

As well as seeking grants from government departments and philanthropic or statutory trusts, community groups are increasingly obtaining income from other sources, such as:

- **charging for services.** For instance, where you already offer a quality service to a particular section of the community, you may find there is another section that would pay to use the same service, and that you could charge them without running into conflicts with your philosophy and the reason why your group was set up.
- **paid membership/subscriptions**
- **fundraising** (street appeals, confectionery etc). Some organisations use professional fundraisers to help with this - talk to the Fundraising Institute of New Zealand or check their website at <http://www.fundraising.org.nz>
- **sponsorship**
- **government contracts**
- **local government contracts**

Developing A Funding Portfolio

A funding portfolio is a file describing a groups identity, activities and projects, which can be "mixed and matched" for different funding applications (funding organisations ask for different combinations of information, and have different criteria, application forms, reporting requirements and closing dates).

If your group is applying to more than one funding organisation a funding portfolio saves considerable time and makes funding applications easier to prepare.

Create a set of headings which are relevant to your group. Here are some examples of headings and what information could be included:

History of the organisation

- why did your group start?
- who was involved at the beginning - and since?
- where did the group begin?
- what sorts of things has the group achieved?
- what changes has the group experienced?

Aims and Objectives

- what are the groups aims?
- what are the current objectives?
- what is the kaupapa of this group?
- if you have a mission statement, what is it?
- what are you trying to achieve?

Management

- what is the management structure?
- names and contact addresses of management committee/trustees?
- how often are meetings held?
- how are decisions made?
- what powers do management have?

Legal Status

- copies of Certificate of Incorporation/Trust Deed/Umbrella Agreements;
- evidence of Charitable status with IRD;
- copies of Constitution/Rules; and
- trustees names and addresses.

Financial Information

- copies of audited accounts;
- certificates of Income and Expenditure;
- business Plans;
- bank account details;
- treasurer's name and contact address;
- GST registration number;
- details of sources of funding; and
- yearly budgets.

Support

- which groups do you work alongside to complement your work?
- copies of letters of support;
- do you meet with any network?
- are there any other Groups offering a similar service?

WEBSITE INFORMATION

New Zealand Department of Internal Affairs

This resource gives in depth information on the location of sites and the Trusts they are associated with through out the country. In addition you can research other forms of funding available from the department.

<http://www.dia.govt.nz/diawebsite.nsf>

Community Net - How to Guides and Links

This comprehensive resource covers everything from community development philosophy, how to set up and run a community organisation, through to making submissions. Their "LINKS" also gives a great deal of information on community sites in your area you should investigate.

You can purchase hard copies of the Resource Kit from the Department of Internal Affairs.

<http://www.community.net.nz>

Funding Information Sources

The Funding Information Service owns and maintains two separate databases:

- **FundView** was established in 1993 in DOS, for community groups needing to find funding. The database is updated regularly and has over 600 funding schemes listed. The search facility allows a user to select information about funding organisations using a set of criteria chosen by the user. FundView is available in Windows and on the [Internet](#).
- **BreakOut** was released in April 1997. This is a database of awards, scholarships and grants which is useful to public libraries, secondary schools, polytechnics, universities, private training establishments, sports clubs, artists and individuals wanting to improve their skills. It is available in Windows and on the [Internet](#)

<http://www.fis.org.nz/>

NZ Community Post Wellington

A sponsorship programme which donates free postage-included envelopes to non-profit organisations.

<http://www.nzpost.net.nz/nzpost/control/corporate/sponsorship/community>

Companies Office

This site is a source of information for New Zealand Companies, your club must be registered here as an Incorporated Society. You can download submission forms and retrieve and check your companies Office registration Certificate, check information updates for Financial Returns, Constitution Updates and current address information. Incorporated Societies must ensure that their documents are updated on an annual basis with the Companies Office.

<http://www.companies.govt.nz/search/cad/dbssiten.main>

Website Links

SPARC

Sport & Recreation New Zealand

Links can be found to all regional Sport Trusts, information to sport related information and issues within New Zealand.

SPARC website (www.sparc.org.nz)

Check out the funding information on the SPARC website, they now have available a searchable database of NZ funders.

Website Creation

If your club is interested in creating a website check out the following free hosting sites. Free sites usually include banner adverts you have no control over. (take care to select the "free" site setups)

<http://members.freewebs.com/>

<http://www.bravenet.com/>

<http://www.angelfire.lycos.com/>

www.sportsground.co.nz

Subscribed site options:

<http://www.freeparking.co.nz/hosting/index.mv>

Check out www.yellow.co.nz for a provider in your area