



Tips and Tricks for Filling out your Funding Applications Te Aroha

13 August 2020

5.30 to 7.30 pm

In this workshop we will discuss preparing for and completing funding applications, what you can do to ensure you have made the best possible application you can and how your budgets and financial statements can contribute or detract from your application.

This workshop will include information on...

- § Understanding what your funder requires, or, selling your project to your funder
 - Different funders often have different priorities and different requirements. These priorities and requirements need to be met or your application will not have much chance of success.

- § Budgeting for your project:
 - A budget provides a good example to your Funder of sound financial understanding, so creates confidence in your application. Likewise, a poorly put together budget has the opposite effect.
 - Budget can mean both an annual budget in relation to your funding applications or a budget for the specific project or service you are seeking funding to support. Ensure you know the difference.

- § Understanding why your funder wants to see your annual financial statements:
 - Annual financial statements provide a clear picture of the health, stability and financial position of your organisation.



\$ Filling out your funding application form:

- Have everything you need prepared. This list could include, scanned online copies of financial statements deposit slip, statements, CC Number, for some applications may be a resolution at board level or quotes for items etc
- Remember decisions are made based on what you provide. If you don't complete this step well the funder won't have the information they require to base their decisions on, which will impact on how they make funding choices.

And finally...

\$ Following up. Showing your funder you take seriously the faith they have placed in you by giving you funding.

- Accountability- monitor your progress against your budget throughout the financial year and show how you are being accountable for the funding you receive.
- Provide a story or photos to give your funder a great idea of the impact their funding is making in the community through your project or service.
- Provide a receipt when you receive the funding.

Please [click here](#) to register

Venue: Te Aroha Silver Fern Farms Events Centre: 13 August 2020. 5.30-7.30 pm

Cost: FREE