

Funding at your fingertips - www.allaboutfunding.org.nz

As any not-for-profit organisation or community group knows, finding funding can be hard work. Matching your project with the criteria required by funding agencies can be like steering a three-wheeled shopping trolley in a rush-hour supermarket. And that's not to mention finding out what funding is available in the first place.

But help is at hand. The Funding Information Service was set up for just this purpose – to match organisations, groups and individuals seeking funding (or other assistance) with potential funding bodies, and to make that information easy to use and access.

Now in its 15th year, the Funding Information Service is itself a not-for-profit organisation, financed entirely by subscriptions to its services. Working across all sectors – community and voluntary, Maori, education and training, environment, arts, sport and recreation, culture and heritage, business, economic development, central and local government – the service provides three online searchable databases about funding, and some of the best news is that in many places you can access them for free.

The databases

The Funding Information Service provides, and constantly updates, three online searchable databases, containing between them nearly 3000 records about funding, awards, scholarships, sponsorship, donations, pro bono work, and much, much more.

FundView

FundView provides comprehensive information about sources of funding available to community and voluntary sector organisations in New Zealand. There are currently around 620 funding schemes listed in the database with a combined worth of almost \$1 billion. That's a lot of funding!



Te Ratonga Whakamārama Pūtea
Funding Information Service

Funding organisations listed include government, local government, statutory, local and charitable trusts, service organisations and corporations. For each funder, FundView provides details of what funding is available and for whom, how and when to apply, contact details and other helpful information.

An easy to use online form enables the database to match your service or project (including its purpose and what aspects of it you're seeking funding for) with the available funding schemes, meaning that you don't have to wade through pages of funding criteria, just to find out that you're not eligible or that the deadline has already passed.

BreakOut



BreakOut is a database about funding for education. Information on 2200 awards, scholarships and grants is listed on the database, mainly for tertiary study, research, personal development, sport and art. Like FundView, BreakOut is searchable, making it easy to find the funding that fits what you want to do.

CorporateCitizens



Launched in June 2005, CorporateCitizens contains information about New Zealand businesses and companies that are committed to building relationships with community and voluntary organisations, and have social responsibility programmes such as volunteering, sponsorships, pro bono work, donations and cause-related marketing. The database is growing rapidly – there are currently over 80 companies listed, with around 10 more signing up each month.



Social Services Waikato

Nga whakaritenga mahi
Toko i te Ora ki Waikato

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How can I search the databases?

The three databases are funded entirely by subscriptions. The Department of Internal Affairs, Studylink and the Ministry of Social Development all subscribe to FundView and BreakOut, as do most local authorities, and the databases can be used for free at their regional offices and service centres, public libraries, community centres and CABs. Some MPs also make FundView available at their electoral offices.

The Funding Information Service's website – www.allaboutfunding.org.nz – contains handy maps for each of the databases, showing where you can access them for free. Click on your region and the map brings up a list of locations: in the Waikato alone, there are 54 places where you can use FundView for free, and 28 that also have BreakOut.

For those wanting to subscribe, free trials of all the databases are available from the website.

And that's not all...

In addition to the databases, the Funding Information Service's website – www.allaboutfunding.org.nz – is a resource in its own right for groups and individuals offering community services. There's an invaluable checklist on making your funding application as good as it can be, as well as information on applying for funding in kind, writing a marketing plan, sponsorship, planning a project, developing a business plan and running a meeting. Funders can also update their information online through the website using FunderNet.

Putting together your funding folder

A funding folder contains information that funders often ask for, and saves time and energy when completing funding applications.

It is a great way to keep track of your funding cycle, and to help ensure that your funding information is readily available to other members of your organisation. This is important for a couple of reasons:

- Succession planning – pass on the “how to” information to new members
- Even if you are not available, the information is

It is usually a good idea to use a two stage process for funding paperwork. Store current, pending and granted applications in a ring-binder or clear-file, along with the documents listed below. After accountability is complete and a new application has been made, store the old information in your file system. Working through this way helps to ensure that when you are making applications or writing accountability reports, you have the relevant information readily available.

At the beginning of your folder, create a funding calendar & checklist, and update it annually. There are several formats available for this, including using a wall-planner, spreadsheet, or database. List the name of the funder, the date applications open and close, the amount you applied for (or plan to apply for), what you plan to spend it on, how much you received, and when the accountability report is due. This checklist then provides a snapshot of where your organisation's funding cycle is up to at any one time, and helps you to keep track of your work.

Things to include in your folder

Organisation information:

- Who are you? What do you do? How do you do it?
- Strategic Plan, Business Plan, Annual Plan / Goals

Legal status information:

- Certificate of Incorporation, Constitution or Trust Deed, list of Trustees, Maori Land Court minutes or gazette notices, Marae Charter

Names & contact information for management committee/trustees

Financial information:

- Financial policies, audited accounts, bank account details, GST & IRD numbers, annual budgets, IRD tax status letter, Charities Commission I.D number, name & contact information of your treasurer

Letters of recommendation / support

Annual statistics

Annual reports, client satisfaction survey summary, project / service evaluation summary

Job description/s

Copies of submitted applications
