GRANT HINTS AND TIPS

Where Can I Apply?

Kāpiti Specific Grant Options:

- **Kāpiti District Council Grants**: https://www.kapiticoast.govt.nz/services/a-z-council-services-and-facilities/grants-and-funding/
- Join the email network re Kāpiti funding options: Tonya Jones (Funding Coordinator) Tonya.Jones@kapiticoast.govt.nz

Kāpiti Gaming Machines Funding options:

- **NZCT** (The Jolly) https://www.nzct.org.nz/grants/ – 75% Amateur Sport, the rest is health, education, arts, culture, heritage and environmental. Will fund salaries.
- **Lion Foundation** (The Boundary) https://lionfoundation.nz/ - Funding is distributed between the areas of community, which includes arts and culture (30%), health (15%), sport (40%) and education (15%).
- **Pub Charity** (Pine Tree Arms) https://www.pubcharitylimited.org.nz/ – community groups, health, sport, education, emergency services, environment, culture – all receive equal consideration.
- **Pelorus Trust** (Finns and The Black Stag) https://www.pelorustrust.net.nz/ - fund many different clubs and organisations across the community.

Other Grant Search options:

- Grants administered by Department of Internal Affairs such as **Lotteries and COGS**: https://www.communitymatters.govt.nz/
- Philanthropic Trusts such as **Nikau Foundation** https://www.nikaufoundation.nz/ and **Public Trust** https://www.publictrust.co.nz/grants/
- **Generosity NZ**: Search for all grant options: https://kohaa.org.nz/ (Access through your Kāpiti Library Card Membership)
- **Match | Te Puna Taurite** https://match.org.nz/: Provides fund seekers with a way to get in front of multiple funders and philanthropists through creating a profile and uploading funding requests.
- **Exult** Membership (get regular emails re grants that are open and tips on grant applications, there is a membership fee): https://www.exult.co.nz/product/tonic-magazine/
- **Charities Services** have a good list of funders: https://www.charities.govt.nz/im-a-registered-charity/running-your-charity/how-to-fund-your-charity/
- Other searches: Check out the annual reports/websites of organisations with a similar Mahi or location to learn about where they access their funding.

Before you Start Your Application

Have in place:
- Clear targeted **budget**, **quotes** if needed for what you are seeking funding for (usually 2 required)
- **Project plan** (including timelines, how you will measure impact)
- Clear **rationale for the need** in the community for your application purpose
- Good systems in place to **track and report** against the grant funds awarded
- Support from your Board to seek funding for this purpose (some funders require a formal Board **resolution or minutes** from a recent Board Meeting).
- **Letters of Support or Referees.** While not all funders request this, it can show wider community support for your project and give more confidence to the funder.

Funder Research:

Check the funder website and **talk to an advisor/coordinator** of the fund if you need more information. Most funders have an Advisor/Coordinator that you can ring and chat through your grant application. It is good to do this research before you start – to understand what you need to provide to ensure a successful application and establish a relationship with the funder. Find out:
- Do you **fit their criteria**?
- What **location** do they cover?
- What **purposes** do they support?
- What are their identified **priority areas**?
- Does your application fit their **timeline**? (note most funders will not approve funding retrospectively).
- What have they **approved and declined** in the past?
- What is average and max **grant amounts**? – some funders state this on their website, or you can look and see what they have funded in the past. Do not overinflate what you need and provide request amounts that fit within the fund's capacity.
- What information is required for **accountability reports**?

What funders are looking for?

Funders WANT to fund!! They want to see an application that shows that you:
- Clearly **fit the priorities** of their fund
- Can show how it will **benefit the community** the funder covers (this may include demonstrating the wider community benefit outside of your organisation/ Collaboration with other community groups).
- Have **good governance, management and financial systems** in place to ensure the fund is used for the purposes you are applying for.
- **Need the funding**: Do you have a large surplus in your accounts? If it is tagged for a specific surplus state this and note your reserves.
- Directly **answer the application questions** (bullet points are fine!). Include clearly how you align to the funders priorities. If there is space (or option for attachments), you can also include stories of impact/infographics to directly appeal to the funder.
- Provide all the information requested, in plenty of time before the application close date.

Grant Hints & Tips – Lunch & Learn: Wednesday, 10th May, 2023

Panel: Adrian Gregory (Nikau Foundation's Kāpiti Committee Chair); Tanja van Huyssteen (Community Advisor, Community Operations Dept, DIA); Tonya Jones (Funding Co-ordinator, Kāpiti Coast District Council) and facilitated by Volunteer Kāpiti.

The following is a summary of the **insights shared during the event**:

- Funders want to fund you. Have confidence, not matter how small your organisation.
- Contact your local advisor for the fund before you apply to talk through your idea/project.
- Less is more! Be succinct, understand the fund criteria and outcomes sought, and then craft your narrative precisely to this.
- Write a clear summary of what you need the funding for; avoid cutting and pasting from other applications.
- For some funders, avoid being too specific/restrictive when describing what funds will be spent on, this ensures you have some flexibility on how to spend a grant. Funders don't want the money back!
- Explain the difference the grant will make to the people you serve – the impact made
- Demonstrate alignment with Te Ao Māori by referring to the values and how you align with them, e.g. manaakitanga, kotahitanga, kaitiakitanga (use of Māori words alone may not be enough to show how you would align in practice).
- Factor resilience into your plans and funding estimates.
- Add a grant management fee to your application (5-10%) for a project/operating cost.
- For longer projects, have a staged project plan and apply to funders for specific stages.
- Funders may consider organisations based outside their region, if a percentage of recipients of the service provided/benefits are in the funders region.
- Look at similar organisations to you and see where they get their funding from.
- Consider alternative funding sources, such as Crowd Funding (e.g. Boosted and Give-a-Little pages) and international funds.
- Prepare for how you will account for the grant before you start the project to allow time for you to collect evidence for your reporting.
- Publicise your achievements and acknowledge funders' contributions to your outcomes.
- Funders like collaboration, show them who else is funding you or who you have approached.
- Keep a summary of the grant funding available and when to apply (Tonya Jones provides a mentoring service specifically for grant applicants).
- For many funders, there is no new money available – government funding is being prioritised to cyclone recovery, COVID recovery, youth and mental health projects.