

## FILL IN THE FORM

Take care when completing the application, as it captures the information the funder needs to learn before deciding whether to support your project:

- **Copy it** - make a draft so your final version is perfect
- **Don't rush** - make sure you understand each question before completing it
- **Avoid jargon** - funders might not understand acronyms or abbreviations
- **Follow the instructions carefully** - provide the information asked for, and add any supporting information that is helpful, but don't overload the application with extra detail.

**Note:** Some funders welcome additional information, like examples of past work (project DVDs, publications, etc.) If you're not sure, ask.

- **Assume nothing** – the funder might not have prior knowledge of your group
- **Keep it neat and proofread**- a messy application won't inspire confidence
- **Write a covering letter** - take the time to write a personal letter to each funder. Keep it short, but provide a synopsis of your application.

## IN THE END...

Keep a copy of your application, and send it! Not all funders send acknowledgements of receipt, so don't panic if you don't hear from them.

If you are successful, you can use this application as a reference when making future funding applications. Remember to thank the funder and keep them informed of all progress.

Unsuccessful funding bids can be hard to accept and disappointing, especially after all of the work put into the application process. If you are unsuccessful, do not hesitate to contact the funder for feedback to set your mind at rest and to help you with your next application. You could learn valuable lessons. Sometimes, however, it is simply a case of too little money and too many applications.

## Local Offices Here to Help

Kaikohe Service Centre  
Memorial Avenue  
**KAIKOHE**

Kaero Service Centre  
Main Road  
**KAEO**

Kawakawa Service Centre  
Gillies Street  
**KAWAKAWA**

Kaitia Service Centre  
Redan Road  
**KAITIA**

Procter Library & Service Centre  
Cobham Road  
**KERIKERI**

Rawene Service Centre  
Parnell Street  
**RAWENE**

Development Consents -  
John Butler Centre  
Kerikeri Road  
**KERIKERI**

Council would like to acknowledge material prepared by The Voluntary Arts Network UK which contributed to the content of this brochure.

### SPECIALIST STAFF

**Specialist staff are available by appointment.**

Dialing **0800 920029** will connect you with a Customer Service Officer who will assist in making an appointment with the appropriate person.

### Would you like to know more?

**This publication has been provided as a guide only.**

**Far North District Council staff will be happy to assist you if you have any further queries.**



Far North  
District Council

[www.fndc.govt.nz](http://www.fndc.govt.nz)

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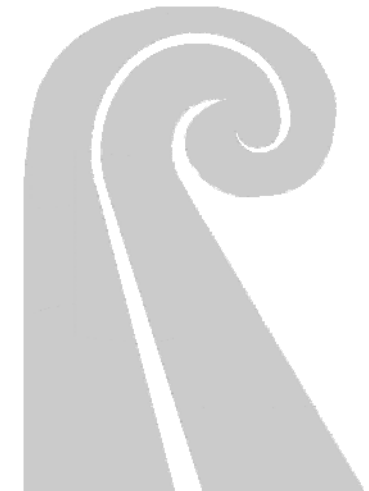
Website: [www.fndc.govt.nz](http://www.fndc.govt.nz)



Far North  
District Council

*Te Kaunihera o Tai Tokerau Ki Te Raki*  
*Frontier of opportunity*

## COMMUNITY FUNDING



Information for  
Applicants

This brochure provides basic information about Council's community funding programmes, how to access further information on these and other funds in the Far North, and some handy tips for making applications.

## COUNCIL'S COMMUNITY FUNDING PROGRAMME

The Far North District Council has set aside money gathered from the General Rate, and made it available to the community to support community projects and events, on application.

The funding is allocated by Community Boards, which make decisions guided by Council policy. Applications can be made at any time, but are only considered at formal meetings of the Boards.

Council also administers two central government funding programmes: Creative Communities and the SPARC Rural Travel Fund) are still in place.

Please visit Council's website, [www.fndc.govt.nz](http://www.fndc.govt.nz) for more information on these funding programmes.

### .What else is available?

There are lots of other funding sources available, providing you know where to look!

**Fundview** is an easy to use computer database detailing funding available to community groups. 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. Please contact the Governance Services Unit of Council,

Department of Internal Affairs (Kaitaia) or your local library to access the database.



## HOW TO WRITE A SUCCESSFUL FUNDING APPLICATION

Applying for funding is something that almost all voluntary and small organisations need to do. Finding the right funder, filling out the application properly and providing all information required are the three key ingredients to a successful bid.

Many funding applications are unsuccessful not because the funding body does not like the idea, but because the application is incorrectly completed, documents requested are missing, or it simply does not meet the stated criteria. Proper research and preparation will eliminate the possibility of this happening, ensure that your time is not being wasted and increase your chances for grant success.

### BEFORE APPLYING

#### Apply for a specific project

Most funders do not fund ongoing running costs, preferring to put their money into specific 'projects', (i.e., an activity within a specific time frame, with a set purpose and can demonstrate one or more outcomes). Choose a title for your project that is clear and self-explanatory.

#### Be realistic

The best projects are usually small but have a direct, measurable impact. A project that is achievable, useful and focussed will show funders that it has been well-planned and organised.

#### Stay organised

Remain clear about your aims and state these clearly at every opportunity. Designate someone to co-ordinate the project and ensure that everyone knows who this is.

#### Demonstrate benefits

Remember that funders are more interested in who will benefit from your project than the needs of your group or organisation. Use statistics and clear statements to emphasise how your project will benefit the community.

#### Project costs

Work out exactly what you need funded, and how these costs will be met (e.g. by a single fund application or a combination of funding

sources). People sometimes think that by asking for less they have a better chance of being successful. But, if the budget does not match the aims, it just looks like it's not costed properly. Equally, do not inflate the budget artificially.



### Monitoring & Evaluation

The funder will need to feel confident that your organisation can competently manage the project and the funds. Describe in detail how the project will be evaluated when it comes to an end.

#### Plan ahead!

Allow yourself plenty of time for writing a funding application. Make a note of the deadline for submissions and the 'turnaround time' as these can vary greatly between funders (e.g. monthly, twice yearly, etc.). If you are planning a big project and are applying for a larger sum of money, allow for 6-9 months.

#### Match, don't cram

There is no point trying to squeeze your project into a set of funding criteria that are not really appropriate.

#### Apply broadly

Most funders like to see that you are not relying on them alone for your project costs. Bear in mind that you might not be successful, so it's important to have other potential funders to apply to.

#### Follow the guidelines

Once you have found the funders you think you might apply to, read the guidelines more than once. Make sure you are eligible and meet all requirements.

#### Communicate!

Do not be afraid to contact funders to discuss their requirements or ask questions if you need to. This may be an especially good idea, if, for instance, you are concerned that a similar project may already be running, or you would like to discuss your project before spending time on the application process. If you do contact funders, always be professional and make sure you are well prepared.