

**Altrusa International Inc
District Fifteen
IFF Day Hamilton
Saturday 14th October 2006**

Raising Funds without Fundraising

There are many options for raising funds for service projects without holding endless fundraisers, raffles, sausage sizzles etc. For small or large projects funding could be obtained by applying for grants from a variety of sources or seeking corporate sponsorship. Many district councils have community funding guides which can provide a comprehensive list of many private philanthropic trusts that can be approached for funding.

Gaming Machine Grants

Premises with gaming machines are required to donate 33% of gaming machine proceeds to community groups and organisations. These funds are distributed through various Gaming Machine trusts.

- You can get applications from premises with gaming machines (you don't have to use the machines to get a form, they are usually placed in the gaming machines area though)

OR

You can ask for an application form from one of the many gaming machine trusts.

- You can apply for funds at any time. Usually you will hear within 4-6 weeks re the success (or not) of your application. Only one application per trust can be submitted at each monthly funding round, however you can apply to several trusts at the same time for the same purpose.
- You must be a non-profit organisation that provides benefits to your community in order to be eligible to apply for funds

Scottwood Trust
P o Box 499
Hamilton
Ph 0800 957 957
www.scottwood.org.nz

Pub Charity
P O Box 27-009
Freepost 956
Wellington
Ph 0800 426 464
www.pubcharity.co.nz

Lion Foundation
Private Bag 102920
North Shore Mail Centre
Auckland 1333
Ph 0800 802 908
www.lionfoundation.org.nz

Trillian Trust Inc
P O Box 109 736
56 Newmarket
Auckland
Ph 09 303 2405
info@trillian.co.nz

Century Foundation
P O Box 1288
Hastings
Ph 06 873 5018

www.centuryfoundation.co.nz

Caversham Foundation Ltd
P O Box 8100
Dunedin

NZ Community Trust
P O Box 3178
Wellington
Ph 0800 44 69 28

www.nzct.org.nz

Southern Trust
P O Box 858
Dunedin
Ph 0800 424 274

www.southerntrust.org.nz

Fund View

This is a computer database of information about sources of funding for community groups compiled by Funding Information Services. The user is able to search the database with specific details of their project. The database lists all funding agencies that fit that criteria and gives information on closing dates, funds available and how to apply. This allows groups to apply to the funding organisations that are most likely to consider their application. Often this database can be accessed at your local library or council offices.

For more information about this service contact:

Manager

Funding Information Services

P O Box 1521

Wellington

Phone 04 499 4090

Email info@fis.org.nz

Website www.fis.org.nz

Some Tips when applying for Grants

Planning

- Consider appointing people in your club to look after this area.
- Plan your fundraising well ahead. Some funding agencies have only one round with a set closing date.
- Gather all information possible on sources of funds
- Diarise closing dates (1 month before close) to ensure that your application is not a last minute rushed effort.
- Make sure your application arrives in time. Late applications are not usually accepted.

Establish your funding requirements

- Set Goals
- Identify project
- Develop action plan and budget for project
- Identify suitable funders
- List resources available for doing project i.e. donated goods, funds on hand, working bees and other fundraisers e.g. raffles, sausage sizzles etc This shows funders that you are prepared to chip in.

Completing the Form

- If you have questions when filling out the form always ring the contact person on the form. They are listed to offer help and answer questions. This can save incorrect applications being sent in.
- Check the application criteria carefully. It saves wasting your time and theirs if you don't meet the listed criteria. If you are unsure a quick phone call could save a lot of wasted effort. As a general rule:
 - Grants are not paid retrospectively.
 - Third party requests are not usually funded (i.e. Altrusa Club wanting money to buy equipment for the Life Education Bus)
 - Some granting agencies specifically exclude service clubs.
- If the form asks for contact numbers during the day make sure the contacts are available. Most funders will be calling during working hours and if questions can be answered over the phone this speeds up the process. If they can't get answers the application may simply be labelled ineligible and declined.
- Photocopy the form before filling it out and draft it out on the photocopy. Get someone else to look at it before transferring onto the original. Some funders don't like twink much!
- Always take a copy of your submission and attachments. This is for two reasons:
 1. You will have a record for future years applications
 2. If there are any queries you will know exactly what was sent.
- Always advise if requested other gaming trusts you are approaching for funding. The trusts share a central database and may confer to decide who best can assist you.
- It is important your application is clear, complete and accurate. Don't have your application decline because of poorly presented or incomplete information. Trusts receive many more applications than they can fund. It is important that the writing is legible and tidy. When funders have to sort through hundreds of applications clubs will miss out if their form is difficult to read or untidy and incomplete. Many applications will ask to be completed in black pen. This is so the writing is easy to read once copied.

- Make sure you only send relevant attachments with your application form. Keeping in mind they may need to be photocopied along with application forms for distribution to members of funding committees.
- Some funders will require that you will need to return grants given if they are not used within a specific time. You will need to ensure you can raise adequate funds to meet the total project cost within the period before unspent grants must be returned.
- Don't forget to return your accountability statements if required completed with a thank you letter, copies of newspaper clippings of the project and acknowledgment of funding. Remember to acknowledge sources of funding in your press releases.
- If your application fails it pays to enquire with the funder as to "where you went wrong" Sometimes it can be a small technicality that can be fixed and the application can be resubmitted.

What information do you need to complete a funding application?

The information required will differ from one funding agency to another but as a general rule it would pay to include the following information in your funding folder to assist with any applications:

- Profile or summary of your organisation, your purpose, activities, services, history, objectives, your membership numbers and future plans and goals.
- The legal status of your group
- GST Number if applicable
- IRD Number and Non-profit status or Charitable status approval and IRD exemption certificate if tax exempt.
- Certificate of Incorporation
- Common seal (a note to say where this is stored).
- Pre-printed bank deposit slip and a copy of most recent bank statement
- Financial Statements of your group either certified as correct by your Club's Board or audited annual accounts
- What the funds are for and how much is required
- Budget for project showing breakdown of income and expenditure
- Two competitive quotes (watch that they are recent, and note that some organisations require three quotes).
- Other supporting material such as newspaper clippings of your project and the intent to raise funds, letters of support from recognised groups or people
- Sources of other funding applied for and what funding is already raised
- Record of past grants received from funding agencies, the year received and what for.
- Where do you intend to get further funding for the project (if required)?
- Copy of evidence of the clubs affiliation to a recognised national body
- Resolution to apply for funding - sometimes required on letterhead or included in the groups minutes (and the following minutes approving the previous minutes).
- Signatures of Secretary and other Executive members
- Contact details of Referees (usually two) and Auditor

Create a Funding Folder

You may well not be the only person who has to fill out application forms so a folder with all the required materials can be a great help to those following in your footsteps.

- Gather together materials required for funding applications (see previous page)
- Keep in funding folder copies of prior year applications to help with filling out future ones.
- Keep a list of applications sent and results
- Keep records of the project to help with completing accountability forms (and copies of submitted accountability reports).
- All this will help future members applying for funds.

Altrusa International Inc Foundation

When looking at applying for grants to help with service projects don't forget about the Altrusa International Foundation Grants. There are two types of grants, those for projects and those for assistance for individuals.

There are two grants rounds with deadlines on 15th September and 15th of March each year. The decisions re the funding are made on 31 October and 30 April and funds are distributed on 30 November and 15th May respectively.

Helpful Tips

- Always read the criteria. In particular note that 3rd party requests are not funded. There must be some aspect of hands on service for members that excludes service via additional fundraising. The project should be for local community service or literacy projects.
- Presentation is important. A well formatted application, free of grammatical errors and typos that answers the questions required (in order to make it easy for the assessor) with clear and logical headings can only but help in the success of your application. With Altrusa there is a tendency to like 1.5 - 2 line spacing rather than single line spacing even though the application does not request this.
- If there is a word limit please adhere to it. The word limit is 100 words for the abstract. You may attach additional supporting materials. There is no limit for this material.
- Deadlines are strictly adhered to so if you miss the date your application would need to be resubmitted to the next round. Only one application can be made by a Club per year.
- The \$ limit is \$1000 US per grant application for projects. You can apply for less than \$1000 US. Funding level is based on need, the dollars available and the selection criteria. A marking schedule is included with the application form so double check that you have answered all the questions clearly and concisely.

You should include information on:

- The community's need for the project and how the club decided to support the project described.
- The project should be clearly defined with regard to target population, objectives, expected benefits, methods of implementation and expected results.
- The project budget should be clearly defined including the use of Altrusa funding, source of other necessary funds and how the other funds will be raised.
- Person involvement of Altrusa members described.
- Project timeline clearly identified including project activities and plans for project support after grant ends.
- Evaluation process clearly described
- Clearly defined plan for local publicity
- Application request must be typed.

Follow up report - THIS IS EXTREMELY IMPORTANT

- Required within one year after funding
- Project evaluation required
- Financial Report required
- Impact on community to date

Corporate Sponsorship

If approaching national companies it is often easiest to write a letter requesting sponsorship. Most national companies have fixed donation policies and often choose just one or two charities to support on an annual basis in a substantial way. Even with smaller companies this is becoming more common place. Some companies will still consider product based sponsorship though, so it is always worth a try.

When approaching businesses for sponsorship you should consider "What's in it for them?" Your approach should offer some benefits to the business you are approaching other than the "warm fuzzies" that they might get from helping out. Remember they are faced with many requests for assistance and their community support budget will not be a bottomless pit.

When approaching businesses select those which might have some association with the project or group that is being assisted. If they are local businesses you can always follow up your letter with a phone call or face to face visit.

Remember to explain what Altrusa is as many businesses (even local ones) still may not know who Altrusa is.

Be prepared to develop a thick skin as you will get turned down many times but it will only cost you a little time and a stamp and envelope so it is always worth a try.

Keep a record of businesses you have approached and their responses as this will provide a useful database for any future sponsorship drives.

