

# **SUSTAINABLE FUNDING WHAT DOES THIS MEAN?**





# Three Key words that organisations needs to know about Sustainability

## Enough

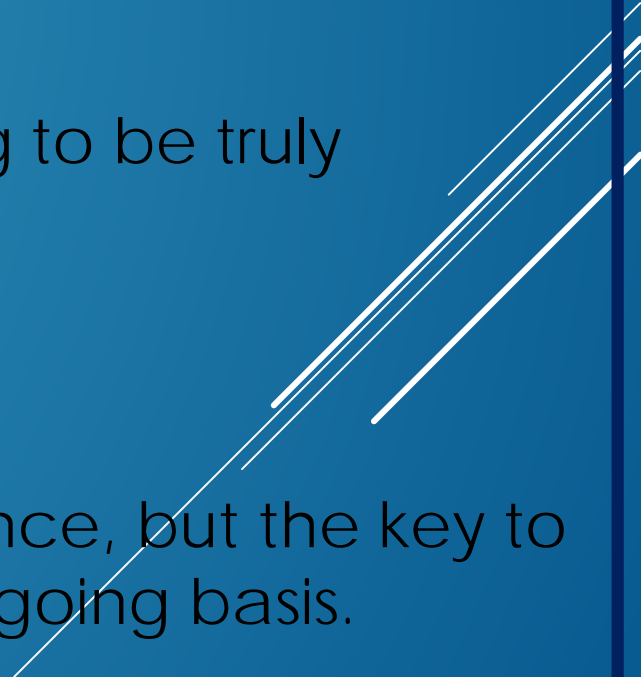
If you want your funding to be sustainable, you need to know how much money is required.

## Specific

Having a budget is a good start, but if you want your funding to be truly sustainable you need to be specific about your costs.

## Ongoing

It is one thing to get enough money for a specific purpose once, but the key to sustainability is being able to generate that money on an ongoing basis.





# WHEN A LIBRARY HAS BEEN PART OF THE COMMUNITY FOR 30 YEARS IT HAS WORKED OUT HOW TO BE SUSTAINABLE.

- ▶ How sustainable are you ?

There are 5 forms of income streams.

Can you name them?



# How Can We fund Our Toy Libraries?

- Memberships
- Donations
- Sponsorship
- Fundraising
- Grants





# MEMBERSHIP – PEOPLE PAY FOR A SERVICE

To pay for a sense of belonging and get services in return.



Rental as well?



Can I pay it off?



DOES THE MEMBERSHIP FEE REFLECT YOUR  
COMMUNITY OR IS IT A BARRIER?



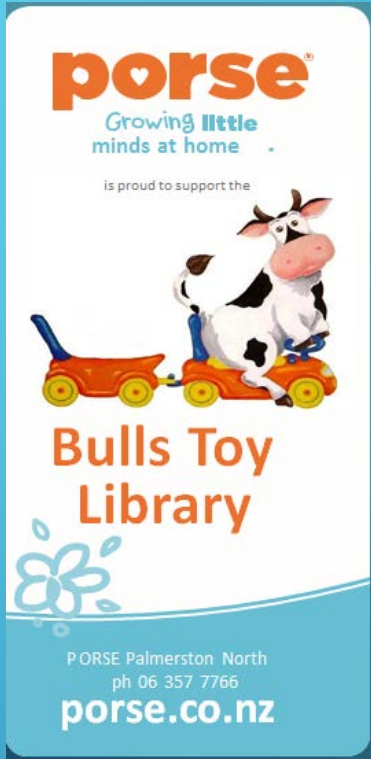


# SPONSORSHIP

## INVESTS TIME - ADDS VALUE

Parties (often business) contribute money or resources as an act of partnership with your organisation





- ▶ Toy sponsorship
- ▶ Marketing sponsorship
- ▶ Project sponsorship

WHAT COULD BE SPONSORED ?  
WHAT ADDS VALUE FOR BOTH PARTIES?



# DONATIONS

“The definition of donation is a Gift” People donate money or resources out of kindness, expecting nothing in return



## WHAT COULD BE DONATED?

You need to learn how to share your story before you ask for a gift, you need to tell them why!

Toys

Cleaning products

Office furniture/equipment

BITE SIZE chunks of TIME

- Give a little [givealittle.co.nz](http://givealittle.co.nz)
- Txt to give [www.txt2give.co.nz](http://www.txt2give.co.nz)
- Fundraise online  
[www.fundraiseonline.co.nz](http://www.fundraiseonline.co.nz)
- Have a physical or emotional connection to your cause

## GIVE PEOPLE THE OPPORTUNITY TO GIVE

Newsletters wish list

Website

Facebook

Emails

Notice in the library

Look outside your library and build a relationship

# FUNDRAISING –

Activities are organised for the sole purpose of raising extra funds. These activities usually rely on members involvement.



IT SHOWS THE  
COMMUNITY THAT YOU  
ARE WILLING TO WORK  
HARD FOR YOUR MONEY

Be specific with what the money  
will go towards.

Toys

Training weekend

Rent

Zippet bags



R  
esearch

R  
ecord

R  
esource

R  
eview

R  
eward

R  
epeat

THE 6 R'S OF SUSTAINABLE FUNDRAISING



# GRANTS

Applying to funding bodies to fund specific projects or costs, you are accountable for spending the money **as you said you would spend it.**

## Four Essentials for Successful Grant Applications

### **4 things you must get right!**

1. Criteria
2. Timing
3. Documentation
4. Proposal

### **Four Questions Funders really want to Know**

1. Does this make sense?
2. Is this project value for money?
3. Can we trust this organisation to complete the grant?



## Getting Started

Appoint a Funding Manager/Grants Officer

They should be responsible for grant applications.

At each committee meeting, they should report:

- What applications are coming up
- Have committee make a decision on what will be applied for
- Grants that have been approved/declined
- Progress on successful grants
- Accountability done for successful grants
- Funding Calendar – create one

### Sustainable Funding Calendar

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Subscription / Membership												
Donations												
Sponsorship												
Fundraising Activities / Events												
Entrepreneurial												
Grants												
Contracts												

## Funding Kit

Every funder has a list of criteria you must meet in order to receive any funds. In addition to the application form, you will often need to provide:



- Annual report
- Financial statements
- Constitution
- Certificate of incorporation
- Charities number
- Bank deposit slip
- Annual budget
- Employment contract and Job description
- Letters of support
- Quotes most funders will ask for two quotes.



## *Preparing a Funding Application*

1. Have checked the funders criteria and are eligible to apply for funding. This information should be on the funders website, but if not, phone the funder to ascertain your eligibility.
2. Check with other members of your organisation who may be involved with sourcing funding for other projects. Some funders only allow you to apply for funding once a year, so you need to co-ordinate applications with other members of your team.
3. Leave enough time to prepare and post your application, so that it arrives long before the closing date. This allows the funding advisor time to read through your application and contact you if they need further information or clarification. Leaving your application until the last minute means there is no possibility of discussion or amendments before the funding round closes.
4. Enclose all the necessary documents and check that those documents are up to date. It is a good idea to have a funding documents file, so that each time you apply for funding, you can find everything you need in one place.
5. Answer every question on the application form in the space provided. By all means add attachments (unless it is expressly forbidden), but make sure you summarise your response on the form itself.



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6. Clearly index any attachments so that funders know exactly which parts relate to which questions.
  7. Provide an accurate and un-inflated budget. Funders process thousands of applications every year, and they have a pretty good idea of what expenses are fair. Don't forget to include any volunteer expenses and administration costs. As a general rule, you can allow 15-20% of the project or programme cost for administration.
  8. Have completed any accountability requirements for funding you have previously received. You will not be eligible for further funding until this is done.
  9. Present the application in a professional manner, just as you would a job application. Your application does not need to be bound, but it does need to be tidy, legible and make sense!
  10. Include a brief covering letter summarising your project and thanking the funder for the opportunity to apply for funding.
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# FUNDING ORGANISATIONS

Find a list of organisations that apply to your local area.

# Funding Organisations

## Your local City/Regional Council

Check out the website of your local city/regional council. They will have information under grants and funding that will outline what you can apply for. They may also have the occasional technology giveaway as well.



# *Funding Organisations (continued)*

**Generosity New Zealand**     **[generosity.org.nz](https://generosity.org.nz)**

Previously called Fundview (fis.org.nz)

Access through public library



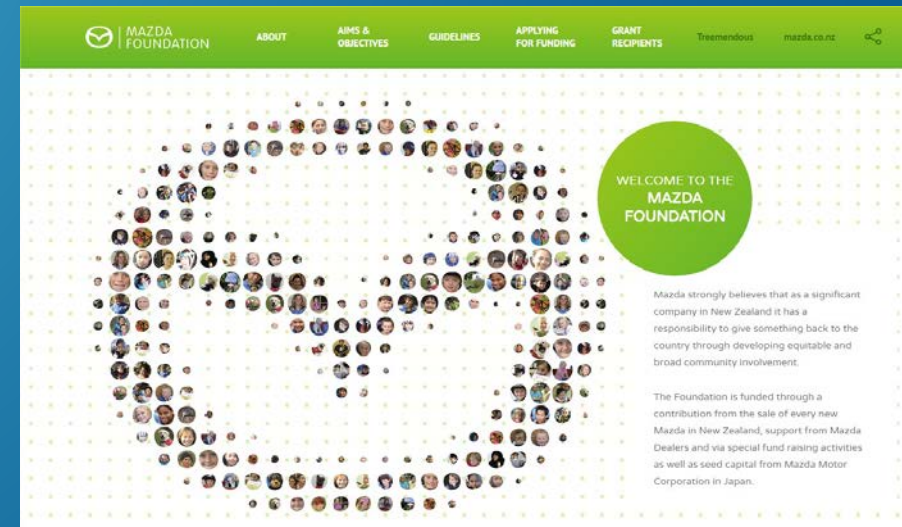
**The Mazda Foundation**     **[www.mazdafoundation.org.nz](http://www.mazdafoundation.org.nz)**

General community/National

{The advancement of culture and education to achieve excellence at all levels in the community. There are three closing dates for funding rounds every year:

31 March, 30 June and 30 September.

Applications can be submitted for any of these rounds by sending us a submission before the due date.}



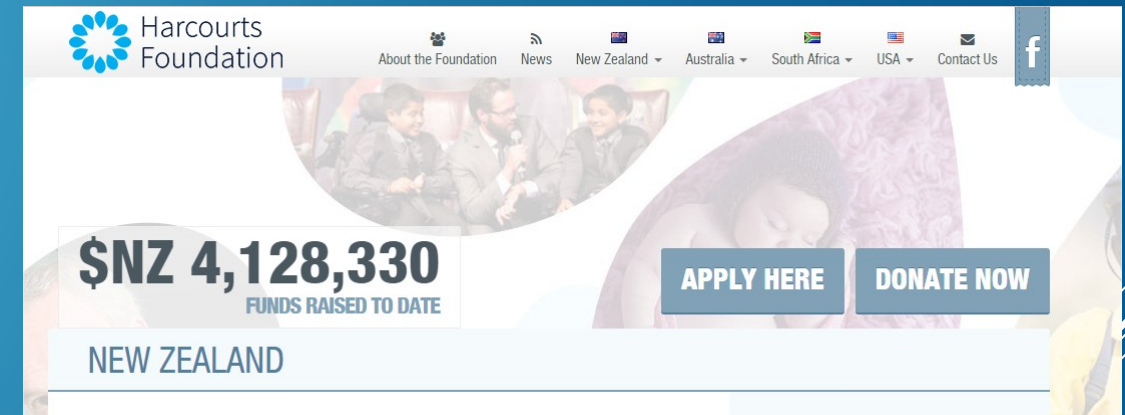


## Harcourt's foundation [harcourtsfoundation.org/new-Zealand](http://harcourtsfoundation.org/new-Zealand)

{We have a clear focus on providing grants to reputable community-based organisations which need funding for projects and initiatives designed to benefit as many people as possible. We will prioritise applications that demonstrate that their grant will have the widest community impact.}

### Application Rounds 2015

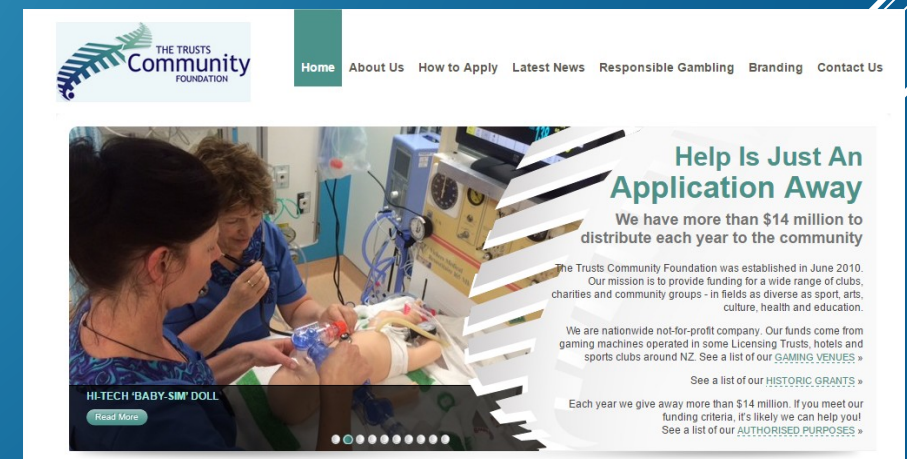
14 January 2015 decision to be made by 30 January.  
8 April 2015 decision to be made by 24 April.  
8 July 2015 decision to be made by 24 July.  
7 October 2015 decision to be made by 23 October



## The Trust Community Foundation [ttcfltd.org.nz](http://ttcfltd.org.nz)

Our mission is to provide funding for a wide range of clubs, charities and community groups - in fields as diverse as sport, arts, culture, health and education.

11 Funding rounds - check the website



## Techsoup    [techsoup.net.nz](http://techsoup.net.nz)

This organisation will respond to requests from community organisations for IT equipment, and may either donate equipment or provide it at a discounted price



## Sargood Bequest    [www.sargoodbequest.org.nz](http://www.sargoodbequest.org.nz)

Groups or individuals are eligible to apply for funding. Purposes funded include arts & culture, children, community, education, elderly, health, sport & recreation, and youth. Most costs/expenses are eligible. The upper limit of grants is \$5,000.





# Gaming Funds

It is our policy to return 95% of available proceeds to the community in which they were raised

First Sovereign Trust [http www.fst.net.nz/Grants.htm](http://www.fst.net.nz/Grants.htm)

The Lion Foundation [http www.lionfoundation.org.nz](http://www.lionfoundation.org.nz)

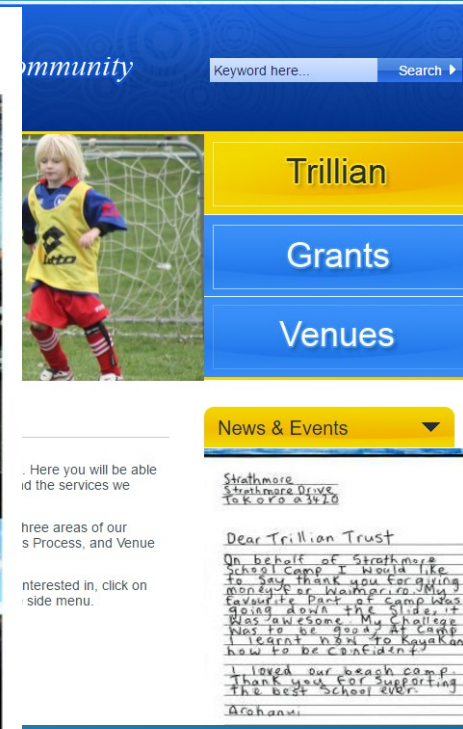
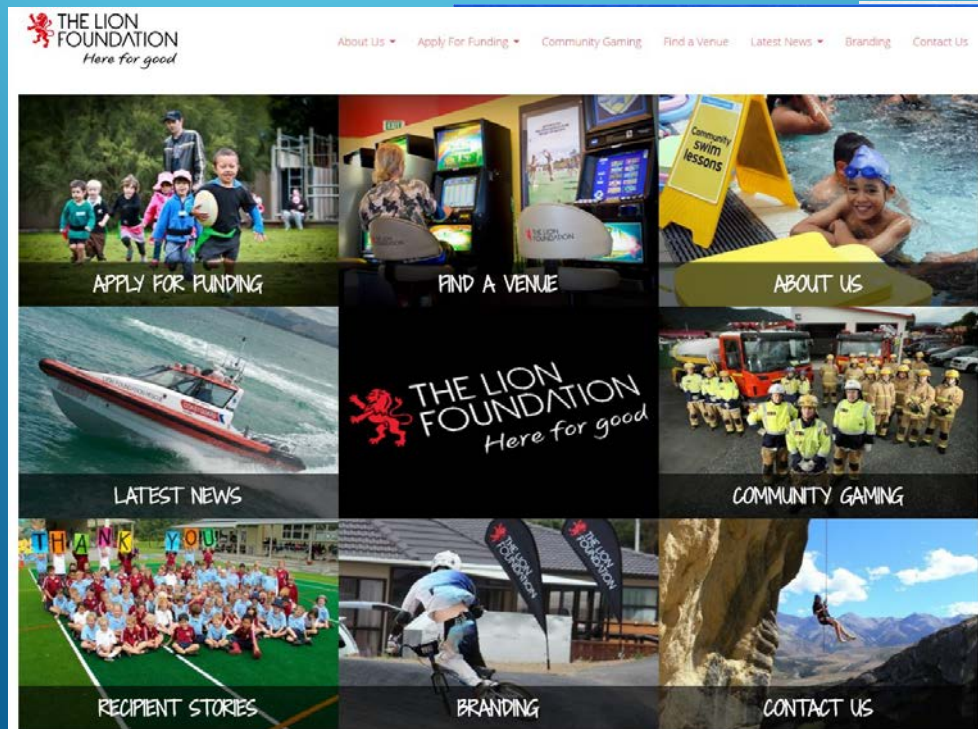
The Southern Trust [www.southerntrust.org.nz](http://www.southerntrust.org.nz)

Four Winds Foundation [www.fourwindsfoundation.co.nz](http://www.fourwindsfoundation.co.nz)

Infinity Foundation: [www.infinityfoundation.co.nz](http://www.infinityfoundation.co.nz)

Grass Roots Trust [www.grassrootstrust.co.nz](http://www.grassrootstrust.co.nz)

The Trillion Trust [www.trillian.co.nz](http://www.trillian.co.nz)



# INTERNAL AFFAIRS



Te Tari Taiwhenua

Nau mai, haere mai, welcome

## Login with RealMe®

To access DIA's Community Advice and Grants, you need a RealMe login. If you've created a RealMe login somewhere else, you can use it here too.



Login



[What's RealMe?](#)

This is the Department of Internal Affairs' online portal, where you can login to create a profile and make requests for:

Community development advisory services or any of the grants we administer on behalf of:

- New Zealand Lottery Grants Board
- NZ Winston Churchill Memorial Trust
- Norman Kirk Memorial Trust
- Pacific Development Conservation Trust
- Peace and Disarmament Education Trust
- Chinese Poll Tax Heritage Trust

QUESTIONS?

