

CAPABLE CLUBS SNIPPETS

HOW TO COMPLETE A FUNDING APPLICATION

Overview

There are a wide range of gaming societies and trust funders including local councils, who community and sports groups can apply to for funding assistance. Here's how you can put together compelling and successful funding applications.

Brief Summary

1. Determine what the club would like to apply for funding for and develop a timeline for submitting the application. You cannot apply for costs retrospectively and you should allow 6-8 weeks to receive the outcome
2. Obtain two competitive quotes for all items
3. Decide which funder you will apply to. You cannot apply to more than one trust for the same item, but for larger projects you can apply to two funders to share the total cost
4. Pass a resolution at your next committee meeting, minuting who you will be applying to and the total amount applied for
5. Complete and submit the application form. Make sure everything is fully completed
6. If funding is successful, spend the money and complete accountability within the required timeframe



Linked Resources

- [List of Funders – DIA website](#)
- [Sport NZ External Funders List](#)
- [Resolution template](#)
- [Grant Funding checklist](#)
- [Grant Application Cover Page template](#)
- [Grant Accountability Letter template](#)
- [Grant Thank You Letter template](#)

Key Points

1. Almost all applications will require two competitive quotes. Have these ready before starting to complete your application.
2. Make sure to include a covering letter and an Information Brief about your club detailing its history and its members. Funders like to know who they are funding so let them know it will be going to a good cause.
3. You can utilise the Department of Internal Affairs (DIA) website to find which funders have Class 4 gaming venues in your area. Most funders will redistribute 80% of their funds to community groups located within a 5km radius of where the funds were raised. The Sport NZ website also can help advise which types of projects different funders will fund.
4. Having an annual funding plan also means you don't miss key funding streams each year, especially if you apply annually for expenses such as wages and/or salaries. Most funders have monthly funding rounds so make sure you know when applications close, and ensure you apply early enough before your project start date or event - normally this should be at least two months
5. Don't forget to thank the funders should you be successful!