



Funding, Grants and Sponsorship

What is fundraising?

Fundraising is the process that your club undertakes to secure additional funds. Fundraising should fund special activities such as new equipment, overseas travel and new programmes or projects.

What are grants?

Grants are funds received from statutory, voluntary or philanthropic agencies established with the primary purpose of giving grants. They give grants to meet their own objectives and strategies such as government policy, community development or supporting the local community.

What is sponsorship?

Sponsorship is when businesses provide funds, resources or services to a club in return for rights and / or associations with the club. These rights and / or associations help businesses commercially and may take the form of a logo, signs at an event or free advertising in a newsletter.

Get organised, be prepared

Nominate someone on the management committee to be in charge of funding with the support of the committee. The best funding advice is to keep a funding folder with all the information you need:

- Minutes of previous meetings
- News clippings, letters of support, flyers of previous events or projects
- Copies of previous applications - successful and unsuccessful

REMEMBER you may not always be the person applying for your clubs funding - the more organised your records are, the easier it will be for the next person to take up the task.

Establish Your Funding Requirements

- Identify suitable funders
- List the items / projects you need funding for
- Make a calendar of all closing dates
- Contact your [Regional Sports Trust's](#) for advice on the local funding agencies in your region
- Have a specific project that you require funding for
- List your resources available
- Fundraise

Click [here](#) for Boccia New Zealand's fundraising guide.

Click [here](#) for the Sport New Zealand funding database.

Click [here](#) for a Gaming Society funding database.

Click [here](#) for some additional funding sources.

What information is needed to complete an application?

- Application cover letter with common seal
 - Include summary of club's purpose and services, membership details, Management Committee details, future plans
 - Detail how the funding will be used and how you will recognise the funding
- Completed funding application (paper or online)
- Bank deposit slip in the name of your club
- A signed resolution stating your Management Committee's agreement to apply for funding
- A copy of your Management Committee's minutes from when the resolution was agreed
- Copy of club constitution
- Certificate of incorporation (if applicable)
- Charities Service letter of confirmation (if applicable)
- Latest financial statements (preferably audited / reviewed)
- Letter of affiliation from Boccia New Zealand
- Letters of support from partner organisations
- Proposed budget of your project / expenses
 - Two quotes for each item (or a written explanation in cover letter detailing why only one)
- Any other supporting materials
 - Brochures
 - Newspaper clippings

Click [here](#) for templates – cover letter, thank you, accountability, resolution.

Completing your application

Each funding agency will have its own criteria and eligibility requirements so it pays to look closely at the application form before going ahead to make sure you comply. Check the closing dates for funding applications - some are monthly, some are twice a year. Give yourself at least 8 weeks' time before your intended event / programme for it to be processed. Most funding is not granted for retrospective costs.

Check the Application Criteria carefully

Make sure the funder you are approaching will consider the reason for your request so that you don't waste your effort applying for funding which their criteria does not support. If a funders application criteria will support administration / running expenses only, ask for funding to assist with these costs, and save your on-hand funds for the specific project or event your club is undertaking.

Filling in the application

Funders want brief, clear answers to their questions:

- 'What – How – When' for your project description
- 'Why' for the benefits or the proposed project / service

Make sure you only send relevant attachments with your application form, keeping in mind they may need to be photocopied for distribution to members of funding committees.

Ask for help - if you have any questions when you are filling out an application form, always ring the contact person from the funder organisation.

Keep funders and sponsors informed on the progress of your project. By keeping a good relationship with funders / sponsors, asking for more funding should be easier next time.

Accounting for your application

Once you have received notification that you have been successful with your application and the money is in your bank account, it is important to send a thank you letter and receipt to acknowledge this.

When the funding has been used you will need to submit an accountability report detailing how the funding was used and what impact it has made.

Steps to grant funding

Step 1: Develop your plan

- Identify projects requiring funding
- Identify application deadlines for potential funders

Step 2: Identify funder for project

- Outline project plan
- Ensure project meets criteria and deadlines of funder

Step 3: Prepare application

- Complete funding application form
- Prepare and collate required documents
- Make copy for funding folder records

Step 4: Utilise funding appropriately

- Keep all invoices and receipts
- Acknowledge funding
- Submit accountability forms

Checklist

Preparation (have you)	Yes / No
Prepared a project plan	
Identified the funding application deadline	
Checked that you meet the identified funder's criteria	
Supporting documents (have you provided)	
Application cover letter with common seal	
Completed funding application (paper or online)	
Bank deposit slip in the name of your club	
Signed resolution stating your Management Committee's agreement to apply for funding	
Copy of your Management Committee's minutes from when the resolution was agreed	
Copy of club constitution	
Certificate of incorporation (if applicable)	
Charities Service letter of confirmation (if applicable)	
Latest financial statements (preferably audited / reviewed)	
Letter of affiliation from Boccia New Zealand	
Letters of support from partner organisations	
Proposed budget of your project / expenses	
Administration (have you)	
Made a copy of your application	
Updated your funding administration file	
Post-application (have you)	
Thank you letter written	
Collected receipts and invoices	
Completed accountability reporting	
Submitted budget showing spending	
Referenced photos / media articles	

[Club]
[Address]
[Suburb]
[City / town, postcode]

[Name]
[Address]
[Suburb]
[City / town, postcode]

[day month, year]

Dear [Name],

We enclose a Grant Application for \$[xxx] from [Name]. The funds will be used to [purpose].

Boccia is a cross between lawn bowls and petanque and is a non-contact target sport that is suitable for a wide range of participants. Boccia is played indoors on a smooth rectangular court and is predominantly played by those with physical disabilities. [Name] was originally set up [as an incorporated society] in [year]. The organisation is managed and run by a group of volunteers.

Funding: Historically, we have been self-funded and have relied sporadically on community sponsorship and volunteer support to help resource venue hire and resources to run training sessions and local competitions. Many athletes are on limited incomes often due to their disability and therefore donations, volunteers, fundraising and sponsorship are constantly needed to grow the sport.

[List what you have done to date]

We would be very happy to promote [name]'s support by putting your logo [on our web site / social media pages], in our regular newsletters and listing you in our annual financial statements.

We trust [name] will consider this application favourably. However, should you require any further information please do not hesitate to contact our Secretary on [number] or email [address]

Yours sincerely,

Name
President
[Club]

Attachments:

- xxx application Form
- Bank deposit slip of [Club]
- Signed resolution to apply
- Full minutes from when resolution was agreed
- Constitution
- Certificate of Incorporation
- Charities Service letter confirming registration
- Latest financial statements
- Letter of affiliation to Boccia New Zealand
- Letters of support
- Budget
- Quotes

[Club]
[Address]
[Suburb]
[City / town, postcode]

[Name]
[Address]
[Suburb]
[City / town, postcode]

[day month, year]

Dear [Name],

RE: [Grant #]

I notice that we received a grant from [Name] on [day month] for \$[xxx]. On behalf of [Club], thank you so much for helping us to make a difference in our sport. An official receipt for your grant has been included.

Your grant will go towards [list purpose].

We have so far acknowledged [name]'s support by [list where].

I will write to you again with the final accountability report and copies of invoices and our bank statements when they are ready.

Thank you once again for your support.

Yours sincerely,

Name
President
[Club]

[Club]
[Address]
[Suburb]
[City / town, postcode]

[Name]
[Address]
[Suburb]
[City / town, postcode]

[day month, year]

Dear [Name],

RE: [Grant #]

We enclose the invoices and bank statements relating to the funding we have received on [Day Month].

As a result of the funding we received from [name], [Club] was able to [list outcomes].

We were able to acknowledge [name]'s support by putting your logo [list places]

[name]'s support of [club] is very much appreciated and it has made a significant impact on growing participation rates further in the sport of Boccia in [area].

Should you require any further information please do not hesitate to contact me on [number] or email [address]

Yours sincerely,

Name
President
[Club]

[Club]
[Address]
[Suburb]
[City / town, postcode]

Resolution to Apply to [xxx]

It was resolved 'that [Club] apply to [xxx] for funding towards [xxx], up to the value of \$[xxx]'

Proposed by:

Seconded by:

Carried

I certify that the above is a true and correct copy of the resolution of [Club] passed on [day month year].

Dated:

Signature:

Name:

Position: