

Meeting Notes from Tautoko Network Meeting

October 2019

Funding Applications

That you to everyone who attended today's Tautoko Network meeting covering 'Funding Applications'. Rhodora, our facilitator, talked about the requirement of the organisation she is associated with to raise funding of \$200k to \$250k per year ... and used the delightful analogy of 'gardening':

Plan: what do you want to grow in your garden - flowers, vegetables, etc

Prepare: do the groundwork

Plant: put the seeds in the ground!

Cultivate: what do you need to do to take a 'crop' from adequate to 'bountiful'

Harvest: enjoy the fruits of your labours!!

So, in terms of funding:

Plan: planning ahead is key; create a funding calendar, check out [Exult's Funding Calendar](#)

Prepare: get together your relevant paperwork, for example, quotes, documentation of proof of charitable organisation, (if applying for wages) job descriptions/signed employment contracts, budget (for event/project), feasibility study (if a new or large project, e.g. capital project), testimonials/ letters of support (from people who have used your services, other stakeholders, e.g. organisations you have worked alongside

Plant: submit the application

Cultivate: follow up - if you haven't heard from the funders, check-in with them; ensure they have all the information they need; know when results are expected - and get ready to start the process again if you aren't successful with the first funder.

Harvest: the funding is in - thank the funder, report back on how the funds were used according to their criteria; consider a 'shout out' on social media acknowledging their support.

Are funding applications time-consuming? Yes, they can be. This depends on the funder and the process that the funder has in place. Many online applications can be started/saved and worked on. A good rule of thumb: start/safe/reflect/return.

Are applications for larger amounts more work? Not necessarily - think copy/paste!

Which funders should you be targeting? Check criteria. Does your project/s fit the criteria? Not sure? Pick up the phone and check with the funder.

Can I give the funders too much information? Keep it to a minimum. Some application processes don't have a facility for attachments etc. Tell stories on FB and/or websites. Funders do look there

Keep telling your story - think about the impact your organisation is making. We often think about how and what we do - think about 'why' and tell that story. PAINT A WHOLE PICTURE OF YOUR ORGANISATION. Tell the funders who you are working with (identify where your organisation is

collaborating with others in and outside of the sector).

Build a relationship with the funders - this can be done by both Board and operational staff.

Thank the funders ... filing your accountability is one thing; saying 'thank you' is another ...

Here's Rhodhora's Top Ten Tips!

1. Keep a folder of all your supporting documents e.g. Charities Registration, Incorporated Societies, List of Trustees, GST Exemption certificate, audited annual accounts, letters of support
2. Have a funding calendar
3. Keep your passwords handy and updated for the funders' portal
4. When in doubt, contact the funder and clarify what they require or what you need to put on the application.
5. Follow what the funder/s asked you to submit as supporting documents.
6. Update your website and Facebook- funders do look at these.
7. Update your organisation details in funders' portal.
8. Collaborate with other organisations- for collective voice and the joy of working together and sharing resources
9. Thank the funders.
10. Do not forget your accountability reports.