

# Quick Response Grant Documents to Submit



*This document is a checklist only to help prepare you for the online funding process. Print out this document and check off when you have what you need in each section. Make notes in the margin on information you still need, conversations you need to have etc.*

## For funding requests: Up to \$25,000

### Must include:

- **Annual Accounts** - these accounts must:
  - be no older than 16 months at submission of the funding request
  - be signed by the Chair
  - meet the content requirements of New Zealand's reporting standards for not for profit organisations. These content requirements can be found at [www.xrb.govt.nz/accounting-standards/not-for-profit](http://www.xrb.govt.nz/accounting-standards/not-for-profit)

*\*If the constitution, rules or trust deed stipulates the organisation must have compiled, reviewed or audited accounts, the organisation must provide that report with their funding request.*

*Where audited accounts are required, the Management Letter that accompany the audited accounts must be submitted.*

- **One letter of support** - this must be on applicable letterhead, signed, dated and no more than six months old, from a community organisation you work with. This must confirm what kind of reputation your organisation has beyond the service you provide and the benefits your service or programme delivered.
- **Detailed project/services budget** - the budget is a "forward thinking" document that will need to provide details of income you are budgeting to receive (note all income sources including this funding request) and expenditure your organisation is budgeting to spend. Please ensure that the budget notes your organisation name and applicable budget date/s (we do not fund retrospectively, so ensure this is reflected in the budget date/s).
- **Quotes (s)** for specific equipment or services where applicable. A quote for the item/s you want to be funded. Please note if your organisation is GST registered any approved grant will exclude GST.

### Notes:



### Our funding hub online application process:

When you are ready to apply, go to our website: [www.foundationnorth.org.nz/funding](http://www.foundationnorth.org.nz/funding)

### If you have any questions, or need help with your application:

Give us a call 09 360 0291 or 0800 272 878 – Mon-Fri 9am-5pm.

## If applicable to your application

- **Events plan** - COVID-19 has cancelled many community events. In these unprecedented times, we encourage you to be prepared for all situations where your event could be affected by COVID-19. If you are applying for funding for an event, you will need to provide a COVID-19 Response Plan detailing whether your event can proceed at each of the Traffic Light levels, COVID-19 tracer app and vaccination certification considerations, and your event's cancellation policies. [Click here](#) to download a copy of this form.

- **Project evaluation report or plan** - describe the tools you will use and activities you will undertake to help you understand how you are achieving your outcomes.

You may want to attach your evaluation plan with your application.

- **Audited accounts may be required** - if this is the case, the management letter accompanying the accounts will have to be provided.
- **Government contracts** - If you hold Government contracts provide a summary of your most recent government contract audit report.

- **Resource/building consent** - provide evidence that resource or building consent has been lodged, or approved.

- **Feasibility study/report or conservation plan or condition report** - provide a copy of your feasibility study/ report completed by an architect or suitably qualified professional. If it is for a heritage organisation or project, a heritage restoration plan must be included.

- **Land Ownership** - provide evidence of the land ownership. This could include, a lease agreement, land title in the name of the applicant, Maori/Marae Reservation and gazetted in the Maori Land Court.

- **Detailed Project Plan** - this should include a project timeline, how the project will be managed, who the stakeholders you will work with are, how they have been consulted and how they will be involved.

- **List of current or potential users** - Provide a list of the current or potential users.

- **Environment related requests** - you must provide the following:

- documentation that states whether or not your project is located on public land (or covenant land) or private land
- Council map - showing us the location of your project
- Threatened species - a threatened species classification list related to your project
- Ecological awareness - evidence that you have considered how to be ecologically friendly and reduce your energy consumption

- **Bank statements** - no older than 6 months from the submission of the application, showing all account balances

- **Other documentation you wish to include may also be attached.**

Examples include:

- The most recent annual report
- Governance and operational policies
- Statement of Service Performance for registered Charities.
- Constitution/Marae charter

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