

F.R.O.G.S

Funding Reliable Organisations Giving Satisfaction



GRANT APPLICATION FORM

1. DETAILS

1 Organisation Name: Society of Hardworkers Inc

2 Postal Address: P O Box 953, Tamahere

Telephone: (03) 952 561 Fax: (03) 952 561

E-mail: hardworkers@ihug.com

3 Contact Person: Isabel Ringing

Position: Administrator

4 Phone: (03) 952 561 Mobile: 026 293 541

2. LEGAL STATUS

5 Are you a Trust, Incorporated Society or Other? If other please specify:
 Trust Incorporated Society Other _____

Is your group affiliated with or part of a national organisation? Yes No

6 Is your group controlled by any other organisation? Yes No
If yes, please specify _____

Is your organisation registered for G.S.T?
 Yes No G.S.T Number 52 / 964 / 721

Are you registered with the Charities Services?
 Yes No Charities Services No. CC52867

3. BACKGROUND

7 How long has your organisation been in existence? since 1924

How many members/clients? 294

Number of paid staff: 2 Number of volunteers: 12

8 What is the main purpose of your organisation?
Provide information, education and support services for hardworking
volunteers enabling them to provide optimum service to community
groups.

9 What programmes and services does your organisation provide?
Healthy eating programmes; Vacation homes; Relaxation classes;
Holiday schemes; Basic volunteer training courses and wellness
clinics

Notes:

- 1) Use Legal Name
- 2) Use reliable postal address
- 3) Who knows about the group and project?
- 4) Daytime contact
- 5) Does your group have a Trust Deed or members or neither?
- 6) Does your group control their own finances?
Does your group decide what projects to do?
Who is legally responsible for your group?
- 7) This indicates to the funder how many people benefit from your group.
- 8) Aims and objectives or mission statement; often found in Trust Deed or Constitution
- 9) What does your whole organisation provide for both members and the community?

General tips:

Apply online
Answer all questions
Be clear and concise
DO NOT TYPE "see attached"

4. PROJECT

- 10 Please describe the project you are seeking funding for:
1) Cost of holding 3 hardworkers wellness seminars for volunteers in the general community in the Waikato region. 2) Cost of printed information
- 11 Which of the funder's priorities does your project meet?
Our project supports volunteers and creates inclusive and resilient communities.
- 12 What are the expected outputs and community benefits/outcomes of your project?
Free seminars will be held at 3 locations around the Waikato and we expect 300 people to attend. They will educate hardworking volunteers on how to keep well so they can provide optimum service to volunteer organisations. The whole community benefits by receiving supreme service from the groups they seek assistance from. Volunteers who attend share information with members, family and friends on how to take care of themselves which in turns improves the general well-being of the whole community.
- 13 How will you measure and evaluate the outcomes and impact of your project?
The seminar participants will be given an evaluation form to complete before and after the seminar to measure their learning. We will also ask the organisations that the volunteers are from for feedback to gauge whether the quality of their service has improved and if volunteers are taking better care of themselves as a result of this training.
- 14 Project starts: September Project finishes: November Ongoing

5. BUDGET

Please provide a breakdown of the budget for this project. If you are registered for G.S.T do not include G.S.T in your figures

Expenditure	\$	Income	\$
Seminar Tutors	3,000	Funds in hand	1,500
Venue & equipment hire	1,500	Sponsorship	500
Volunteer expenses	500	Raffle sales	100
Printed Brochures	1,800	Lotteries	1,500
		COGS(unconfirmed)	1,000
		Donated goods	500
(A) Total cost of project is	6,800	(B) Total funds available	5,100

Total cost of the project (A) \$ 6,800
 Less total funds available (B) \$ 5,100
 = Amount Applied for: \$ 1,700

Notes:

- 10) Project is the thing you want the money for eg. operating costs
- 11) Show which of the funders criteria your project fits
- 12) Outputs - How many sessions will you hold, how many will attend? Outcomes - what was the result? How does your project benefit the wider community? Think beyond immediate benefit to your members.
- 13) How will you collect data to show the impact of your project?
- 14) Plan ahead; check dates; make sure your project happens after the funder pays out the money
- 15) Budget is only for project – not whole organisation.

*Remember to include

- Admin costs
- Power, phone, rent (if these things are used for your project)
- Volunteer expenses
 - reimbursements
 - petrol vouchers
 - refreshments
- In kind support

*Make sure your sums add up!

*Show where other \$\$ will come from, don't expect 100% from the funder.

*Be clear, honest and transparent.

6. FINANCIAL SUMMARY

Summary for financial year ending 31st March (year) ,
or period _____ to _____

Income \$ 153,248

Expenditure \$ 122,632

Surplus (deficit) \$ 30,616

Current funds in hand \$ 28,514 at 10 / 05 / (year)

Indicate funds tagged for specific purposes

\$25k tagged for ongoing salary and operating costs.

What are your usual sources of funds?

Members fees; Fundraising; Rental income; Programmes fees; Grants and donations

Have you applied elsewhere for funding? (Please list organisation and amount)

COGS \$1,000 (unconfirmed)

Lotteries \$1,500 (confirmed)

Sponsor \$ 500 (confirmed)

7. ACCOUNTABILITY

If you received a grant from us in the past have your accountability requirements been met? Yes No

Please note failure to provide accountability may result in future applications being declined.

8. ATTACHMENTS – please attach the following

Resolution

Annual Accounts

Chairpersons Annual Report

Deposit Slip

Bank statement

Quotes and other supporting documents

9. DECLARATION – (Two office holders with red hair must complete)

We the undersigned, make a solemn declaration conscientiously believing the same to be true under and by virtue of the Tea and Bikkies Act 1923.

We certify that the information provided in this application was the best we could come up with at short notice.

We solemnly declare that, in the event of being so fortunate as to receive funds, we will hop up and down the mainstreet for a period of time to be specified by your committee.

Name: _____ Name: _____

Signed: _____ Signed: _____

Position: _____ Position: _____

Date: _____ Date: _____

Notes:

16) This section is finance of whole organisation – Take figures from latest annual accounts.

Current funds from latest bank statement

17) Important to tag \$ in the bank a/c so funder knows why you need funds for this project.

18) Helps funder understand how your organisation gets their income.

19) Shows you have planned how project cost will be met, and are not expecting one funder to fund total project costs.

20) Make sure your group has accounted for any previous donations.

21) Make sure you attach everything the funder asks for -

* Resolution in minutes

* Latest annual accounts and financial information

* Quotes etc

22) Make sure you read what you are signing as it is a legal document.

23) Signed by office holders of your committee – Chair, Treasurer or Secretary.

* Copy application and keep on file

Please note this application is a sample only; characters, organisation and Frogs represented in this application do not exist and is for training purposes only.