#### **Hot tips for Funding Resource Sheet**





## Hāpai Hapori

- **Community Matters**
- Where to find a Hāpai Hapori community advisor
- Budgets (information and templates)
- Hāpai Hapori Funding Calendar 2023/24

This page lists the opening, closing and decision dates for all funds administered by the Department of Internal Affairs' Hāpai Hapori (Community Operations) branch for the 2023/24 funding year.

This page includes dates for:

- **Lottery Funds**
- Oranga Marae
- Crown Funds
- Mātauranga Māori Marae Ora Fund
- **Trust Funds**

## **Ready for Funding?**

- Make sure you have created your RealMe account. To apply for funding login with your RealMe account through the **Grants Management System**.
- Do you need grant writing support? Take a look at Hoa Pūtea | Grant writing support which pairs small -sized community groups with skilled volunteer grant writers.
- Check out other types of funding available across Aotearoa

#### Other useful information

- Charities Services How to fund your charity
  - On this page you will find some examples of funding options that are available for New Zealand charities and not-for-profit organisations.
- Generosity New Zealand Incorporated
  - Generosity NZ is the largest digital search facility for funding information in Aotearoa. They have created three search tools that connect people to funding opportunities.

# **Funding Checklist**





This is a basic list of requirements for a group/organisation to have before they consider applying for funding. If you need support, please <u>speak with a Community Advisor</u>:

A governing body – e.g. board, executive, trust
Roles on governance – chair, treasurer, etc.
Group bank account – not attached to an individual
Bank account has at least 2 signatories
Tracking of financial accounts regularly updated (cash book, excel, electronic system)
Annual Financial Accounts – approved by governance, reviewed or audited if required
Ability to track grants from different funding sources
A person responsible for group's financial accounts – usually a treasurer
Regular financial reporting to governance at every full meeting
Budget
Documents proving set up and purpose of group – mission statements, deed, constitution, etc.
Minutes stored for all governance meetings