

FUNDING APPLICATION PROCESS

Application for (activity): _____

From (funding organisation): _____

Organiser: _____ Date: _____

Note: Individual Trusts have different requirements. Read the application form including terms and conditions of the Trust before proceeding.

Section copy	Committee copy	Completed

Step 1: - Application

All applications must contain:

1. Cover letter from Group
2. Completed Application form signed by the Group Secretary
3. Signed resolution from the Group Committee to apply for grant
4. Two quotes for each component of expenditure *(addressed to applicant organisation)*
5. **Copies of accompanying documentation:** *(Available as download or from National Secretary, SCOUTS New Zealand)*
 - a. Letter from Companies Office *(dated 31/01/03 stating the Scout Association of New Zealand is incorporated)*
 - b. The Scout Association of New Zealand Constitution *(10 pages)*
 - c. Charities Commission Certificate *(Certificate of Registration of the Scout Association of New Zealand)*
 - d. IRD – Certificate of Exemption from Interest and Dividend PAYE
 - e. Certificate of Scout Group Registration with SCOUTS New Zealand
 - f. Brochures of Scouting and activity *(produced by SCOUTS New Zealand)*
 - g. Endorsement of activity letter *(e.g. from Group or Zone Leader or Regional Manager)*
6. Pre-printed Bank Deposit Slips *(not photocopied) (from Group Treasurer)*
7. Copy of latest audited Scout Group accounts *(from Group Treasurer)*

Step 2: - Assemble documentation, copy and post

Send packages of documentation to:

Documentation compiled in Step 1 sent to funding trust

Documentation copied for Group Committee sent to Group Secretary

Documentation copied for Section filed by Treasurer

Step 3a: - If funding is unsuccessful

Copy the returned application and letter of decline; give to Section Treasurer for filing.

Give the original application and letter of decline to Group Secretary for filing.

Step 3b: - If funding is successful

Do the activity and keep all receipts

Using receipts, prepare a Balance Sheet for the activity

Copy Balance Sheet and give to Group Secretary for filing

Copy Balance Sheet and give to Section Treasurer for filing

Send balance sheet and brief report (include a publicity photo) on activity to funding agency

Give activity receipts to Group Secretary for filing.

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