

## **NZJJF Advice on Grants, Fundraising & Funding Agencies.**

**In order to get a grant, your organisation must; either be incorporated and have Charities Commission registration or an IRD income tax exemption, OR affiliated to a group that is legally constituted (i.e. the NZJJF), which can provide a governance letter stating:**

- **the group follows the constitution of the parent body**
- **the group provides the parent body with a copy of their annual accounts**
- **should the group close, the parent body will assume their assets and liabilities**

### **Introduction**

First a disclaimer; although this article is written based on prior industry experience and knowledge, coupled with current research, it is only our interpretation and opinion. Societies, regulators and other interested parties may have their own perception and view.

### **What is fundraising?**

Fundraising is the process that your club undertakes to secure additional funds. Fundraising should fund special activities such as new equipment, overseas travel and new programmes or projects.

### **What are grants?**

Grants are funds received from statutory, voluntary or philanthropic agencies established with the primary purpose of giving grants. They give grants to meet their own objectives and strategies such as government policy, community development or supporting the local community.

### **What is sponsorship?**

Sponsorship is when businesses provide funds, resources or services to a club in return for rights and / or associations with the club. These rights and / or associations help businesses commercially and may take the form of a logo, signs at an event or free advertising in a newsletter.

Fund raising is a core activity for all sporting organisations and community groups often with vigorous competition for the monies available. Along with the raffles, sausage sizzles, carwashes and selling chocolate, grants from the Gaming Machine Societies rank right up there as a popular source for fund raising.

The organisations most successful in this grant system are those that have been 'smart' around how they apply for a grant and what they apply for. The purpose of this unit is to assist Ju-Jitsu clubs and Area Associations to be savvy and confident in their applications for grants from Gaming Machine Funds.

## Glossary of Terms

**Societies:** Organisations that own and operate gaming machines and make grants to non-profit community organisations.

**Venues:** Formerly 'Sites', pubs and other venues where gaming machines are located. They do not own the machines and are not allowed to be involved in funding

**Authorised purposes:** The purposes for which Societies can make grants. Different Societies have different authorised purposes.

## How Can We Apply?

Each year approximately \$1billion is raised through gaming machines through-out New Zealand. Of this around a third (\$333m) is available for distribution to non-profit organisations, community and sporting groups.

Although the gaming machines are housed in gaming venues, which are normally liquor licensed premises, the machines are owned by a Society. This Society has an Authorised Purpose (AP), which sets out what type of community groups the Society raises money through its gaming machine operations.

Applications are made directly to the Society either through an on-line application process housed on the Society's website or via a paper-based application form. The latter can often be downloaded from their website or are available at their gaming venues. A number of community networks such as Citizens' Advice Bureau also have the application forms available.

Note: the gaming venues themselves do not, and should not, have any influence in the process and cannot accept completed forms on the Society's behalf. Any correspondence or dialogue regarding applications must be made directly with the Society.

The application is then processed by the Society and is either accepted or declined based on their internal processes and procedures. The timeframe for this process varies from Society to Society. All applications, whether accepted or declined, must be published by the Society at least once each year.

## Which Society?

In answer; any and all, but;

1. Tailor your application based on the Society's Authorised Purpose.

As outlined earlier the AP determines, which types of organisations the Society can distribute funds to, and for what purpose, therefore it is very important to select the right Society. The Society's AP must include sports for your application to even be considered by them.

To view a Society's AP simply go to their website - or alternatively the Department of Internal Affairs' (DIA) website has a list of all Societies and their respective APs, etc. The link below is to the DIA map of Societies by region. Simply select your region and you will see

**"In 2012, the 4 largest gaming trusts donated \$70m to sport; 39% went to local clubs, 32% went to regional associations, 17% to national associations and 6% to schools.**

**The average value of each sporting grant was \$10,060**

**Sport NZ**

a list of Societies operating in your area.

[http://www.dia.govt.nz/diawebsite.nsf/wpg\\_URL/Services-Casino-and-Non-Casino-Gaming-Funding-For-Community-Groups?OpenDocument](http://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Services-Casino-and-Non-Casino-Gaming-Funding-For-Community-Groups?OpenDocument)

2. Success is more likely if you apply to Societies that operate locally

The (increasing) trend is for Societies to distribute money proportionately to the area's local communities in which the money was raised. This has made it much more difficult (although not impossible) for national bodies to access funds.

<https://sportnz.org.nz/get-into-sport/search-for-funding/search>

### What Can We Apply For?

Anything and everything so long as it will benefit the Ju-Jitsu (club or area) community.

Due to the individualistic nature of Ju-Jitsu, ie; a player normally competes as an individual and not in a team unlike many other sports. This can pose a big problem for Ju-Jitsu and similar sports when applying for funding - the solution is to think laterally!

Already groups have had success in applying for costs associated with operating tournaments and clubs have obtained new dojo mats. This is merely scratching the surface of what can be applied for.

The key point to remember; it must benefit the community. To us that means the Ju-Jitsu community, whether it is the Ju-Jitsu club community or the local area community, or even the national association's (NZJF) community.

There has been a shift away from supporting sporting groups, especially the operating costs associated with them. In the past things like power accounts and building leases were supported. Presently this does not appear to be the case with the focus appearing to be on children and youth in sport, along with sporting equipment and coaching and development costs. The word from funding agencies is that they now prefer to fund these "legacy" projects (ie; those that will bring long term, sustainable benefits) rather than "dependency" grants (eg; "one-off" trips, power bills, etc). So the recommendation is to focus on these "legacy" areas, BUT do apply for anything and everything as the more applications you produce the more likely you are to succeed!

The following lists contain potential costs that may be suitable for a grant application:

#### *Costs such as:*

Venue lease, venue power, phones, website development and hosting, laptops, computers, software, video equipment, data projector, promotional material and printing costs, equipment storage costs, mats, coaching costs (not many coaches are paid in New Zealand and it is acceptable to apply for a grant to pay their 'wages' and/or 'costs' associated with them. Short term payments such as a coaching weekend appear to be favoured more by Societies than the longer term ongoing 'wages' of a coach), seating for parents,

**"Applications need to be linked to club / area / national strategic and business plans, particularly if geared towards attracting and retaining participation."**

**NZ Community Trust**

gym or other training equipment, equipment storage costs, plumbing, electrical or other maintenance costs, Ju-Jitsu-gi Library (some clubs have gis that they lend or lease to new young players – this ‘stock’ may well be considered for the benefit of the club community as an individual does not benefit from it), tournament costs (travel costs for the club teams and coaches – note the word TEAM, not individual), coaching camps and technical training weekends, club coach development programs, DVD / book libraries etc.

Note that the above list is not exhaustive—merely a starting point providing examples of the sort of things that may be funded. For funding purposes, start thinking ‘teams’. For example it may be plausible that to compete the player must be a member of one of their club’s teams.

### *Can we Hire Someone To Apply For Us?*

Absolutely! There are, in most areas, professionals who for a set charge will make the applications on your behalf. It is a time-consuming activity applying for grants, which is in short supply for many of us; therefore, hiring a professional to do this may be a viable option. Expect to spend around \$1,000 for such an individual. Note: The payment of the individual obtaining the grant cannot come from the grant!

### *Get organised, be prepared*

If you’re not going to hire someone, nominate someone on your management committee to oversee funding with the support of the committee. The best funding advice is to keep a funding folder with all the information you need:

- Minutes of previous meetings
- News clippings, letters of support, flyers of previous events or projects
- Copies of previous applications - successful and unsuccessful

**“For every gaming machine \$1, the government gets 33%, 9% goes in operating costs (to machine owners), 5% in administration, leaving 39% available in grants.”**

**Lion Foundation**

REMEMBER you may not always be the person applying for your clubs funding - the more organised your records are, the easier it will be for the next person to take up the task.

### *What Other Rules Are There?*

#### *Double Dipping*

Double dipping is where you receive monies from two or more Societies for the same item. (eg; you apply for the cost of a \$1,000 couch for parents’ seating at the club and two Societies give you \$1,000 each (\$2,000 in total) for it.

You cannot keep the extra \$1,000; it must be returned to one of the Societies. Failure to do so will undoubtedly impact of your future ability (as a club) to apply.

### *Competitive Quotes*

Where possible two or more current competitive quotes need to be obtained to support your application. Obviously, this is not possible with costs such as power; in this instance previous power accounts can be used to support projected power accounts.

## Grants cannot be made retrospectively

You cannot pay for an item and then apply for the cost in this funding system including paying for it after applying and (generally) before receiving the monies from a grant application. If you have paid for it and then receive the monies, you must return the monies to the Society. Therefore, check to see when the Society makes their funding decisions and make sure you apply in plenty of time.

## Overseas travel

Many Societies will not accept applications for overseas travel expenses. Unlike the first three rules, this is not a rule driven by legislation or other regulatory tools. It is an internal rule by many Societies driven by:

- Costing the Society more – GST on overseas costs cannot be claimed back
- More difficult to audit it and assess its legitimacy.

## What Can We Do To Increase Our Chances?

Success is never guaranteed, however, however, by being 'smart' around how you apply and what you apply for should have a positive impact on your success.

## DON'T

- Break the rules as it may have a detrimental impact on future grant applications - not only for your club, but for Ju-Jitsu in general!!!.
- Sit around wishing for new equipment or wondering if you can survive another year!!

## DO

- Do it once – do it right. Complete the application form and attach all the necessary quotes and other documentation. Failure to do so will slow down the process – maybe to the point that you miss out on it due to timing.
- Think laterally about the cost items you are applying for.
- Apply to as many Societies as possible, just remember the double dipping rule.
- Break up large cost items into multiple smaller applications (eg. new mats are \$20,000 – break it up and apply for it in \$5,000 blocks to multiple Societies. If only one is successful – at least you have \$5,000 instead of zero dollars).
- Find out when the Society meets to make funding decisions - give yourself adequate time to apply and plan well in advance.
- Check out the AP of each Society you apply to and TAILOR your application to suit.
- Rotate the Societies you apply to – don't hammer the same Societies.
- Demonstrate you are actively fundraising through other means such as raffles, sausage sizzles and so on.
- Tell them about you and what you are about. Like any relationship gain a connection with them.
- Acknowledge their support if successful (Include their logo where-ever you can - in programs, on uniform, etc, public announcements, press releases)

- Complete the audit requirements promptly and completely! Give them feedback about how successful and important the successful grant application was. Send photos and children's comments if appropriate. You will NOT gain further grants from the Society unless you provide them with their required documentation (receipts, etc) after the event.

### What information is needed to complete an application?

- Application cover letter with common seal
  - Include summary of club's purpose and services, membership details, Management Committee details, future plans
  - Detail how the funding will be used and how you will recognise the funding
- Completed funding application (paper or online)
- Bank deposit slip in the name of your club
- A signed resolution stating your Management Committee's agreement to apply for funding
- A copy of your Management Committee's minutes from when the resolution was agreed
- Copy of club constitution
- Certificate of incorporation (if applicable)
- Charities Service letter of confirmation (if applicable)
- Latest financial statements (preferably audited / reviewed)
- Letter of affiliation from the New Zealand Ju Jitsu Federation
- Letters of support from partner organisations
- Proposed budget of your project / expenses
  - Two quotes for each item (or a written explanation in cover letter detailing why only one)
- Any other supporting materials
  - Brochures
  - Newspaper clippings

Click [here](#) for templates – cover letter, thank you, accountability, resolution.

### Completing your application

Each funding agency will have its own criteria and eligibility requirements so it pays to look closely at the application form before going ahead to make sure you comply. Check the closing dates for funding applications - some are monthly, some are twice a year. Give yourself at least 8 weeks' time before your intended event / programme for it to be processed. Most funding is not granted for retrospective costs.

#### *Check the Application Criteria carefully*

Make sure the funder you are approaching will consider the reason for your request so that you don't waste your effort applying for funding which their criteria does not support. If a funders application criteria will support administration / running expenses only, ask for funding to assist with these costs, and save your on-hand funds for the specific project or event your club is undertaking.

#### *Filling in the application*

Funders want brief, clear answers to their questions:

- 'What – How – When' for your project description
- 'Why' for the benefits or the proposed project / service

Make sure you only send relevant attachments with your application form, keeping in mind they may need to be photocopied for distribution to members of funding committees.

Ask for help - if you have any questions when you are filling out an application form, always ring the contact person from the funder organisation.

Keep funders and sponsors informed on the progress of your project. By keeping a good relationship with funders / sponsors, asking for more funding should be easier next time.

#### *Accounting for your application*

Once you have received notification that you have been successful with your application and the money is in your bank account, it is important to send a thank you letter and receipt to acknowledge this. When the funding has been used you will need to submit an accountability report detailing how the funding was used and what impact it has made.

#### Acknowledgements

The NZJIF would like to thank Judo New Zealand for their help in the writing of this Notice.



# Steps to grant funding

## **Step 1: Develop your plan**

- Identify projects requiring funding
- Identify application deadlines for potential funders

## **Step 2: Identify funder for project**

- Outline project plan
- Ensure project meets criteria and deadlines of funder

## **Step 3: Prepare application**

- Complete funding application form
- Prepare and collate required documents
- Make copy for funding folder records

## **Step 4: Utilise funding appropriately**

- Keep all invoices and receipts
- Acknowledge funding
- Submit accountability forms

## Funding Checklist

### **Preparation (have you)**

Yes / No

- Prepared a project plan
- Identified the funding application deadline
- Checked that you meet the identified funder's criteria
- Supporting documents (have you provided)
- Application cover letter with common seal
- Completed funding application (paper or online)
- Bank deposit slip in the name of your club
- Signed resolution stating your Management Committee's agreement to apply for funding
- Copy of your Management Committee's minutes from when the resolution was agreed
- Copy of club constitution
- Certificate of incorporation (if applicable)
- Charities Service letter of confirmation (if applicable)
- Latest financial statements (preferably audited / reviewed)
- Letter of affiliation from NZJF
- Letters of support from partner organisations
- Proposed budget of your project / expenses

### **Administration (have you)**

- Made a copy of your application
- Updated your funding administration file

### **Post-application (have you)**

- Thank you letter written
- Collected receipts and invoices
- Completed accountability reporting
- Submitted budget showing spending
- Referenced photos / media articles

*Letter for Grant Application*

[Club Name]  
[Address]  
[Suburb]  
[City / town, postcode]

[Name]  
[Address]  
[Suburb]  
[City / town, postcode]  
[day month, year]

Dear [Name],

We enclose a Grant Application for \$[xxx] from [Name]. The funds will be used to [purpose].

Ju-Jitsu is a contact martial art consisting of weapons use, strikes, throws and takedowns, strangles and chokes, locking techniques and ground-fighting. It is played indoors on a training mat and is enjoyed by both sexes and all ages. [Club Name] was originally set up [as an incorporated society/non-profit organisation] in [year]. The organisation is managed and run by a group of volunteers.

Funding: Historically, we have been self-funded and have relied sporadically on community sponsorship and volunteer support to help resource venue hire and resources to run training sessions and local competitions. Many athletes are on limited incomes and therefore donations, volunteers, fundraising and sponsorship are constantly needed to grow the sport.

[List what you have done to date]

We would be very happy to promote [name]'s support by putting your logo [on our web site / social media pages], in our regular newsletters and listing you in our annual financial statements.

We trust [name] will consider this application favourably. However, should you require any further information please do not hesitate to contact our Secretary on [number] or email [address]

Yours sincerely,

Name

President

[Club]

Attachments:

- xxx application Form
- Bank deposit slip of [Club]
- Signed resolution to apply
- Full minutes from when resolution was agreed
- Club/NZJF Constitution
- Clubs Certificate of Incorporation/NZJF Certificate of Incorporation (if applicable)
- Latest financial statements
- Letter of affiliation to NZJF
- Letters of support
- Budget
- Quotes

*Thank you letter after receiving Grant funds*

[Club]  
[Address]  
[Suburb]  
[City / town, postcode]

[Name]  
[Address]  
[Suburb]  
[City / town, postcode]  
[day month, year]

Dear [Name],

RE: [Grant #]

I notice that we received a grant from [Name] on [day month] for \$[xxx]. On behalf of [Club], thank you so much for helping us to make a difference in our sport. An official receipt for your grant has been included.

Your grant will go towards [list purpose].

We have so far acknowledged [name]'s support by [list where].

I will write to you again with the final accountability report and copies of invoices and our bank statements when they are ready.

Thank you once again for your support.

Yours sincerely,

Name

President

[Club]

*Accountability report letter*

[Club]  
[Address]  
[Suburb]  
[City / town, postcode]

[Name]  
[Address]  
[Suburb]  
[City / town, postcode]  
[day month, year]

Dear [Name],

RE: [Grant #]

We enclose the invoices and bank statements relating to the funding we have received on [Day Month].

As a result of the funding we received from [name], [Club] was able to [list outcomes].

We were able to acknowledge [name]'s support by putting your logo [list places]

[name]'s support of [club] is very much appreciated and it has made a significant impact on growing participation rates further in the sport of Ju Jitsu in [area].

Should you require any further information please do not hesitate to contact me on [number] or email [address]

Yours sincerely,

Name

President

[Club]

[Club]  
[Address]  
[Suburb]  
[City / town, postcode]

## **Resolution to Apply to [xxx]**

It was resolved 'that [Club] apply to [xxx] for funding towards [xxx], up to the value of \$[xxx]'

Proposed by:

Seconded by:

Carried

I certify that the above is a true and correct copy of the resolution of [Club] passed on [day month year].

Dated:

Signature:

Name:

Position: