

# Documents you have to submit

This document is a **checklist only** to help prepare you for the on-line 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.

If you are applying for a grant of **up to \$25,000** you will need to include:

- Annual Accounts** - These accounts must:
  - be no older than 16 months at submission of the application. 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 application.
  - be signed by two organisation representatives (e.g. two Trustees, or a Chair and Committee member)
  - meet the content requirements of New Zealand's reporting standards for not for profit organisations. These content requirements differ by size of organisation and further details can be found at [www.xrb.govt.nz/accounting-standards/not-for-profit](http://www.xrb.govt.nz/accounting-standards/not-for-profit)
- One letter of support** - this must be signed, dated and no more than six months old, from community organisations 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.
- Trustee mandate/resolution** - a resolution must include approval to apply for funding from Foundation North for the purpose and amount for which the organisation is applying. This resolution must be signed by the Chair and one other member of the organisation.
- Detailed project/services budget** - actual cost and confirmed funds. A budget is regarded as a key management tool for planning, monitoring, and controlling the finances of a project or organisation. The budget will need to provide details on estimates of income and expenditures for a set period of time for your project or organisation.
- 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:

*If you have any questions, or need help with your application, please give us a call on 0800 272 878*