

# Community Group Funding Kit

*Keep photocopies of relevant documents on hand to make funding applications easy*

## CONTENTS

Funding Spreadsheet- funding bodies listed in closing date order

Organisation Constitution – trust deed or set of rules

Strategic Plan and Budget for current year

Most Recent Financial and Chairperson’s Annual Reports

Copies of Minutes with Resolutions – specific to the grant application

Other Organisation Information: letters of support, evaluations of previous projects.

Information about doing applications: (Trust Waikato grant seekers guide, funding tips list)

Other Funding Resources: (copies of funder’s reports, criteria)

Copies of applications submitted, new application forms etc  
include all communication with funder- ie thank you letters, accountability forms. (In alphabetical order of funder name)