

Grant Applications Checklist

For grants covering structural work or licensing issues	If the project you are supporting with the grant application relates to a property, equipment or licensing matter please contact the Association Licensee or Asset Convenor to ensure that the necessary steps and regulatory requirements have been undertaken.
Person completing the grant application	Complete the Grant Application Advise form and forward to Headquarters along with your completed grant application and quotes (if applicable) and any other documentation seen as necessary to provide background to the Grant. This needs to be reviewed/approved by the Management Team before sending off your grant application to the external agency - Send to: North Shore Playcentre Association PO Box 300 720 Albany AUCKLAND 0752 Or e-mail: hqadmin@northshoreplaycentre.org.nz
After the Management Team has reviewed the application	Once the Management Team has reviewed and agreed to support your application, a letter of support will be provided to the centre and the application can be sent into the funding agency.
After the funding agency has decided on your application.	Complete the Grant Notification Form if you have money granted to you from an organisation Please also advise HQ if your grant was unsuccessful so that we can start tracking which agencies are supporting our grant applications. Also ensure that all necessary audit/documentation and reporting requirements outlined by the funding agency as a condition of the grant are observed.

Grant Application Advice

Person applying for the grant: Contact the Management Team if the grant covers complex work
Complete this form and all necessary paperwork/quotes for your grant
Present at a Centre General Business Meeting to gain a resolution to apply to the funding agency noting the amount of the grant which is formally minuted
Send a copy of all paperwork to HQ
Retain the originals at your Centre
Once approved by Management Team submit the application

Centre: _____

Date: _____

Completed By: _____

Contact Number: _____

Presented at Centre Business Meeting: _____

Person applying on behalf of centre	
What is grant money to be used for?	
Name of Organisation – where funding is sort?	
Amount of grant application	
Have you applied elsewhere for funding? –if so please fill in another one of these forms please	

Grant Notification

Person who applied for the grant: Complete Grant Notification Form if you have money granted to you from an organisation.
Complete all necessary paperwork and audit requirements of funding agency.

Send to: North Shore Playcentre Association
PO Box 300 720
Albany
AUCKLAND 0752

Or e-mail: hqadmin@northshoreplaycentre.org.nz

Date:

Centre Applying for Grant	
Person who applied on behalf of centre	
What was the grant money to be used for?	
Name of Funding Organisation – where funding was sort?	
Amount of grant application	
Amount Granted from organisation?	
If declined was any reason given?	
Is your centre applying to other agencies - where to from here?	