



Applying for funding

So, you've had an idea and you need funding to make it happen? Great! Talk to us about your idea and we will support you to make it happen.

We can help with:

- Where you can get funding from
- The application process
- Making a budget
- Making a project plan
- Ideas for how to reduce costs if you aren't fully funded
- How to find volunteers
- Promoting your event / project
- [Health and safety plan](#)
- Invoice templates
- Ideas for measuring outcomes
- Funding acquittal processes

Before you start, have a look at the funding timeline of the organisation you're applying to. How long does it take them to make decisions and to then process the funding? When would the funding be received? When could you start your project? Make sure you'd have enough time after your application is successful to plan and deliver the event/project.

If you don't have much experience with events/projects, start small. This way you can build up your experience and confidence. A few small events scattered through the year will be easier to manage than one big event.

Applying for funding under the Bike Auckland umbrella

If you are applying for funding under our umbrella, please tell us about your project *before* you submit your funding application. That way we're prepared for when funders call and ask if we are umbrella-ing for your project. For your application you may need proof of our bank account, our charity/societies number, and a supporting letter from us, which we'd be happy to write for you. Please take some time before the application is due to arrange these supporting materials with us.

Please remember Bike Auckland is a **GST registered** organisation - any grant we receive on your behalf must have GST added to it. For most grants, in the budget section you will be able to add 15% GST to the total amount you need for your project. If you are unsure if the grant you are applying for will cover GST, or if you have any questions, please contact us and we will be happy to help.

Tips for funding success

- Look at the funder's priorities. What are their aims and objectives? How can your project help to achieve those aims? Get specific in your application about how *your* project will achieve *their* priorities. For instance, are they wanting to reduce loneliness and isolation? Let them know that cycling is a great connector: group rides and events build community, and studies show that people make more eye contact and connect more with each other when walking or cycling than when in cars.
- Look at what they have funded in the past. This can help you to understand what types of projects and organisations they usually fund - and give you an idea of the likely size of a grant.
- Talk to the funders. Pick up the phone, or drop them an email. Making a human connection with the funders can help increase your chances of being funded. You can ask questions about what they will fund, how much they might fund - and, they may have some tips to help you make a more successful application.
- Get quotes to support your budget. Not all funders will ask for this, but it shows that you have done your research and planned your project properly. It will increase their trust in you. It will also help you to have a more realistic budget and reduce overspending later.
- Have you had positive outcomes from previous projects? Is there a way to include this in your application? Showing that you have already delivered successful projects reassures funders that you will deliver on their priorities this time too!
- Give yourself plenty of time to make the application - don't wait until the last day to apply. Leaving plenty of time will mean you will be less stressed, and gives you time to prepare and procure supporting material, such as an event permit, a letter of support, or quotes from suppliers.
- If you're successful, be sure to document your event or activity (keep receipts, take photos, ask participants how it went) so that you can complete any reporting that they ask for. This is part of building trust and an ongoing relationship with the funders which will increase the likelihood they will fund your future projects.

Success!

Congratulations, you've been successfully funded! If you've been granted only part of what you budgeted for, you can adjust your budget so that you don't end up paying for things out of your own pocket. Or, you can seek other sources of top-up funding or support. We might be able to help - contact us. Reach out to us if you would like support with anything such as budgeting, finding volunteers, promoting the event, or health and safety plans.

If the funders require reporting or an acquittal form, think about:

- Measurable outcomes - e.g. if it's a group ride, how many people came? Were they new to the area? Did it build their confidence or their enthusiasm for riding? Can you ask participants to fill in a feedback form, on the day, or via email after the event?
- Taking photos or video of the event/project, and keeping marketing material (posters, flyers, etc) as evidence that the project happened.
- Keeping your receipts and invoices somewhere safe. This will help you find them when you're ready to invoice us for reimbursement. The funder may also require these as evidence of how the grant was spent.

Project complete!

You've completed your project - congratulations! If it was successful, great! If it wasn't - that's okay. You can learn from your experience, and it's possible you're being too hard on yourself; everyone has a different idea of what success looks like. It can help to have someone to talk to about how the project went, and how you feel about it - we'd love for you to talk to us, I'm here to support you.

If you have any funding left over, the funders may require you to return the remaining funds or they may allow you to spend it on an alternative project. We can contact the funding organisation on your behalf, or you can contact them and cc us in. Keeping us in the loop will help us to process funds back to the funding body if needed, or to support you with your next project.

Reporting (a.k.a the acquittal form)

Many funders will want you to fill in a form after your project has been completed. Make a note of when this reporting is due. Usually this form asks how your project went, if you did what you had committed to doing or if you changed your project in some way (and why), any measurable outcomes (such as how many people were involved/attended), and evidence of the event and spending. Funders will appreciate any photos or videos of the event, and you may need to attach your receipts and invoices to show your spending - so keep them somewhere safe.

Take a moment to feel proud: you put a lot of hard work into making something awesome for your community!

Possible funding sources:

- AT's Community Bike Fund - open once per year, usually around June/July.
- Local Board Grants - these are specific to your local board area.
- Tindall Foundation's Environment fund
- Tūmanawa Active
- The Harcourts Foundation
- Lion Foundation grant
- The Lottery Foundation
- The Trust Community Foundation - must be spent within 6 months of being granted.

Alternative funding sources:

- Creative Community Scheme - for creative projects - individuals can apply for this one too, so you might not need us as an umbrella, though a letter of support from us might help.
- Transpower - if your project is near their power facilities.
- Parks team of Auckland Council - if your project / event is in a park
- Panuku - if your event is on Panuku property
- Auckland Council Waste and Innovation Fund - for initiatives that reduce waste to landfill, such as community bike maintenance.
- Live Lightly Regional Environment & Natural Heritage Grant - for projects that have a regional focus or regional significance
- Zero Waste Events - a small and easily accessed grant which supports making your event a Zero Waste one.

Check out the Community Matters website and the Auckland Council website to see if any more of these grants are applicable for your group.