

PAPAMOA FOOTBALL CLUB – GRANT APPLICATIONS POLICY

Policy

The club will apply for grant funding to assist with expected costs of activities as and when the need arises, with applications being submitted only by the delegated member to ensure the greatest chance of success.

Purpose

Due to a number of organisations providing funding support to assist non-profit organisations fulfil their missions and goals, these sources of funds should be explored by the club and utilised where able. Funding support is provided for many costs (e.g., new projects, equipment replacement, wages, coach development, etc.) but each funding organisation has their own specific criteria. The greatest chance of success can only be achieved if applications are thorough and complete.

Process

Given the grant application process requires an investment of time, for research, tailoring of the application to the organisation concerned, and provision of as professional an application as possible, the club will delegate the task to a specific member. Where funding has been successful, accountability reports will also need to be completed within the appropriate timeframes.

Procedures

At least two quotes are to be obtained for the service / product desired. Where there is only a sole provider (e.g. WaiBOPFF or NZF), this will preclude further quotes and an accompanying explanation should be included in the application.

Upon agreement, and once quotes are to hand, a resolution will be passed at the committee meeting that a grant application will be made and to which provider. *Note* that resolutions need to be specific regarding organisation, items, and costs in order to satisfy the funders requirements.

Individual grant sources have different criteria, and these must be met to ensure any application has any chance of success.

If successful, spending of the funds must be in line with the application, as required by the funder.

Upon completion of the project spend, the appropriate accountability report must be submitted within the required timeframe. Ideally this should be by the same member that submitted the application.

Approval Date: 19/11/2023

Approval Signature: 

Approval Name and Position: Rob Schoonderwoerd, Secretary

Ref: PFC P15

Review Date: 01/10/2025

