



# COMMUNITY ORGANISATION GRANTS SCHEME FUNDING APPLICATION TIPS



## General Information

- Opening date – 1 June each year
- Closing date – last Friday in July each year
- Please update your registration details in Grants Online ([www.cdgo.govt.nz](http://www.cdgo.govt.nz)) before commencing your application.
- If you have forgotten your group's username and / or password, or if you have any other COGS / Lottery Grants queries, **freephone 0800 824 824**.

## Benefits of Applying Online

- Your client history is on your group's home page.
- When re-applying, simply copy and edit your previous application.
- Online registration form allows you to easily update information, including change of address, change in office holders etc.

## Note About Legal Status

- Organisations must be a legal entity to receive grants of over \$10,000 (e.g. an incorporated society or charitable trust).
- Organisations that are not a legal entity can apply for a maximum of \$10,000.

## Application Contacts – Question A4

Ensure that main the contacts for the application are familiar with the application and able to speak to a COGS Committee Member about it, either over the phone or at an interview.

## Local Distribution Committee – Question A6

If your group is applying to more than one COGS Local Distribution Committee (LDC) you must make a separate application and provide separate additional documents for each COGS LDC.

## Community Benefits – Section C

- Each LDC has its own local priorities.
- Local priorities are set following public meetings held in March / April each year.
- If you are applying online, the list of local priorities will appear on your screen.
- Your application should reflect the local priorities of each specific COGS LDC.
- Your application should provide evidence of the percentage of work undertaken, or clients benefiting from your group's services in the specific COGS LDC geographical area (e.g. percentage of clients from Auckland City and / or Manukau LDC).

## Ineligible Items – Question D1 and D2

COGS will not fund:

- Capital items such as land, building / alterations, vehicles, furniture and office equipment (e.g. computer)
- Duplication of existing services, unless there is a good reason for both services to exist
- Social functions
- Political advocacy (e.g. election campaigning)
- Activities or programmes taking place outside of New Zealand
- Retrospective funding for activities that have already happened by the application closing date
- Individual people.

**Important:** From 1 October 2010, the GST rate will be 15%. All requested amounts for 2010 grant applications must be based on the new GST rate of 15% as payments will be made after 1 October 2010.

## Payment by Direct Credit Only – Question D5

You will need to provide the following details on the COGS application form. The:

- account name (your organisation's name)
- banking institution the account is with (e.g. Westpac),
- account number.

### Financial Update – Question E3

- Provide a financial update of current income and expenditure if annual accounts are older than 9 months.
- This may be your Treasurer's report approved at your last meeting.

### Remember to

- Complete all sections of the COGS application.
- Use the COGS Application Checklist to ensure that all the required additional documents are provided.
- Send all additional documents within 10 working days of submitting your application.

### Additional Documents Required

Within 10 working days from submitting the application you must send to your nearest regional office of the Department of Internal Affairs all supporting documents listed in the Application Checklist.

Note: Failure to provide the information within 10 working days from submitting the application will almost certainly result in the LDC considering your application to be ineligible for the funding round.

### Applicant Declaration

- Please read applicant declaration before you sign it so you are aware of the conditions you are committing to (e.g. condition four: "To acknowledge the receipt of a COGS grant as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report and in any media publicity arising from the grant").
- The applicant declaration must be signed by two people with authority to sign on behalf of the organisation, who will not receive salary from the grant, are not immediately related, do not live at the same address etc.

### Bank Account Statement

- You must provide your most recent bank statement with the account name and number that match the details you have recorded in Question D5.
- Deposit slips or ATM slips are not accepted.

### Annual Accounts

The annual accounts must be for the most recent financial year.

- Annual accounts should include:
  - Income and Expenditure Statement / Statement of Financial Performance
  - Assets and Liabilities Statement / Statement of Financial Position.
- If your organisation:
  - has audited annual accounts as part of your constitution or compliance with legal status, then provide this in all cases
  - does not have audited annual accounts and you are applying for up to \$10,000 then provide only your annual accounts, which have been approved by your governing body
  - if applying for over \$10,000 you must provide audited annual accounts.

### Accountability Report

- This must be provided when the grant has been fully spent, or 12 months after the grant is approved, or within 10 working days of applying for another COGS grant, whichever is soonest.
- Submit a Provisional Accountability Report if the current grant is not fully spent at the time of applying for another COGS grant.
- We urge you to submit accountability reports online at [www.cdgo.govt.nz](http://www.cdgo.govt.nz).

### Accountability Declaration

- Please read the Accountability Declaration before you sign it.
- Fill the blanks and tick the options on page one of the Accountability Declaration.
- Include signatory details on page 2.
- The signatories must be two people with authority to sign on behalf of the organisation, who did not receive salary from the grant, are not immediately related etc.

### Incomplete Application

The LDC will almost certainly deem applications incomplete if ALL the information and / or additional documentation is not provided within the time required as described in the application form.