

Documents that may be needed for Grant Applications

We would recommend that you always keep a master copy in your funding folder. It is a bit of work to get it ready initially but, once it is done, it should only need updating occasionally and everything will be ready for your next application. Not all funders will need all of this information so make sure to read what is needed and only send what is asked for.

- **Letter of Affiliation** to Playcentre Aotearoa once amalgamation is official. This proves that your Centre is part of a national organisation and should be updated every two years. Email administrator@playcentre.org.nz to obtain the above document.
- **Certificate of Incorporation** from Playcentre Aotearoa.
- **Certificate of Registration under the Charities Commission 30 June 2008/ Confirmation of Charitable Status with IRD.** Search on the page below to see if your Centre is a registered charity, otherwise you can set your own Centre up – more info on how to do this is in the “Further Information” section in this document.
<https://www.register.charities.govt.nz/CharitiesRegister/Search>
- **Deposit Slips or Bank Statement** from your Treasurer.
- **Annual Accounts** - Some funders require acknowledgement as a separate entry in the annual accounts. Audited accounts are preferred, however NZPA have approached many funders and got confirmation that the national auditing of our accounts is acceptable. If you are asked why you haven't had your accounts individually audited:
 - *Due to recent amendments to the Charities Act 2005, small charities with revenue and expenses below \$500,000 are no longer required to obtain an audit or review for statutory purposes.*
 - If you joined the group for centralised auditing, you can also add:
 - *Charities that fall under the control of a parent can now opt to prepare and submit one set of consolidated accounts as a group. XXX Playcentre have opted to join the Playcentre Aotearoa Group.*
 - Centres can continue to audit their accounts if wanted
- **Resolution to Apply for Funding** (see template)
- **Cover Letter** (see template). Some of this information may be included in the application rather than as a cover letter. Include photos if beneficial.
- **Centre's Current Committee Members**
- **President's AGM Report**