

## **DOs AND DON'Ts OF APPLYING FOR A DONATION**

- DO** Read the application form carefully to ensure that the project or programme being applied for is within the scope of the Foundation.
- DO** Use plain concise language. It tells us that you have a good understanding of your project or programme.
- DO** Ensure that you have thought through your project or programme carefully and that it is part of a longer term strategy.
- DO** Send the supporting information such as your Annual Financial Statements and a Strategic or Business Plan if the application is for more than \$10,000.
- DO** Contact the Foundation if you are unsure about an aspect of the application. Our telephone number is 06 3488300.
  
- DON'T** Write "See attached" on the form. A clear and concise answer is required in the space given.
- DON'T** Send information that is not required.
- DON'T** Inflate your budget, chances are we have seen a similar project before and you risk losing credibility.
- DON'T** Send letters of support unless they are directly relevant and add to the information being given.