



## NOTES TO HELP YOU COMPLETE THE **2017** LOTTERY COMMUNITY GRANT APPLICATION

**DEADLINE FOR APPLICATIONS Friday 24<sup>th</sup> November 2017.**

Lottery Community has advised that libraries may only apply for Lottery funds through our bulk grant application.

Toy Libraries are able to apply for Lottery funding via TLFNZ bulk funding application. Plunket Toy Libraries can still apply for funds as part of the 2017/2018 application round however once your applications have been collected by TLFNZ the actual application will be made by Plunket on your behalf. Plunket will be responsible for submitting your accountability for any funds received from this application.

This year TLFNZ will ask for up to \$950 (GST exclusive) per toy library that submits a complete application. This year Toy Libraries have the ability to apply for:

- Toys
- Insurance via TLFNZ national scheme
- Rent
- Software – library database / financial software

**Please note:** check that your computer hardware etc. is compatible to any software you are wanting to apply lottery funding to, to ensure you can install or purchase software.

Any funds granted from this application **MUST** be applied to what has been indicated on each toy library's application form.

You may request a split in your funding and apply for several items for example insurance of \$xxx, and rest on toys.

PLEASE fill out this form in full, including your Toy Library name and contact details and phone numbers. We need to know how to get in touch with you, to be able to lodge your application.

The questions about the number of families/children/grandparents that use your Toy Library are important to lotteries. Use your membership files to locate this information Lotteries are also interested in understanding how the funds you are applying for will help you meet your outcomes. Include in your application some detail around your libraries objectives and what this grant will mean in helping you achieve those.

### **FINANCIAL INFORMATION**

Financial information is needed for any grant application that you may apply for. It is good governance to collate this information each year. Many libraries are no longer getting their accounts audited (you need to check your constitution to ensure that this is permitted) but you should have your accounts checked & verified from someone outside of your toy library committee. A written verification should be provided with the accounts. If you are unsure how to present end-of-year accounts, please contact the TLFNZ Office for assistance. [support@toylibrary.co.nz](mailto:support@toylibrary.co.nz)

**Please note:** Plunket Toy Libraries please include the latest management accounts that you receive each month from your Plunket co-ordinator. If you do not have these please contact your local Plunket co-ordinator, if you are unsure who this is please contact Sherry Thornburg (Grants coordinator- Plunket), [Sherry.Thornburg@plunket.org.nz](mailto:Sherry.Thornburg@plunket.org.nz).

Grants and Donations Received – remember that your annual accounts **MUST** detail each grant individually and whether it has been fully spent or not. This can be done within the Income and Expenditure statement, as a separate statement, or as a detailed note attached to the accounts. If you received a grant from Lottery (as a toy express credit) last year then remember it still does have to be shown in your accounts (NB: you should also make mention of the grants & donations in your Chairperson’s Report given at the AGM).

**Total Income and Expenditure** can be found on your annual financial statements. Please ensure you transfer across the correct figures!

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**Cash on Hand** is the sum of ALL money currently found in your bank account/s, any investment accounts, plus the float in your cash tin as at your balance date and as shown on your balance sheet.

**Money Reserved for Specific Purposes** is any money that you have earmarked for a specific purpose e.g. Librarian’s salaries, purchasing a building, moving premises, buying a computer etc... Money reserved should be detailed on your financial reports. (Often there is a Note to the Accounts detailing how much and what it is set aside for). This may also be money that you’ve received part way through the past financial year that has not been fully spent.

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NB: The outcome from your application will not be known until late April 2018, and the TLFNZ Office will advise you as soon as we hear.