



## NOTES TO HELP YOU COMPLETE THE **2016** LOTTERY COMMUNITY GRANT APPLICATION

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

The accountability for the 2015 grant is in progress and in order to retain the best possible chance of success for **all** our libraries with this bulk application the decision has been made to remove the rent option. Rent is part of the operations of a library and support for this is available via the COGS grants which is a more appropriate avenue to use. We hope will Lottery will continue to support the use of the TLFNZ insurance scheme as the accountability for it is clear and transparent.

We are providing the choice in our 2016 application form, as long as the appropriate information is provided on the understanding that a choice for toy and insurance/toys will be **considered** by Lotteries. This year TLFNZ will ask for up to \$950 per toy library that submits a complete application.

**Any funds granted from this application MUST be applied strictly to what has been indicated on each toy library's application form (i.e. toys, insurance or rent).** To assist with the TLFNZ accountability process, grants for toys will be given to toy libraries as a credit to their Toy Express account. Toy Express is your Toy Buying and information service operated by TLFNZ.

PLEASE fill out this form in full, including your Toy Library name and contact details. 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

### **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. Reporting standards are changing in the near future and Guidelines for this will be made available when they come to hand. If you are unsure how to present end-of-year accounts, please contact the TLFNZ Office for assistance.

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

**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).

**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.

**Use of a digital signature on application form** – if you wish to insert your digital signature on the application form, it is best practice to save this completed form as a pdf before submitting your application so as to ensure the integrity of the document. If not, printing and signing completed application form is fine too.

**REMEMBER to use the check list on the bottom of the grant application to ensure you have attached all the required forms e.g.:**

- Copy of recent insurance invoice to give an indication of amount you need to pay
- Copy of rental agreement/invoice showing amount, and frequency of rent that you pay (possibly a bank statement showing payments being made as well)
- Copies of Financial Accounts, and an update if your accounts are prior to 31 July 2014.
- Annual Report from President/Chairperson. (This will let Lottery Community know what your toy library has been up to over the past 12 months and possibly outline what your library is planning for the year ahead. Remember to keep the reports really positive - thank volunteers, acknowledge funders & businesses for their support over the year. Funding organisations don't want to read about the problems you are having getting committee or volunteers. They want to hear about all the great things you have been up to which are benefiting your community! Having an annual report that includes a photo of the wonderful volunteer work done e.g. cataloguing toys, or out in the community with a cake stall and raising your profile, and those great quotes from members who use your library all help)

If you are under the umbrella of **Plunket, Parents Centre, Church Group** etc., your financial information may be incorporated within their financial statements. If this is the case the information required by Lottery will have to be extracted from your accounts. Talk to your parent organisations about getting your Toy Library accounts separated out. Remind them that we need to show that previous grants have been individually acknowledged in the annual accounts. This would also make it easier for other funding applications that you apply for.

If you're unsure about how to complete the application please call Rebecca in the office on 0800 148 697. If you need a new application or accountability form please visit our webpage:  
<http://www.toylibrary.co.nz/toy-library-resources/bulk-lottery-information/>

**DEADLINE FOR APPLICATIONS Monday 14<sup>th</sup> November 2016.**

**Send complete applications to:**

**support@toylibrary.co.nz**  
**or**  
**Toy Library Federation of NZ**  
**C/o Christchurch Community House**  
**301 Tuam Street**  
**Christchurch 8011**

NB: The outcome from your application will not be known until late April 2017, and the TLFNZ Office will advise you as soon as we hear.