



## Wellington Competitive Bowlers Association Inc.

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## Information for Grant Requests

**Before you consider applying for you funding please check that all recipients in your group are paid WCBA members**

Please submit your application to the WCBA President so that your cause is discussed with the committee or the next committee meeting – please note it is best practice to apply for funding 3 – 6 months before you need the funds. This allows for the 2 month application process for some grant providers

### Result of Notification

We will notify you with the result of your grant as soon as possible. If the grant is successful, invoices must be obtained by your suppliers so that the WCBA can raise a cheque for payment. Monies cannot be directly paid to you for audit purposes.

### After the Event

To close off the grant application we require your receipts/invoices for audit purposes. The WCBA must attach invoices, receipts etc from the supplier with any unused funds within 3 months of the payment being granted to the WCBA account. Or the money must be repaid.

Our grant providers are supplied with our achievements with a summary and/ or results and any photos ( if you have been to an event) for supporting purpose. The WCBA notice board may also display these achievements.

If you have any further questions please don't hesitate to contact us.