

Applying for pokie grants - all you need to know

Do your homework

- Go to the right society for the right project, research some gaming societies and see what they fund
- Check out that your project is within the geographical area covered by the society and that it meets their funding criteria
- Be clear about the timing of your project and how it fits in with the grant cycle. Societies can't fund retrospective costs (i.e. invoices you've already paid)
- If you have a question, look at the FAQs on the society website first, chances are someone has asked the same question before
- If in doubt, contact the society. Building a relationship with a grant manager can be useful in navigating your way through the application process
- [View List of Society Websites here - dia.govt.nz](#)

Applying

- Application forms can be downloaded from society websites, they list everything you need
- State the purpose of your application simply. Societies have hundreds of applications to go through, they will appreciate it
- Gathering together documents and quotes can take time. Make sure you start the process well before the application deadline
- Make sure the application process is coordinated within your organisation and filtered through one person or a finance committee, especially when applying to more than one society for different projects
- Read the checklist and make sure you have included everything. Applications are often declined because something simple was missed or not signed
- Make sure you keep a complete copy of your application and supporting documents
- Provide out-of-hours contact details in case the society has any follow-up questions

Application Outcome

- If you're not successful, ask for feedback. Knowing why your application was declined can only improve your skills and future prospects
- Don't be discouraged from applying in future to societies that have declined an application

Reporting Back

- Send the donor society updates and photos during the course of your project. Gaming societies like to know about progress and milestones
- Once you've spent the funds, send in your report and accountability paperwork as soon as you can