

N . Z . F . R . S

FUNDING MANAGEMENT POLICY

OBJECTIVES:

New Zealand Federation of Roller Sports Inc manages its funding efforts to maximise its return to ensure as many activities as possible are funded.

PROCEDURES:

The Board will appoint a Funding Manager. This person will be external of the Board and will report to the Board.

The priority for fundraising will be :

- ◆ Funding for New Zealand Championships
- ◆ Funding for Oceania Championships when in New Zealand
- ◆ Project Funding (as required)

The Event Manager for New Zealand and Oceania Championships is responsible for obtaining the necessary quotes and providing information to the NZFRS Treasurer to assist in the preparation of the Championship budgets. The NZFRS Treasurer will forward the necessary information to the Funding Manager so that Funding Applications can be completed.

Project Managers may work directly with the Funding Manager.

No application is to be made without liaison with the Funding Manager.

Event / Project Managers making funding applications are responsible for:

- ◆ Providing quotes as required
- ◆ Providing other information relevant to the application
- ◆ Ensuring the application complies fully with the rules of the relevant funding provider
- ◆ Ensuring the completed application is forwarded to the NZFRS for the attachment of the New Zealand Federation of Roller Sports (Inc) Common Seal and Notice of Motion, if required.
- ◆ After the event all follow-up action required to complete documentation and substantiate the grant is to be sent to the Funding Manager.

The Funding Manager is to :

- ◆ Maintain a register of grant applications made, the funding providers to which they were made, the amount and the success rate; all should be dated.
- ◆ Update the funding manual annually
- ◆ Produce a matrix of funding providers and the items for which they will fund
- ◆ Attend funding seminars organised by local Regional Sports Trusts and other seminars as required.
- ◆ Letters of thanks on receipt of grant notifications and with the final completion of the documentation.

The Board will host the Funding Manager to one Board meeting per year to review the previous years efforts and set targets for the next year.

PURPOSE:

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Adherence to this policy will ensure the NZFRS external funding is managed with integrity, transparency and within the requirements of the Trusts and needs of the NZFRS.

Approved	
Last Amended	July 2010
Next review	September 2020