

# FREQUENTLY ASKED QUESTIONS

Our *aim* is to see organisations in the *Not-For-Profit* industry progress into fully operational and *successful* bodies which function at their *optimum* level.

## What is ProAid Ltd?

ProAid Ltd is a Not-for-Profit consulting company specialising in grant funding applications and project management for Not for Profit Organisations.

## What service do you offer? Is it a package deal?

An initial consultation (email, phone, Skype, face to face) will involve identifying your organization's needs to conduct an *assessment*. To do this we would need to *review* your certificate of incorporation/registration, latest financial and/or audit statement, one or two *funding* applications submitted if any, and lastly an annual operating budget with a list of



projects/activities that require funding

## What are the main services ProAid Ltd Offers?

There are five main areas that ProAid specializes in. These consist of:

- A. Grants acquisition and management:** Full grants support: matching/writing/submitting grant applications to *funders*, i.e. trusts/foundations and government departments along with quotes and all relevant supporting documents.
- B. Tendering and Contracting:** Research EOI, RFP's, CFP's, TOR's in NZ, Australia and International and tender on behalf of clients and on behalf of Proaid Ltd.
- C. Project Management support:** Assessment and design, research study, strategic and operational planning, budget planning, monitoring and evaluation, administration and accounts support, tendering and contracting, training, *mentoring* and report writing.
- D. Private and Corporate fundraising:** Events, capital campaigns, sponsorships, major gifts, wills and bequests, direct marketing, annual appeals.
- E. NFP Registration and Systems Support:** This involves setting up a trust or society. Trust deed, constitution design and registration with charities *commission* and incorporation with Societies. Compliance, filing returns, done status, tax exemption, organisation review and *evaluation*, accreditation with relevant government departments (MFAT, MSD, DIA, MoEd, MoH) IT systems and website design and support.

i.e. sports, culture, arts, youth, children, playgroup, parenting, health, disability, capital works, administration, counseling etc. After review of these key documents a detailed proposal will be submitted to you outlining options on how we could provide services with fees, *payment* options and timeframe.

## Why choose ProAid Ltd.?

ProAid Ltd. offers our clients a unique package that will greatly enhance your organisation whether it is solely via fundraising or with the help of *specialised* Project Management support. The Director and founder, Dayan Eager, has extensive experience and an in depth understanding of the Not-For-Profit industry in *New Zealand, Australia*, including the wider Asia Pacific Countries and Regions. Dayan is not only extremely professional and efficient, but he is also very approachable and culturally sensitive. He has great insight into *project management* and consultancy for Not-For-Profit organisations and will be a pleasure to work with. He has assisted many organizations, securing more than \$2.5 million in grants and private funding for a range of community development projects. ProAid Ltd has specialists in a range of technical fields and a team to deliver the services of Not-for-Profit Organisations.

## Does ProAid Ltd only deal with Not-For-Profits in the social service sector?

No. While we are specialised in the social service sector, we also offer professional aid in various other fields such as companies requiring *professional support, schools, hospitals, churches, government* departments etc.

## How will we see the results and receive fundraising assistance?

## What are the types of services that you provide and how will it benefit my organisation?

We assist in defining and setting clear *goals* and objectives for your organization and with you, we develop project ideas, concepts, *proposals* and budgets.

We identify and design quality projects for your organization. We search

and develop a list of potential *funding* resources and match them to your project activities using our database that has 80 + donors. We develop



detailed proposals and work plans for your organization

with *project* management and

fundraising service options for your review. We provide monthly updates and reports on project management and funding applications submitted for your project activities.

We prepare all supporting documents for submission and source two competitive quotes, references, financial and audit statements, job descriptions, employment contracts,

prepare *resolutions*, proof read applications, submit them to funding sources and provide follow-up support to your organization. We resubmit and redesign declined projects. We provided written feedback from funders and

document their reasons for declining *applications* and prepare new submissions. We provide administration and

This will depend on the nature of services to be provided. For *fundraising* it can range anywhere from 4 weeks to 3 months for results.

## **Can we have a schedule of referees to contact**

Yes: Please make contact with us and we can provide you with 2-3 referees.

## **What is the normal method of payment?**

Once the service is defined along with the fees and payments, we then work with you to *settle* the payment methods. This can be on an hourly rate, or flat weekly/ monthly rate and this will depend on the project proposed.

## **Couldn't I find out about funding sources on my own and go through the process of applying?**

Yes you can investigate the hundreds of trusts, foundations and government grants yourself. However, we find that most *not-for-profit* organizations don't have the time or resources required to research, match, meet deadlines and apply for all their project needs. Many members working for organizations are volunteers who also have full time jobs and do not have expertise in this field. We provide *quality, professional service* at a reasonable cost for not-for-profit groups, which eliminates a lot of stress within the sector.

## **Do you work on a commission basis or payment on success?**

ProAid Ltd. is a professional, not-for-profit consulting service and therefore fees are charged for the work that is required.

capital fund raising support for overhead costs such as rent, utilities, salaries, fees, telephone, internet, office supplies, transport etc. We offer ongoing follow up and **support** with funders. We prepare and submit approximately 8 applications per month for your organization's projects and activities to reach project budget targets. We provide ongoing support for funded and approved projects such as contract **negotiation** and project implementation. We coach key staff and volunteers within your organization on project proposal writing and grant application processes. We *assist* your organization to establish systems and processes to manage and sustain project funding. We research *feasibility* studies for community development projects. We offer strategic, operational and budget planning. We give administration and accounting support including filing tax returns, compliance and systems set up. We support private fundraising through events, capital campaigns, *sponsorships* and major gift support. We notify you of changes with funders and funding in NZ on a regular basis. We help you meet deadlines through quality reporting and accountability to funders and supporters and notify you when these are due. We assist preparations for *accreditation* and registration requirements by conducting a review and evaluation of your organization.

## **Is our organisation too small or too big for ProAid Ltd.?**

ProAid Ltd. caters to a number of organisations from those that are newly emerging and trying to establish a niche for themselves, through to successful *multimillion dollar* organisations that are engaging in large scale programmes with larger budgets. We give all our clients the guidance; skills and/or funding they need to grow and further *enhance* their capacity.

## **What experience does ProAid Ltd have and who are the organizations**

With our 20 years of experience in the not-for-profit sector we offer high rates of *success* in the area of project management, securing grants, registration and private fundraising within the not-for-profit sector. We can improve the quality and *efficiency* of your organization and increase its annual income base to implement more community projects, positively impacting more lives. We cannot provide a guarantee of funds secured. However, our proven track record of project management, which involves assessment and design of projects and proposals, *budget assistance* writing and the preparation of funding applications, enables us to assure you success as you access our experience and networking *relationships* with funder and a range of organizations and projects.

### ***Is there a guarantee that ProAid Ltd. will meet our project management goals and funding targets?***

Yes: We will reach your project management goals and *deliverables* as this is agreed upon by both parties at the signing of the contract. We will also reach your fundraising target but cannot guarantee funding secured as that is beyond our control and there are many factors considered in declined applications. What we can assure you is that we will work with you and the *funder* to do a thorough review, which may require a redesign and resubmission of your applications.

### ***What is the estimated success rate of achieving fundraising goals?***

We have a success rate of between one in two applications being accepted. This is *dependent* on the quality of projects developed and *information* supplied. Organizations need to ensure all supporting, relevant and up to date documents are available and they match the funder's criteria and guidelines.

### ***that have benefitted?***

Proaid Ltd is currently working with Not-for-Profit's ranging from migrant and ethnic communities, Maori organizations, Pacific Island groups, Sports clubs, arts and cultural groups and NGO's. We assist in providing a range of services in the area of at risk youth projects, arts and *cultural* projects, play group and parenting projects, organizing small and large events, health and homeless support, sports tournaments, music and *community* enterprise projects benefitting women and international development projects.

### ***Are you available to meet with us and committee and Board level?***

Yes. We would be pleased to meet with you to discuss your needs and to share in more detail how we work. We provide initial *consultation* at no charge through this does depend on the distance and travel involved.

### ***What is the next step?***

Please make contact with us using the contact details provided to book your free *consultation and assessment*. We would also recommend you complete the organization checklist online through our website prior to our initial meeting.

## ***Thank you***