



GRANT APPLICATION REQUEST FORM

Waitaki Recreational & Boating Club is an incorporated society which assists community organisations and people through monetary donations to Authorised Purposes.

If your organisation wishes to apply for funding, please complete this form, attach all necessary information, and return to:-

Waitaki Recreational & Boating Club Inc, PO Box 16, Otematata, 9412

Your application will be considered by our grants committee at the earliest opportunity.

To assist us with this process, please read the entire form & guidelines prior to completing, and ensure you include all the required information.

Applicants must be charitable or not-for-profit community organisations or an individual.

The application must be for a specific purpose(s) that meets the requirements of our Authorised Purpose as follows.

AUTHORISED PURPOSE FOR DISTRIBUTION OF FUNDS:

- Promotion of any amateur sport where that sport is conducted for the recreation of the general public. This includes, but is not limited to, the provision of ground fees, equipment and travel for amateur sporting clubs, individuals and teams. No donations and/or payments to professional sports people.
- Donations for cultural educational purposes that are of a non-commercial nature.
- Donations for educational advancement through grants to schools or other educational institutes for equipment or the development of better student amenities not covered by government funding, including playground equipment etc.
- Donations to recognised charitable organisations to further the objects of those groups.
- Donations to individuals who have medical expenses to cover travel or special treatments.

GRANTS CANNOT BE RETROSPECTIVE (i.e. to reimburse funds already spent). Grants cannot be of a promissory nature and must be of a direct and immediate benefit (i.e. funds received will be used for the purpose stated immediately).

No committee member is eligible to apply for funding whilst on the committee. If a direct family member is applying, or a committee member sits on the committee of another committee members are expected to declare a conflict of interest and cannot be involved in the approval process.

Waitaki Recreational & Boating Club Inc is under no obligation to meet requests forwarded by applicants and has complete discretion in the allocation of funds.

Your organisation will be advised in writing of the outcome of your application and notification will be sent to the Secretary of your organisation or directly to the individual applying.

If your application is approved the funds will be deposited into the nominated bank account, with the following conditions:

CONDITIONS OF ALLOCATION OF FUNDS

It is a condition that the proposed allocation will be applied for the purpose stated and for no other purpose and that acceptance of the payment will be deemed to confirm that all allocation has or will be applied accordingly. The allocation is made as a donation from club funds on the condition that no procurator fee, commission and/or discount has or will be paid to any person and that no identifiable direct benefit arises or may arise in the form of a supply of goods or services to any party involved as a result of the payment being made.

Waitaki Recreational & Boating Club Inc reserves the right to obtain alternative quotes for the goods or services applied for and where possible will state which quote was approved.

Following the expenditure of the grant funds allocated, the grant recipient must provide the Waitaki Recreational & Boating Club with receipts and bank statements as evidence of the correct application of the funds.

IN THE EVENT OF NON-COMPLIANCE WITH ANY OF THESE CONDITIONS AN AMOUNT EQUAL TO THE AMOUNT OF THE ALLOCATION IS IMMEDIATELY REPAYABLE BY THE RECIPIENT TO THE WAITAKI RECREATIONAL & BOATING CLUB

Sports teams must be affiliated to a recognised national organisation. Evidence must be supplied.

Individuals or Teams cannot apply, their Club must apply on their behalf.

EXPENSES NOT PERMITTED: (including but not limited to)

- Purchase of Buildings and/or Land
- Prizes (other than medals and trophies)
- Gifts/Koha
- On going operational costs
- Personal Items eg. Shoes, socks, mouth guards
- Food/Drinks
- Social Club expenses
- Any Retrospective Expense

CONSENT TO PROMOTE:

We agree to allow photos and our name relating to any grant to be use for promotional purposes of our club and to be posted on social media, our website and in newsletters.

We declare that we have read and understood the above and that the attached paperwork is true and correct tot he best of our knowledge, AND;

We declare that we have the authority to make this application on behalf of the above-named Organisation.

Signature: _____ Date: _____

Full Name: _____ Chairperson / Secretary (circle one)

Signature: _____ Date: _____

Full Name: _____ Position: _____

PLEASE PROVIDE THE FOLLOWING (where applicable):-

- Two or more competitive and detailed quotes for each of the goods and services applied for that are less than 3 months old.
- Any documentation/information relating to the actual project or materials that you may be requiring. This also includes budgets, plans and any other documents to support your request.
- A pre-printed deposit slip in the name of the Recipient Organisation.

1. APPLICANT ORGANISATION INFORMATION

Name of Organisation or Individual: _____

Organisation Type (e.g. charitable trust, non-profit body, sports club, individual etc): _____

Purpose of Organisation: (Please Tick) Animal Welfare Arts & Culture Children's Group Community Support
Education Health Religion Other (list below)
Rescue Services Sport Welfare

Physical Address of Organisation or Individual:

Postal Address: _____

Postcode: _____

Telephone Number: _____ Fax Number: _____ Email address: _____

Name of Organisation's Secretary: _____

Is your Organisation GST Registered? No / YES If yes: GST Number

BANK ACCOUNT DETAILS (Complete in full and please ensure you also attach an original pre-printed deposit slip (no photocopies))

Bank: _____ Branch: _____

Account Name: _____

Account Number:

2. CONTACT PERSON INFORMATION

Name: _____ Position: _____

Postal Address: _____

Telephone Number: _____ (after hours) _____ (mobile)

Email Address: _____

3. PURPOSE FOR APPLICATION (Please provide a brief summary of what you are applying for). This can be given on another document.

EVENT DATE(S) (Where applicable): _____

4. COST BREAKDOWN (List items and cost, quotes must be included with application and do not list "see attached") - GST exclusive

1	\$
2	\$
3	\$
4	\$
5	\$
6	\$

5. TOTAL AMOUNT REQUESTED (Please complete words and figures in full)

_____ \$