

## IMPORTANT NOTES FOR APPLICANTS

Have you read and understood the conditions of this application?

Have you fully completed all sections on pages 2 and 3 of this form?

Have you attached all the required information?

Has the application been signed by two authorised persons?

Have you kept a copy of the completed form and the attached information?

All grants are GST exclusive (We do not provide any funding for the GST portion of goods/services applied for).

Licence conditions require various information to be published, signature parties to this application for allocation of a grant acknowledge this and waive and Privacy Act provisions as to disclosure of any information contained within this application.

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
- Vehicles / Milage costs
- Prizes (other than medals and trophies)
- Gifts/Koha
- On going operational costs
- Dress Uniforms
- Personal Items eg. Shoes, socks, mouth guards
- Food/Drinks
- Social Club expenses
- Any Retrospective Expense

All queries regarding your application should be directed to the Committee at the Waitaki Recreational & Boating Club Inc directly:

Post: PO Box 16 Otematata 9412

Phone: 0275255505

Email: waitakiclub@gmail.com

### FOR CLUB USE ONLY

Date Received: \_\_\_\_\_ Grant Reference Number: \_\_\_\_\_

Approved / Declined \_\_\_\_\_ Date: \_\_\_\_\_

Amount Approved: \$ \_\_\_\_\_ Cheque Number: \_\_\_\_\_

Signatures: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_



## 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, 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 and guidelines prior to completing, and ensure you include all the required information.

Applicants must be charitable or not-for-profit community organisations. 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 uniforms for amateur sporting clubs 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.

No payment, commission or any other kind of financial reward can be attached or demanded as a pre-condition for either the issuing of any authorised purpose grant application forms, or the payment of any authorised purpose grants.

**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.

Gore Town & Country Club 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.

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 trust funds on the condition that no procurement 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.

The Gore Town & Country Club 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 INC**

### 1. APPLICANT ORGANISATION INFORMATION

Name of Organisation or person: \_\_\_\_\_

Type of Organisation (e.g. charitable trust, non-profit body, sports club 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 Person: \_\_\_\_\_

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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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)

\_\_\_\_\_ \$

Have you applied for these funds from any other Trust / Organisation? YES / NO

If YES to whom and for how much? \_\_\_\_\_

If you only require a portion of the total amount of funding, where do you intend to get the balance from?

\_\_\_\_\_

### CONSENT TO AUDIT & PROMOTE

We agree to comply with a request from an officer of the Department of Internal Affairs or the issuing the donation for additional information in relation to the receipt and use of gaming machine funds received as a result of this application.

We agree that an officer of the Department of Internal Affairs or a representative of the society may direct an audit or inspection of the books, accounts or data systems into which funds received as a result of this application have been deposited. This may be conducted by a chartered accountant or public practice, or a person appointed by the Department of internal Affairs.

We agree that the audit or inspection will be carried out in a manor approved by the Department or society, within the time frame specified by the department or society. This society shall pay for the cost of such an audit.

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: \_\_\_\_\_

**Impress common seal (if incorporated)**



### ATTACHMENTS

*tick box*

- Two or more competitive and detailed quotes for each of the goods and services applied for that are less than 3 months old.
- A copy of the organisation's certificate of corporation (where applicable) or Charities Registration.
- A full set of Minutes where it was resolved to apply to Waitaki Recreational & Boating Club for the funds. The meeting must have been held within the last 3 months and the minutes provided must be **certified as true and correct** by the **secretary or chairperson** of the applicant organisation.
- A copy of your trust deed or constitution and a short description of your organisation's aims and purpose of being.
- Any documentation 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.