

Applicant Organisation Name

For Trust Office Use Only

Approved

Declined

On Hold

Grant No:

Amount \$

Declined Reason:

Next Meeting

Date

Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Purpose:

Date

Processed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date

Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_



# Application for a Gaming Machine Grant

Net Proceeds Committee Signatures

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**IMPORTANT: Please complete the Application Sections A,B,C,D and E carefully, detach and return to:**

**PO Box 253, Napier, 4140 or 34 Vautier Street, Napier, 4110**

**Section A: Contact Details**

**Applicant Name:**

(Must be same as bank account details)

**Postal Address:**

**Contact Person:**

**Position** (e.g. Secretary):

**Phone** (Daytime):

**Phone** (Evening):

**Cell:**

**Email:**

**Section B: Organisation Details**

**Type of Organisation:**

- Sporting       Cultural       Educational       Charitable  
 Community Support       Other (please specify)

**GST Status:** Are you registered for GST?       Yes       No

If YES please supply GST Num:

Does your organisation have IRD Charitable status?       Yes       No

If YES please supply IRD Number:

Is your organisation a Non-Profit Body?       Yes       No

**Bank Account Details:** Please provide your organisation's pre-printed bank deposit slip or a stamped and verified bank deposit slip. Enter your bank account details below: and attach your verification here

  

**Resolution:** Attach a copy of your organisations resolution for funding. This must be certified as true and correct by the Secretary of your organisation (e.g. Committee minutes that include a statement that outlines you are applying for funding to the Napier RSA (include details) or a resolution (example provided in the notes for applicant).

Please provide your financial information (e.g. Bank statement for internal adjuncts. If you are incorporated we require a set of audited financial accounts for the last 12 months).

### Section C: Funding Details

Has your organisation applied for funds for the **same** purpose(s) to any other funding trust or organisations (use a separate sheet if necessary)?

Yes     No    If yes please supply details

Organisation Name	Amount	Outcome (if known)
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

### Section D: Grant Details

**Purpose of Grant Application:** (what will the funds be used for – be specific)?

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**Cost Breakdown** (please use separate sheet if necessary **TWO** Competitive Quotes/other evidence of costs **MUST** be attached (email quotes and invoices are not acceptable) and quotes must be less than 3 months old)

Item Description	Amount GST Excl.	GST	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Totals:</b>		<input type="text"/>	<input type="text"/>

Amount applied for: \$

Required by (date of event/activity taking place)

What fundraising are you doing towards this project?

## Section E: Declaration (please read carefully before signing)

This section must be completed by **two principal officers** of the applicant organisation.

If your application is successful, you will be asked to account for the use of funds granted by the Napier RSA and possibly an inspector from the Department of Internal Affairs (DIA) or both. It is also important to note that the completion of an application form does not constitute approval of the request or if approved, that further payments to the same applicant for the same purpose will be approved in future. The Trustees, maintain an unfettered discretion to decline or refuse any applications even if the submitted application meets all relevant criteria and funds are available.

We agree to comply with the request from an officer of the DIA or an appointee of the Napier RSA for additional information in relation to the receipt and use for the grant monies paid to this organisation (the applicant).

We agree that an officer of the DIA or an appointee of the Napier RSA may direct an audit or inspection of the books, accounts, or data systems in which the receipt of the grant monies have been deposited. This may be conducted by:

- a) A Chartered Accountant in public practise, or
- b) A person appointed by the DIA
- c) An agent of the Napier RSA.

We agree that the audit or inspection will be carried out in a manner approved by the DIA, within any time frame specified by the DIA. The organisation shall pay for the cost of such an audit.

- We further agree that:
  - Any information requested will be provided in a timely manner to the Auditor.
  - We agree to refund amounts requested if the audit criteria is not satisfied.
  - We have authority to make this application on behalf of the applicant
  - We will provide receipts for funds approved for the purpose(s) that has been approved (funds can only be used for the purpose for which quotes were supplied and the grant approved) and any unspent funds will be refunded to the Napier RSA.
  - We hereby consent to the above conditions and certify that the information included in this application together with any supporting details, is true and correct

**Signature**

**Printed Name**

**Date**

**Signature of Secretary of club or organisation**

**Signature of Chairperson or other executive member.**

### Applicant Checklist

- All sections complete?
- Bank Deposit slip attached?
- Two Current quotes attached?
- Any additional supporting information included?
- Declaration has two signatures?
- Attached your organisation resolution?
- Where applicable, attached evidence to affiliation to a regional/national body or Certificate of Inc?
- Provided GST and/or IRD if applicable?
- Financial information if relevant?

### Return Application

Once all sections have been completed send this application and supporting documentation to:

#### **Napier RSA**

34 Vautier Street, Napier 4110  
or PO Box 253, Napier 4140



## Notes for Applicant



The following notes correspond with the numbering shown on the application form. They may assist you to complete the application form.

### Section A – Contact Details

The **application organisation** must be an identifiable formal group, association, trust, society or non– for–profit organisation.

All correspondence will be sent to the nominated postal address of the applicants’ organisation. Please ensure this **postal address** is secure and a can be accessed by the application organisation. The Napier RSA may phone or email the nominated contact person to seek clarification or additional information regarding your application.

### Section B – Organisation Details

This section helps us confirm your non-profit, non-commercial status. The Napier RSA cannot fund any organisation where the people in that organisation will accrue a personal or commercial benefit.

If the applicant is GST registered, only the GST exclusive amount will be funded. If approved, any grant made by the Napier RSA shall be treated as an unconditional gift. No portion is claimed by the Napier RSA as a deduction for Goods and Services tax paid.

Please staple your organisation’s pre-printed bank deposit slip onto this section. You may not use a business or personal account deposit slip. This information is mandatory as it forms part of the audit trail should funds be granted to your organisation. The **name** on the deposit slip should match the **Applicant Name** in Section A.

A resolution is required to apply for funds is required (example attached) this should be on the organisation’s letter head or be included in the organisations minutes (minutes must not be more than 3 months old).

### Section C – Funding Details

The Napier RSA must not grant funds where the possibility exists that the applicant group may also receive funding from another source for the same goods or services to an amount which **exceed the value of those goods or services**. This is called **double-dipping**. If your organisation seeks to apply to multiple funding agencies we strongly recommend you apply for different items/projects to each funding body.

The Napier RSA is keen to determine what other fundraising efforts the applicant organisation has undertaken to contribute to the overall funding amount required. Please complete the section provided with any information that will assist us with your grant application. If part funding is not appropriate in your case (i.e. you would prefer all or nothing), please do not fill out this section/

### Section D – Grant Details

The Napier RSA may make grants for authorised purpose as follows:

1. The provisional, maintenance and development of club buildings, furniture and fittings, equipment and grounds. Including the payment of club mortgages and general administration costs such as electricity and other utility costs, stationary, phone rental, SKY TV rental, security costs. Excludes bar area.
2. Funding of building extensions, renovations or construction of new premises where the principle purpose of the building is to further the objects of the club. Excludes bar areas. Excludes the purchase of building or property for commercial or investment purposes.
3. The payment of wages or salaries of club staff whose position is entirely dedicated to supporting the non-commercial purposes of the club excluding the payment of bar and restaurant staff wages.
4. Payment of capitation and affiliation fees to NZCCA, NZCCA or similar body and actual and reasonable travel expenses incurred through club representative attendance at conferences related to club business.
5. Purchase and maintenance of a club vehicle to be used for club business such as transportation of sporting teams and for welfare purposes. Vehicle not to be used for personal or private purposes.
6. Assist sporting and cultural adjuncts within the club through the provision of uniforms, equipment, venue hire and actual and reasonable expenses to travel and compete in tournaments with kindred groups. The provision of trophies and modest non-cash prizes for recognised sporting and cultural tournaments or competitions.
7. Donations to recognised charitable or sporting organisation and for youth and academic purposes within the local community to further the objects of those groups. Excluding any payments to professional sportspersons.

8. The provision of welfare assistance to needy members or their dependants through grants or assistance with funeral expenses, hospitalisation, convalescence, health aids and the like. Actual and reasonable costs involved with running Christmas parties for needy people. Excludes alcohol.
9. Assistance with the costs of ANZAC and Poppy Day commemorations, excluding the provision of alcohol, food or entertainment. Purchase of memorabilia and plaques, and the cost of maintaining memorials.

The trust will not grant funds **retrospectively**. This means your organisation needs to plan carefully to ensure that if funds are required for an event, the Napier RSA has plenty of time to consider the application (and make any grant) before the event takes place. Similarly, the Napier RSA cannot grant funds for previously incurred debts. Under conditions attached to the licence issued to the Napier RSA the grants committee is unable to approve payment for any grant application that relates to expense(s) that has already been incurred and paid for by the application organisations. Grant applications can only be made on the basis of official and genuine quotes for an intended and possible supplier of the goods or services.

The Napier RSA needs to ensure that the applicant has obtained **two competitive quotes** for the goods or services it needs. It is preferred that the quote provider dates the quote and it is on company letter head. The quote must be current (i.e. dated less than three months prior to the date of application). If the applicant cannot provide two quotes we need to know why (please provide reason in writing and attach to the application (e.g. only one airline depart from this city). Email quotes are not acceptable.

### **Section E – Declaration**

This section must be completed by two principal officers of the applicant organisation. Please read this section carefully. It is highly likely that your organisation, if successful, will be asked to account for the funds granted by either the Napier RSA or Inspectors from the Department of Internal Affairs or both.

### **What happens if my Grant is ....**

**Approved** – you will be notified in writing at the Napier RSA's discretion. Monies will be paid into your organisation's bank account by direct credit. You must use the funds for the purpose applied for and provide the Napier RSA with receipts for the purposes (from the supplier(s) included in your quotes) within 3 months of the grant being approved.

**Declined** – you will be notified in writing by the end of the month in which your grant has been considered giving reasons why your grant has been declined.

**Held Over** - on occasions, grants may be held over for various reasons and you will be notified accordingly. Your grant application will be held by the Napier RSA for consideration of the next committee meeting.

### **Meetings are held once a month.**

### **Terms & Conditions of Grant**

The grant must be used for the specific purpose for which the application was made and spent within 3 months of the grant being made (or any later date agreed by the Napier RSA in writing).

Copies of invoices, receipts, bank statements must be provided to the Napier RSA within 3 months of the grant being made to verify the grant has been used in accordance with the purpose approved.

Any grant money which is not spent on the purpose approved must be returned to the Napier RSA within 3 months of the grant being made. The organisation applying for the grant must agree to reimburse the Napier RSA for all costs incurred (including legal costs on a solicitor/client basis) in recovering any outstanding grant money.

In the event the grant is not used in a manner which complies with the conditions of this application, or the grant is a breach (as determined at the sole discretion of the Napier RSA authorised purpose statement, grants policy, licence conditions, the Gambling Act 2003 and/or regulations made pursuant to the Gambling Act 2003) the grant shall be returned in full to the Napier RSA upon 7 days' notice. If the grant is not returned in full within 7 days the organisation agree to reimburse Napier RSA for all costs incurred (including legal costs on a solicitor/client basis) in recovery of the grant.

Applications over \$15,000 should be accompanied with detailed information about the organisation. Membership numbers, supporting documentation re future planning and any other information deemed necessary for the Napier RSA to make an informed decision on the application.

Please provide your financial information (e.g. Bank statement for internal adjuncts. If you are incorporated we require a set of audited financial accounts for the last 12 months.

**Allocation for purposes within New Zealand**

All grants must be utilised for goods and services within New Zealand to meet Inland Revenue requirements. Overseas travel for New Zealand residents may be funded provided the travel is an Authorised Purpose and expenses claimed are actual and reasonable. Overseas accommodation, internal travel within an overseas country etc. must form part of the travel itinerary provided by a New Zealand agent before departure.

**Privacy Act**

The organisation and associated individuals authorise the Napier RSA to store any of the information included in, obtained in connection with, this application and to disclose that information together with the Napier RSA's decision on the application for any purpose including without limitation, national publication of grants, storage on a national database and compliance with the DIA licence conditions.

**No Commercial Gain or Financial attachments shall apply to this application.**

It is a condition that the proposed allocation of funds will be applied for the purpose stated and no other purpose, and the acceptance of payment will be deemed to confirm that the funds has or will be applied accordingly. The funds are made as a donation, being an unconditional gift from the Napier RSA and on the condition that no procurement fee, commission and/or discount has or will be paid to any person, and that no identifiable direct benefits arises or may arise in the form of a supply of goods or services to the organisation. On the event of non-compliances of any of these conditions the funds are immediately repayable by the organisation to the Napier RSA.

**Example of a Resolution**

**Resolution to apply for funding**

It was resolved that a request be made to the Napier RSA for funding for (insert purpose) for the amount of (insert amount).

I certify that the above is true and correct copy of a resolution of (state committee or executive) of (state name of society/applicant organisation) dated (state date)

*Example*

Signed: \_\_\_\_\_ Name of Secretary: \_\_\_\_\_ Date: \_\_\_\_\_