

10. **Resolution of Minutes from applying body** Applicants must supply a resolution of minutes to apply for funding, this must be certified as true and correct by the secretary of the applicant organisation. (Please see example of resolution)  Tick

11. **Total amount requested** \$

12. **Are you applying to other Trust Aoraki sites or other Charitable organisations for funding for this activity?** Yes  No   
 (If yes please list)

13. **Trust Aoraki Ltd Profile**

How can a community profile be achieved for Trust Aoraki Ltd

1. A call to your local newspaper or radio station to advise of the support
2. Acknowledgment in any speeches or prize-giving
3. Application of the Trust Aoraki logo to uniforms using funds provided (advise how many required)
4. Notice to club members via programmes or newsletters.

14. **Consent to Audit. IMPORTANT THIS MUST BE COMPLETED**

We confirm that we have read and understood the information notes relating to this application for funds and that the information provided in support of this application is true and correct.

We also confirm that if this grant is approved, the funds will be spent for the purpose applied for and copies of the receipts will be forwarded to Trust Aoraki Ltd.

We also acknowledge that any unspent funds will be returned to Trust Aoraki Ltd.

We agree to comply with requests from an officer of the Department of Internal Affairs or from Trust Aoraki for additional information in relation to how the monies received by this society from the operation of gaming machines have been spent. We also agree that an officer of the Department of Internal Affairs or Trust Aoraki may direct an audit or inspection of the books, accounts, or data systems in which the proceeds of the operation of the gaming machines received by this society have been deposited, by:

- i) a chartered accountant in public practice, or
- ii) an officer of the Department of Internal Affairs.

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

Signed: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_

Attach common seal of incorporation.

15. **APPLICANT'S BANK ACCOUNT DETAILS**

Bank:   
 Branch:   
 Account Number:   
 Name of Account:

Attach printed bank deposit slip OR other verification, e.g. bank statement

16. **CHECK LIST**

Have you:

1. Read and understood the Information Notes?
2. Fully completed all preceding sections of the Application Form?
3. Attached any additional papers where there has been insufficient space to provide all details?
4. Attached your organisation's resolution to apply for funding, certified as true and correct?
5. Attached copies of quotes, invitations to events, and/or other supporting material?   
 (NB: These must be addressed to the applicant organisation)
6. Where applicable, attached evidence of affiliation to a national body?
7. Provided a printed bank deposit slip, or a copy of your organisation's bank statement?
8. The organisation's common seal is affixed?
9. The application has been signed by the organisation's secretary.
10. You have retained a copy of the application for your details.
11. You have completed the IRD and GST section.

**FOR SOCIETY USE ONLY**

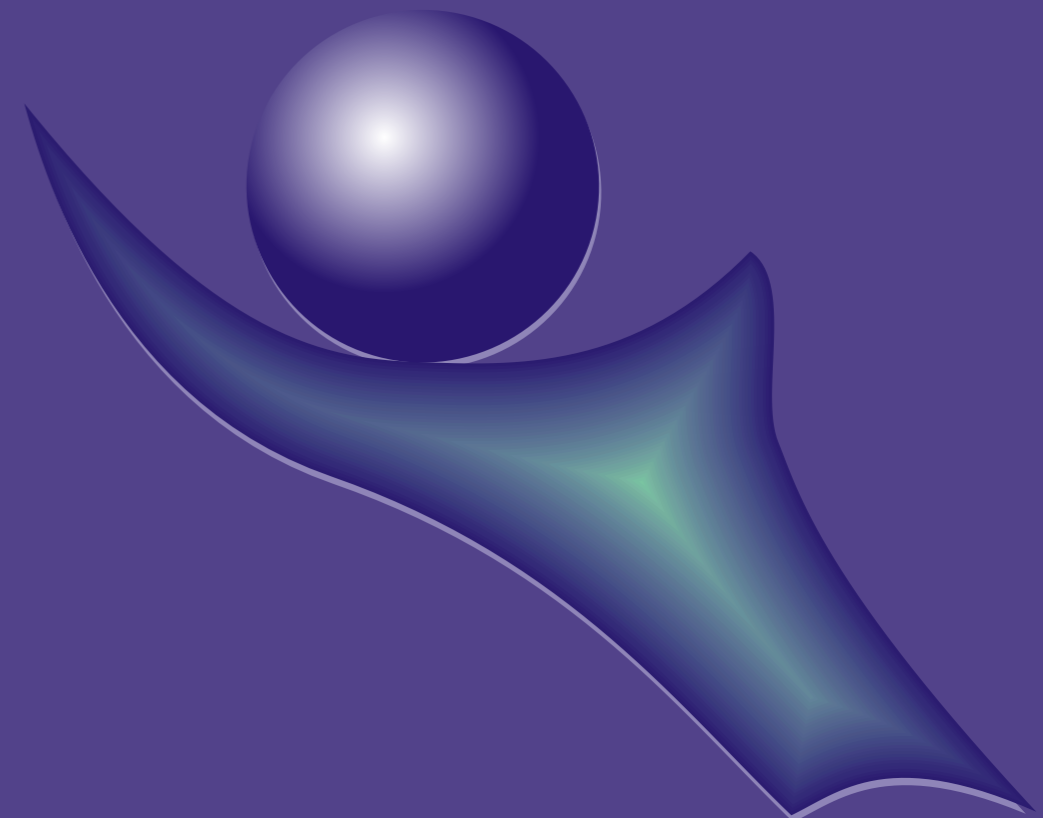
Trust Aoraki OFFICE USE	Funds Available <input type="checkbox"/>	Bank A/C info <input type="checkbox"/>	C of A <input type="checkbox"/>	Resolution <input type="checkbox"/>	Quotes <input type="checkbox"/>
	Grants Committee Initials <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DATE APPROVED	GRANT NO.	DATE PAID	ENTERED	NOTES	ALLOCATION AMOUNT
					\$ <input type="text"/>

ALL COMPLETED APPLICATIONS MUST BE SENT TO:  
**TRUST AORAKI**  
 Phone: 03 688 9930 - PO Box 384, Timaru, 7940  
 Or returned to the Trust Aoraki office at 25 Royal Arcade, Timaru

Trust Aoraki Office use only



# GRANT APPLICATION FOR FUNDS



Please read all information carefully and send completed document (all pages including these notes) together with attachments directly to  
**Trust Aoraki Ltd, PO Box 384, Timaru, 7940**  
**Phone (03) 688 9930**

Completion of this form does not constitute approval of the request for funds or if approved, that further payments to the same recipient or for the same purpose will be approved in the future.

Trust Aoraki Office use only

## 1. USE OF PROCEEDS

Proceeds from Gaming Machines can only be utilised for the authorised purpose(s) approved by the Department of Internal Affairs. The authorised purpose for which Trust Aoraki Ltd has been licensed is "Donations to amateur sports teams and clubs, competing in recognised leagues and tournaments. Grants only issued to sports teams and clubs which are formally established and/or legally constituted. Grants issued for actual and reasonable travel expenses for groups participating in tournaments with kindred groups, sports equipment, playing uniforms and ground hire. No grant shall be issued to any player or team competing on a professional basis. Donations to recognised charitable organisations to further the objectives of these groups."

This form contains the requirements essential to allow Trust Aoraki to process an application for a donation / grant from the community funds held by Trust Aoraki. The requirements called for are necessary under the Department of Internal Affairs' licence conditions.

## 2. TERMS AND CONDITIONS

- Trust Aoraki Ltd is under no obligation to meet requests for grants. The funds belong to Trust Aoraki Ltd which has the final say on whether a grant will be approved.
- Trust Aoraki Ltd was set up in 2003 with a primary purpose to raise funds for amateur sport in New Zealand. All donation requests must be forwarded to Trust Aoraki Ltd for consideration and are subject to the availability of funds. No member hotel can process or guarantee Trust Aoraki Ltd funds to any organisation.
- All donations are given free of any commercial consideration or conditions imposed by member hotels.
- No fee or commission payment of any kind is attached to this application.
- Trust Aoraki Ltd reserves the right to direct credit payment to the recipient's bank account.
- Clubs must be affiliated to a recognised national organisation. Clubs must make applications on behalf of teams.
- Retrospective Applications** cannot be processed. Applications must be future focused, i.e. the application must be lodged prior to the event/project/purchase taking place.
- Grants cannot be made to any individual person unless the grant is made to, and administered by, an incorporated body to which the individual is affiliated.

## 3. APPROVAL OF GRANTS - AUTHORISED PURPOSES

### Gaming machine proceeds will only be utilised for particular authorised purposes.

An authorised purpose comprises a charitable purpose, amateur sporting activity, or something that will benefit the community in a non-commercial sense. Grants will not be made for commercial activities whatsoever. All uniforms, equipment etc must remain the property of the recipient organisation.

The following are examples of purposes which Trust Aoraki and/or the Department of Internal Affairs considers would **NOT** be valid authorised purposes in terms of the Gaming and Lotteries Act:

- Purchase or subsidy of alcohol, including the provision of inventory for a hotel.
- Stake money for any type of races.
- Payment of legal expenses incurred by a site operator.
- Costs associated with staging "after-match" functions for sporting groups.
- Provision of subsidy of costs of entertainment, food or refreshments.
- Paying off previously incurred debts.
- Grants to non-affiliated sports or social clubs.
- Grants to clubs that use a commercial gaming machine site (e.g. a pub) as a clubroom or sporting venue.
- Cash prizes or large non-cash prizes.
- "Trade tournaments" or sporting events staged primarily for commercial publicity and/or the benefit of a selected industry group.
- Grants supporting the commercial wing of the racing industry, including stake money for any type of races.
- Vehicles for motorsport.
- Commercial tourist promotions.
- A purpose which will result in a clear commercial gain or profit for an individual or organisation.
- Grants to further the activities of professional sports persons (except where such a donation is made for any coaching, training or development purpose for an amateur sport community organisation).
- Any individual person unless the grant is made to, and administered by, an incorporated body to which the individual is affiliated.
- Family reunions or group reunions.
- Events or trips which are predominantly social in nature.
- Purchase or subsidy of vehicles intended for purposes associated with social functions.
- Prizes for sporting events except for trophies or modest non-cash prizes for use in genuine community sporting events.
- Dress uniforms and laundry.
- Under the Companies licence conditions, grants for the benefit of a New Zealand political party or lobby group are not permissible.
- Grant requests for fundraising for another organisation are not permissible. This includes 3rd party requests.
- Websites.

### ALLOCATION MUST BE MADE FOR PURPOSES WITHIN NEW ZEALAND

To meet Inland Revenue requirements, all grants must be utilised for purposes within New Zealand for New Zealand's services or goods.

Trust Aoraki will give consideration to overseas travel for representative team players only, provided the funds are spent in New Zealand. The Company will only make funds available for travel from New Zealand to an overseas first point of arrival and return to New Zealand. No other costs will be provided for. Trust Aoraki is unable to fund insurance or taxes of any kind.

### SPORTING EVENTS OR TOURNAMENTS

Travel and accommodation costs (not to include any food or alcohol costs) may be processed provided an "official" itinerary endorsed by the host body is supplied along with an itemised breakdown of the quoted costs. Participating clubs/organisations must be taking part in a bona fide event sanctioned by a recognised, legitimate national or regional body proof of event must be supplied.

National body sanction of event, and proof of athlete's selection must be attached for overseas travel requests.

### AUDIT AND INSPECTION

The records of Trust Aoraki are liable for inspection by the Department of Internal Affairs. Trust Aoraki is required to provide to the Department of Internal Affairs all details of payments made.

This grant application is made on the understanding that if any Department of Internal Affairs officer so requests it, the applicant organisation/body shall agree to and participate in (at its own expense) any such inspection and/or audit by the Department.

The Department requires that all requests for grants include a consent of audit signed by the applicant organisation/body.

### GOODS AND SERVICES TAX

An allocation made by Trust Aoraki is made as a donation and in accordance with the amount of allocation recommended. No portion is claimed by Trust Aoraki as a deduction for Goods and Services Tax paid. Any GST issues are for the recipient organisations' care in every respect. Where an organisation is registered for GST Trust Aoraki will make any approved grant request payment excluding GST.

### CONDITIONS OF ALLOCATION OF FUNDS

It is a condition that the proposed allocation will be applied for the purpose stated and no other purpose and that acceptance of the payment will be deemed to confirm that the allocation has been or will be applied accordingly. The allocation is made as a donation being an unconditional gift from Trust Aoraki funds and on the condition that no procurement fee, commission and/or discount has been or will be paid to any person in that no identifiable direct benefit arises or may arise in the form of the supply of goods or services to Trust Aoraki or the hotel or tavern involved as a result of the payment being made. 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 ORGANISATION TO TRUST AORAKI.

The site operator and applicant recipient organisation acknowledge and accept that public disclosure may be made of any monies allocated by Trust Aoraki as a result of this request.

### METHOD OF PAYMENT

Trust Aoraki will make payment direct into the recipient organisation's bank account.

### EXAMPLE OF RESOLUTION REQUIRED

(This is essential and should be on organisation letterhead.)

### EXAMPLE: RESOLUTION TO APPLY FOR FUNDING

It was resolved that a request be made to Trust Aoraki Ltd through (hotel/tavern) for funding for (purpose) for the amount of (amount).

I certify that the above is a true and correct copy of the resolution of (state committee or executive) of (state name of society/recipient organisation) dated (state date). Signed Date Name of Secretary

## APPLICATION FOR FUNDS ~ Trust Aoraki Ltd

- Where did you get this application form from?
- 1a. If from a bar, what is the name of the bar?
- ALL SECTIONS TO BE COMPLETED BY APPLICANT ORGANISATION  
Banking Details - Please attach verification of bank details e.g. pre-printed deposit slip or bank statement.  
Personal or company bank accounts are not permitted. If grant is approved, payment will be direct credited to organisation's bank account.
- Name of Applicant Organisation - (should be the same as the bank account name).
- Type of Organisation: (e.g. Charitable Company, Non Profit body, Sports Club, Community organisation etc)
- 4a. Organisation Address:  
Street:  Phone: (bus)  (a/h)   
PO Box:  Fax:   
Suburb:  E-mail:   
City:
5. Main contact person:
- 5a. Contact details if different to 5a:  
Street:  Phone: (bus)  (a/h)   
PO Box:  Fax:   
Suburb:  E-mail:   
City:
- Reason for Application: (i.e. what is the grant to be used for? please attach financial statements, brochures, programs, quotes (not email), minutes etc)  
Who are the funds requested for? (i.e. Team or People)   
  
What are the funds requested for?   
  
Why are the funds required?   
  
When does the activity/event take place?   
Where does the activity / event take place?
- GST - is your organisation GST registered? YES  No   
If yes, please supply GST number:
- IRD Charitable Status - does your organisation have IRD Charitable status? YES  NO   
(Trusts only) - if yes please supply IRD Number and Certificate).
- Cost breakdown (use separate sheet if necessary; competitive quotes or other evidence of costs must be attached)

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$

6.	\$
7.	\$
8.	\$
Total Cost \$ <input type="text"/>	