



Porirua Club

Porirua Club
Lodge Place
PO Box 50-105
Porirua

Grant Application Form

*Part of the Community
Supporting the Community*

GRANT APPLICATION

INFORMATION NOTES

Please read all information carefully and send complete document (all pages including these notes) together with attachments directly to the corporate society to whom the application is being made.

USE OF GAMING MACHINE PROCEEDS

Proceeds from Gaming Machines can only be utilised for the authorised purpose(s) approved by the Department of Internal Affairs and shown on the Licences of the Corporate Society and each Venue Approval.

An authorised purpose is defined in the Gaming and Lotteries Act 1977 as "any charitable philanthropic, cultural or party political purpose, or any other purpose that is beneficial to the community or any section of it".

CONDITIONS OF ALLOCATION OF FUNDS

It is a condition that the proposed grant 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 the allocation has or will be applied accordingly. The allocation is made as a donation being an unconditional gift from corporate society funds 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 benefit arise 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
IN THE EVENT OF NON-COMPLIANCE WITH ANY OF THESE CONDITION AN AMOUNT EQUAL TO THE AMOUNT OF THE GRANT IS IMMEDIATELY REPAYABLE BY THE RECIPIENT TO THE CORPORATE SOCIETY.

OTHER RULES ABOUT GRANT APPLICATIONS AND PAYMENTS

- a. Grant applications must be supported by a competitive quote or other evidence;
- b. Grants cannot be retrospective (i.e. to reimburse funds already spent);
- c. All applications shall contain a signed "Consent to Audit";
- d. The corporate society shall make grants only to the authorised purposes stated on the face of the licence;
- e. Where the corporate society obtains information that an applicant has received funding from another source for the same purpose, the corporate society must require the applicant to repay any portion of the funding that exceeds the total amount required for the stated purpose;
- f. No grant shall be linked to, or be conditional on, any venue - related arrangement;
- g. The corporate society must pay grants directly to the applicant;
- h. Grants must not be made on a promissory basis;
- i. Grants must be of immediate and direct benefit to the applicant;
- j. Payments must be either in the form of a crossed cheque made out to the applicant organisation , or by a fully auditable direct bank payment;
- k. The corporate society shall not forward grant payments or grant monies to any third parties parties;
- l. The corporate society shall take reasonable steps to ensure that grants are used for the purpose stated by the recipient in the application;
- m. The corporate society shall not make grants that would provide pecuniary benefits to its principal offices, employees, gaming machine service contractors, representatives, or any associated person.
- n. All grants will be GST exclusive unless a Tax Invoice/Statement or receipt showing the goods and service number is provided
- o. A copy of the group or societies bank statement showing the deposit and, if possible, the withdrawal of the grant funds;

AUDIT AND INSPECTION

Records are liable to inspection by the Department of Internal Affairs or the corporate society making the grant and are subject to audit. The corporate society granting the funds may also request information and verification as to how the funds were used.

THE DEPARTMENT REQUIRES THAT ALL GRANT APPLICATIONS MUST INCLUDE A CONSENT TO AUDIT THE RECIPIENT'S ACCOUNTS TO VERIFY RECEIPT AND CORRECT USE OF FUNDS.

APPLICATION FORM

PART 1

To

Porirua Club
Lodge Place
PO Box 50-105
Porirua

Date

Name of Applicant Organisation

Type of Organisation:

(e.g. Charitable Trust, Non Profit body, Sports Club, Community organisation etc)

Street Address

PO Box No & Email address

(if applicable)

Telephone Numbers

Business

After hours

Contact Person

Personal Street Address

Telephone Numbers

Business

After hours

Reason for Application - i.e. What is the grant to be used for? (Detail purpose(s) - Please be specific)

Cost breakdown (Use separate sheet if necessary; refer to note (a) about need for competitive quotes / other evidence of costs)

Has the applicant organisation applied for funds for the same purpose from any other source?

(If YES, give full details using separate sheet if necessary)

Yes

No

Total amount requested: (words and figures)

\$

Continued ...(next page-Part 2)

CONSENT TO AUDIT

PART 2

We agree to comply with a request from an officer of the Department of Internal Affairs or the corporate society issuing the grant 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 corporate 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:

- (i) a chartered accountant in public practice; or
- (ii) a person appointed by the Department of Internal Affairs.

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

Signature of Secretary:

(or other responsible and authorised representative of applicant organisation)

Date:

Impress common seal (if incorporated)

APPLICANT'S BANK ACCOUNT DETAILS

Bank:

Branch:

Account Number:

Name of Account:

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

CHECK LIST

Have you:

- ☒ Read and understood the Information Notes:
- ☒ Fully completed all preceding sections of Part One and Two of the Application Form?
- ☒ Attached any additional papers where there has been insufficient space to provide all details?
- ☒ Attached your organisation's resolution to apply for funding, certified as true and correct?
- ☒ Attached copies of quotes, invitations to events, and/or other supporting material?
(NB: These must be addressed to the applicant organisation)
- ☒ Where applicable, attached evidence of affiliation to a national body?
- ☒ Provided a printed bank deposit slip, or a copy of your organisation's bank statement?

FOR CORPORATE SOCIETY USE ONLY

Location:	Signatures: (Chairperson) (Secretary) (Third Committee Member)
Approved/Declined:	
Amount approved: \$	
Date approved:/...../.....	
Direct Debit or Chq Number:	
Grant Number:	