



PO Box 1288,
405A King St North
Hastings 4156
P: 06 873 5015
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www.infinityfoundation.co.nz

APPLICATION FOR FUNDS

ALL SECTIONS, 1-13, TO BE COMPLETED IN FULL
BY APPLICANT ORGANISATION

Cut Off Date:
Application must
be received at
Infinity's office by 5pm
on the last working
day of each month

1. Name of organisation - the legal name must be the same as bank account name

2. a) Postal Address

Region	Post Code	

b) Street Address

Region	Post Code	

3. Main Contact Person

Contact Details

Name	Home ()
Position	Work ()
Address	Mobile
Post Code	Email

4. What purpose is the grant to be used for?

Please ensure this section is filled out. Application will be returned if incomplete.

5. Amount Requested \$ GST Incl GST Excl

6. Is your organisation GST registered? Yes No

7. Does your organisation have IRD Charitable Status? Yes No

If YES to either, please supply IRD number

8. Is your organisation registered with the Charities Commission? Yes No

CC please provide your CC Registration number

INFINITY FOUNDATION USE ONLY

1. <input type="text"/> Date Received	<input type="text"/> Amount Granted	<input type="text"/> Application Number
2. <input type="text"/> Date Received 2nd time	<input type="text"/> DC Date Paid/Payment Method	<input type="text"/> Administrator
Approved <input type="checkbox"/>	<input type="text"/> Director	
Declined <input type="checkbox"/>	<input type="text"/> Date Approved	

9. Cost breakdown 2 COMPETITIVE QUOTES MUST BE ATTACHED FOR EACH ITEM OR AN EXPLANATION IF ONLY ONE CAN BE OBTAINED

ITEM	QUOTE 1	QUOTE 2
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$

Salaries

Position Name	Hours	Hourly Rate	Total	Week/Month/Year period

Please attach additional breakdown on a separate sheet if required.

10. CONSENT TO AUDIT: IMPORTANT - THIS MUST BE COMPLETED, TWO PERSONS MUST SIGN

AUDIT AND INSPECTION

- If there is a change in circumstances or costs, Infinity Foundation Ltd must be notified in writing
- In the event that adequate audit documentation for a grant cannot be obtained, actual costs are less than those indicated in the application, funds are spent for other than for the approved Authorised Purpose, there is any other irregularity in the grant process, or the applicant has received funding from another source for the same purpose, then Infinity Foundation Ltd is required to obtain a refund of the grant
- Failure to provide audit documents will require grant money to be refunded.

We agree to comply with a request from an officer of the Department of Internal Affairs or an appointee of Infinity Foundation Ltd for additional information in relation to the receipt and use of the grant monies paid to this organisation (the applicant).

We agree that an officer of the Department of Internal Affairs or an appointee of Infinity Foundation Ltd 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 practice, or
- b) A person appointed by the Department of Internal Affairs.
- c) An agent of Infinity Foundation Limited.

We agree that the audit or inspection will be carried out in a manner approved by the Department of Internal Affairs, within any timeframe specified by the Department of Internal Affairs. Infinity Foundation Ltd shall pay for the direct costs of audit conducted by or on behalf of Infinity Foundation Ltd.

We further agree that any information requested will be provided in a timely manner to the Auditor.

We acknowledge representation made in the application form is true and correct.

We hereby consent to the above audit conditions and certify that the information included in this application together with any supporting details, is true and correct.

Name _____ Position _____ Signature _____ Date _____

Name _____ Position _____ Signature _____ Date _____

We certify that we have the authority to make this application on behalf of the applicant.

All decisions of Infinity Foundation Ltd are FINAL. All applicants will be contacted by mail, after the application has been considered. Results cannot be given out over the phone.

11. Have you applied for grants from other organisations for this purpose?

Yes No

If YES, please attach a sheet outlining who applied to & how much applied for.

12. Please note that Infinity Foundation may require a grant applicant to provide further relevant information on request

It is preferable that ORIGINAL applications are received by the Foundation's office 8 weeks prior to the event for which the funds are required. All applications must be sent directly to Infinity Foundation Ltd, PO Box 1288, Hastings 4156 or 405A King Street North, Hastings 4122

13. CHECK LIST – FURTHER INFORMATION WE NEED & HAVE YOU REMEMBERED EVERYTHING?

Please check our website for any updates on grant criteria / funding BEFORE sending your application.

Without the following information your application cannot be considered.

WE REQUIRE:

Each Section 1 – 13 of this form is completed in full and information relevant to each box below is provided.

1. A pre-printed **deposit slip** and **bank statement** is attached (please note, your application cannot begin to be processed without this)
2. If the organisation is incorporated, a copy of the **Certificate of Incorporation** is attached
3. You have included **confirmation that your team/club/organisation is affiliated to a recognised regional or national body**
4. If the organisation is a trust, include a copy of your trust deed, constitution and/or rules as well as a list of current trustees
5. You have attached itineraries/invitations to events or other supporting material (which must be addressed to the applicant organisation)
6. You have attached a copy of the **resolution/minutes** of the committee/executive to apply for funding and that the secretary has signed it as true and correct. **Please check our website for an example of resolution required.**
7. A list of your current **board/committee members** names (First and last names)
8. A copy of your organisation's latest **Audited Financial Accounts**, if your organisation does not have Audited Financial Accounts a copy of your latest Income & Expenditure Account is acceptable.

If the organisation is registered with the Charities Commission, a copy of the **Certificate of Registration** is attached. **(see section 8)**

You have attached copies of **2 current competitive quotes for each item** (or valid reason in writing where only one can be supplied). Email quotes are not acceptable. Quotes must be on supplier letterhead. **(see section 9)**

If applying for assistance with salaries, please ensure you have included a copy of the **signed employment contracts**. **(see section 9)**

If you have applied to other organisations for this purpose, please attach a sheet outlining what trust and how much you applied for. **(see section 11)**

The application has been signed by **2 representatives** of the organisation. **(see section 10)**

We recommend you have retained a copy of the application for your records

- **Please note funds cannot cover costs which have been paid for before the application is approved at our board meeting.**
- **Invoices, receipts and bank statements must be kept and are required to be sent to Infinity for audit purposes.**
- **This funding must be used for the specific purpose for which it was applied.**

STATEMENT OF AUTHORISED PURPOSES

Funds available for distribution will be applied to -

- a. Any amateur sports teams or clubs which are open to the general public and which are affiliated to a recognised or national body and which compete in recognised leagues.
- b. The promoting, controlling or conducting of race meetings under the Racing Act 2003 including the payment of stakes.
- c. Any charitable, philanthropic or cultural purpose or any purpose that is beneficial to the community or a section of it.

All the above includes but is not limited to -:

1. The provision or assistance in the provision and maintenance of facilities, equipment, services, playing and training, uniforms for sporting clubs and amateur sporting teams affiliated to the appropriate regional or national body and playing in recognised, published leagues or competitions, and/or
2. Grants for charitable purposes including the relief of poverty, or welfare assistance through donations to recognised social service or welfare agencies, and/or
3. Grants to educational, cultural and sporting organisations for scholarships or equipment that is administered by the recipient educational organisation, and/or
4. Grants to recognised cultural or philanthropic activities or groups.

With the exception of grants to national societies or agencies, funds are mainly distributed within the local community in which they are raised. No payment, commission or any other kind of reward, financial or otherwise, can be attached or demanded as a precondition for either the issuing of a grant application form or the payment of a grant.

Authorised purposes must benefit the community and not result in commercial or personal gain.

ALLOCATION FOR PURPOSES WITHIN NEW ZEALAND

- All grants must be utilised for goods and services paid for in New Zealand. 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

GOODS AND SERVICES TAX

- The allocation of funds is made by Infinity Foundation Ltd and is an unconditional gift. No portion is claimed by Infinity Foundation Ltd as a deduction for Goods and Services Tax paid
- If an applicant is GST registered, only the GST exclusive amount can be funded (as GST is not a real cost to such organisations)

CONDITIONS FOR ALLOCATION OF FUNDS

- Only non-profit bodies may apply, i.e. any society, association or organisation whether incorporated or not whose rules do not allow money, property or any other benefits to be distributed to any of its members
- The member and the recipient organisation acknowledge and accept that public disclosure may be made for any funds allocated by Infinity Foundation Ltd as a result of this request
- Infinity Foundation Ltd is under no obligation to meet requests and has complete discretion in the allocation of funds

NO COMMERCIAL BENEFITS TO THE HOTEL/TAVERN AND INFINITY FOUNDATION LTD

- There must be no intent by hotel/tavern and the recipient of funds to enter into a verbal or written agreement where there is a clear commercial benefit to the hotel, e.g. backhanders, the purchase of alcohol, patronage of the hotel, etc
- No procuration fee, commission and/or discount, a contra arrangement or payment of any kind may be entered into with any person who is a member of Infinity Foundation Ltd or the hotel/tavern involved
- No grant shall be linked to, or be conditional on, any venue-related arrangement

WHAT HAPPENS IF MY GRANT IS...

APPROVED You will be notified in writing at Infinity Foundation Ltd discretion. Monies will be paid into your organisation's bank account by automatic payment.

DECLINED You will be notified in writing within 2 weeks after your grant has been considered giving reasons why your grant has been declined. Your grant application form with all information provided will be returned to you.

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 Infinity Foundation Ltd for consideration at the next Directors Meeting. **Meetings are held once a month.**



Please check our website for updated and more detailed information:
www.infinityfoundation.co.nz