



**APPLY ONLINE TODAY  
AT [WWW.NZCT.ORG.NZ](http://WWW.NZCT.ORG.NZ)**

# GRANT APPLICATION FORM

All the information you need  
to apply for a grant from  
NZ Community Trust →



phone 0800 446 928  
facsimile 04 473 0007  
website [www.nzct.org.nz](http://www.nzct.org.nz)  
New Zealand Community Trust  
PO Box 10 857, The Terrace  
Wellington 6143

LOCAL GAMING - LOCAL FUNDING

# YOUR ORGANISATION'S DETAILS

LOCAL GAMING - LOCAL FUNDING

## 1 Full name of your organisation

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The organisation's name should generally be the same as its bank account name.

## 2 What type of organisation are you?

For example: a sports club, community group, incorporated society, school, charitable trust etc.

If your organisation is a school, what is your decile rating?

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## 3 Organisation coverage

What is your organisation's coverage?

Local  Regional  National  Please tick

If 'local' or 'regional,' what is your organisation's main area of operation?

e.g. Wellington

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If 'local' please name your organisation's territorial local authority

e.g. Lower Hutt City Council

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## 4 Please provide your organisation's contact details

Physical Address: Street Number Street Name

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Suburb

---

City / Town

Postcode

---

Phone Number

---

Email address

---

Website

---

Postal Address (if different from above)

PO Box Number

---

Suburb

City / Town

Postcode

---

## 5 Main contact person for this grant application

This would be the person we would call if we've got any questions.

Role/ Title in the organisation

---

First Name

Preferred Name

Last Name

---

Street Address

---

Suburb

---

City / Town

Postcode

---

Daytime Phone Number

Mobile Phone

---

Email Address

---

## OFFICE USE ONLY

ORGANISATION NO.

GRANT NO.

## 6 Second contact person for this grant application

This would be the second person we would call if we've got any questions.

Role/ Title in the organisation

---

First Name

Preferred Name

Last Name

---

Street Address

---

Suburb

---

City / Town

Postcode

---

Daytime Phone Number

Mobile Phone

---

Email Address

---

## 7 Please list your organisation's main office holders

(as appropriate)

Chairperson

---

Secretary

---

School Principal

---

Treasurer

---

CEO

---

Other

---

## 8 What is the size of your organisation?

For example: how many members belong to your club or benefit from your services etc.

## OFFICE USE ONLY

Financials

Net Proceeds Committee Signatures

Bank Details

1 \_\_\_\_\_

C of A

2 \_\_\_\_\_

Resolution

3 \_\_\_\_\_

Quotes

3 \_\_\_\_\_

AMOUNT OF GRANT \$

\_\_\_\_\_

REGION

\_\_\_\_\_

CODE

\_\_\_\_\_

# YOUR ORGANISATION'S DETAILS

LOCAL GAMING - LOCAL FUNDING

## 9 Is your organisation affiliated to a regional or national association?

Yes  No  Please tick

Please note if you're a sports club, you need to be affiliated to a Sport New Zealand recognised regional or national association and be able to show proof of affiliation.

If yes, what is the name of the regional or national association?

\_\_\_\_\_

Please note you need to attach proof of this.

## 10 Is your organisation GST registered?

Yes  No  Please tick

An NZCT grant is classed as a donation. If you are GST registered, any NZCT grant you receive will exclude GST. If you are not GST registered, any grant we make will include GST.

If yes, what is your GST number? \_\_\_\_\_

## 14 Does your organisations have a financial year end?

Yes  No  Please tick If yes, in what month does your financial year end? \_\_\_\_\_

## 11 Does your organisation have IRD Charitable Status?

Yes  No  Please tick

If yes, what is your IRD number? \_\_\_\_\_

If you have IRD charitable status, you will need to attach a copy of your IRD charitable letter of confirmation.

## 12 Does your organisation have Charities Commission Charitable status?

Yes  No  Please tick

If yes what is your Charities Number? \_\_\_\_\_

## 13 Is your organisation an incorporated society?

Yes  No  Please tick

If you are an incorporated society, you will need to attached a copy of your certificate of Incorporation.

# YOUR GRANT APPLICATION DETAILS

LOCAL GAMING - LOCAL FUNDING

## 15 Application Summary

Please provide a brief description of the activity/items for which you are seeking funding:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 16 Why do you need this funding?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 17 What is the total cost of this project?

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

## 18 How much are you asking NZCT for in total?

For applications of \$10,000 or more, please include a copy of your latest year end financial accounts (preferably audited).

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

## 19 Approximately how many people will benefit from the grant?

For a team, how many members are in the team?  
For an event, how many people do you expect to attend?

## 20 If the funding is for a specific event or activity, what is the event or activity called?

\_\_\_\_\_

\_\_\_\_\_

## 21 When is the event or activity being held?

Please provide specific dates.

\_\_\_\_\_

\_\_\_\_\_

## 22 Where is the event or activity being held?

\_\_\_\_\_

# YOUR GRANT APPLICATION DETAILS

## LOCAL GAMING - LOCAL FUNDING

### 23 Funding request breakdown

Please complete the table below to show exactly what you want us to fund. If your application is for something other than salaries and/or contractor fees, you will generally need to provide two quotes from different suppliers for each item you want funded. If you are unable to provide two quotes, you will be asked to provide an explanation as to why this is the case.

Please note: Quotes must be less than three months old, must be addressed to the applicant organisation and must clearly show the suppliers' contact details. We generally cannot accept internet quotes, unless they are from a recognised and reputable supplier and include their full contact details. Suppliers must not be connected in any way to an NZCT venue.

Name/Description of Item 1

First Quote	Supplier	Quote Amount	Quote Date
Second Quote	Supplier	Quote Amount	Quote Date

Name/Description of Item 2

First Quote	Supplier	Quote Amount	Quote Date
Second Quote	Supplier	Quote Amount	Quote Date

Name/Description of Item 3

First Quote	Supplier	Quote Amount	Quote Date
Second Quote	Supplier	Quote Amount	Quote Date

Name/Description of Item 4

First Quote	Supplier	Quote Amount	Quote Date
Second Quote	Supplier	Quote Amount	Quote Date

Name/Description of Item 5

First Quote	Supplier	Quote Amount	Quote Date
Second Quote	Supplier	Quote Amount	Quote Date

Name/Description of Item 6

First Quote	Supplier	Quote Amount	Quote Date
Second Quote	Supplier	Quote Amount	Quote Date

### 24 Have you asked any other organisations for funding for this purpose?

Yes  No  Please tick. If yes, please list below.

Organisation	Amount Requested (\$)	Date	Outcome
Organisation	Amount Requested (\$)	Date	Outcome
Organisation	Amount Requested (\$)	Date	Outcome

# YOUR GRANT APPLICATION DETAILS

LOCAL GAMING - LOCAL FUNDING

## 25 What other activities will your organisation be undertaking to fund this project?

For example: raffles, sausage sizzles, charity auctions, car washes, self-funding etc.

Activity	Estimated Amount (\$)
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Activity	Estimated Amount (\$)
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## 26 What will be the main benefit to your organisation, and key outcomes achieved, as a result of NZCT funding?

List the main benefits and key outcomes that your organisation plans to achieve as a result of NZCT funding. By outcomes we mean things such as increases in membership, player numbers, coaches or volunteers, increases in playing time, improvements in health and welfare, etc.

Benefits	Outcomes

# IMPORTANT INFORMATION WE NEED

LOCAL GAMING - LOCAL FUNDING

## 27 Please provide original bank verification

This can be:

- A bank statement
- A bank encoded deposit slip
- Hand written or printed bank details, stamped as verified by the bank

## 28 Community profile for NZCT

NZCT encourages recipients to assist with highlighting the availability of community funding. To help us do this you can obtain our logo and brand guidelines by visiting [www.nzct.org.nz](http://www.nzct.org.nz) or by contacting us on 0800 446 928. We welcome you to post digital photos to our Facebook page or email them to: [info@nzct.org.nz](mailto:info@nzct.org.nz)

## 29 Resolution to apply for funding

We need a resolution as official proof that your organisation supports this request. The resolution:

- Must include an original signature from your organisation's secretary or other office holder
- Should be on your organisation's letterhead
- Must specifically refer to NZCT or NZ Community Trust (as opposed to a general reference to a charitable or community trust)
- Must state the date the resolution was passed
- Must clearly state the amount requested and purpose for which funding is required

# IMPORTANT INFORMATION WE NEED

LOCAL GAMING - LOCAL FUNDING

## 30 CONSENT TO BE AUDITED AND DECLARATION

The Department of Internal Affairs (DIA) has the right to inspect all NZCT records. Grant recipients need to agree to comply with any requests from an officer of the DIA or NZCT for an inspection or independent, external audit irrespective of the amount of the funds granted. Recipients of \$50,000 or more in NZCT's financial year will be required to provide an external auditor's report confirming that the grant funds have been used for the purpose for which they were approved.

For groups, the consent to be audited must be signed by your secretary and another authorised signatory. For schools, signatories must include the secretary of the Board of Trustees or the school principal and another authorised signatory.

By signing this application, we the undersigned:

- 1 Agree to comply with any requests from an officer of the Department of Internal Affairs (DIA) or from NZCT for additional information in relation to the receipt and use of gaming machine funds received as a result of this application.
- 2 Agree that an officer of the DIA or NZCT 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 DIA.
- 3 Agree to pay for any such audit or inspection and will allow it to be carried out in a manner approved by the DIA or NZCT within the timeframe specified by the DIA or NZCT.
- 4 Confirm that any funds received as a result of this application will be used only for the purpose for which they were approved. We will provide proof of expenditure and return any money we don't spend on that approved purpose to NZCT.

We declare that:

- the information provided in this application is true and correct to the best of our knowledge
- we have the authority to make the application on behalf of our group
- no person who is deemed to be a key person\* under the Gambling Act 2003 in any NZCT venue has been directly associated with, or otherwise a party to, this application, or has been involved in decisions about who will provide goods or services to be paid from grant funds.

\* A key person is anyone who has a significant interest in the management, ownership or operation of a Class 4 Venue.

If you're an incorporated society, please stamp your common seal here

Signature of authorised signatory 1

Full name in CAPITALS

Role (eg. CEO/Principal/Chairperson)

Date

Signature of authorised signatory 2

Full name in CAPITALS

Role (eg. CEO/Principal/Chairperson)

--

Date

# IS YOUR APPLICATION COMPLETE?

LOCAL GAMING - LOCAL FUNDING

31

Have you attached all the information we need to consider your application?

If we need to come back to you for any of these items, it is likely that your grant request will be delayed.

Please complete this checklist.

Please tick

**FOR ALL APPLICATIONS**

I have attached an **original** bank deposit slip of the applicant organisation to this page.  
If your application is approved, funds will be direct credited to your group's bank account.

**FOR ALL APPLICATIONS**

I have attached **two** competitive quotes for each item for which funding is requested (see section 23 for more details).

**FOR ALL APPLICATIONS**

I have attached a resolution to apply specifically for this funding including the original signature of the applicant organisation's secretary (see section 29 for more details).

**FOR ALL APPLICATIONS**

I have ensured the consent to be audited has been signed by two of the applicant organisation's authorised signatories (see section 30 for more details).

**FOR SPORTING ORGANISATIONS**

I have attached proof that the applicant organisation is affiliated to a Sport New Zealand recognised regional or national body.

**FOR TRAVEL AND ACCOMMODATION FUNDING REQUESTS**

I have attached a copy of the official itinerary or invitation that travel and accommodation is requested for and a list of team members travelling.

**FOR ORGANISATIONS REGISTERED FOR GST**

I have included the applicant organisation's GST number (see section 10 for more details).

**FOR INCORPORATED SOCIETIES**

I have attached a copy of the applicant organisation's Certificate of Incorporation.

**FOR ORGANISATIONS WITH CHARITIES COMMISSION CHARITIES STATUS**

I have attached the applicant organisation's charities number.

**FOR ORGANISATIONS WITH IRD CHARITABLE STATUS**

I have attached a copy of the applicant organisation's IRD charitable letter of confirmation.

**FOR APPLICATIONS OF \$10,000 OR MORE, OR IF YOUR ORGANISATION HAS RECEIVED \$10,000 OR MORE FROM NZCT DURING THE PAST 12 MONTHS**

I have attached a copy of the applicant organisation's latest year end financial accounts (preferably audited).

**FOR APPLICATIONS OF \$20,000 OR MORE, OR IF YOUR ORGANISATION HAS RECEIVED \$20,000 OR MORE FROM NZCT DURING THE PAST 12 MONTHS**

I have provided a list of all grants the applicant organisation has received during the last financial year and the current year to date (the list must show from whom the grant was received, the amount of the grant and the purpose of each).

Please keep a copy of this application form for your records.

SEND YOUR COMPLETED APPLICATION FORM TO: PO BOX 10 857, THE TERRACE, WELLINGTON 6143



NZCT gives out around \$40 million in grants each year from funds raised by our gaming venues. Our main focus is to provide funds for amateur sport. At least 75% of our grants are for sporting purposes, from clubs and school teams to regional organisations and national sporting bodies.

We don't make grants to individuals. However, any non-profit group that is incorporated as a charitable organisation, or is an association promoting charitable purposes, can apply to us for funding.

Applications should be for your group's main funding priorities and, wherever possible, should be limited to one per year.

We will consider applications for most costs that are necessary to play a sport, including facility upgrades, ground maintenance, coaching, uniforms, equipment, and travel and accommodation costs to attend events in New Zealand.

Applications to cover salaries will be considered, provided the application is supported by a signed employment contract. A list of key performance indicators needs to be supplied so the effectiveness of the position can be measured.

NZCT also supports other important causes such as rescue and life-saving services, arts and community groups, poverty reduction and education.

We are proud of the difference we make and are immensely grateful for the support and hard work of our venue operators, who make each grant possible.

To apply, you need to complete this form and return it to:

**The NZCT Grants Committee**  
PO Box 10 857  
Wellington 6143

## KEY PERSONS

Any person with a significant interest in the management, ownership or operation of an NZCT Class 4 venue is considered to be a Key Person and cannot make an application to NZCT for funding. Key persons are prohibited from being involved in any NZCT grant application, including decisions about who will provide goods or services which will be paid from grant funds.

## WHAT ARE THE REQUIREMENTS FOR NZCT FUNDING?

There are some rules we have to abide by to meet the requirements of Inland Revenue, comply with the Gambling Act 2003, and to ensure our funds are fairly distributed. These are:

- No-one can receive any kind of fee or commission for helping you make this application
- All applications need to be for future spending. We cannot approve grants for expenditure that has already been made at the time the application is approved
- Applications need to be for a specific purpose and must be spent on the purpose(s) approved by NZCT
- Any uniforms or equipment purchased with grant money will need to remain the property of your group
- If your group receives an NZCT grant, you'll need to provide copies of paid invoices and bank statements showing that the grant was spent on the purpose(s) approved. Any unspent grant funds need to be returned to NZCT
- You cannot make an application to NZCT if you, or the group you represent, have a significant interest in any NZCT venue

## WHAT MAKES A GOOD GRANT APPLICATION?

To be considered for an NZCT grant your group must have:

- 1) Provided full proof of expenditure for any previous NZCT grant; and
- 2) Completed the NZCT application in full, including correct signatures and quotes as detailed in the section 31 checklist.

In addition to these fundamental requirements, the key things that our grants committee look for in any application are:

- 1) That the request is for your group's main priority for the year and that it clearly explains the main outcome you hope to achieve with this funding.
- 2) That the request meets a genuine need rather than being a 'nice to have' expense.
- 3) That your group has a plan for the future and a longer term vision to achieve success.
- 4) That you are looking to help yourself and have a range of fundraising activities (not just grant applications) in place to achieve your group's objectives.
- 5) That you are engaging, where possible, with your wider community and are providing a real benefit for group members and the community.

We recommend you include a separate page focusing on these issues and the successes your group is achieving. This should be included with your application's supporting documentation.

## HOW DOES THE GRANTS PROCESS WORK?

You can send your grant application to NZCT at any time. We recommend organisations complete their application at least six to eight weeks before funding is required. Please note:

- Approval of funding is entirely at the discretion of NZCT's Net Proceeds Committee, which meets monthly. A list of all grants made will be displayed on the NZCT website each quarter
- NZCT is committed to returning funds to the communities from which they were raised. Funding decisions will therefore take into account the level of funds available for distribution in a region at the time of the monthly grants meeting
- If your application is approved, funds will be direct credited to your group's bank account
- If we are unable to meet your request, we will explain the reasons for our decision
- Your application may be delayed if you haven't supplied all the information requested on this form or if you have any outstanding accountability from previous NZCT grants.

## GST

An NZCT grant is classified as a donation. If you are GST registered any NZCT grant you receive will exclude GST. If you are not GST registered, any grant we make will include GST