CONDITIONS FOR ALLOCATION OF FUNDS

- 1. Any grant allocation must be applied to the specific purpose stated on this application and to no other purpose. The applicant may not use a different supplier than one for which a quote has been provided without the prior written approval of the NZRB. Acceptance of payment will be deemed to confirm that the grant allocation has or will be applied accordingly.
- 2. The allocation is made as a grant, on the condition that no procuration fee, commission and/or discount has or will be paid to any person and that no identifiable direct benefit arises 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.
- 3. In the event of non-compliance to these conditions, an amount equal to the allocation amount is immediately repayable by the recipient to NZRB.
- 4. Any grant made by the NZRB does not include Goods and Services Tax.
- 5. NZRB requires that an acknowledgement of grant be completed and returned to NZRB, once funds have been received by the recipient organisation.
- 6. Any uniforms or equipment purchased from grant money will need to remain the property of the club/group/school.

AUDIT AND INSPECTION

NZRB records will be inspected and audited by the Department of Internal Affairs. NZRB is required to render details of all grants to the Department of Internal Affairs. This grant application is made with the understanding that if any Department of Internal Affairs officer so requests, the applicant organisation shall agree to and participate in (at its own expense) any such inspection and/or audit. NZRB may also request information and verification as to how the funds were used.

GRANT CRITERIA

Applications are deemed retrospective if goods/services have been paid for or the event has taken place before the application has been presented and a decision made by the NZRB. Grants will not be made in this situation.

The NZRB's authorised purposes statement provides that the NZ Racing Board may distribute net proceeds to the following authorised purpose:

To encourage active participation in amateur sports, and to assist bona fide amateur sports teams and clubs competing in recognized leagues and tournaments including (but not limited to) sports equipment, playing uniforms, ground hire, and actual and reasonable travel expenses for groups participating in tournaments with kindred groups.

A bona fide amateur sports team is a sporting activity, organization or club that is:

- 1. affiliated or aligned to a national body; and
- 2. genuine and real (has standards and rules etc.); and
- 3. played on a regular basis as part of a significant competition; and
- **4.** open to public membership.

In addition, the applicant must be registered as a charity under the Charities Act 2005.

THE FOLLOWING ARE EXAMPLES OF PURPOSES THAT ARE DEEMED UNAUTHORISED FOR GRANT CONSIDERATION. THIS LIST IS NOT EXHAUSTIVE BUT RATHER IS INTENDED AS A SAMPLE. FOR MORE DETAILED INFORMATION, PLEASE CONTACT US DIRECTLY.

- dress uniforms;
- 2. hire of grounds or facilities that are run for commercial profit;
- 3. any individual sport person. Grants should not be made to an individual sports person as that grant will make that person professional even if the grant is administered by an incorporated sporting body.
- 4. grounds and facilities where the grounds or facilities are used primarily for professional sport;
- 5. food, alcohol and entertainment costs;
- 6. the purchase of alcohol, payment of bar staff or maintenance and provision of bar facilities;
- 7. payments to any player or team competing on a professional basis;
- 8. the payment of money (including prizes) to any individual for personal gain such as cash prizes or large non-cash prizes;
- 9. "trade tournaments" (such as national soccer tournament for employees of a particular employer or in a particular industry), because they are not open to the public.

In addition, the NZRB will not make grants:

- 1. in connection with any league or tournament on which the NZRB is offering sports betting;
- 2. to a New Zealand national sporting organization within the meaning of section 55 of the Racing Act 2003 (section 55(3) provides that a New Zealand national sporting organization is an organization that meets the criteria laid down by Sport and Recreation New Zealand for receiving financial support from that agency, whether or not the organization is actually receiving the support). The reason is that the NZRB must have a contract in place with a national sporting organization before it can offer betting on the relevant sport. It is not appropriate for the NZRB to make grants to organizations with whom it does or might have, a contractual relationship for sports betting.
- 3. to an organization or club unless it is registered as a charity under the Charities Act 2005.

The NZRB has established a Sports Net Proceeds Committee who meet at least quarterly to make decisions on the distribution of net proceeds to Sports Authorised Purposes. Please ensure grant applications are submitted at least two months before the due date of when the funding is required, otherwise the application may be declined or not meet your funding deadline.

Please note original application forms are only accepted, but please photocopy this application before submitting then forward directly to:

New Zealand Racing Board PO Box 38899, Wellington Mail Centre | Phone O4 576 6999 | www.nzracingboard.co.nz



Grant Application

| NZRB OFFICE USE ONLY | | | | | | | | |
|---|-----------------------------------|--|--|--|---------|--|--|--|
| Date Received Grant Application No. | | | | | | | | |
| Office Signature Approved/Declined \$ | | | | | | | | |
| Direct Credit Reference Date Approved/Declined | | | | | | | | |
| GRANT APPLICATION | | | | | | | | |
| Name of Applicant Organisation | | | | | | | | |
| Type of Organisation/Activity | | | | | | | | |
| Number of Members/Other Date Founded Annual Subs (If relevant) \$ | | | | | | | | |
| Is your Organisation GST Registered? Yes No GST Number | | | | | | | | |
| Is your organisation registered with the Charities Commission? Yes No CC Registration Number (If Yes please provide your Charities Commission Registration Number) | | | | | | | | |
| If your organisation is not registered with the Charities Commission, then the Board is unable to consider your application. | | | | | | | | |
| CONTACT DETAILS | | | | | | | | |
| Physical Address (Postcode must be included) Postal Address (Postcode must be included) | | | | | | | | |
| Street Street | | | | | | | | |
| Suburb Suburb | | | | | | | | |
| City Postcode City Postcode | | | | | | | | |
| Region Local Council | | | | | | | | |
| Contact Person | | | | | | | | |
| Name Mr / Mrs / Miss / Ms | | | | | | | | |
| | | | | | | | | |
| Phone (Mobile) Fax | | | | | | | | |
| Email Website | n application | | | | Website | | | |
| Organisation's Chairperson Name | | | | | | | | |
| Organisation's Secretary Name | | | | | | | | |
| Key Persons – Any person with a significant interest in the management, ownership or operation of a NZRB Class 4 venue, cannot make an to NZRB for funding. Key Person checks are carried out to ensure this does not happen. | application | | | | | | | |
| GRANT DETAILS | | | | | | | | |
| Outline the reason for the application and what the grant will be used for, including relevant dates of events. ("See Attached" is not sufficient; you should complete this part of the application and may attach more details to this application if needed. | () | | | | | | | |
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| | Instation/Activity Itembers/Other | | | | | | | |
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CHECKLIST - INFORMATION THAT MUST BE INCLUDED (Please ensure you have included all of the following information. Incomplete applications will be returned) Tick the appropriate box 1. At least two competitive quotes for all goods and services for which you require funding a. Quotes must be less than 3 months old, be addressed to the applicant group and contain full supplier details (name, address, telephone, gst status, on letterhead, etc) b. Emailed quotes may be acceptable from reputable suppliers but must be less than 3 months old, be addressed to the applicant group and contain full supplier details (name, address, telephone, gst status, on letterhead, etc) c. If funding is required towards general running costs (allowable in certain circumstances only) then your most recent set of audited accounts must be supplied d. If you are applying for funding for salaries include a copy of the signed contract and job description. Grants for wages or salaries for coaches or others working for amateur sport, can only be given if the wages or salaries are for a short term. Timeframe for use of the funding a. Do you intend spending the funding within 6 months of receipt? b. If not, have you provided details of the dates when you intend spending the funding? The minutes of the committee/executive meeting including a. Full names of all committee members b. A resolution to apply for funding from NZRB for the purpose and amount for which your organisation is applying for funding c. Minutes including resolution must be certified as true and correct and signed by the Secretary/ Chairperson or other executive member d. Minutes should be on the official letterhead of the applicant organisation For all applicants a. Proof of Charities Commission registration b. Proof of current affiliation to a national or regional body c. Proof/itinerary/flyer and date(s) of event(s) for which funding is sought d. Names and roles of individuals in the team/organisation if travel funding is being requested e. Copy of Rules /Code of Conduct Bank account details for the applicant organisation must be a. Pre-printed deposit slip, or b. Bank generated account details verified by the bank Financial statements - latest audited edition Organisation information Project proposal Has the application been signed and dated by two authorised persons? Does your club/organisation operate gaming machines? 10. Have you read and fully understood the terms and conditions of funding?

Attach pre-printed bank deposit slip here

| | OOWN | | | |
|--|--|--|---|----------------------------------|
| (List preferred quote | only and attach all competitive quotes) | | | |
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| TOTAL REQUE | ST | | | |
| Total costs of project | \$ | Total amoun | t requested\$ | |
| Have you applied els | where for the same purpose? Yes | No |] | |
| f YES, where? | | | | |
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| ORGANISATIO | ON DECLARATION | | | |
| We have the and the application of the standard o | on provided in this application form is true and uthority to make this application on behalf of an has not been completed by a person who have machines ("a gaming machine venue key per not money is obtained the persons who decide not money is obtained a check will be undertaine venue key person for any goods or service." | of the applicant (if the has any management rson"). how that money is sp aken and no payment | e applicant is not a nat or ownership interest ent will not be NZRB g | in a NZRB venue that |
| which grant funds This application inclu | on presented in this application – relating are requested – is true. des complete information relating to other sedged, applied for, or intends for future applied. | ources of funding tha | t my organisation | the specific proposal/project fo |
| by my organisation. Inspection requireme | d quotes included in this application represer have read and understand the Conditions ats. My organisation hereby agrees to participated, and/or audit by the Department of International | for Allocation of Fun pate in an inspection, | ds and Audit and to provide further | Common Seal |
| Signature One | | | | |
| Dated this | day of | in this year | | |
| Signature of Secreta | y/Chairperson or other executive member _ | | | |
| Full Name | | F | Position | |
| Signature Two | | | | |
| Dated this | day of | in this year | | |
| | | | | |
| Signature of Secreta | y/Chairperson or other executive member _ | | | |