

# Application form



Pub Charity helps good causes throughout New Zealand, by generating funds via gaming machines. So if your organisation needs our support, why not submit this form? We may be able to help.

**Please staple bank deposit here****NOTES ON DONATION APPLICATIONS (AND PAYMENT OF)**

1. You can't apply for things you will have bought, or events which will have passed, prior to when your application is considered by our committee (visit [www.pubcharity.org.nz](http://www.pubcharity.org.nz) for committee dates and deadlines);
2. You need to be applying for a non-profit organisation, which has a constitution and keeps financial records;
3. Applications need to be for costs/events within New Zealand;
4. Applications must be for the benefit of the applicant organisation (not another organisation – i.e. for no 3rd party);
5. We can only approve 'authorised purposes' as per the Gambling Act 2003 and our Deed of Trust;
6. You have to use a donation for the purpose(s) stated in your application (we expect receipts etc as proof);
7. If you receive other funds for the same purpose(s) you apply for, you must return any leftover money;
8. Commission based (or partly commission based) fundraisers can't apply. Nor can any individual in your organisation profit financially from the approval of a donation;
9. If your organisation is GST registered you should apply for goods and/or services exclusive of GST.  
(NB: Our donations do not contain GST – we do not claim any portion of the donation as deductions on GST paid).
10. Where an applicant organisation has indicated that they have applied to more than one source for amounts that exceed the total required, this application will be declined.
11. Should you fail to comply with any of the above conditions Pub Charity reserves the right to seek full repayment.

**We, the undersigned, verify that the information provided in this application is true and correct to the best of our knowledge and that we have the authority to make the application on behalf of the applicant entity. We also understand and accept the legal requirements of this application.**

Secretary (or executive member) of Applicant Group

Other executive member of Applicant Group

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Printed Name of Above Signatory-----  
Printed Name of Above SignatoryDate:        /        /  
-----Date:        /        /  
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Before you send in this application please check through the following list:

**CHECKLIST HAVE YOU:**

- Taken a full photocopy of everything that is to be sent in? (Pub Charity must keep everything submitted)
- Provided a preprinted bank deposit slip, or a stamped and verified bank deposit slip, or a bank statement in the name of your organisation.
- Attached your organisation's resolution to apply to PUB CHARITY for a SPECIFIC PURPOSE, which is SIGNED and CERTIFIED as being true and correct by your organisation's secretary or other executive committee member?
- Attached competing quotes, indicating which is the preferred quote for each item requested (or provided a letter explaining why you can't get more than one quote for each item)?
- Provided quotes (not invoices/estimates) that are less than 3 months old; are addressed to your organisation; are not in an email format; and which clearly show the supplier's details?
- Provided a clear cost breakdown with subtotals for all items requested in your application?
- Included financial accounts (ideally externally audited. If they aren't externally audited, explain why)?
- Attached proof of non-profit status (e.g. certificate/seal of incorporation and/or Deed of Trust)?
- Attached evidence of your organisation's affiliation to a national or regional body?
- Fully completed all fields in Parts 1, 2 and 3 of this application and ensured all Parts are being submitted?
- Read the whole form carefully and visited our website for further information?

Please visit our website [www.pubcharity.org.nz](http://www.pubcharity.org.nz) for further information on our donations criteria and advice on how to fill in this form.

**PART 2**

**To: Pub Charity**  
**Level 2, 190 Taranaki St**  
**PO Box 27-009**  
**Wellington**

**Date:**    /    /

For help completing this application please visit  
[www.pubcharity.org.nz](http://www.pubcharity.org.nz)

**Name of Applicant organisation**  
 (as it appears on your organisation's deposit slip) \_\_\_\_\_

**Type of Organisation**  
 (e.g. Charitable Trust, Non Profit body, Sports club, etc...) \_\_\_\_\_

**Is your organisation GST registered?**  
 (if yes please provide GST registration number)    NO    YES    \_\_\_\_\_

**Physical Address**  
 (of your organisation's clubrooms, office, etc...) \_\_\_\_\_

**Mailing Address**  
 (of your organisation. Please add your postcode) \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Telephone Numbers**    Office/clubroom etc. \_\_\_\_\_    After hours \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Contact Person's Street Address** \_\_\_\_\_

**Contact Person's Telephone Numbers**    Work \_\_\_\_\_    After hours \_\_\_\_\_

What is the donation to be used for and when? (summarise here, but also use separate sheet if longer explanation is needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Cost Breakdown** (summarise here, but also use separate sheet if longer explanation is needed. Attach quote evidence)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the applicant organisation applied for funds for the same purpose from any other source?  
 (Summarise here, but also use separate sheet if necessary)

YES    NO

Other Organisation Applied to:	Amount	Outcome
_____	_____	_____
_____	_____	_____

**Total amount requested from Pub Charity**  
 (words and figures) \_\_\_\_\_ \$ \_\_\_\_\_

(For Society use only)    Date approved:    /    /    Direct Credit: \_\_\_\_\_

PART 3

CONSENT TO AUDIT

We agree to comply with a request from an officer of the Department of Internal Affairs or Pub Charity for additional information about the receipt and use of any donation received as a result of this application.

We agree that an officer of the Department of Internal Affairs or a representative of Pub Charity 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 or inspection will be carried out in a manner approved by the Department or Pub Charity, within the timeframe specified by the Department or Pub Charity. This person shall pay for the cost of such an audit.

Signature of Secretary: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(or other executive member of your organisation's committee)

Printed Name of Above Signatory: \_\_\_\_\_

**Impress common seal (if you have one)**

Where did you get this form from? \_\_\_\_\_  
(if from a bar, which bar?)

WAYS TO ACKNOWLEDGE PUB CHARITY

If your application is successful you may wish to acknowledge Pub Charity's support. Please include in your application an outline of how you would do this.

For example you might:

- Mention us in your newsletter, website or magazine
- Acknowledge us at your AGM, Prize-giving or official opening
- Approach local newspapers/radio stations about our support
- Place our logo on uniforms and/or equipment
- Name an event, building, team, competition, piece of equipment or training programme after us
- Erect plaques, or signs with our logo around your premises/facilities

Logos can be downloaded from our website [www.pubcharity.org.nz](http://www.pubcharity.org.nz)

**Please Note: Pub Charity would not be able to raise any funds in your community without the continued support of your local Pub Charity member (s) and the people playing our gaming machines.**

FOR NET PROCEEDS COMMITTEE USE ONLY

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Declined

Amount Approved: \_\_\_\_\_

\_\_\_\_\_



## Donation Criteria

1. All applications must meet the Department of Internal Affairs' criteria and the definition of authorised purposes in the Gambling Act 2003 (see overleaf).
2. All applications must be for charitable purposes in accordance with Pub Charity's Deed of Trust
3. All applicants shall be non-profit organisations correctly incorporated either as charitable organisations or other associations promoting charitable purposes, and shall have a valid constitution, and a set of rules, and provide credible financial statements.
4. All funds applied for shall be for expenditure for charitable purposes in New Zealand
5. Generally donations paid shall provide some enduring or demonstrable community benefit. As an example, this may be asset or facilities funding, or contributing towards community, or sports development projects
6. Applications shall not be approved where the applicant is not the beneficiary.
7. Applications may not be considered where the applicant operates their own gaming machines.
8. Applications for property maintenance or purchase costs will be required to have supporting information as to the tenure or ownership of the relevant property.
9. Pub Charity's donation criteria exclude, in most instances, donations to applicants for general administration and operating expenses (i.e. power, telephone, rent etc); sports clubs registration, entry and affiliation fees.
10. Generally funds will be applied and distributed in the general community area (typically defined by territorial local authority boundaries) from which they were generated. However, the Trustees may, in their discretion, apply and distribute funds generated from one area into another area where the Trustees consider there is a community of interest between the two areas. Further, the Trustees may, in their discretion, apply and distribute up to 5% of the total funds available to national societies, agencies, or causes.
11. Applications will need to be within one of the following generic donation distribution groups:
  - (i) a community /welfare group/ organisation;
  - (ii) education (including pre-school, kindergarten, playgroups, Nga Kohanga Reo);
  - (iii) fire brigade, ambulance, life saving;
  - (iv) health, and health related purposes;
  - (v) youth;
  - (vi) sport recreation, leisure.
12. to comply with the class four operator's licence condition 7(d), promulgated by the Department of Internal Affairs, there is a prohibition for donations money to be approved for expenditure that has been incurred prior to the application being considered (i.e. retrospective payments).
13. Pub Charity's Trustees are the final arbitrators as to the success or otherwise of any donation application irrespective of such application meeting all or any of the published authorised purpose and/or donation criteria.

### Example of a Properly Worded Resolution

It was agreed at the committee meeting held on the 1st of August 2006 of the Lakeside Writing Club to apply to **Pub Charity** for a donation to cover the costs of a **new computer**.

I certify that this is a true and correct record of a resolution passed at that meeting.

William Wordsworth  
Secretary  
Lakeside Writing Club

Licence Number: **GM425**

THE DEPARTMENT OF INTERNAL AFFAIRS

Te Tari Taiwhenua



## LICENCE TO OPERATE GAMING MACHINES

Pursuant to Section 56 of the Gambling Act 2003 (‘the Act’), the Secretary for Internal Affairs hereby grants a Class 4 Operator’s Licence to:

### **PUB CHARITY** (‘the corporate society’)


authorising it to conduct Class 4 gambling by way of gaming machines for the sole objective of applying and/or distributing the net proceeds from the gambling to or for the following authorised purpose(s):

1. SUBJECT IN ALL THINGS TO ITS DEED OF TRUST DATED 23 SEPTEMBER 1987 (AS AMENDED) AND THE GAMBLING ACT 2003, PUB CHARITY’S AUTHORISED PURPOSES FOR THE DISTRIBUTION OF NET PROCEEDS INCLUDE THE FOLLOWING:
2. TO PAY, APPLY, APPROPRIATE, OR DISTRIBUTE NET PROCEEDS FOR SUCH CHARITABLE PURPOSES AS MAY FOR THE TIME BEING BE CHARITABLE IN ACCORDANCE WITH LAW OF NEW ZEALAND, INCLUDING THE RELIEF OF POVERTY, THE ADVANCEMENT OF RELIGION, THE ADVANCEMENT OF EDUCATION, THE PROVISION, OR ASSISTANCE IN THE PROVISION, OF FACILITIES FOR RECREATION OR OTHER LEISURE-TIME OCCUPATION, IF THE FACILITIES ARE PROVIDED IN THE INTERESTS OF SOCIAL WELFARE AND FOR THE PUBLIC BENEFIT, THAT IS TO SAY, THE FACILITIES ARE PROVIDED WITH THE PURPOSE OF IMPROVING THE CONDITIONS OF LIFE FOR THE PERSONS FOR WHOM THE FACILITIES ARE PRIMARILY INTENDED AND EITHER THOSE PERSONS ARE IN NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY, DISABILITY, POVERTY, RACE, OCCUPATION, OR SOCIAL OR ECONOMIC CIRCUMSTANCES OR THE FACILITIES ARE TO BE AVAILABLE TO THE MEMBERS OF PUBLIC AT LARGE, OR TO THE MALE OR FEMALE MEMBERS OF THE PUBLIC AT LARGE AND WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, INCLUDES THE PROVISION OF FACILITIES AT PUBLIC HALLS, COMMUNITY CENTRES, AND THE PROVISION AND MAINTENANCE OF GROUNDS AND BUILDINGS TO BE USED FOR PURPOSES OF RECREATION OR LEISURE TIME OCCUPATION, AND EXTENDS TO THE PROVISION OF FACILITIES FOR THOSE PURPOSES BY THE ORGANISING OF ANY ACTIVITY.
3. ANY NON-COMMERCIAL PURPOSE THAT IS BENEFICIAL TO THE WHOLE OR A SECTION OF THE COMMUNITY SO LONG AS IT IS CHARITABLE.
4. TO THE EXTENT THAT THEY ARE CHARITABLE, TO ANY PHILANTHROPIC, CULTURAL, OR ANY OTHER PURPOSE THAT IS BENEFICIAL TO THE COMMUNITY, OR ANY SECTION OF IT, WHICH MAY, FROM TIME TO TIME, INCLUDE THE PROVISION OF EQUIPMENT, OR PLAYING OR TRAINING UNIFORMS FOR SPORTING CLUBS, AND AMATEUR SPORTING TEAMS PLAYING IN RECOGNISED, REGISTERED, PUBLISHED, LEAGUES OR COMPETITIONS, AND/OR DONATIONS TO RECOGNISED SOCIAL SERVICE OR WELFARE AGENCIES, EDUCATIONAL OR TRAINING ORGANISATIONS, WHETHER THROUGH THE PROVISION OF SCHOLARSHIPS OR EQUIPMENT WHICH IS ADMINISTERED BY THE RECIPIENT EDUCATION ORGANISATION OR OTHERWISE.
5. SUBJECT IN ALL CASES TO THE CONDITION THAT NO PAYMENT, COMMISSION, OR ANY OTHER KIND OF FINANCIAL REWARD OR REMUNERATION CAN BE ATTACHED TO, OR DEMANDED AS A PRECONDITION FOR EITHER THE ISSUING OF ANY AUTHORISED PURPOSE DONATION APPLICATION FORM, OR THE PAYMENT OF ANY AUTHORISED PURPOSE DONATIONS BY PUB CHARITY, AND SUBJECT ALSO TO THE CONDITION THAT NO DONATION AND/OR APPLICATION OR DISTRIBUTION OR PAYMENT WILL BE MADE TO ANY PROFESSIONAL SPORTSPERSON OR TEAM OR ANY OTHER ORGANISATION OR INDIVIDUAL WHICH MAY RESULT IN COMMERCIAL OR PERSONAL ADVANTAGE EITHER DIRECTLY OR INDIRECTLY, TO ANY COMMERCIAL ENTITY, PROFESSIONAL TEAM, OR INDIVIDUAL.
6. GENERALLY FUNDS WILL BE APPLIED AND DISTRIBUTED IN THE GENERAL COMMUNITY AREA TYPICALLY DEFINED BY TERRITORIAL LOCAL AUTHORITY BOUNDARIES FROM WHICH THEY WERE GENERATED. HOWEVER, PUB CHARITY MAY, IN ITS DISCRETION, APPLY AND DISTRIBUTE FUNDS GENERATED FROM ONE AREA INTO ANOTHER AREA WHERE PUB CHARITY CONSIDERS THERE IS A COMMUNITY OF INTEREST BETWEEN THE TWO AREAS. FURTHER, PUB CHARITY MAY, IN ITS DISCRETION, APPLY AND DISTRIBUTE A PORTION, TO BE DETERMINED BY PUB CHARITY IN ITS DISCRETION FROM TIME TO TIME, OF THE TOTAL FUNDS AVAILABLE TO NATIONAL SOCIETIES, AGENCIES OR CAUSES.

This licence is granted subject to the provisions of the Act, any regulations or game rules made under the Act, and the licence conditions included in or added to this licence. A breach of the Act, regulations, game rules or licence conditions may be an offence under the Act and may result in the suspension, cancellation, refusal to amend, or non-renewal of this licence.

The authority granted by this licence commences on 1 January 2007 and expires on 31 December 2007.

Dated at Wellington this 30th day of January 2008.

  
Brent Addison  
Gambling Inspector Licensing  
for Secretary for Internal Affairs

THE DEPARTMENT OF INTERNAL AFFAIRS

Te Tari Taiwhenua

