



PO BOX 14164 PANMURE, AUCKLAND 1741, NEW ZEALAND
PHONE: 09 589 3231 FAX: 09 589 3230
www.mwfl.org.nz

1 APPLICATION FOR FUNDS INFORMATION (to be retained by applicant)

Please read this information carefully

Proceeds from gaming machines can only be used for what is termed 'Authorised Purposes' as set down by the Department of Internal Affairs and the Gambling Act 2003. Authorised purposes may include charitable, philanthropic, amateur sporting, arts, cultural activities or something that provides benefit to a significant portion of the community in a non-commercial sense.

The type of charitable organisations that the Foundation envisages assisting could be described as falling within the following descriptions:

- (a) Sporting clubs/teams
- (b) Cultural (e.g. performing arts, historical societies, cultural groups, etc)
- (c) Philanthropic (organisations that are there for the benefit/welfare of the community, e.g. health, foodbanks)
- (d) Educational groups
- (e) Community groups (e.g. scouts, senior citizens, etc, who serve community purposes)
- (f) Other groups that may fulfil qualifying purposes not specifically mentioned in (a) to (e)

2 HOW DO ORGANISATIONS APPLY?

Organisations need to apply on the Foundation application form which is available from the office of the Foundation, Room 701, 58 Waipuna Road, Mt Wellington or from the Landmark Bar & Eatery or the Corner Bar in Panmure.

The form must be filled out in its entirety, including a description of the project in the space provided (not "see attached" or "see enclosed") and the following should be noted:

- (a) Applications must be for an authorised purpose and some common authorised purposes are listed below which pertain to particular organisations:

Playing gear / uniforms
Buildings
Plant and equipment
Education
Training programmes
Trophies

This is not a complete list but covers some of the more common projects that the Foundation is prepared to fund. The Foundation will not normally fund the day to day operating costs of an organisation, nor does it give to individuals for their benefit. Refer to Note 4 overleaf for examples of purposes which are NOT AUTHORISED.

- (b) Further details on the Foundation's granting and administration policies, dates of meetings and other administrative details including this application form are available on the Foundation's website: www.mwfl.org.nz.

- (c) Applications must be future focussed. i.e. The application must be lodged prior to and at least six weeks before the event/project/purchase taking place. Retrospective applications cannot be processed.

- (d) Details of the cost should be spelt out and, for this, quotes need to be obtained from the supplier for what is required. The supplier's costs, supported by quotes, makes it easier for a decision to be made as to the level of funding required. All donations are 'GST exclusive'.

- (e) If the project is going to require additional funding the Foundation will look at whether there is a likelihood of the organisation raising the funding, so some evidence of this would need to be produced if there is a significant shortfall between the amount requested and the total project cost.

- (f) The organisation's representative must sign the application and where applicable, a common seal should be placed in the common seal box. As part of the Foundation's internal audit process you will be required to provide invoices to say that you have spent funding on the purpose that the funding has been granted and using the cheapest quotation provided.

- (g) Attach a deposit slip for your organisation's bank account to the bottom, left-hand corner of the front page of the application form. Please note that pre-printed deposit slips are preferable and the account must be in your organisation's name.

- (h) It is a condition that the proposed allocation is applied for the purpose stated and no other purpose and acceptance of the payment will be deemed to confirm that the allocation has or will be applied accordingly. In the event of non-compliance with this condition, an amount equal to the amount of the allocation is immediately repayable by the recipient organisation.

3 TERMS AND CONDITIONS OF FUNDING:

- Funding must be applied to the purpose stated on the application.
- Any deviations or requests for reallocation of funding or change of supplier of goods and/or services must be made to the Foundation in writing prior to the expenditure being incurred.
- Expenditure of funds must be accounted for by collating and returning receipts and copies of bank statements pertaining to the receipt and expenditure of funds, as soon as practicable after the funds are spent.
- Any unspent funds are returned to the Foundation immediately.
- Failure to return receipts and accountability will result in a request from the Foundation for the return of funding and any future applications being declined.
- Funds cannot be granted for events that have already occurred or for items that have already been purchased.
- No fee or commission payment of any kind can be attached to this application.
- Funding is entirely at the discretion of the Foundation and application does not guarantee funding.
- All items funded must remain the property of the recipient organisation, i.e. sports equipment and uniforms.
- Written notification of outcomes will be sent within five working days of the Board meeting. (Verbal confirmation of funding decisions will not be given).

4 HOW WILL THE ORGANISATION KNOW IF IT IS SUCCESSFUL?

1. The applications are considered by the Mt Wellington Foundation Ltd Board on a regular basis.
2. After consideration by the Board you will be advised whether or not you have been successful and, if successful, the amount that you have been granted.
3. The payment of the grant will be made by direct credit to the bank account nominated on the deposit slip that you have attached to your application.

5 UNAUTHORISED PURPOSES IN RELATION TO GRANT FUNDING:

- Purchase or subsidy of alcohol, food, entertainment or refreshments (Except in certain cases for children or elderly).
- Costs of staging "after match" functions for sporting groups.
- Grants to non-affiliated "social" sports or social clubs.
- Grants to clubs that use a commercial gaming machine site (e.g. a hotel) as a clubroom or sporting venue.
- Cash prizes or large non-cash prizes.
- Commercial tourist promotions.
- A purpose which will result in a commercial gain or profit for an individual or organisation.
- Grants to further the activities of professional sports persons.
- Any individual sports person unless the grant is made to and administered by an incorporated sporting body to which the individual is affiliated.
- Family reunions or group reunions.
- Events or trips which are predominantly social in nature.
- Purchase or subsidy of vehicles intended for purposes associated with social functions.
- Prizes for sporting events except for trophies or modest non-cash prizes for use in genuine community sporting events. (The definition of "modest" will in each case be determined by the size of the event concerned).
- Dress uniforms.
- Donations given to individual events cannot be provided for personal usage. All such provisions must be made available for common usage.
- All grants must be utilised for purposes within New Zealand for New Zealand goods or services. Funds will be made available for travel overseas to the first point of arrival and return to New Zealand. No other costs will be provided for.
- Any retrospective purchase or event.
- Funding of third party donor organisations.

6 GOODS AND SERVICES TAX

An allocation made by the Foundation is made as a donation in accordance with the amount of allocation recommended. No portion is claimed by the Foundation as a deduction for Goods and Services Tax paid. Any GST issues are for the recipient's organisation's care in every respect. Where an organisation is registered for GST the Foundation will make any approved grant request payment excluding GST.



PO BOX 14164, PANMURE, AUCKLAND 1741, NEW ZEALAND
 PHONE: 09 589 3231 FAX: 09 589 3230
 www.mwfl.org.nz

1 DATE OF APPLICATION:

2 NAME OF APPLICANT ORGANISATION (should be same as bank account):

3 ADDRESS OF ORGANISATION (street address and PO Box number):

<input type="text"/>	PO Box:	Phone No.
<input type="text"/>		Fax:
Post Code:		Post Code:
Email: <input type="text"/>		

4 CONTACT PERSON:

<input type="text"/>	
Personal Street Address:	Post Code:
Telephone No: <input type="text"/>	(Day) <input type="text"/> (Night) <input type="text"/>
No. of Organisation Members: <input type="text"/>	Area in which members reside: <input type="text"/>

5 PURPOSE OF ORGANISATION:

AMOUNT APPLIED FOR: \$ TOTAL VALUE OF PROJECT: \$

6 GST: Is your Organisation GST Registered? yes no If yes please supply GST number: GST No.

7 IRD CHARITABLE STATUS: Does your organisation have IRD Charitable Status? yes no
 If yes please supply IRD number and certificate: IRD No.

9 HOW IS BALANCE OF THE PROJECT BEING FINANCED/WHAT OTHER TRUSTS HAVE YOU APPLIED TO?

organisation	\$ requested	result	date of result

10 ESTIMATED COMPLETION DATE:

11 PLEASE ATTACH A COPY OF YOUR RESOLUTION TO APPLY FOR FUNDING. This must be certified as true and correct by your Secretary. eg Committee Minutes.

12 PROJECT FOR WHICH THE FUNDS WILL BE USED: (Your application must be for a specified purpose/project and not for operating costs or individual purposes.) Please provide specific costs and details of the purpose/project for which you require funding: "see attached" is not sufficient - attach more details to this application if required.

13 HOW DOES THE COMMUNITY OR AMATEUR SPORTS BODY BENEFIT?
(NB All donations must benefit the wider community)

14 COST BREAKDOWN: Supplier quotes must be attached. Amounts requested must be exclusive of GST.

Item	Cost	Item	Cost
1	\$	5	\$
2	\$	Total Cost excluding GST	\$
3	\$	GST Amount	\$
4	\$	Total Cost including GST	\$

15 ATTACH A BANK DEPOSIT SLIP IN THE NAME OF YOUR ORGANISATION TO LEFT HAND CORNER OF FRONT PAGE:
Donation grants will be lodged directly into this bank account.

16 CHECK LIST

HAVE YOU REMEMBERED EVERYTHING? Before you send this form, make sure that: (Tick)

1.	The cost of breakdown is completed.	
2.	You have attached two competitive quotations for all goods or services requiring funding. Invitations to events or other supporting material (which must be addressed to the applicant organisation and less than 3 months old).	
3.	The organisation's common seal is affixed (if the organisation is incorporated).	
4.	The application has been signed by the organisation's secretary.	
5.	You have attached a copy of the resolution of your organisation to apply for funding (and that the secretary has certified it as true and correct).	
6.	Pre-printed bank deposit slip or bank account verification in the name of your organisation is attached.	
7.	You have retained a copy of the application for your records.	
8.	You have included confirmation that your team/club/organisation is affiliated to a recognised national organisation (where required).	
9.	Both sides of the attached form are completed.	
10.	'Not authorised' expenditure has not been requested in the application.	
11.	You have completed the GST and IRD section.	

17 AUTHORISATION AND CONSENT AUDIT:

We understand that the funds can only be used for the purposes stated and that any funds not used in this manner will be returned to the Foundation. We agree to provide any information required regarding the grant to the Foundation on request including the provision of receipts or other proof of how the funds were used.

We agree to comply with requests from an officer of the Department of Internal Affairs for additional information in relation to how the monies received by this society from the operation of gaming machines have been spent.

We also agree that an officer of the Department of Internal Affairs may direct an audit or inspection of the books, accounts, or data systems in which the proceeds of the operation of the gaming machines received by this society have been deposited by:

- (i) Chartered Accountant in public practice, or
- (ii) An officer of the Department of Internal Affairs

We agree that the audit or inspection will be carried out in a manner approved by the Department within the time frame specified by the Department.

Attach Common Seal
if incorporated

Signature of Secretary _____ Full Name: _____ Date: _____

Please complete all questions on this form and return to:

DONATIONS
MT WELLINGTON FOUNDATION LTD
PO BOX 14164
PANMURE, AUCKLAND 1741