



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. Around 75% of our grants are for sporting purposes, from school teams and community clubs, through to world-class athletes.

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

Any non-profit group that is incorporated as a charitable organisation, or is an association promoting charitable purposes, can apply to us for funding.

If you believe you meet the criteria for funding, we invite you to consider making an application.

#### How can you get NZCT funding?

We can distribute funds for purposes authorised under the Gambling Act 2003. These 'authorised purposes' include, and are limited to:

- groups promoting amateur sport;
- charitable organisations; and
- cultural or philanthropic activities for the benefit of the New Zealand community.

We don't make grants to individuals but we may make one to an incorporated body that a person belongs to, for that body to administer the grant.

We can consider grants for most costs that are necessary to play a sport, including uniforms, ground maintenance, equipment, first aid kits, coaching, and travel and accommodation costs to attend events in New Zealand.

We will consider grants to cover salaries (excluding CEO salaries) provided they meet authorised purpose criteria and 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.

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

The NZCT Grants Committee  
PO Box 10 857 The Terrace,  
Wellington 6143

#### What are the requirements for NZCT funding requests?

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

The rules of play include:

- 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 received.
- Applications need to be for a specific purpose and must be spent on the purpose/s approved by NZCT. These must be of direct and immediate benefit to the organisation.
- Any uniforms or equipment purchased from grant money will need to remain the property of your organisation.
- All grant money needs to be spent in New Zealand.
- We need copies of receipts and bank statements showing that the grant has been spent on the purpose/s approved, within 90 days of your group receiving the grant.
- You will need to return any unspent grant funds to NZCT.

#### How does the grants process work?

Applications for grants close on the 20th of each month. Provided you have supplied all the information requested on the grant application form and returned all receipts for previous NZCT funding, we should have a response to you by the end of the following month.

- 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 available for public viewing.
- 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.
- Groups can apply as often as they need. However, we strongly encourage you to limit applications to no more than two to three per year.

#### What does NZCT need to support applications? Providing this information is critical to the application process.

If you have received funding from us before, we won't be able to consider funding your organisation again until receipts have been received for previous grants.

In all cases we require:

- An original bank deposit slip or bank statement with your group's name on it. (Not a photocopy.) If your application is successful, we will direct credit funding into your group's bank account.
- Proof that your group supports your request. Your committee or executive needs to pass a resolution to apply for funding. This needs to be certified as true and correct by the group's secretary, on your group's letterhead, and must make specific reference to NZCT, the date the resolution was passed, the amount requested and what the money will be spent on. The completed resolution that you send us needs to include the original signature of the group's secretary (Not a photocopy.)
- Two competitive quotes for each item you have requested the grant for. Quotes must be less than three months old and must clearly show the supplier's contact details. We generally cannot accept internet quotes, unless they are from a recognised and reputable supplier.
- Your consent to be audited. The Department of Internal Affairs has the right to inspect all NZCT records. Grant recipients need to agree to comply with requests from an officer of the DIA or NZCT for an inspection or audit.
- NZCT may at any time request your organisation's latest financial accounts.

Where relevant, we require:

- If you are a sports club you need to belong to a SPARC recognised national or regional body and provide proof of club affiliation.
- If your organisation has IRD charitable status, we need a copy of your IRD charitable letter of confirmation.
- If you are an incorporated society we need a copy of your Certificate of Incorporation.
- If you are applying for \$10,000 or more, we need your latest year end financial accounts (preferably audited.)
- If you are applying for travel and accommodation to attend events, you will need to attach an official itinerary endorsed by the host body and a list of team members.
- If you are applying for \$20,000 or more, we need a list of all grants received over your last financial year and the year to date, showing from whom the grant was received, and the amount and purpose of each.

Sending us these items with your application will help you to get a timely decision. If we need to come back to you for any of these items, it is possible that your request will miss the next grants round, which would delay your application for up to four weeks.

#### GST

A 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.

# Grant Application



## 1 Full name of your organisation

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.

## 3 Please provide your organisation's contact details

P O Box Number

Street Address

Suburb

City / Town

Postcode

Email address

Website

## 4 Main contact person for this grant application

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

First Name

Last Name

Street Address

Suburb

City / Town

Postcode

Daytime Phone Number

Fax Number

Mobile Phone

Email Address

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

Eg. Chairperson, CEO, Treasurer, Secretary, Principal etc.

Name

Position

Name

Position

## 6 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 SPARC 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.

## 7 What is the size of your organisation?

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

## 8 Is your organisation GST registered?

Yes  No  Please tick

A 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? \_\_\_\_\_

## 9 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.

## 10 Is your organisation an Incorporated Society?

Yes  No  Please tick

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

### OFFICE USE

Application number

Grant number

Fin

Bank A/C

C of A

Resolution

2 Quotes

Grants Officer Signature

Net Proceeds  
Committee Signatures:

DATE PAID

ENTERED

CODE

REGION

AMOUNT OF GRANT

# Application Purpose Details

**11 What do you need this funding for?**

Include a brief description of your proposal and the way it will benefit your community.

**12 What is the total cost of this project?**

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

**13 How much are you asking for from NZCT in total?**

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

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

**14 Who do you want the funding for?**

For a team include name and grade details.

**19 Funding request breakdown**

Please complete the table below to show exactly what you want us to fund. You need **two** quotes from different suppliers for each item you want the grant for. 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.

Items	Supplier 1		Supplier 2	
	Name	Amount	Name	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	<b>Total</b>	\$ _____	<b>Total</b>	\$ _____

**15 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?

**16 If the funding is for a specific event or activity, what is the event or activity called?**

**17 When is the event or activity being held?**

Please provide specific dates.

**18 Where is the event or activity being held?**

**20 Have you asked any other organisations for funding for this purpose?**

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

Organisation	\$ Requested	Outcome
_____	_____	_____
_____	_____	_____
_____	_____	_____

**21 What other activities will your organisation be undertaking to fund this project?**

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

**Estimated amount**

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

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

Please attach your original bank deposit slip here

**22 Bank account verification**

We need an original bank deposit slip or bank statement. If your application is successful, we will direct credit the grant funds into your organisation's bank account. Please attach your original pre-printed bank deposit slip to this form. Photocopies can't be accepted.

**23 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
- should be on your organisation's letterhead
- must specifically refer to NZCT – 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 funding is required for

See below for an example of what needs to be provided.

**Resolution to apply for funding**

It was resolved on *(insert date of meeting)* that an application be made to NZCT – NZ Community Trust for *(insert purpose)*. The total amount requested is *(insert requested amount)*.

I certify that the above is a true and correct copy of the resolution of the *(insert name of the committee or executive)* of *(insert organisation's legal name)*.

Signature of Secretary \_\_\_\_\_ Name of Secretary \_\_\_\_\_

Date \_\_\_\_\_

**24 YOUR CONSENT TO BE AUDITED AND DECLARATION IMPORTANT: THIS MUST BE COMPLETED**

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 audit. For larger grants, we may request 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.

We 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.

We also 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.

We 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 time frame specified by the DIA or NZCT.

We confirm that any funds received as a result of this application will be used only for the purpose for which they were approved and that we will send copies of all receipts and return any money we don't spend 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.

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

\_\_\_\_\_  
Signature of authorised signatory

\_\_\_\_\_  
Full name in CAPITALS

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of authorised signatory

\_\_\_\_\_  
Full name in CAPITALS

\_\_\_\_\_  
Date

**25 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.

## 26 Is your application complete?

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

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

Please complete this checklist. Your application will not be considered unless this is completed.

### Please tick

#### FOR ALL APPLICATIONS

I have attached an **original** bank deposit slip of the applicant organisation.

If your application is successful, NZCT will direct credit the grant funds to this account. (Section 22)

#### FOR ALL APPLICATIONS

I have attached **two** competitive quotes for each item funding is requested for. (See section 19 for more details)

#### FOR ALL APPLICATIONS

I have attached a resolution to apply specifically for this funding including the original signature of applicant organisation's secretary. (See section 23 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. (Section 24)

#### FOR SPORTING ORGANISATIONS

I have attached proof that the applicant organisation is affiliated to a SPARC 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 8.)

#### FOR INCORPORATED SOCIETIES

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

#### 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 OVER 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 OVER THE PAST 12 MONTHS

I have provided a list of all grants the applicant organisation has received over 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.)

## 27 Final sign-off

I confirm that to the best of my knowledge this funding application is true, correct and complete.

I confirm that I have attached all the necessary information requested in this application form.

Signature of person completing application

Full name in CAPITALS

Date

## 28 And lastly, 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