

NEW ZEALAND
RACING BOARD



GRANT APPLICATION
FORM

Office Use Only			
	Date Received	Amount Approved	Grant No.
Chairperson signature _____			
Trustee signature _____			
Trustee signature _____	Approved/Declined	Date Approved/Declined	Cheque No.

Before you begin:

Before you get started on your application for funding, please familiarise yourself with the eligibility criteria for our 'Sports' Authorised Purpose Statement (found on last page of this application under Grant Criteria)

1. Your organisation is registered as a New Zealand Charity and/or is registered as an Incorporated Society or as another legal entity
2. In the case of a club or organisation referred to in paragraph 1 of the 'Sports' Authorised Purpose its membership is open to the members of the public (as such this makes Schools ineligible);
3. In the case of an organisation referred to in paragraphs 2 to 4 of the 'Sports' Authorised Purpose its facilities or services benefit persons who are members of the public or who are members of clubs or organisations which are open to members of the public;
4. In the case of a club or organisation referred to in paragraphs 1, 2 or 4 of the 'Sports' Authorised Purpose it is directly or indirectly affiliated with a sports organisation referred to on the Sport New Zealand website;
5. For all categories the relevant sport has standards and/or rules which have been established by a national body or an international body and which are applicable to those who participate in the sport in New Zealand; and
6. For all categories there are significant New Zealand regional and/or national competitions for the relevant sport
7. Any costs applied for must be for a specific purpose
8. Any costs applied for must exclude GST
10. Any costs applied for must not be retrospective. Dates for Net Proceeds Committee meetings can be found on the New Zealand Racing Board website. Please ensure you submit applications ahead of time
11. If your organisation is a National Sporting Organisation it may affect your eligibility. Please contact the Gaming Team to discuss further. Contact details given at bottom of page
12. If you have applied for the same purpose elsewhere, please ensure that you outline this in the applicable fields on this form
13. If you are a Key Person at any New Zealand Racing Board venue you must not submit this grant application or help any other person in submitting a grant application.

If you are unsure of your eligibility, please call the Gaming Team at the NZ Racing Board to discuss your eligibility for funding on 04 576 6999, or visit our website at www.nzracingboard.co.nz

Organisation details

Please fill out all sections

Full name of your organisation:

This should be the legal name that your organisation is incorporated under

Type of organisation (this excludes Schools):

(E.g. Sports Club, Regional Body, National Body or Facilitator)

Sports Type:

Affiliated organisation:

(e.g. Cricket, Hockey, Netball, etc)

Date Founded: ___ / ___ / ___ Number of Members: _____ Annual Subs: \$
(per person)

Is your organisation GST registered? Yes No GST No.

If yes, please ensure that your grant request is for the GST exclusive amount

What is your organisation's Incorporated Society/Charities Services number?

Incorporated Society No. _____ Charities Services No. _____

If you are not registered as an Incorporated Society or with the Charities Services, you are ineligible for funding from the New Zealand Racing Board.

Contact Details

Physical Address (post-code must be included)

Street _____

Suburb _____ City _____

Postcode _____ Region _____

Postal Address (post-code must be included) Same as above

Street _____

Suburb _____ City _____

Postcode _____ Local Council _____

Contact Person

Name: Mr/Mrs/Miss/Ms _____

Phone (Work) _____ Phone (Home) _____

Phone (Mobile) _____ Website _____

Email _____ Job Position _____

President/Chairperson/Senior Person Details (Required and must be different from primary contact person)

Name: Mr/Mrs/Miss/Ms _____

Phone _____ Email _____

Request Details

Outline the reason for your grant and how your organisation will benefit from it:

Funding Details

Are the costs applied for time-critical? (e.g. tournament costs, flights, grounds rental etc.)

Yes No

If YES, when is funding due? / /

E.g. the date a tournament starts, the date flight deposits are due etc.

If your application is time critical please check the www.nzracingboard.co.nz for the dates of the next Net Proceeds Committee meeting to ensure your grant will be processed in time

How much are you applying to the New Zealand Racing Board for? \$ _____

How much is the total cost of your project? \$ _____

If you are applying for LESS than the total cost of your project, please outline how you will raise the remainder of the funds (e.g. existing club funds, fund raising, player levies etc.):

If applying for travel, list how many people will be travelling (a full list of travellers names must be included in application)

Players/Competitors _____ Support Personnel (Coaches, Managers etc.) _____

Cost Breakdown

Please include all costs which you are applying for. You will need two quotes for all items applied for. If you are unable to do this, please provide a covering letter explaining why you can only source one quote.

Quotes must be less than 3 months old, be addressed to the applicant, and include full supplier details (name, address, telephone, GST status) and be on supplier letterhead. New Zealand Racing Board Grants do not include GST.

Item	Preferred Quote (excluding GST)
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Have you applied elsewhere for the same purpose? Yes No (If yes, please supply details below)

Organisation	Amount	Date	Outcome
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Organisation Declaration

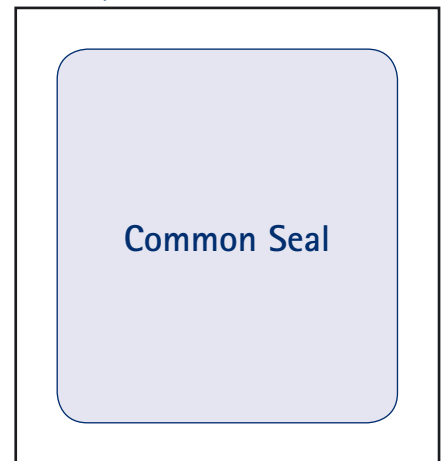
We, the undersigned, hereby declare that:

1. The information provided in this application form is true and correct to the best of our knowledge.
2. We have the authority to make this application of behalf of the applicant (if the applicant is not a natural person).
3. This application has not been completed by a person who has any management or ownership interest in a New Zealand Racing Board venue that hosts gaming machines ("a gaming machine key person").
4. When any grant money is obtained the persons who decide how that money is spent will not be New Zealand Racing Board gaming machine venue key persons.
5. When any grant money is obtained a check will be undertaken and no payment will be made from grant money to any New Zealand Racing Board gaming machine venue key person for any goods or service.

All of the information presented in this application – relating to the organisation I represent and to the specific proposal/project for which grant funds are requested – is true.

This application includes complete information relating to other sources of funding that my organisation has received, been pledged, applied for, or intends for future application, for this and other organisational projects. All prices and quotes included in this application represent the actual costs that will be incurred by my organisation. I have read and understand the Condition for Allocation of Funds and Audit and Inspection requirements. My organisation hereby agrees to participate in an inspection, to provide further information if requested, and/or audit by the Department of Internal Affairs or New Zealand Racing Board (or its Agent) if so requested.

Please provide Common Seal if available



Signature One

Dated this _____ day of _____ in this year _____

Signature of Executive Member _____

Full name _____ Position _____

Signature Two

Dated this _____ day of _____ in this year _____

Signature of Executive Member _____

Full name _____ Position _____

Final Details

Please complete this checklist before you finish your grant application to make sure that you have included everything that you need to include.

	Yes	No	N/A
Have you included two competitive quotes for all purposes applied for <small>If NO, please explain why you only have one quote on a separate cover letter. Quotes must be less than 3 months old, be addressed to the applicant, and include full supplier details (name, address, telephone, GST status) and be on supplier letterhead.</small>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you intend to spend funding within 90 days of grant approval <small>If NO, please provide details of when you intend to spend the grant.</small>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you supplied executive/committee meeting minutes, including:			
Full names of all committee members	<input type="checkbox"/>	<input type="checkbox"/>	
A resolution to apply for funding from the New Zealand Racing Board for the purpose which your organisation is applying for funding	<input type="checkbox"/>	<input type="checkbox"/>	
Minutes are certified as true and correct and signed by the Secretary/Chairperson and other executive member	<input type="checkbox"/>	<input type="checkbox"/>	
Minutes are on club letterhead	<input type="checkbox"/>	<input type="checkbox"/>	
Have you attached:			
A certificate for Charities Services/Incorporated Society registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of affiliation to a National/Regional Body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Copy of your organisation's rules/constitution	<input type="checkbox"/>	<input type="checkbox"/>	
The latest audited edition of financial statements	<input type="checkbox"/>	<input type="checkbox"/>	
Organisation information	<input type="checkbox"/>	<input type="checkbox"/>	
Your project proposal (construction projects, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
For travel funding, have you included:			
Proof/itinerary/programme and date(s) of event(s) for which funding is sought	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Names and roles of individuals in the organisation who will be traveling (if available at time of applying)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank details supplied are:			
A pre-printed deposit slip or bank account details verified by the bank	<input type="checkbox"/>	<input type="checkbox"/>	
Has this application been signed and dated by two authorised persons	<input type="checkbox"/>	<input type="checkbox"/>	
Does your organisation operate gaming machines	<input type="checkbox"/>	<input type="checkbox"/>	
Have you read and fully understood the terms and conditions of funding	<input type="checkbox"/>	<input type="checkbox"/>	
Have you included all details requested	<input type="checkbox"/>	<input type="checkbox"/>	

Attach pre-printed bank deposit slip here

Account name MUST match organisation's name

Condition 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 the one for which a quote has been provided without prior written approval of the New Zealand Racing Board. Acceptance of payment will be deemed to confirm that the grant allocation has or will be supplied accordingly.
2. The allocation is made as a grant, on the condition that no procurement 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 the New Zealand Racing Board.
4. All New Zealand Racing Board Gaming grants are made as unconditional gifts and are provided without GST content – regardless of whether the recipient is registered for GST. No portion is claimed by the New Zealand Racing Board as a deduction for Goods and Services Tax paid.
5. New Zealand Racing Board require that an Accountability Report of the expenditure of grant funds be completed and returned to the New Zealand Racing Board once the funds have been spent by the recipient organisation.
6. Any uniforms or equipment purchased with grant money will need to remain the property of the organisation.

Audit and Inspection

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

Grant Criteria

In conjunction with the Eligibility and Prioritisation Policy, the New Zealand Racing Board's 'Sports' Authorised Purposes statement provides that the New Zealand Racing Board may distribute net proceeds to the following authorised purpose:

To encourage active participation in New Zealand amateur sports (being sports listed on the Sport New Zealand website) by assisting the following categories of bona fide New Zealand clubs and organisations that meet the New Zealand Racing Board's eligibility requirements:

1. individual amateur sports clubs or similar organisations at a local or regional level whose members participate in amateur sport;
2. regional or national amateur sports organisations to which individual amateur local sports clubs or similar organisations are affiliated or otherwise formally aligned;

3. local, regional or national organisations which facilitate the active participation in New Zealand amateur sports through the provision of, for example, sports facilities, sports tuition or match or competition refereeing or umpiring
4. other regional or national organisations which facilitate the active participation in New Zealand amateur sports by providing general co-ordination and oversight of, or other assistance to, one or more sports and/or all clubs or organisations participating in one or more sports.

Such assistance to amateur sports clubs and organisations may be provided to a club or organisation for an individual team or teams or for more general purposes and may take the form of the funding of all or part of the actual and reasonable cost of items such as (but not limited to) sports equipment, playing uniforms, refereeing/umpiring uniforms and ground hire and all or part of the actual and reasonable expenses of individual teams participating in tournaments with kindred groups.

The following are examples of purposes that are deemed unauthorised for grant consideration. For more detailed information, please contact the New Zealand Racing Board directly.

- Dress uniforms, footwear, training uniforms and personal gear bags;
- Facilities that are run for commercial profit, such as 10-pin bowling centres, billiard parlours, clubs with closed memberships etc.;
- Any individual, any professional sports team(s) or any professional sports person(s);
- Grounds and facilities, where the grounds or facilities are used primarily for professional sport;
- Any food or catering expenses and bar related expenses (club rooms);
- The purchase of alcohol, payment of bar staff or maintenance and provision of bar facilities;
- The payment of money (including prizes) to any individual for personal gain – such as cash prizes or large non-cash prizes;
- Trade tournaments or sporting events staged primarily for the commercial publicity and/or the benefit of a select industry group;
- Privately owned organisations or ventures for personal gain;
- Petrol or petrol vouchers;
- Grants to non-affiliated or social sports clubs or teams, including those playing in corporate leagues;
- Trips for supporters and/or spectators;
- Laundry costs, commercial gym fees or major medical costs

In addition, the New Zealand Racing Board will not make grants:

- For Wages and Salaries;
- In connection with any league or tournament on which the New Zealand Racing Board offers sports betting;
- To most National Sporting Organisations (NSOs) within the meaning of section 55 of the Racing Act 2003 that the New Zealand Racing Board has a contract in place with. If you are an NSO applying for funding, please contact us directly first.

Only original application forms are accepted.

Please forward directly to:
Gaming Team, New Zealand Racing Board, PO Box 38899,
Wellington Mail Centre, Lower Hutt 5045
Phone: 04 576 6999 Web: www.nzracingboard.co.nz

