

Grant No

Date Rcd

## *Huckleberry's Sports and Charitable Society Incorporated*

# Application for Funds

<b>Applicant details</b>			
Name of Applicant Organisation			
Type of Organisation / Activity		No. of members	
Postal address (for correspondence)			Postcode
Physical address of your clubroom, office, etc			
Telephone	Email		
Contact name for application			
Contact persons details	Position in organisation		
	Tel (Day)	Mobile	
	Tel (A/H)	Fax	
	Email		
Is the applicant organisation GST registered?	Yes / No If yes, what is the GST number?		
<b>Grant details (continued overleaf)</b>			
<b>Purpose</b>			
Outline the reason for the application and what the grant will be used for and include relevant dates. Please be specific.			
PO Box 239, Turangi 3353 info@huckleberrys.org.nz www.huckleberrys.org.nz	Please forward this form and all supporting information to:  <b>Huckleberry's Sports and Charitable Society Inc.</b> <b>PO Box 239</b> <b>Turangi 3353</b>		



## Attach pre-printed bank deposit slip here

### Consent to Audit & Authorisation for Application

We understand that the funds can only be used for the purpose/s stated and that any funds not used in this manner will be returned to the Society.

We agree to provide any information required regarding this grant to the Society on request, including the provision of an Accountability Report, invoices and receipts or other proof of how the funds were used. (See further notes on Conditions on page 4).

We agree to comply with a request from the Society or an officer of the Department of Internal Affairs for any information relating to the receipt and use of funds granted.

We agree that the Society or an officer of the Department of Internal Affairs may direct an audit or inspection of the books, accounts, or data systems in which the funds have been deposited.

We agree that any audit or inspection will be carried out in a manner approved by the Society or the Department, within the timeframe specified by the Society or the Department.

We agree that we shall pay for the cost of any such audit or inspection, which may be conducted by a Chartered Accountant in public practice or a person appointed by the Department of Internal Affairs.

#### Signature one

I hereby declare that:

- All the information provided and contained in this application is true and correct.
- I have the authority to make the application on behalf of the Applicant Organisation.
- The Applicant Organisation agrees to be bound by this application and to the Terms and Conditions set out in this application.

Dated this .....day of ..... in this year .....

Signature of Secretary / Chairperson or other Executive member .....

Full name ..... Position .....

#### Signature two

I hereby declare that:

- All the information provided and contained in this application is true and correct.
- I have the authority to make the application on behalf of the Applicant Organisation.
- The Applicant Organisation agrees to be bound by this application and to the Terms and Conditions set out in this application.

Dated this .....day of ..... in this year .....

Signature of Secretary / Chairperson or other Executive member .....

Full name ..... Position .....

#### Please note

This application must reach Huckleberry's Sports and Charitable Society Inc. no later than four weeks prior to any event or purchase, for which the funds are required. **Not to be forwarded to the Society through or by the Venue Operator.**

## Terms and Conditions

*Please read all information carefully and send completed document together with attachments directly to Huckleberry's Sports and Charitable Society Incorporated.*

### Use of gaming machines proceeds

Proceeds from Gaming Machines can only be utilised for the **authorised purpose(s)** approved by the Department of Internal Affairs and shown on the Licence of the Society and each Site Approval.

An **authorised purpose** as defined in the Gambling Act 2003 means (i) a charitable purpose, (ii) a non-commercial purpose that is beneficial to the whole or a section of the community.

#### They are as follows :

- Donations to amateur sports teams and clubs in the local area, competing in recognised leagues and tournaments and which are formally established and/or legally constituted. Grants issued for actual and reasonable travel expenses for groups participating in tournaments with kindred groups, sports equipment, playing uniforms and ground hire. No grant will be issued to any player or team competing on a professional basis.
- Donations to recognised charitable and cultural organisations within the local community to further objectives of these groups.
- Donations for educational advancement through grants to schools or other educational institutes for equipment or the development of better student amenities not covered by government funding. The establishment of student scholarships, bursaries or grants to assist individual students in their general education advancement or for the furthering of academic specialisation, provided such students are selected in a fair and open manner after public advertising.
- No grant shall be issued to any party which will result in commercial advantage, either directly or indirectly, to member sites of Huckleberry's Sports and Charitable Society Incorporated.

#### Grant eligibility criteria

1. All applicant organisations must be based in the local geographical area (Turangi).
2. Is an incorporated society, a formally constituted organisation, charitable body recognised by the IRD and/or the Charities Commission, registered or formally constituted sports club or is affiliated to a national body, or is recognised as an educational institution such as a kindergarten, primary school or Kohanga Reo.
3. Where the society obtains information that an applicant has received funding from another source for the same purpose, the society must require the applicant to repay any portion of the funding that exceeds the total amount required for the stated purpose.
4. All the information listed under the checklist section on page 2 must be provided for the application to be considered.

#### Applications may be declined for the following reasons.

1. Funds cannot be granted for events that have already occurred or for items that have already been purchased at the date of the Society meeting having taken place
2. There are insufficient funds available at that time.
3. The applicant group has or would receive more than 20% of authorised purpose funds generated by the venue for that financial year.
4. Funds will not be granted where the purpose is for payment of wages or salaries to persons or to provide or purchase food.
5. Funds will not be granted if the applicant group has not yet provided evidence of spending from a previous grant. The requirements are listed in the formal letter sent to applicants when notified of the success of their application.

All declined applications are held by HSCS for administrative and auditing purposes and the applicants are informed of the decision as soon as is practicable.

#### Conditions of allocation of funds

**All successful applicants are required to supply HSCS with copies of receipts and an Accountability Report** for the expenditure of the funds they have received for authorised purposes. Any unused portion of those funds must be returned directly to HSCS within **six** months of receiving them.

It is a condition that the proposed grant allocation will be applied for the purpose stated and for no other purpose and that acceptance of the payment will be deemed to confirm that the allocation has or will be applied accordingly. The allocation is made as a donation being an unconditional gift from Society funds and 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.

**In the event of non-compliance with any of these conditions an amount equal to the amount of the grant is immediately repayable by the recipient to the Society.**

#### For Society use only

Approved or Declined		<b>Signatories</b> Chairperson .....
Amount approved	\$	
Date of approval		
Direct debit or Chq number		
Date paid		
Grant number		
		Third Committee Member .....