

GRANT APPLICATION REQUEST FORM
Cut off: 5pm, 10th of each month

Important Information - Please Read Carefully

- Organisations need to apply on the Four Winds Foundation application form which can be obtained from any of our venues or downloaded from our website www.fourwindsfoundation.co.nz
- The form must be filled out in its entirety, including a description of the purpose in the space provided (not "see attached" or "see enclosed") and the following should be noted:
 - Applications must be for an authorised purpose as previously detailed. The Foundation does not give to individuals for their benefit
 - Applications must be future focused ie the application must be lodged and considered by the Foundation prior to the event/project/purchase taking place. *(Retrospective applications cannot be processed)*
 - Details of the cost should be clear and, for this, quotes need to be obtained from the supplier for what is required.
 - Two representatives from the organisation 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 asked to provide invoices to say you have spent the funding on the purpose for which it was applied.
 - 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, any amount equal to the amount of the allocation is immediately repayable by the recipient organisation.
- Any deviations or requests for reallocation of funding or change of supplier goods and/or services must be made to the Foundation in writing.
- 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 with accordance with the Consent to Audit.
- Any unspent funds are to be returned to the Foundation immediately.
- Failure to return receipts and accountability can result in a request from the Foundation for the return in funding and any future applications being declined.
- Funds cannot be granted for events that have already occurred or for items already purchased.
- 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 organisations, ie sports equipment and uniforms.
- Any Four Winds Foundation grant is classed as a donation. If you are GST registered any Four Winds Foundation grant you receive will exclude GST if you are not GST registered, any grant we make will include GST.

What Happens to My Application?

- All complete applications are considered by the Four Winds Foundation Board on a monthly basis. The cut off date is the 10th of the month for that that month's consideration.
- 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.
- 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.
- Written notification of results will be sent out at the end of the month in which the application was considered. (Verbal confirmation of funding decisions will be discretionary).

Name of Organisation *(should be the same as your Bank Account)*

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Name of recognised regional or National body to which you are affiliated

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Address of Organisation

Mailing: Street:

 Post Code..... Post Code.....
 Website: Email:

Contact Person

Name: Position.....
 Address: Post Code:
 Email: Home Phone:
 Mobile: Work Phone:

Purpose for which the funds will be used

.....

Total amount required: *(please tick)* **Total applied for:**

Is your organisation GST registered? Yes No If yes supply GST number:

Does your organisation have IRD Charitable status? Yes No If yes supply number:

Have you applied elsewhere for funding for this purpose? Yes No If yes please list details below

Applied to:..... Applied to:.....
 Amount: \$ Amount: \$

FOR OFFICE USE ONLY	
Amount Approved:	Date Received 1:
Amount Declined:	Date Received 2:
Date Approved:	Application Number:
Payment Details:	Administrator:
Date Paid:	Approved by:

GRANT APPLICATION REQUEST FORM

Cost Breakdown *(Two supplier quotes must be attached. Email and website quotes are not acceptable)*

Item	Cost	Item	Cost
		Total Cost	Exc GST
			GST
			TOTAL

Bank Deposit Slip

Grant payments will be lodged directly into this bank account. Please note that the account must be in your organisation's name and, if the slip is pre-printed, it must be stamped by the bank.

Affix deposit slip/stamp here

Declaration *(Authorisation and Consent to Audit - Please read carefully)*

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 Four Winds Foundation. We agree to provide any information required regarding the grant to the Foundation on request including 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 has 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. Such an audit will be carried out in a manner approved by the Department within the time frame specified by the Department. We require your assurance that:

- No individual providing services to you, for which funding from us is sought, is a member of your society, or is associated with a member of your society; and
- No shareholder or director or employee of any corporate service supplier, for which funding is sought from us, is a member of your society or is associated with a member of your society.

This is to avoid conflicts of interests and comply with our obligations imposed by the Gambling legislation and the Department of Internal Affairs who administer it. If there is any possibility that any of your members could benefit directly from this grant we require you to disclose that to us so we can consider, whether or not it affects our ability to approve your application.

Signatures *(Important - 2 organisation representatives must sign.)*

- The information provided in the application is true and correct to the best of our knowledge;
- We have the authority to make the application on behalf of our group;
- No person who is deemed to be a key person (a key person is anyone who has an interest in the management, ownership or operation of a Class 4 Venue) under the 2003 Gambling Act in any Four Winds Foundation venue has been directly associated with, or otherwise party to this application.

Name
Position

Name
Position

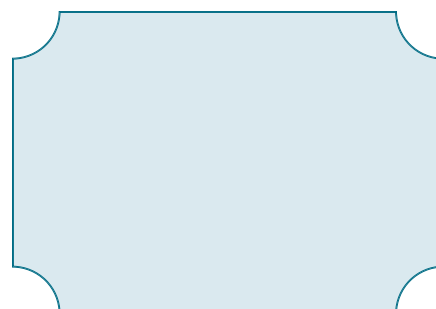
Signature.....Date..... Signature..... Date.....

Checklist *(Before you send this form, make sure the following is complete.)*

- Cost breakdown completed in full detail
- Two quotations are attached - or written explanation if only one is available
- Applicant organisation's common seal is affixed *(If applicable)*
- Signed copy of Committee resolution is attached, this must list current members and members attending meeting.
- Two representatives have signed the application
- Pre printed bank deposit slip or original bank statement is attached
- Certificate of Incorporation is attached *(If applicable)*
- Confirmation of affiliation to recognised National organisation *(if applicable)*
- Latest signed financial accounts are attached
- IRD & GST sections are completed in full
- Please ensure you have completed this form in full and have kept a copy of this application for your records.**

Common Seal

(please stamp)



Available funds shall be distributed for the following purposes

Authorised Purpose:

- Any non-commercial purpose that is beneficial to the whole or a section of the community
- Promoting, controlling and conducting race meetings under the Racing Act 2003, including the payment of stakes.
- Any purpose that is charitable in New Zealand.
- Any other purpose added to the Gambling Act 2003 or its replacement legislation as an authorised purpose for class 4 net proceeds
- The provision of facilities for community recreation purposes, in the interests of social welfare.
- The promotion and support of amateur sport and recreational facilities, pursuits and activities where health (physical and mental) and/or education and/or other community benefits are promoted through such activities on a not-for-profit amateur basis.
- Any sports team, club or community organisation which are an incorporated society or affiliated to a recognised or National body.

Available funds shall NOT be distributed for the following purposes

Unauthorised Purposes - Including But Not Limited To The Following

- Purchase or subsidy of alcohol, food, entertainment or refreshments
- Cost of staging "after match" functions for sporting clubs. Grant to non-affiliated "social" sports or social clubs.
- Cash prizes or large non-cash prizes.
- A purpose which will result in a commercial gain 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 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 sporting events.
(The definition of modest will be, in each case, determined by the size of the event concerned).
- 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 and services. No other costs will be provided for.
- Any retrospective purchase or event.
- Funding for third party donor organisations.