

APPLICATION FOR FUNDING



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WHAT IS THE UPPER HUTT COSSIE CLUB?

The Upper Hutt Cosmopolitan Club is an Incorporated Society that provides a range of amenities for its members. The Upper Hutt Cosmopolitan Club is licensed by the Department of Internal Affairs to operate gaming machines. Grants from the proceeds of the gaming machines can only be approved if:

- Funds are available;
- Funds are to be used for an *authorised purpose*; and
- All Department of Internal Affairs requirements are met.

WHAT CAN THE FUNDS BE USED FOR?

Gaming machine funds can only be used for an *authorised purpose*. Generally this means a charitable or sporting purpose that will benefit a section of the community in a non-commercial sense and the applicant group is based in the Upper Hutt Region.

WHAT CAN'T THE FUNDS BE USED FOR?

The Department of Internal Affairs has provided the following examples of non-*authorised* purposes in terms of the Gaming and Lotteries Act 1977:

Department of Internal Affairs considers the following to be examples of purposes <u>which would not be valid</u>	Department of Internal Affairs considers the following to be examples of purposes <u>which in many cases are unlikely to be valid</u>
<ul style="list-style-type: none"> • Purchase or subsidy of alcohol, including the provision of inventory for a club or the like., • Stake money for any type of race; • Payment of legal expenses by a site operator., • Construction or alteration work to bar areas of gaming machine site (other than allowable gaming machine installation expenses); • Maintenance or provision of bar facilities; • Funding for advertising or marketing schemes for operator sites; • Costs associated with staging 'after match' functions for sporting groups. 	<ul style="list-style-type: none"> ▪ A purpose which will result in a clear commercial gain (i.e. more than incidental) for any individual or organisation; ▪ Grants to further the activities of professional sportspersons (except where such a grant is made for any coaching, training or development purpose for amateur sport or community organisation); ▪ A grant to any individual sports person unless it is made to, and administered by, an incorporated sporting body to which the individual is affiliated; ▪ Lobbying groups other than for party political purposes or purposes that benefit the community; ▪ Family reunions; ▪ Events or trips which are predominantly social in nature; ▪ Purchase or subsidy of vehicles for purposes associated with social functions; ▪ Prizes for sporting events (except trophies, or modest non-cash prizes for use in genuine community sporting events – 'modest' will be determined by the size of the event concerned).

SPORTING EVENTS OR TOURNAMENTS

NZ travel and accommodation costs (**not including any food or alcohol costs**) can be approved provided an 'official' itinerary endorsed by the host body is supplied along with an itemised breakdown of the quoted costs.

The participating club/organisation must be taking part in a bona fide event sanctioned by a recognised legitimate national or regional body. Inter hotel or Interclub darts/pool/fishing/bowls or other like tournaments are not eligible for gaming machine grants unless they are a sanctioned Clubs New Zealand event.



GRANTS MUST BE USED FOR PURPOSES WITHIN NEW ZEALAND

To meet Department of Internal Affairs requirements all amounts must be utilised for purposes within New Zealand. Air fares and expenses paid or incurred in New Zealand or overseas for travel or as part of an overseas trip are not regarded as being utilised within New Zealand.

RETROSPECTIVE GRANT PAYMENTS

Under the conditions attached to the licence issued to the Upper Hutt Cosmopolitan Club Incorporated by the Department of Internal Affairs, the Upper Hutt Cossie Club is unable to approve payment for any grant application that relates to an expense that has already been incurred and/or paid by the applicant organisation. Grant applications can only be made on the basis of official quotes from an intended supplier of the goods and services.

FUNDS AVAILABLE FOR DISTRIBUTION

In some circumstances the Upper Hutt Cosmopolitan Club Incorporated may not be able to fund the total amount requested due to heavy demands and budgetary constraints on funds available. In these cases the Upper Hutt Cosmopolitan Club Incorporated may make a contribution toward the total, or may indicate which of the purposes applied for are to be met by the grant.

Terms and Conditions of Grant Allocation

NO COMMERCIAL GAIN OR FINANCIAL ATTACHMENTS SHALL APPLY TO THIS APPLICATION

It is a condition that the proposed allocation will be applied to the purpose stated and 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 the Upper Hutt Cosmopolitan Club Inc. and on the condition that no procurator fee, commission and/or discount has or will be paid to any person or organisation and that no identifiable direct benefit arise or may arise in the form of supply of goods or services to any member or staff at the Upper Hutt Cosmopolitan Club Inc. as a result of the payment being made. In the event of non-compliance of any of these conditions an equal amount to the amount of the allocation is immediately repayable by the applicant organisation to the Upper Hutt Cosmopolitan Club Inc.

PRIVACY ACT

Licence conditions imposed by the Department of Internal Affairs requires various information to be publicised, and signatory parties to this application for an allocation of a grant acknowledge this and waive any Privacy Act provisions as to disclosure of any information contained therein.

CONSENT TO AUDIT

The Department of Internal Affairs may require further information concerning any grant to confirm it has been received in full and spent on the purpose(s) stated. The applicant organisation making this application for a grant accepts as a condition of receipt of the grant, that it will be liable for any cost associated with such Department of Internal Affairs commissioned audit and/or inspection and the audit may be conducted in the manner and within the timeframe as specified by the Department of Internal Affairs.

The audit and/or inspection may be conducted by:

- a. A Chartered Accountant in public practice; or
- b. An officer of the Department of Internal Affairs.

The Upper Hutt Cosmopolitan Club Inc. may also request from the applicant organisation such records it considers appropriate to confirm that the grant has been used for the intended purpose.

GUIDE ONLY

The information contained in this application form is intended as a guide only. The Upper Hutt Cosmopolitan Club Incorporated will treat each application on its respective merits. Completion of the application form does not constitute approval of the request or if approved, that further payments to the same applicant or for the same purpose will be approved.

GST

Donations/Grants are provided exempt of GST. Therefore applications should not contain any GST component.

REFUND OF UNUSED PORTION OF GRANT

It is a requirement that if, for any reason the approved funds are not used in their entirety for the Authorised Purpose for which they were given, the unused portion is to be refunded to the Upper Hutt Cosmopolitan Club Inc. at the time that the Proof of Purchase is supplied.

For UHCC use only:

Date received .../.../...

Approved/Declined

Date Processed .../.../...



Application for a Gaming Machine Grant

Contact Details:

Name of Applicant Organisation:

Organisation's Postal Address:

.....POSTCODE

Contact Person:

Daytime contact ph no: Evening ph no:

Type of Organisation: (please tick one)

- Sporting No of Members
- Cultural No of Members
- Charitable
- School/Early Education
- Community Support
- Other (please specify)

Purpose: What is the grant to be used for? (Please be specific & use a separate page if necessary)

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Total amount requested EXCL GST: (Words and figures) \$.....

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Cost Breakdown: Please supply a cost breakdown. You must also supply formal quotes that detail the breakdown of the goods and services to be purchased from suppliers. Staple cost breakdown to this application.

Other Funding: Has the applicant organisation applied for funds for the same purpose from any other source? YES/NO

If yes, please supply full details, using a separate sheet if necessary

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Resolution: Attach a copy of your organisation's (the applicant society) resolution for funding to this form. This must be certified as true and correct by the Secretary of your organisation, should be typed (not handwritten), and where possible, should be on the applicant's letterhead (please see sample overleaf).

Bank Details: Please attach your organisation's printed bank deposit or slip bank stamped account details or top part of bank statement showing full bank account name and number

- Funding Area:** To assist the Upper Hutt Cosmopolitan Club Incorporated to return funds to the area in which they were raised, please indicate where your organisation is **based**.

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Declaration:

I, (*) have read and agree to the terms and conditions of this application and the consent for audit as detailed in the information attached to this application form.

(* Name of Secretary of applicant organisation)

I confirm that any funds granted by the Upper Hutt Cosmopolitan Club Incorporated will be used only for the purposes outlined in this application.

Signature: Date.....

Once all sections of the application form have been completed, return to:

The Grants Committee
Upper Hutt Cosmopolitan Club (Inc)
P.O. Box 40197
UPPER HUTT 5140

EXAMPLE: Resolution to apply for funding – EXAMPLE

It was resolved that a request be made to the Upper Hutt Cosmopolitan Club (Inc) for funding for (purpose) for the amount of (amount).

I certify that the above is a true and correct copy of a resolution of (state committee or executive) of (state name of society/applicant organisation) dated (state date).

Signed:

Name of Secretary:

Date:

APPLICANT CHECKLIST

- All sections complete?
- Bank deposit slip attached?
- Resolution included?
- Current quotes attached?
- Any additional supporting information included?



PROOF OF PURCHASE RETURN SUMMARY

This form is to be filled in and returned with relevant paperwork within 3 months of date of Donation.

Name of Group

Name of Contact Person

Daytime Contact Phone Number

Amount of Approved Donation \$

Date funds were received in your bank account. / /

Have you attached?

- 1 Copy of GST Invoice/s as relating to your original application?
- 2 Copy of the Bank Statement showing the donation amount being received into the bank account
- 3 Copy of the Bank Statement/s clearly identifying the payment of the attached invoice/s

Return of Unused Funds Procedure

Please contact the Clubs Administration Manager in the first instance should you find that do not use all of the funds for the specific authorised purpose as outlined in your original application. It is a condition of the approved donation that those funds are to be refunded to the Upper Hutt Cosmopolitan Club Incorporated.

Email admin@cossieclubs.org.nz

Ph 04 529 0009