

GRASSROOTS TRUST USE ONLY	Application Number:
Date Received:	Amount Approved:
Meeting Date:	Approved / Declined
	Date Paid by Direct Credit:

1. Organisation Name (This must match your Incorporated Society or Charities Certificate)

2. Organisation's Address Details

Physical Street Address		Postal Address	
Suburb		Suburb	
City	Postcode	City	Postcode
		Organisation Website	

3. Name your nearest Grassroots Trust Cental Gaming Venue:

4. Contact Details

Name (Primary Contact)	Position
Daytime Phone Number	Mobile Phone Number
Email (must be provided - must be ledgible)	
Name (Secondary Contact)	Position
Daytime Phone Number	Mobile Phone Number
Email (must be provided - must be ledgible)	

5. Are you a Professional Applicant who is being remunerated by the Applying Organisation to prepare this application on their behalf?

Please note: should this application be successful, no portion of the grant can be used to pay any party for assisting in making this application or completing the accountability report.

Yes No

6. Is your Organisation Not for Profit? Yes No

7. NZBN Number:

8. Is your Organisation a School? Yes No

8a. Decile Number

9. Is your Organisation GST Registered? Yes No

9a. GST Number

10. Is your Organisation a Registered Charity? Yes No

10a. Charities Number CC

11. Is your Organisation an Incorporated Society? Yes No

11a. Incorporated Societies Number

12. Is your Organisation affiliated to a Regional or National Body? Yes No

12a. Name of Regional/National Body

13. How many people will benefit from this grant?

14. Grant Purpose (This section MUST be completed "Refer attached" is not acceptable)

Please specify what you are applying for

 Specify event date (if applicable)

14a. If you are applying for salaries/wages, have you applied for and received the Government Wage Subsidy for the same role and timeframe?

Yes No NA

15. Cost breakdown (Two competitive quotes must be attached for each item. If only one can be obtained, an explanation must be provided).

Project /Activity Cost Grid

Preferred Supplier	Item Description	Preferred Quote Amount	Competitive Quote Amount
<i>The Uniform Shoppe</i>	<i>30 x Uniform Shirts</i>	<i>\$ 800.00</i>	<i>\$ 1,200.00</i>
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

Salary /Wage Cost Grid

Name of Employee and Role within the Organisation	Timeframe	Annual Salary Amount	Total Requested Amount
<i>E.g. Joe Bloggs, Grants Administrator</i>	<i>1 Jan - 31 Mar 2020</i>	<i>\$ 50,000.00</i>	<i>\$ 3,000.00</i>
		\$	\$
		\$	\$
		\$	\$

If your Organisation is GST registered you can only apply for the GST exclusive amount

Total Project Cost \$ Total Amount Requested \$

16. Have you applied for grants from other organisations for the exact same purpose and/or timeframe? If yes, please outline who you applied to, how much for, and the status of the application.

<i>E.g. Grassroots Trust, \$10,000.00, Approved/Pending/Declined</i>

17. Declaration and Consent to be Audited

This section is a legal requirement and must be completed by two authorised representatives, with original hand-signed signatures (electronic or scanned signatures are not accepted).

If there is a change in circumstances or costs, Grassroots Trust Central Limited must be notified in writing.

In the event that adequate audit documentation for a grant cannot be obtained, actual costs are less than those indicated in the application, funds are spent for other than the approved Authorised Purpose, there is any other irregularity in the grant process, or the applicant has received funding from another source for the same purpose, then Grassroots Trust Central Limited is required to obtain a refund of the grant.

Failure to provide audit documents will require grant money to be refunded.

We declare that:

1. The information provided in this application is true and correct to the best of our knowledge.
2. We have the authority to make the application on behalf of our group.
3. No person who is deemed to be a key person* in terms of the Gambling Act 2003, at any Grassroots Trust Central venue, has been directly associated with, or otherwise a party to, this application.

*A key person is anyone who has a significant interest in the management, ownership or operation of a class 4 venue, including venue personnel.

By signing this application, we the undersigned:

1. Confirm that any funds received as a result of this application will be used only for the purposes for which they were approved and that we will provide proof of expenditure and return any money we do not spend to Grassroots Trust Central Limited.
2. Agree to comply with any requests from an officer of the Department of Internal Affairs (DIA) or from Grassroots Trust Central Limited for additional information in relation to the receipt and use of grant monies received as a result of this application.
3. Agree that an officer of the DIA or Grassroots Trust Central may direct an audit or inspection of the accounts, or data systems into which funds have been deposited as a result of this application. This may be conducted by:
 - (i) a chartered accountant in public practice, or
 - (ii) a person appointed by the DIA, or
 - (iii) an agent of Grassroots Trust Central Limited.
4. 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 Grassroots Trust Central within the time-frame specified by the DIA or Grassroots Trust Central Limited.

Two Authorised Signatories**

Name: _____	Name: _____
Position: _____	Position: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

**An authorised signatory is a person elected or appointed by the Applicant in accordance with their Constitution to act and sign documentation on behalf of the entity. One of the signatories may be a Chief Executive Officer provided that person has no interest in the grant, e.g. by way of salary or contract services paid.

CHECKLIST

Please check the items below to ensure your application is complete before you send it in.
Any applications which are missing information may risk delays in being considered.

- Have you checked for a Grassroots Trust Central venue in your area?**
Please check our website www.grassrootstrustcentral.co.nz to see if we have a venue in your area.
- Is your Organisation eligible for funding?**
If you are a registered charity or not-for-profit organisation, a school, or a group that is affiliated to a regional or national body you are eligible to apply.
- Does your funding request meet our Criteria?**
Please see the back page of this application form to check our Authorised Purpose.
Please visit our Eligibility and Criteria page at www.grassrootstrustcentral.co.nz to view a list of examples of purposes that are deemed unauthorised for grant consideration.
- Is your Organisation Not-for-Profit?**
Please provide a copy of your Certificate of Incorporation, Charities Certificate, or Tax Exemption Letter from IRD.
- Affiliation**
If your Organisation is affiliated to a regional or national body, please provide an affiliation letter dated within the last 12 months.
- Is your Organisation a Trust?**
Please include a copy of your trust deed, constitution and/or rules.
- NZBN Number**
To find your Organisation's NZBN number, please visit <https://www.nzbn.govt.nz/>
- Resolution**
Your Board/Committee must pass a resolution agreeing to apply for funding. A copy of this must be included. This needs to be signed by the Chairperson and include those members that were present when the resolution was passed, and those that offered their apologies. You must also note if anyone abstained from discussion due to a conflict of interest. The funding resolution itself must include the name of the Trust (Grassroots Trust Central), the purpose and the amount you are applying for.
- Board/Committee Members**
Please include a list of your Board/Committee members (first and last names). *Only required if not already included in your resolution.*
- Annual Financial Accounts**
A full copy of your latest Annual Financial Accounts must be included.
- Evidence of Costs**
For Project/Activity costs: two quotes as evidence of the total amount sought. This includes a preferred supplier quote and a competitive supplier quote or a market appraisal/valuation confirming that the total amount sought is reasonable.
For operational costs: the previous three months' worth of operational invoices (seasonal sports groups can provide invoices for the same timeframe the previous year).
For salary / wage contributions: a signed copy of the employees' contract and job description.
- Declaration and Consent to be Audited**
This section must be hand-signed by two authorised signatories (electronic or scanned signatures are not accepted). An authorised signatory is a person elected or appointed by the Applicant in accordance with their Constitution to act and sign documentation on behalf of the entity. One of the signatories may be a Chief Executive Officer provided that person has no interest in the grant, e.g. by way of salary or contract services paid.
- Pre-printed Deposit Slip and/or Bank Statement**
Please provide a pre-printed deposit slip, or bank generated account details verified by the bank.
- Cover Letter**
Please provide a cover letter which tells us about your Organisation and the community that will benefit from this grant.
- Government Wage Subsidy**
If you are applying for a salary/wage contribution, please ensure you have confirmed this on page 1 of the application form. If you have received the Government Wage Subsidy for the same timeframe you are applying to Grassroots Trust Central for, you can still apply for the difference between the subsidy and what your staff member will be paid.
- Finalise your application and take a copy**
Once you have completed sections 1-17 of the application form and included the items above, take a copy of your full application for your records.

If you have checked everything above, you are ready to send us your application.

Postal Address:

Grassroots Trust Central
PO Box 9380
Waikato Mail Centre
Hamilton 3204

Courier Address:

Grassroots Trust Central
15 King Street
Frankton
Hamilton 3204

IMPORTANT INFORMATION

Application Closing Dates

The cut off date for receiving applications varies. Applications received by the cut off date will be considered at the Board meeting the following month. Please note, we do not accept emailed applications.

Meeting Dates

Meeting dates can be found on our website www.grassrootstrustcentral.co.nz

PLEASE NOTE: that meeting and application closing dates can change without notice. It is recommended that you check our website on a regular basis when applying for funding.

Application Timeframes

Please have your application with us approximately 8 weeks before funds are required to ensure it will not be retrospective.

Authorised purpose – for full terms and conditions please see: www.grassrootstrustcentral.co.nz

Grassroots Trust Central Limited is authorised to operate gaming machines to raise money for the following purposes:

- a) Any amateur sports teams or clubs which are open to the general public and which are affiliated to a recognised or national body and which compete in recognised leagues.
- b) The promoting, controlling or conducting of race meetings under the Racing Act 2003 including the payment of stakes.
- c) Any charitable, philanthropic or cultural purpose or any purpose that is beneficial to the community or a section of it.
- d) All the above includes but is not limited to:
 - i) The provision of and maintenance of facilities, equipment, services, playing and training costs, uniforms for sporting clubs and amateur sporting teams affiliated to the appropriate regional or national body and playing in recognised leagues or competitions.
 - ii) Grants for charitable purposes including the relief of poverty, or welfare assistance through donations to recognised social service or welfare agencies.
 - iii) Grants to educational, cultural and sporting organisations for scholarships or equipment that is administered by the recipient educational organisation
 - iv) Grants to recognised cultural or philanthropic activities or groups.

Allocation for purposes within New Zealand

All grants must be utilised for goods and services paid for in New Zealand. Overseas travel for New Zealand residents may be funded provided the travel is an Authorised Purpose and expenses claimed are actual and reasonable. Overseas accommodation, internal travel within an overseas country etc. must form part of the travel itinerary provided by a New Zealand travel agent before departure.

GST

The allocation of funds is made by Grassroots Trust Central and is an unconditional gift to fund Authorised Purpose expenses only. No portion is claimed by Grassroots Trust Central as a deduction for GST paid. If an applicant is GST registered, only the GST exclusive amount can be funded (as GST is not a real cost to such organisations).

Conditions for Allocation of Funds

Only non-profit bodies may apply, i.e. any society, association or organisation whether incorporated or not whose rules do not allow money, property or any other benefits to be distributed to any of its members. The member and the recipient organisation acknowledge and accept that public disclosure may be made for any funds allocated by Infinity as a result of this request. Infinity is under no obligation to meet requests and has complete discretion in the allocation of funds.

No Commercial Benefits to the Hotel/Tavern and Grassroots Trust Central Limited

There must be no intent by the venue operator and/or the recipient of funds to enter into any agreement where there is clear commercial benefit to the gaming venue. No procuration fee, commission, and/or discount, contract arrangement or payment of any kind may be entered into with any person who is a staff member of Grassroots Trust Central or the venue involved. No grant shall be linked to, or be conditional on, any venue related arrangement.