



APPLICATION FOR FUNDING

Otorohanga Club Inc is a non-profit organisation that provides a range of amenities for its members. Otorohanga Club Inc 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*. Otorohanga Club Inc Licensed Authorised Purposes are as follows:

- Welfare assistance to needy members or their dependants through grants or assistance with funeral expenses, hospitalisation, convalescence, health aids and the like.
- Grants to educational institutes for student amenities and equipment, not provided through government funding.
- Actual and reasonable expense incurred by executive members attendance at conferences directly related to club business.
- Assistance to sporting adjuncts within the Club through provision of uniforms, equipment, premises, and actual and reasonable expenses to travel to and compete in tournaments with kindred groups. Funds for the promotion of amateur sports within the local community. Excludes payments to professional sportspeople.
- Donations to bona fide charitable organisations and youth organisations within the local community to further the objectives of these groups.
Provision, maintenance and development of club buildings furniture fittings, equipment and grounds.
- Provision, maintenance and development of Club buildings, furniture, fittings, equipment and grounds.
- Funds for building extensions, renovations or construction of new premises where the principal purpose of the premises is for direct use by society members. Excludes purchase of buildings or property for commercial or investment purposes. Excludes bar areas. Includes payment of the Clubs mortgage, includes general administration costs. i.e. Sky rental, security, etc.
- Maintenance and running of a Club vehicle to be used for club business eg. Transportation of club members to compete in sporting events, welfare purposes etc. Vehicle not for private or personal purposes or for use as a courtesy coach.



- Wages or salaries of staff whose position is entirely dedicated to supporting the non-commercial purpose of the Club. Excluded bar staff. To assist in maintain the club as a community facility including insurance, power an rates. Payment of capitation fees to Clubs New Zealand. Payment of accounting and audit fees.



TERMS FOR GRANT ALLOCATION AND PAYMENTS

- Otorohanga Club Inc shall make grants only to the authorised purposes stated on the face of its license.
- Grant applications can only be made on the basis of official quotes from an intended supplier of the goods and services.
- Grants will not be made retrospectively (i.e. to reimburse funds already spent)
- Grants must be of direct and immediate benefit.
- Otorohanga Club Inc shall take reasonable steps to ensure that grants are used for the purpose stated by the recipient in the application.
- In the event, where Otorohanga Club Inc obtains information that an applicant has received funding from another source for the same purpose, the applicant is required to repay any portion of the funding that exceeds the total amount required for the stated purpose.
- Otorohanga Club Inc shall pay grants directly to the grant recipient.
- No grant monies will be paid to any third parties.
- Grant payments must be either in the form of a cheque made out in the name of the grant application and crossed 'Account Payee Only' or 'Not Transferable', or by fully auditable direct bank payment. All such payments must be made from the Otorohanga Club Inc gaming machine account.
- Grants must not be made on a promissory basis.
- All grant applications shall contain a signed consent to audit.
- Otorohanga Club Inc shall not make grants that would provide pecuniary benefits to its principal officers, site operators, employees, gaming machine service contractors, representatives, or any associated person.

All grants to be considered will come from within the Otorohanga District.

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



APPLICATION FORM

▪ **CONTACT DETAILS:**

Name of Applicant Organisation:

Organisations Postal Address:

Contact Person:

Phone Number:Email Address:.....

▪ **TYPE OF ORGANISATION** (please circle one)

* Sporting *Cultural *Charitable *School *Community Support

Other: (please specify).....

▪ **PURPOSE:**

What is the grant being used for? (please be specific):

.....
.....
.....

Total amount requested: \$.....

Cost Breakdown: Please supply a cost breakdown.

.....
.....

You MUST also supply formal quotes that details the breakdown of the goods and services to be purchased from suppliers. Staple cost breakdown quotes to this application form.

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 organisations resolution to apply for funding to this form. This must be certified as true and correct by the Secretary of your organisation.

Otorohanga 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.

PO Box 24, Otorohanga 3940

Phone: 07 873 8021 Fax: 07 873 8026 Email: oto.club@xtra.co.nz



CONSENT TO AUDIT

We agree to comply with a request from an officer of the Department of Internal Affairs for additional information in relation to the receipt and use of moneys by this society received from the operation of gaming machines.

We 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. This may be conducted by:

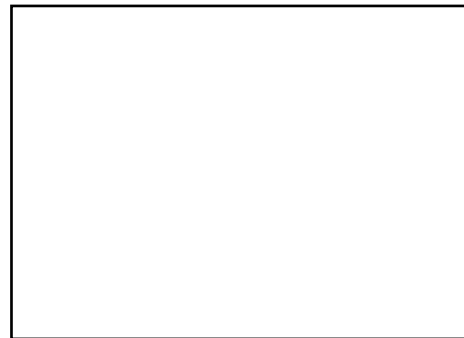
- (a) a chartered accountant in public practice, or
(b) a person appointed by the Department of Internal Affairs.

We agree that the audit or inspection will be carried out in a manner approved by the Department, within the timeframe specified by the Department. This society shall pay the full cost of such an audit.

Name of Secretary:

Signature of Secretary:

Date:



Attach common seal (if incorporated)

BANK DETAILS:

BANK:BRANCH:

ACCOUNT NAME:

ACCOUNT NUMBER:

Please attach a printed deposit slip

SOCIETY USE: (Otorohanga Club Inc)

APPROVED/DECLINED

DATE:

AMOUNT APPROVED: \$..... DIRECT CREDIT/CHEQUE NUMBER:

SIGNATURES:

CHAIRPERSON

.....

SECRETARY

.....

THIRD COMMITTEE MEMBER



Otorohanga Club Inc will consider applications on a monthly basis. Application forms must be correctly filled out and returned to the Club office no later than the 10th day of the month.

APPLICANT CHECKLIST

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

Once all sections of the application form have been completed, return to Otorohanga Club Inc.