

Date received: _____



CLUBS
H A S T I N G S

GRANT APPLICATION FORM

CLUBS HASTINGS

PO Box 560, Hastings 4156 | clubshastings.co.nz | grants@clubshastings.co.nz | 06 878 8808

CLUBS HASTINGS GRANT APPLICATION FORM

Organisation Name

Type of Organisation

(e.g. Incorporated Society, Charitable Trust, School)

Purpose of Organisation

(e.g. Sports club)

Location

Please detail the area that will benefit from the grant

Organisation Incorporation Number

Address

(Street Address & PO Box Number)

Main Contact Person

Name

Position

Address

Telephone work

 Telephone home

Mobile

 Fax

Email

Website

Specific reason for grant application

Total Amount Requested

\$

GST Incl. GST Excl.

GST Registered? Yes No

GST Number

Has the application organisation applied for funds for the same purpose from any other source

Yes No

If yes, give full details, using separate sheet if necessary

Please detail the items that you are applying for and the cost of each item (continue on a separate sheet if necessary):

Item	Supplier 1 – Preferred Quote	Cost (ex GST)	Supplier 2 – Competitive Quote	Cost (ex GST)
Total Requested		\$ _____		

Please complete the section below if you are applying for wages or salaries.

Person	Title	Annual Salary or Hourly Rate	Total Hours Worked Per Week

GRANT APPLICANT REQUIREMENTS

- Please attach two quotes or other evidence that the amount sought is reasonable.
- Please attach evidence of affiliation to a national body.
- Please attach a printed bank deposit slip. The account name must be the same as the recipient organisation.
- Please ensure the application is for items which have not already been purchased.
- Please ensure you have not applied for funds for the same purpose from any other source.
- Please attach a copy of your certificate of incorporation.
- Please attach a copy of your Charities Commission registration certificate (if you are registered with the Charities Commission).
- Please attach a copy of your signed full meeting minutes that record your organisation's resolution to apply for funding to Clubs Hastings.
- For grant applications greater than \$15,000 please attach a copy of your latest audited annual accounts.
- Please attach a list detailing the names of your committee members or the members of your board of trustees and detail any association with Clubs Hastings or a Clubs Hastings venue.
- Please ensure that this application is completed in full and signed by two senior members of your organisation.
- If the application is for rent, please make sure you enclose a signed current lease agreement. If applicable, please enclose a rental valuation report or rental appraisal to show that the rent is reasonable.
- If the application is for wages or salary, please enclose a signed current employment agreement complete with a detailed job description.

DECLARATION

We declare that:

- The information provided in this application form is true and correct to the best of our knowledge.
- We have the authority to make this application on behalf of the applicant.

We (the undersigned) make a solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature 1 _____
Position _____
Date / /

Signature 2 _____
Position _____
Date / /

CONDITIONS OF GRANT

As required by section 115A of the Gambling Act 2003, grant money must only be used for the specific purpose for which it was granted and in accordance with the conditions of the grant. Breach of section 115A is a criminal offence (\$10,000.00 maximum fine).

Copies of invoices, receipts and bank statements must be provided to Clubs Hastings within 3 months of the grant being made to verify that

the grant has been used in accordance with the purpose approved.

Any grant money which is not spent on the purpose approved must be returned to Clubs Hastings within 3 months of the grant being made. We agree to reimburse Clubs Hastings for all costs incurred (including legal costs on a solicitor/client basis) in recovering any outstanding grant money.

CONSENT TO AUDIT

We agree to comply with any request from an officer of the Department of Internal Affairs and/or a representative from Clubs Hastings for additional information in relation to how the monies received from Clubs Hastings have 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 grant have been deposited, by a Chartered Accountant and/or an officer of the Department of Internal Affairs.

We agree that the audit or inspection will be carried out in such a manner approved by the Department, within the time frame specified by the Department.

FOR CLUBS HASTINGS USE ONLY

Approved/Declined: _____

Amount approved _____

Grant number _____

Date approved _____

Date funds deposited _____

Cheque number/ _____

Direct debit details _____

_____ (Net Proceeds Member)

_____ (Net Proceeds Member)

_____ (Net Proceeds Member)

CLUBS HASTINGS