



KIA TOA RFC INC  
THE HOME OF GOOD SPORTS

KIA TOA RFC – GAMING COMMITTEE  
P O BOX 1142  
PALMERSTON NORTH

1. Name of Applicant Organisation (as it appears on bank deposit slip)

2. Physical Situation & Postal Address

NUMBER \_\_\_\_\_ STREET \_\_\_\_\_

PO BOX \_\_\_\_\_ CITY \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

3. Type of Organisation

- a) Are you incorporated? (Include Certificate of Incorporation): YES / NO
- b) Affiliated to (Please state and include verification): \_\_\_\_\_
- c) Are you GST Registered? YES / NO \_\_\_\_\_ GST NO: \_\_\_\_\_ – \_\_\_\_\_ – \_\_\_\_\_
- d) Date Founded \_\_\_\_\_ Number of Members \_\_\_\_\_
- e) How many people will benefit from this grant? \_\_\_\_\_

4. Main Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: (Hm) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Bus) \_\_\_\_\_

Home Address: \_\_\_\_\_

5. Second Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: (Hm) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Bus) \_\_\_\_\_

Home Address: \_\_\_\_\_

Kia Toa RFC Use Only		
Date:	Approved / Declined	Amount \$
Grants Committee:		Notes:
1		
2		
3		
4		Audit Signature:

6. Please summarise what is the Donation to be used for and when?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Cost Breakdown: MORE THAN ONE QUOTE FOR EACH ITEM MUST BE ATTACHED

	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL COST</b>	<b>\$</b>

**IMPORTANT**

- Quotes must be current (No older than 60 days), printed on suppliers letterhead and addressed to the organisation.
- E-mail quotes are not valid.

8. Has the applicant organisation applied for funds for the same purpose from any other source?

YES / NO

Organisation \_\_\_\_\_ Amount \$ \_\_\_\_\_

Organisation: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Organisation: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Total (In Words) \_\_\_\_\_ Total \$ \_\_\_\_\_

**Consent to Audit: THIS IS A LEGAL REQUIREMENT AND MUST BE COMPLETED**

We agree to comply with requests from an officer of the Department of Internal Affairs or Kia Toa RFC Gaming Committee for additional information about the receipt and use of any donation received as a result of this application.

We agree that an officer of the Department of Internal Affairs or a representative of Kia Toa RFC Inc may direct an audit or inspection of the books, accounts, data systems into which funds received as a result of this application have been deposited. This may be conducted by:

- I. A Chartered Accountant in public practice, or
- II. A person appointed by the Department of Internal Affairs

We agree that the audit or inspection will be carried out in a manner approved and within the timeframe specified by the Department or Kia Toa RFC Inc. This organisation shall pay for the cost of such an audit.

Signature of Secretary \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
OR OTHER EXECUTIVE MEMBER OF YOUR COMMITTEE

Signatory's Name (Printed in full) \_\_\_\_\_

Attach Common Seal (If Incorporated)

**BANK ACCOUNT VERIFICATION: Attach Pre-Printed Bank Deposit Slip or Complete Details Below and have verified by Bank**



NAME OF ACCOUNT (Must be the same as the applicant organisation)

BANK & BRANCH

ACCOUNT NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Bank Stamp & Date**

**EXAMPLE OF A PROPERLY WORDED RESOLUTION:**

It was agreed at the committee meeting held on the 1<sup>st</sup> of February 2008 that the (Name of Organisation) apply to **Kia Toa RFC Inc** for a donation of \$ \_\_\_\_\_, for the authorised purpose of **new team uniforms**

I certify that this is a true and correct record of a resolution passed at that meeting.

(Signature)

**Jane Smith**

Secretary

(Name of Organisation)

**DECLARATION**

We the undersigned have read, understand and accept the conditions and legal requirements of this application.

We verify that the information provided in this application is true and correct to the best of our knowledge and that we have the authority to make the application on behalf of the applicant organisation.

1. \_\_\_\_\_  
SECRETARY OR EXECUTIVE MEMBER OF APPLICANT

2. \_\_\_\_\_  
SECOND EXECUTIVE MEMBER OF APPLICANT

\_\_\_\_\_  
PRINTED NAME OF ABOVE SIGNATORY

\_\_\_\_\_  
PRINTED NAME OF ABOVE SIGNATORY

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

**CHECKLIST:**

- RETAIN A COPY OF THE APPLICATION FOR YOUR RECORDS. NO APPLICATIONS SUBMITTED CAN BE RETURNED.
- Completed all required information in the application, ensuring all information asked for is provided
- The application must be signed by two office holders of the organisation. For schools the Chairperson/Secretary of the Board & Principal must sign.
- Attach a copy of the organisations resolution to apply to Kia Toa RFC. This must be signed and certified as true and correct by the Secretary.
- If the organisation is incorporated, ensure that a copy of the Certificate of Incorporation is attached
- If the organisation is a trust, include a copy of your Trust Deed, constitution and/or rules and a list of current trustees as well as any proof of IRD charitable status.
- Attach copies of all quotes (no older than 60 days) or invoices addressed to the recipient organisation, showing the GST content. Include proof of events, itineraries or sports draws (if applicable).
- Attach verification of affiliation to a regional or national body
- Include a copy of your most recent audited accounts.
- Provide a pre-printed bank deposit slip, or a stamped and verified bank deposit slip, or a bank statement in the name of your organisation. Personal bank accounts are not permitted.

**KIA TOA RFC INC**  
**GRANT APPLICATION FORM GUIDELINES & DECLARATION**

1. **Department of Internal Affairs Criteria:** All applications must meet the definition of authorised purposes in the Gambling Act 2003
2. **Applicants:** Shall be non-profit organisations correctly incorporated either as a charitable organisation or other association promoting charitable purposes, and shall have a valid constitution, and set of rules, and provide credible financial statements.
3. **Application Form:** Must be completed by the applicant only
4. **Venue Operators:** Cannot make any decisions or recommendations about applications and may not receive completed application forms. *These must be forwarded directly to the Kia Toa RFC Gaming Committee*
5. **Funds Available for Distribution:** Generally donations paid shall provide some enduring or demonstrable community benefit and will be applied to any charitable, philanthropic or cultural purpose, or any other purpose that is beneficial to the community or any section of it. This includes but is not limited to:
  - a) The provision, or assistance in the provision of facilities, equipment or playing/training uniforms for sporting clubs and amateur sporting teams affiliated to the appropriate regional or national body, playing in recognised, published leagues or competitions and/or
  - b) Grants for charitable purposes including the relief of poverty or welfare assistance through donations to recognised social service or welfare agencies, and/or
  - c) Grants to educational or training organisations for scholarships or equipment which is administered by the recipient educational organisation, and/or
  - d) Grants to recognised cultural or philanthropic activities or groups.
6. **Availability of Funds:** All applications are subject to availability of funds and compliance with authorised purposes. Completion of this form does not constitute approval of requested funds or if approved, that further payments to the same applicant, or for the same purpose will be approved in the future.
7. **Retrospective Applications:** Donations cannot be approved for expenditure that has already been incurred prior to the application being considered.
8. **Allocation for Purposes within New Zealand:** All funds applied for shall be for expenditure for charitable purposes in New Zealand.
9. **Allocation for Purposes outside of New Zealand:** Overseas travel for New Zealand residents may be funded provided the travel is an Authorised Purpose.
  - a) Only return travel from New Zealand to an overseas first port of call can be funded. Applications for funding of travel are considered very carefully in all instances.
  - b) Departure Tax, travel insurance, overseas accommodation, and internal travel within an overseas country cannot be funded by gaming machine proceeds.
  - c) Funding for overseas travel can only be considered for NZ Representatives selected in a recognised process.
10. **Proposed Allocation of Funds:** It is a license condition that funds applied for must be applied to the purpose stated in the application.
11. **Duplicate Applications:** If you receive funds for the same purpose(s) from another organisation, you must return any left over money.
12. **Commercial Benefits to the Venue:**
  - a) There must be no intent by a hotel/tavern and the recipient of funds to enter into a verbal or written agreement where there is a clear commercial benefit to the venue.
  - b) No grant may be linked to, or be conditional on, any venue-related arrangement
13. **Method of Payment:** Kia Toa RFC Inc will only pay grants by direct debit to an applicant's bank account. All grants approved and paid will be notified in writing.
14. **Audit & Inspection:** The records of Kia Toa RFC Inc are liable for inspection by the Department of Internal Affairs and are subject to audit
  - a) All applications will be audited by Kia Toa RFC Inc.
  - b) Invoices and Receipts to match quotations submitted with applications are required to be sent to Kia Toa RFC Inc as soon as possible after a grant has been paid, but must be provided within 6 months of the grant being issued.
  - c) 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 other than for the Authorised Purpose, there is any other irregularity in the grant process or the applicant has received funding from another source for the same purpose, the Kia Toa RFC is required to obtain a refund of the grant.
15. **Goods & Services Tax:** The allocation of funds is made by Kia Toa RFC Inc as an unconditional gift. No portion is claimed by Kia Toa RFC Inc as a deduction for Goods & Services Tax paid.
  - a) If an applicant is GST registered, only the GST exclusive amount can be funded
16. **Sports Clubs:**
  - a) The participating amateur sports club/organisation must be taking part in a "bona fide" event sanctioned by a legitimate regional and national body organised as a controlling body of the sport. The organisation must also have genuine standards and rules, play on a regular basis as part of a significant competitions and be affiliated to a regional or national body.
  - b) Travel and accommodation (excluding food and alcohol costs) can only be approved where an official itinerary endorsed by the host body is supplied with an itemised breakdown of costs.
  - c) Kia Toa RFC is not permitted to fund dress uniforms.