



# APPLICATION FOR FUNDS

## Please read all information carefully

*All applications are subject to availability of funds and compliance with authorised purposes. Completion of this form does not constitute approval of the request for funds or if approved, that further payments to the same recipient or for the same purpose will be approved in the future.*

### OBJECTIVES OF THE TRUST

Cuesports Foundation was established to promote amateur sports, advance education and provide welfare assistance to organisations within New Zealand in accordance with the Gambling Act 2003. Cuesports Foundation operates for the sole purpose of raising money for distribution to the community for Authorised Purpose as shown below.

### AUTHORISED PURPOSE

Funds available for distribution will be applied to any:

- Charitable purpose
- Non-commercial purpose that is beneficial to the whole or a section of the community
- Purpose to assist with the promoting, controlling and conducting of race meetings under the Racing Act 2003, including payment of stakes

This shall include, but not be limited to:

Grants to amateur sports teams, clubs and organisations which are affiliated to a regional or national body and which compete in recognised leagues and tournaments to assist with:

- The provision, maintenance and development of facilities and grounds, purchase of equipment, playing uniforms, trophies and modest tournament prizes (excluding cash prizes).
- The provision of coaching, training and development programmes.
- Actual and reasonable travel and accommodation expenses and entry fees for representatives participating in kindred groups (excludes payments to any team or player participating on a professional basis).

Grants to educational institutions to enable them to purchase equipment, books and educational aids and grants towards the construction of educational buildings not already covered by government funding.

The establishment of student scholarships, bursaries or grants to assist individual students to further their education provided such students are selected in a fair and open manner after public advertising.

Grants to recognised social service or welfare agencies to further the objectives of those groups.

### REQUIREMENTS FOR FUNDING REQUESTS

- All grants are limited to "not for profit" organisations within New Zealand.
- No grant shall be made to any party which will result in a commercial advantage either directly or indirectly, to the member sites of Cuesports Foundation.
- Venue operators are not permitted to have any input into the grants process.
- No fee or commission payment of any kind is attached to this application.
- Any uniforms or equipment purchased from grant money must remain the property of your organisation.
- Applications need to be for a specific purpose and must be spent on the purpose approved by Cuesports Foundation. These must be of direct and immediate benefit to the organisation.
- Retrospective applications cannot be processed. We cannot approve grants for expenditure that has already been made at the time the application is received.

## HOW DOES THE GRANTS PROCESS WORK?

Organisations can apply as often as they need. However, we strongly encourage you to limit your applications to two or three per year and prioritise your project requirements.

Applications for grants close on the 10th of each month. Provided you have supplied all of the requested information and returned all receipts from previous Cuesports Foundation funding, we will have a response to you by the end of that month.

Applications need to be received by Cuesports Foundation at least 6 weeks prior to the event or activity for which payment of the funds are required. Faxed or photocopied applications will not be accepted.

All decisions of the Foundation are final. No reasons for decisions will be given, nor will any correspondence be entered into.

## GRANTS FOR SPORTS

Grants must only be made for amateur sport. Grants can be made for playing uniforms (but not dress or training uniforms), grounds maintenance, equipment, coaching. Grants will be made to the national organisation or an affiliated club, not to individuals.

Professional sports are not authorised purposes, except where a professional is involved in coaching, training or development for junior sport. Grants can be made for short term coaching courses, but not a full time salary.

To ensure that the sporting group has bona fide credentials the organisation must have genuine standards and rules, play on a regular basis competing in recognised leagues and tournaments.

Grants made to non-affiliated "social" sports clubs (such as corporate leagues) are not deemed to be an authorised purpose as membership in these teams is not open to the public.

## WAGES AND SALARIES

Wages and salaries may be eligible for grants where the employing body has an entirely noncommercial community or charitable purpose and provided that the payment of a wage is necessary to achieve the authorised purpose. For example, the payment of an amateur sports coach for specific short term coaching may be an authorised purpose

## TRAVEL OUTSIDE NEW ZEALAND

Grants for New Zealand residents to travel outside New Zealand are allowable provided the purpose of the travel is an authorised purpose (e.g. a genuine amateur sporting tournament.)

As travel is expensive and often only provides a limited benefit to the community, expenses claimed must be actual and reasonable. This type of grant would usually only be for travel and accommodation and not for departure tax, travel insurance, food or sightseeing etc.

## GOODS AND SERVICES TAX

An allocation made by Cuesports Foundation is made as a donation and no portion is claimed by Cuesports Foundation as a deduction for Goods and Services Tax paid. If an applicant is GST registered, only the GST exclusive amount can be funded.

### ***For your guidance the following are examples of purposes, which the Department of Internal Affairs considers would NOT be valid authorised purposes in terms of the Gambling Act 2003***

- Purchase of alcohol, including the provision of inventory for a hotel.
- Payment of legal expenses incurred by a site operator.
- Construction, or alteration work to bar areas of the premises where gaming machines are located (other than machine installation expenses as allowed for in the licence conditions).
- Funding for advertising or marketing schemes for operator sites.
- Costs associated with staging "after match" functions for sporting groups.
- The payment of previously incurred promotional expenses.
- Grants to non-affiliated "social" sports or social clubs.
- Cash prizes or large non-cash prizes.
- "Trade tournaments" or sporting events staged primarily for the commercial publicity and/or the benefit of a selected industry group.
- Maintenance or provision of bar facilities..
- Any individual sports person unless the grant is made to, and administered by, an incorporated sporting body to which the individual is affiliated.
- Hotel "courtesy vans" that are used to ferry patrons home, or vehicles for motor sports.
- Commercial tourist promotions.
- A purpose which will result in a clear commercial gain or profit for an individual or commercial organisation.
- Grants to further the activities of professional sports persons (except where such a donation is made for any coaching, training or development purpose for an amateur sport community organisation).
- Grants for family reunions or group reunions.
- Grants for events or trips which are predominately social in nature.
- The purchase or subsidy of vehicles intended for purposes associated with social functions.
- Prizes for sporting events except for trophies. Modest prizes for use in genuine community sporting events (the definition of "modest" will in each case be determined by the size of the event concerned).
- Grants for the benefit of a New Zealand political party or lobby groups.



PO Box 34  
Pukekohe

# APPLICATION FOR FUNDS

<b>OFFICE USE</b>
Grant No: .....
Date Received: .....
Application No: .....

NAME OF APPLICANT ORGANISATION \_\_\_\_\_

TYPE OF ORGANISATION \_\_\_\_\_  
(eg. Charitable Trust, Non Profit Body, Sports Club, Community Group)

### CONTACT DETAILS

P O Box Number	_____	Street Address	_____
	_____		_____
	_____		_____

Email Address \_\_\_\_\_

Website \_\_\_\_\_

Contact Person \_\_\_\_\_

Personal Street Address \_\_\_\_\_  
\_\_\_\_\_

### TELEPHONE

Business ( ) \_\_\_\_\_

Mobile ( ) \_\_\_\_\_

Home ( ) \_\_\_\_\_

### GST REGISTRATION

Is your organisation GST registered? YES  NO

If yes, what is your GST number? \_\_\_\_\_

Do you have IRD charitable status? YES  NO

**REASON FOR APPLICATION**  
What is the donation to be used for and how does it benefit the community? Please be specific, use a separate sheet if necessary

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COST BREAKDOWN**  
Please attach two competitive supplier quotes for each item. Quotes must be no more than 3 weeks old and made out to the applicant organisation. Use a separate sheet if necessary

Items	Preferred Supplier	Supplier 2
_____	_____ \$ _____	_____ \$ _____
_____	_____ \$ _____	_____ \$ _____
_____	_____ \$ _____	_____ \$ _____
_____	_____ \$ _____	_____ \$ _____
_____	_____ \$ _____	_____ \$ _____
	Total Supplier 1 \$ _____	Total Supplier 2 \$ _____

**AMOUNT REQUESTED** in words and figures \_\_\_\_\_ \$ \_\_\_\_\_

If Travel is involved, who is travelling and how do they qualify?  
\_\_\_\_\_  
\_\_\_\_\_

How many people will benefit from this grant? \_\_\_\_\_

How many people in your organisation? \_\_\_\_\_

Have you asked any other organisation for funding for this purpose? YES  NO

Please give details e.g. Organisation, Amount Requested, Outcome  
\_\_\_\_\_  
\_\_\_\_\_

## CONDITIONS FOR ALLOCATION OF FUNDS

The allocation is made as a donation being an unconditional gift from the Foundations funds and on the condition that no procurement fee, commission and/or discount has or will be paid to any person in that no identifiable direct benefit arises or may arise in the form of the supply of goods or services to a member or venue operator of Cuesports Foundation.

It is a condition that the proposed allocation will be applied for the purpose stated and no other purpose. That acceptance of the payment will be deemed to confirm that the allocation has or will be applied accordingly.

The Foundation requires that the applicant accounts for funds granted by collating and returning invoices, receipts and bank statements to match quotations submitted with applications. If there is a change of circumstances or costs please notify us in writing and seek approval for any proposed re-allocation of funds.

Evidence of expenditure must be provided within **60 days** of payment of the grant funds.

In the event that adequate documentation cannot be obtained, actual costs are less than those requested, funds are applied to purposes not approved, the applicant has received funding from another source for the same purpose or there are other irregularities then Cuesports Foundation is required to obtain a refund of the grant funds.

## CONSENT TO AUDIT

We agree to **comply** with a request from an officer of the Department of Internal Affairs or Cuesports Foundation for additional information in relation to the receipt and use of gaming machine funds received as a result of this application.

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

- A Chartered Accountant in public practice, or
- 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 of Internal Affairs or Cuesports Foundation, within the timeframe specified by the Department of Internal Affairs or Cuesports Foundation. This organisation shall pay for the cost of such an audit.

We (the undersigned) make a solemn declaration conscientiously believing the same to be true under and by virtue of the Oaths and Declarations Act 1957. 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 (if the applicant is not a natural person)

Signature 1 \_\_\_\_\_

Signature 2 \_\_\_\_\_

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**APPLICANTS BANK ACCOUNT DETAILS**

Please attach original deposit slip here

If your grant is successful the grant funds will be direct credited in your organisations bank account. We require an original bank deposit slip or bank statement as verification. Personal bank accounts are not permitted.

You will be notified in writing once the grant funds have been deposited.

**CHECK LIST**

Please ensure you have completed the following before sending this form:

- Read and understood the information notes.....
- Fully completed all preceding sections of the application form.....
- Attached any additional papers where there has been insufficient space to provide details.....
- Attached your organisations resolution to apply for funding, certified as true and correct with the original signature of your organisations Secretary.....
- Attached copies of two competitive quotes, invitations to events, and/or other supporting material. (NB: These must be addressed to the applicant organisation).....
- For travel and accommodation requests - attached a copy of the official itinerary or invitation that travel is required and a list of team members travelling.....
- Attached evidence of affiliation to a regional or national body.....
- Included an original bank deposit slip, or a copy of your organisations bank statement.....
- If incorporated, attached a Certificate of Incorporation.....
- If not incorporated, attached a copy of your trust deed, constitution and/or rules.....
- For organisations with Charitable Status attached IRD Charitable letter of confirmation.....
- Read and understood the Conditions for Allocation of Funds.....
- The Application is signed by two representatives of your organisation. (For schools, the Chairperson/Secretary of the Board and Principal).....
- Taken a copy of this application form for your records.....

Please forward this completed application form directly to:

**Cuesports Foundation**  
**PO Box 34**  
**PUKEKOHE**

Telephone: 09 237 0021 Fax: 09 238 0445  
Email: admin@cuesports.org.nz

**OFFICE USE ONLY**

Site Location: \_\_\_\_\_

Signed

2 Quotes  Resolution  Bank A/C  Signed  Further Info Required

APPROVED / DECLINED Date approved \_\_\_/\_\_\_/\_\_\_ Date paid \_\_\_/\_\_\_/\_\_\_ Date receipts received \_\_\_/\_\_\_/\_\_\_

Signed: \_\_\_\_\_

**AMOUNT OF GRANT**

\_\_\_\_\_

\$



**SUPPORTING YOUR LOCAL COMMUNITY**

[www.cuesports.org.nz](http://www.cuesports.org.nz)