



APPLICATION FOR FUNDING

WHAT IS THE HOWICK CLUB?

The Howick Club is a non-profit registered Incorporated Society that provides a range of amenities for its members. The Howick Club is licensed by the Department of Internal Affairs to operate gaming machines. The proceeds of these machines are used for the upkeep and maintenance of the club buildings and grounds.

The Howick Club does, however, allocate part of those proceeds to the local community, for use by schools, kindergartens and youth sports groups but never to an individual

The Howick Club endeavours to allocate any available funds as widely as possible in the local community, therefore, **a maximum grant of \$500 is normally approved.**

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*. Generally this means a charitable or sporting purpose that will benefit a section of the community in a non-commercial sense.

WHAT CAN'T THE FUNDS BE USED FOR?

The Department of Internal Affairs has provided the following examples of non-*authorised* purposes in terms of the Gaming and Lotteries Act 1977:

Department of Internal Affairs considers the following to be examples of purposes which would not be valid	Department of Internal Affairs considers the following to be examples of purposes which in many cases are unlikely to be valid
<ul style="list-style-type: none"> • Purchase or subsidy of alcohol, including the provision of inventory for a club or the like; • Stake money for any type of race; • Payment of legal expenses incurred by a site operator; • Construction or alteration work to bar areas of gaming machine site (other than allowable gaming machine installation expenses); • Maintenance or provision of bar facilities; • Funding for advertising or marketing schemes for operator sites; • Costs associated with staging 'after match' functions for sporting groups. • A grant to any individual person 	<ul style="list-style-type: none"> • A purpose which will result in a clear commercial gain (i.e. more than incidental) for any individual or organisation; • Grants to further the activities of professional sports persons (except where such a grant is made for any coaching, training or development purpose for amateur sport or community organisation); • Lobbying groups other than for party political purposes or purposes that benefit the community; • Family reunions; • Events or trips which are predominantly social in nature; • Purchase or subsidy of vehicles for purposes associated with social functions; • Prizes for sporting events (except trophies, or modest non-cash prizes for use in genuine community sporting events – 'modest' will be determined by the size of the event concerned).

PLEASE READ CAREFULLY BEFORE SUBMITTING YOUR APPLICATION

SPORTING EVENTS OR TOURNAMENTS

Travel and accommodation costs (not including any food or alcohol costs) can be approved provided an 'official' itinerary endorsed by the host body is supplied along with an itemised breakdown of the quoted costs.

The participating club/organisation must be taking part in a bona fide event sanctioned by a recognised legitimate national or regional body. Inter hotel or club darts/pool/fishing/bowls or other like tournaments are not eligible for gaming machine grants.

GRANTS MUST BE FOR PURPOSES WITHIN NEW ZEALAND

To meet Department of Internal Affairs requirements all amounts must be utilised for purposes within New Zealand. Air fares and expenses paid or incurred in New Zealand or overseas for travel or as part of an overseas trip are not regarded as being utilised within New Zealand.

RETROSPECTIVE GRANT PAYMENTS

Under the conditions attached to the licence issued to the Howick Club Inc. by the Department of Internal Affairs, the Howick Club is unable to approve payment for any grant application that relates to an expense that has already been incurred and/or paid by the applicant organisation. Grant applications can only be made based on official quotes from an intended supplier of the goods and services.

FUNDS AVAILABLE FOR DISTRIBUTION

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

Terms and Conditions of Grant Allocation

NO COMMERCIAL GAIN OR FINANCIAL ATTACHMENTS SHALL APPLY TO THIS APPLICATION

It is a condition that the proposed allocation will be applied to the purpose stated and no other purpose, and that acceptance of the payment will be deemed to confirm that the allocation has or will be applied accordingly. The allocation is made as a donation, being an unconditional gift from the Howick Club and on the condition that no procurator fee, commission and/or discount has or will be paid to any person or organisation and that no identifiable direct benefit arise or may arise in the form of supply of goods or services to any member or staff at the Howick Club as a result of the payment being made. In the event of non-compliance of any of these conditions an equal amount to the amount of the allocation is immediately repayable by the applicant organisation to the Howick Club.

PRIVACY ACT

Licence conditions imposed by the Department of Internal Affairs requires various information to be publicised, and signatory parties to this application for an allocation of a grant acknowledge this and waive any Privacy Act provisions as to disclosure of any information contained therein.

CONSENT TO AUDIT

The Department of Internal Affairs may require further information concerning any grant to confirm it has been received in full and spent on the purpose(s) stated. The applicant organisation making this application for a grant accepts as a condition of receipt of the grant, that it will be liable for any cost associated with such Department of Internal Affairs commissioned audit and/or inspection, and the audit may be conducted in the manner and within the timeframe as specified by the Department of Internal Affairs.

The audit and/or inspection may be conducted by:

- a. A chartered Accountant in public practice; or
- b. An officer of the Department of Internal Affairs.

GUIDE ONLY

The information contained in this application form is intended as a guide only. The Howick Club will treat each application on its respective merits. Completion of the application form does not constitute approval of the request or if approved, that further payments to the same applicant or for the same purpose will be approved.



Application for a Gaming Machine Grant

1. Contact Details:

Name of Applicant Organisation: _____

Organisation's Postal Address: _____

Authorised Contact Person: _____

Daytime contact ph no: _____ Evening ph no: _____

Contact Email: _____

2. Type of Organisation: (please tick one)

- Sporting No of Members
- Cultural No of members
- Charitable
- School/Early Education
- Community Support
- Other (please specify) _____

3. Purpose: What is the grant to be used for? (Please be specific) _____

4. Total amount requested: (Words and figures) _____

_____ \$

5. Are you registered for GST? Yes / No (please circle)

6. Disclosure: Does any member of your group/society hold a position on the Grants Committee of the Howick Club Yes / No (please circle)

7. Cost Breakdown: Please supply a cost breakdown. You must also supply formal quotes that detail the breakdown of the goods and services to be purchased from suppliers. Staple cost breakdown to this application.

8. 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 _____

9. Resolution: Attach a copy of your organisation's (the applicant society) resolution for funding to this form. This must be certified as true and correct by the Secretary of your organisation, should be typed (not handwritten), and where possible, should be on the applicant's letterhead.

10. Bank Details: Please attach your organisation's printed bank deposit slip.

11. Funding Area: To assist the Howick Club to return funds to the area in which they were raised, please indicate where your organisation is based _____

12. Declaration:

I, _____ (*) have read and agree to the terms and conditions of this application and the consent for audit as detailed in the information attached to this application form.

(* Name of Secretary of applicant organisation)

I confirm that any funds granted by the Howick Club will be used only for the purposes outlined in this application.

13. Confirmation:

To enable the Howick Club to fulfil its obligation to the Department of Internal Affairs you shall within 30 days of receipt of the grant provide confirmation the funds granted have been applied in accordance with the purpose stated in your application, or if the funds form a contribution to a larger total then monthly progress reports shall be provided until the total can be applied in accordance with your application.

Failure to comply with this condition a sum equal to the grant shall be immediately repayable to the Howick Club.

Signature: _____ Date: _____

Once all sections of the application form have been completed, return to:
The General Manager
Email: Howick.club@xtra.co.nz
Return to reception at: 107 Botany Road or Post to: PO Box 38367 Howick 2145

Resolution to apply for funding

It was resolved that a request be made to the Howick Club for funding for (purpose)..... for the amount of.....

I certify that the above is a true and correct copy of a resolution of (state committee or executive)of (state name of society/applicant organisation)..... dated

Signed: _____

Name of Treasurer / Secretary: _____

(Must be completed & signed by Authorised Official)

APPLICANT: Checklist

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

HOWICK CLUB: Checklist

Date received:/...../.....

Approved / Declined

Payment Processed/...../.....