

Grant Application

Office Use Only	
Date Received	Ref #

1. Full name of your organisation

The organisation's name should generally be the same as its bank account name.

2. What type of organisation are you?

For example a sports club, community group, incorporated society, school, charitable trust, etc.

3. Please provide your organisation's contact details

PO Box Number _____

Street Address _____

Suburb _____

City / Town _____ Postcode _____

Email Address _____

Website _____

4. Main contact person for this grant application

This would be the person we would call if we've got any questions.

First Name _____ Last Name _____

Street Address _____

Suburb _____

City / Town _____ Postcode _____

Daytime Phone Number _____ Fax Number _____

Mobile Phone _____

Email Address _____

5. Is your organisation registered with the Charities Commission?

Yes No Please Tick

If yes, please provide your CC Registration number

CC _____

Note: you'll need to attach a copy of your Charities Commission Registration.

6. Is your organisation GST registered?

Yes No Please Tick

A ARSL grant is classed as a donation. If you are GST registered, any ARSL grant you receive will exclude GST. If you are not registered, any grant we make will include GST.

If yes, what is your GST number?

7. Is your organisation affiliated to a regional or national association?

Yes No Please tick

Please note: if you're a sports club, you need to be affiliated to a SPARC recognised regional or national association and be able to show proof of affiliation.

If yes, what is the name of the regional or national association?

Please note: you need to attach proof of this.

8. Does your organisation have IRD income tax exemption?

Yes No Please Tick

If yes, you will need to attach a copy of your IRD income tax exemption letter.

9. Is your organisation an Incorporated Society?

Yes No Please Tick

If you are an incorporated society, you will need to attach a copy of your Certificate of Incorporation.

OFFICE USE

		Application number	Grant number
CC Cert <input type="checkbox"/>	Affil. <input type="checkbox"/>	IRD T/E <input type="checkbox"/>	2 Quotes <input type="checkbox"/>
		Bank A/C <input type="checkbox"/>	Resolution <input type="checkbox"/>
Net Proceeds Committee Signatures:			Grants Officer Signature
DATE PAID	CODE	REGION	AMOUNT OF GRANT

Application Purpose Details

10. What do you need this funding for?

Include a brief description of your proposal and the way it will benefit your community.

11. What is the total cost of this project?

For applications of \$10,000 or more, please include a copy of your latest year end financial accounts (preferably audited).

12. How much are you asking from ARSL in total?

If your organisation is GST registered you should apply for goods and/or services exclusive of GST. If you are not GST registered our funding includes GST.

13. Who do you want the funding for?

For a team include name and grade details.

14. Approximately how many people will benefit from the grant?

For a team, how many members are in the team? For an event, how many people do you expect to attend?

15. If the funding is for a specific event or activity, what is the event or activity called? Funding cannot be retrospective.

16. When is the event or activity being held? Provide specific dates.

17. Where is the event or activity being held?

18. Funding request breakdown

Please complete the table below to show exactly what you want us to fund. You need two quotes from different suppliers for each item you want the grant for. Please note: quotes must be less than three months old, must be addressed to the applicant organisation, must clearly show the suppliers' contact details and show GST content. We generally cannot accept internet quotes, unless they are from a recognised and reputable supplier and include their full contact details.

Cost Breakdown

Item Description	Supplier 1 Name	Amount GST Exl.	GST	Total
1				
2				
3				
4				
	Total:			
Item Description	Supplier 2 Name	Amount GST Exl.	GST	Total
1				
2				
3				
4				
	Total:			

19. Have you asked any other organisations for funding for this purpose? Yes No Please tick. If yes, please list below.

Organisation	\$ Requested	Outcome

20. What other activities will your organisation be undertaking to fund this project?

For example raffles, sausage sizzles, charity auctions, car washes, self-funding, etc.

Estimated amount

\$

\$

21. Bank account verification

We need an original bank deposit slip or bank statement. If your application is successful, we will direct credit the grant funds into your organisation’s bank account. Please attach your original pre-printed bank deposit slip to this form. Photocopies can’t be accepted.

22. Resolution to apply for funding

We need a resolution as official proof that your organisation supports this request.

The resolution:

- must include an original signature from your organisation’s secretary
- should be on your organisation’s letterhead
- must specifically refer to ARSL (as opposed to a general reference to a charitable or community trust)
- must state the date the resolution was passed
- must clearly state the amount requested and purpose funding is required for (ensure the same amount is written in question 12)

See below for an example of what needs to be provided.

Resolution to apply for funding

It was resolved on (insert date of meeting) that an application be made to ARSL for (insert purpose). The total amount requested is (insert requested amount).

I certify that the above is a true and correct copy of the resolution of the (insert name of the committee or executive) of (insert organisation’s legal name).

Signature of Secretary _____ Name of Secretary _____

Date _____

23. YOUR CONSENT TO BE AUDITED AND DECLARATION IMPORTANT: THIS MUST BE COMPLETED

The Department of Internal Affairs (DIA) has the right to inspect all ARSL records. Grant recipients need to agree to comply with any requests from an officer of the DIA or ARSL for an inspection or audit. For larger grants, we may request an external auditor’s report confirming that the grant funds have been used for the purpose for which they were approved.

For groups, the consent to be audited must be signed by your secretary and another authorised signatory. For schools, signatories must include the secretary of the Board of Trustees or the school principal and another authorised signatory.

We agree to comply with any requests from an officer of the Department of Internal Affairs (“DIA”) or from ARSL for additional information in relation to the receipt and use of gaming machine funds received as a result of this application.

We also agree that an officer of the DIA or ARSL 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 deposited. This may be conducted by:

- i a chartered accountant in public practice, or
- ii a person appointed by the DIA

We agree to pay for any such audit or inspection and will allow it to be carried out in a manner approved by the DIA or ARSL within the time frame specified by the DIA or ARSL.

We confirm that any funds received as a result of this application will be used only for the purpose for which they were approved and that we will send copies of all receipts and return any money we don’t spend to ARSL.

We declare that:

- the information provided in this application is true and correct to the best of our knowledge;
- we have the authority to make the application on behalf of our group.

If you’re an incorporated society, please stamp your common seal here

Signature of authorised signatory	Full name in CAPITALS	Date

Signature of authorised signatory	Full name in CAPITALS	Date

✓ CHECKLIST - Have you:

<ul style="list-style-type: none"> <input type="checkbox"/> Read and understood the Application Notes on Page 4? <input type="checkbox"/> Fully completed all preceding sections of this application form? <input type="checkbox"/> Attached any additional papers where there has been insufficient space to provide all details? <input type="checkbox"/> Where applicable, attached your organisation’s Charities Commission Certificate? <input type="checkbox"/> Where applicable, attached proof of affiliation to a regional or national body? <input type="checkbox"/> Where applicable, attached your organisation’s IRD Tax Exemption letter? 	<ul style="list-style-type: none"> <input type="checkbox"/> Where applicable, attached your organisation’s Certificate of Incorporation and Common Seal? <input type="checkbox"/> Attached copies of at least 2 quotes and any other relevant supporting material? NB: these must be addressed to the applicant organisation. <input type="checkbox"/> Provided a pre-printed bank deposit slip, or a copy of your organisation’s bank statement? <input type="checkbox"/> Attached your organisation’s resolution to apply for funding? <input type="checkbox"/> Completed Section 23 "Consent to Audit and Declaration", by obtaining 2 authorised signatures?
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APPLICATION NOTES

Prior to lodging an application for funding, it is recommended that all applicants read the following information to ensure eligibility for an Air Rescue Services Ltd grant.

AUTHORISED PURPOSE

Air Rescue Services Ltd is authorised to distribute net proceeds from the operation of gaming machines at its member venues for the following purpose(s):

To assist in the provision and development of rescue and medical equipment operated by the Canterbury West Coast Air Rescue Trust. Includes, but not limited to, the provision of winch training and rescue helicopter expenses.

Also; donations to bona fide charitable, educational, sport, cultural and community organisations within the local community. Excludes payments to professional sports people.

CONDITIONS AND GUIDELINES

All applications for funding must be submitted on the approved Air Rescue Services Ltd Application Form directly to PO Box 10167, CHRISTCHURCH 8145. Applications MUST NOT be forwarded through member venues or venue operators.

It is a condition that any allocation of funds will be applied to the purpose stated and for no other purpose. 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 net proceeds, and on the condition that no procurement fee, commission and/or discount has or will be paid to any person and that no direct benefit arises or may arise in the form of a supply of goods or services to any party involved as a result of the payment being made. There must be no personal or commercial gain or benefit resulting from an Air Rescue Services Ltd grant.

IN THE EVENT OF NON-COMPLIANCE WITH ANY OF THESE CONDITIONS AN AMOUNT EQUAL TO THE AMOUNT OF THE GRANT IS IMMEDIATELY REPAYABLE BY THE RECIPIENT TO AIR RESCUE SERVICES LTD.

Air Rescue Services Ltd will review and consider all eligible applications for funding, however it is not obliged to meet all funding requests. Decisions on funding allocations are made at the discretion of Air Rescue Services Ltd's Grants Committee.

Venue operators and venue staff are not involved in the grants process.

Recipient organisations will be required to provide evidence of approved expenditure in the form of supplier invoices and receipts, bank statements and/or other such documentation as may be required by Air Rescue Services Ltd to confirm that funding has been allocated to the purpose for which it was approved.

IMPORTANT RULES ABOUT FUNDING APPLICATIONS AND PAYMENTS

- Funding applications must be supported by at least two (2) competitive quotes or other evidence. Quotes should be less than 3 months old and must clearly show the supplier's contact details. We generally will not accept internet quotes, unless they have been issued by a recognised and reputable supplier.
- The allocation of funding cannot be retrospective; ie to reimburse funds already spent. Please ensure you submit your funding application at least 8-12 weeks prior to the event or project for which funds will be required.
- All funding applications must contain a signed 'Consent to Audit'.
- Funding applications must not be forwarded to Air Rescue Services Ltd through its member venues or venue operators. Please send your completed application to PO Box 10167, Phillipstown, CHRISTCHURCH 8145.
- Air Rescue Services Ltd will only approve funding applications in accordance with its 'Authorised Purpose' above.
- Where Air Rescue Services Ltd obtains information that an applicant organisation has received funding from another source for the same purpose, Air Rescue Services Ltd will require the recipient to repay any portion of the funding that exceeds the total amount required for the stated purpose.
- The Air Rescue Services Ltd Grants Committee will review and consider all eligible applications for funding at its monthly meetings. Please refer to www.airrescueservices.co.nz for a schedule of meeting dates.
- Notification of all funding decisions will be made in writing within 5 days of the date of the Grants Committee meeting. If you wish to query a funding decision or register a complaint, this must be IN WRITING to PO Box 10167, Phillipstown, CHRISTCHURCH 8145.

- If your application is approved, the funding will be credited directly to your organisation's designated bank account within 5 days of the Grants Committee decision (unless otherwise stated).
- All grant funding must be spent within New Zealand.
- Any portion of allocated funding unspent at the completion of your project must be returned to Air Rescue Services Ltd immediately.
- All funding recipients will be required to provide evidence of approved expenditure in the form of supplier invoices and receipts, bank statements and/or any other such information that is requested to confirm that funding has been spent on the purpose for which it was approved. Failure to complete the necessary audit procedures will jeopardise any future funding applications submitted by your organisation, and may result in Air Rescue Services Ltd's request for a full refund of the grant.

AUDIT AND INSPECTION

Records relating to funding applications and payments are liable to inspection and subject to audit by the Department of Internal Affairs and Air Rescue Services Ltd.

THE DEPARTMENT REQUIRES THAT ALL GRANT APPLICATIONS MUST INCLUDE A CONSENT TO AUDIT THE RECIPIENT'S ACCOUNTS TO VERIFY RECEIPT AND CORRECT USE OF FUNDS.

INTERPRETATION OF 'AUTHORISED PURPOSES'

Proceeds from gaming machines can only be utilised for the Authorised Purpose', defined in the Gambling Act 2003 as "any charitable, philanthropic, cultural or party political purpose, or any other purpose that is beneficial to the community or any part of it".

Authorised Purposes must benefit the community and not result in any commercial or personal gain.

The following are examples provided by the Department of Internal Affairs which are **NOT ACCEPTABLE** Authorised Purposes:

Purposes which will result in a clear personal or commercial gain for any individual or organisation, eg

- Grants for individual sports persons, unless the grant is made to, and administered by, an incorporated sporting body to which the individual is affiliated. If the individual is participating in a sports event that attracts prizes, all prizes must be forfeited to that sporting body.
- Grants to further the activities of professional sports persons (except where such a donation is made for a coaching, training or development purpose for an amateur sport or community organisation).
- Purchase or subsidy of vehicles to be used for private or commercial activities, or social functions.
- Hotel "courtesy vans" used to ferry patrons homes, or vehicles for motorsport.
- Funding to cover cash prizes or large non-cash prizes.
- Prizes for sporting events (except trophies or modest non-cash 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).
- The promotion of tourism, except where what is being promoted is a public amenity such as a park or museum.
- "Trade Tournaments" or sporting events staged primarily for publicity and/or the benefit of a select/invited industry group.

The Racing Industry

- Payments other than stake money to horse or greyhound owners or trainers.
- Payments to professional jockeys.
- Activities or expenses in connection with the breeding of racehorses or greyhounds.

Groups, events or trips which are predominantly social in nature and facilities to provide for such groups/events (unless the beneficiaries are a needy group such as underprivileged children or the elderly).

This may include:

- Family Reunions.
- Social Clubs and Sports Supporters Clubs.
- Sporting trips for supporters or spectators.
- Costs associated with staging "after-match" functions for sporting groups.
- Provision or subsidy for costs of entertainment, food or refreshments.