



**Air Rescue
and Community
Services**



Office Use Only	
Application Number	Date Stamp
<input type="text"/>	<input type="text"/>

PO BOX 20-326, BISHOPDALE, CHCH 8543
PH: 03 354 9566 Email: info@arcs.co.nz

1. Applicant Name

The Organisation name should generally match the bank account name

2. Type of organisation

Sport
 Charitable
 Cultural
 Community Support
 Education
 Other (specify below)

(Tick one only)

3. Postal Address

Physical Address

4. Please provide (if applicable)

Charities Certificate
 Incorporation Certificate
 Income Tax Exemption OR Constitution
 Current Affiliation Letter
 CC number
 GST Number

PLEASE SEE CHECK LIST ON PAGE 3

5. Contact Name for this application

<input type="text"/>	<input type="text"/>
Name	Position
<input type="text"/>	
Email	
<input type="text"/>	
Contact Phone	

6. Amount Applied For

<input type="text"/>	<input type="text"/>
Incl. GST	Exc. GST

AMOUNT MUST MATCH RESOLUTION

Office Use Only															
Inc.	<input type="checkbox"/>	Affil.	<input type="checkbox"/>	Charities	<input type="checkbox"/>	Tax Exempt	<input type="checkbox"/>	Event Evi.	<input type="checkbox"/>	2 Quotes	<input type="checkbox"/>	Bank Account	<input type="checkbox"/>	Resolution	<input type="checkbox"/>
Consent to Audit	<input type="checkbox"/>	Financials	<input type="checkbox"/>	Ownership	<input type="checkbox"/>	BOT Resolution (Schools only)	<input type="checkbox"/>	Declaration Cash Prizes	<input type="checkbox"/>						
<input type="text"/>				<input type="text"/>				<input type="text"/>							
Date Paid				Meeting Date				Amount Approved							

7. Who/how many people will the funding benefit?- Please state team name and provide team list and confirmation of event .
Where/when is your event?

8. What is the funding for? (the purpose of THIS application)
Note: This section MUST be completed. "Refer attached" is NOT acceptable.

9. Cost Breakdown

Item Description	Supplier 1	Amount excl GST	GST	TOTAL

Item Description	Supplier 2	Amount excl GST	GST	TOTAL

10. In which Territory and region will the funds be applied? (eg. Wellington City, Christchurch City, Marlborough District etc.)

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11. Have you applied elsewhere?

Organisation	Purpose	Requested Amount	Date	Outcome
		\$		Approved / Declined
		\$		Approved / Declined
		\$		Approved / Declined
		\$		Approved / Declined

12a. For all equipment purchased with this grant funding, please confirm the following:

I/We confirm that ownership and retention of all equipment purchased with this grant funding will remain with the applicant organisation for further use and be returned at the end of each season.

12b. For all tournaments/events please confirm the following:

No cash prizes, or any prizes over the value of \$25 will be received or are associated with this tournament/event. Yes No

Signed: _____

Name & Position: _____

Date: _____

13. Consent to Audit IMPORTANT: THIS MUST BE COMPLETED.

The Department of Internal Affairs (DIA) has the right to inspect all Air Rescue & Community Services records. Grant recipients need to agree to comply with any requests from an officer of the DIA or ARCS 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.

I/We agree to comply with any requests from an officer of the Department of Internal Affairs (DIA) or from ARCS 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 ARCS 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 ARCS within the time frame specified by the DIA or ARCS.

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

Incorporated society
common seal stamp

We declare that:

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

Signature of authorised signatory

Full name and position in CAPITALS

Date

Signature of authorised signatory

Full name and position in CAPITALS

Date

14. Attach Pre-printed Deposit Slip.

15. Resolution.

We need a resolution as official proof that your organisation supports this request preferably on your letterhead. SEE EXAMPLE IN THE BOX BELOW

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

I certify that this is a true and correct copy of the resolution of the (insert name of organisation XXXX).

Signature: XXXXXXXXXXXXXXXXXXXXXXXX
 Name and Position: XXXXXXXXXXXXXXXXXXXXXXXX
 Date: XXXXXXXXXXXX

CHECKLIST - Have you:

- Completed the ENTIRE application form
- Attached your pre-printed bank deposit slip
- Attached your resolution
- Attached AT LEAST 2 quotes
- Attached your certificates from section 4 (if applicable)
- Attached your financial statements if applying for \$10,000 or more
- Completed the Consent to Audit and Declaration, with TWO original signatures (these MUST be ORIGINAL, and cannot be electronic or a photocopy)
- Event evidence (including dates)

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

1. Air Rescue Services Ltd may distribute funds to assist in the provision and development of rescue and medical equipment and services supported by the Canterbury West Coast Air Rescue Trust. Includes, but is not limited to, the provision of crew training and rescue helicopter expenses.
2. Funds may also be distributed to bona fide charitable, educational, sport, cultural and community organisations within the local community. Excludes payments to professional sportspersons.
3. Funds may be distributed for stake money and for the provision and maintenance of grounds, buildings and facilities, where these are primarily used for race meetings. Excludes payments to professional jockeys, horse or greyhound owners and trainers and excludes payments for activities or expenses in connection with the breeding of racehorses or greyhounds.
4. Air Rescue Services Ltd may distribute or apply funds to any of the purposes outlined above that are consistent with the terms of its constitution. Examples may include, but are not limited to, the purchase of land and the development and maintenance of sporting or other facilities that benefit the community; the establishment of academic or sporting scholarships for young persons that are fair, open and equitably assessed or the payment or capitation of other levies to any not-for-profit national body or association.

CONDITIONS AND GUIDELINES

All applications for funding must be submitted on the approved Air Rescue Services Ltd Application Form directly to PO Box 20326, CHRISTCHURCH 8543. 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 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 an original 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 20326, Bishopdale, CHRISTCHURCH 8543.
- 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.
- All queries on outcome of grants must be in writing either via email or post.

- 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 20326, Bishopdale, CHRISTCHURCH 8543.
- If your application is approved, the funding will be credited directly to your organisation's designated bank account.
- 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.
- 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 home, or vehicles for motorsport.
- Funding to cover cash prizes or large non-cash prizes.
- 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.