Applicant Organisation Name

For Trust Office Use Only:

Grant No:

Date Received ____/____/____

Date Processed ____/____/____

☐ Application Approved

Amount $

Purpose

Cheque No.

☐ Application Declined (Tick Reason)

☐ RT ☐ IF ☐ DD ☐ HY

☐ OA ☐ AP ☐ BF

Net Proceeds Committee Signatures

PELORUS TRUST

Application for a Gaming Machine Grant

www.pelorustrust.net.nz

Important: Please complete the Application Sections A,B,C,D and E carefully, detach and return.

SECTION A | Contact Details

Applicant Name:

Postal Address:

Contact Person: Position (e.g. Secretary):

Phone (Daytime): Phone (Evening):

Email Address:

SECTION B | Organisation Details

Type of Organisation:

☐ Sporting ☐ Cultural ☐ Educational ☐ Charitable

☐ Community Support ☐ Other (please specify)

Number of Members (Players or Beneficiaries):

Legal Status:

What is the main purpose of your organisation?

GST Status: Are you registered for GST? ☐ Yes ☐ No

Please supply your GST Number: ☐☐ ☐☐☐ ☐☐☐

Is your organisation a not-for-profit body? ☐ Yes ☐ No

Is your organisation affiliated to any regional or national Association? ☐ Yes ☐ No

Name:

Bank Details: Please attach your organisation's pre-printed bank deposit slip here.

BANK DEPOSIT SLIP

SECTION C | Funding Details

Has your organisation applied for funds for the **same** purpose(s) to any other funding trust or organisation?

☐ Yes ☐ No If yes please supply details:

Organisation Name	Amount	Outcome (if known)
	$	
	$	

Do you have current cash reserves or term investments exceeding $10,000? ☐ Yes ☐ No

If yes how much $

How much has your organisation received in total from gaming machine trust grants in the last 2 years? $

What is your nearest Pelorus Trust member venue? (to ensure funds are returned to the area raised). For a list of our current sites go to our website www.pelorustrust.net.nz.

SECTION D | Grant Details

Amount applied for: $

Budget:

Total cost of project	$
Your Organisation's contribution	$
Other funding sought	$
This Application	$
Short fall (if any)	$

What fundraising are you doing towards this project?

The Trust may not be able to fully fund the total amount applied for. Please state the **minimum** amount required in order for the event/project to still proceed: $

Purpose of Grant: What will the funds be used for?

When do you require funding? (Date of event/activity taking place) / /

Cost Breakdown:

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

Quotes: Two quotes are required for each item requested. If you cannot provide a second quote please state why. (e.g. only one airline flies to this town)

Does anyone who supplied quotes to support your funding request belong as a member to your organisation?

☐ Yes ☐ No If yes please supply details:

If granted, would this funding request provide any commercial benefit to any Pelorus Trust member site?

☐ Yes ☐ No If yes please supply details:
Note: Member sites are not permitted to receive commercial benefit from any grant made

Please complete the Declaration Section E over…

For an explanation for any of the questions above refer to blue shaded 'Notes for Applicants'. Be sure to detach the notes before returning the Application Form. The notes are for your reference and should be retained.

Tear along perforated line

DETACH AND KEEP THIS PAGE FOR YOUR INFORMATION

Notes for Applicants

PELORUS TRUST

The Pelorus Trust is a charitable trust that has as its primary objective the promotion and development of amateur sport in New Zealand. As a secondary objective the Trust also supports various charitable or not-for-profit community purposes.

The Trust is licensed to operate gaming machines under strict rules imposed by the Gambling Act (2003), associated Game Rules and Regulations. In addition the Trust has its own funding objectives, grants criteria and rules.

To ensure the maximum community benefit of the funds raised the Trustees initiate several funding projects as well as encouraging a broad cross section of sporting and community groups to apply for a grant.

The Trust maintains a comprehensive website at **www.pelorustrust.net.nz**. We strongly recommend that all potential applicant groups visit this site and read its contents. The Pelorus Trust meets regularly to consider applications. Meeting dates are usually posted on the website. Please ensure that applications are received by the Trust at least two working days before the Trust meeting. Applicants are notified in writing of the outcome of their application a few days after the meeting date.

The following notes correspond with the numbering shown on the application form. They may assist you to complete the application form.

SECTION A – CONTACT DETAILS

The **applicant organisation** must be an identifiable formal group, association, trust, society or not-for-profit organisation. We cannot accept applications from individuals or families.

All correspondence, including a grant remittance cheque, if approved, will be sent to the nominated **postal address** of the applicant organisation. Please ensure this postal address is secure and can be accessed by the applicant organisation.

The Trust may phone the nominated **contact person** to seek clarification or additional information regarding your application. Please ensure this person knows about this application.

SECTION B – ORGANISATION DETAILS

This section helps us confirm your non-profit, non-commercial status. The Trust cannot fund any organisation where the people in that organisation will accrue a personal or commercial benefit.

If the applicant is **GST** registered, only the GST exclusive amount will be funded. If approved, any grant made by the Pelorus Trust shall be treated as an unconditional gift. No portion is claimed by the Pelorus Trust as a deduction for Goods and Services Tax paid.

Please staple your organisation's pre-printed bank deposit slip onto this section. You may not use a business or personal account deposit slip. This information is mandatory as it forms part of the audit trail should funds be granted to your organisation.

SECTION C – FUNDING DETAILS

The Trust must not grant funds where the possibility exists that the applicant group may also receive funding from another source for the same goods or services to an amount which **exceed the value of those goods or services**. This is called **double-dipping**. If your organisation seeks to apply to multiple funding agencies we strongly recommend you apply for different items/projects to each funding body.

Continued over…

The Trust maintains a policy where **funds are generally returned to the area from which they were raised**. Nominating our nearest member venue will assist us to define your general geographic area.

The Trust is keen to determine what other fundraising efforts the applicant organisation has undertaken to contribute to the overall funding amount required. In some instances, as a result of a desire to see a wide spread of available funds, the Trust is only able to partly fund applications. If part funding is not appropriate in your case (i.e. you would prefer all or nothing), please write the word ALL in the minimum amount question box.

Tear along perforated line

SECTION D – GRANT DETAILS

You may apply for any purpose that is defined as an "authorised purpose" by the Gambling Act. This means a charitable or non-commercial purpose that is beneficial to the community. The Trust has further defined this to mean:

> "The Pelorus Trust may distribute funds through charitable, sporting or other community based organisations. Funds may be distributed to, but not limited to, any cultural, philanthropic, charitable, sporting, educational or any other purpose that benefits the community or section of it.
>
> Grants shall benefit only amateur sport where the aim shall be to assist participants to play their sport, improve their skills and generally participate in a healthy recreational activity. Grants may benefit the sport of racing through the provision of facilities, grounds maintenance and rental, stakes and the like. No grants shall benefit professional sportspersons to play their sport or racing owners, trainers or jockeys.
>
> Grants to charitable and not-for-profit community groups shall generally be for the purposes of health, welfare and the relief of poverty, for the benefits of the arts, culture or kapa haka, or for community assistance groups such as rescue helicopters.
>
> Grants to schools or other educational institutes shall be for the provision of equipment or services that foster continuous learning and youth development."

There are some things the Trust will not usually fund. Please check our website for details as this information is constantly updated.

The Trust will not grant funds retrospectively. This means your organization needs to plan carefully to ensure that if **funds are required** for an event, the Trust has plenty of time to consider the application (and make any grant) before the event takes place. Similarly, the Trust cannot grant funds for previously incurred debts.

The Trust needs to ensure that the applicant has obtained **competitive quotes** for the goods or services it needs. It is preferred that the quote provider dates the quote and it is on company letterhead. The quote must be current (i.e. dated less than three months prior to the date of application). If the applicant cannot provide two quotes we need to know why. If the applicant has a preferred supplier arrangement with one provider please clearly indicate this but also provide another quote as a comparison.

SECTION E – DECLARATION

This section must be completed by two principal officers of the applicant organisation. Please read this section carefully. It is highly likely that your organisation, if successful, will be asked to account for the use of funds granted by either the Trust's auditors or Inspectors from the Department of Internal Affairs or both. It is also important to note that the completion of an application form does not constitute approval of the request or, if approved, that further payments to the same applicant for the same purpose will be approved in future. The Trustees maintain an unfettered discretion to decline or refuse any application even if the submitted application meets all relevant criteria and funds are available.

PELORUS TRUST

0800 PELORUS (from land line only)

or 04-589 0819

www.pelorustrust.net.nz

SECTION E | Declaration

We agree to comply with requests from an officer of the Department of Internal Affairs or from the Pelorus Trust for additional information in relation to the receipt and use of funds received by us.

We agree that an officer of the Department of Internal Affairs may direct an audit or inspection of the books, accounts or data systems in which any grant monies have been deposited.

We agree that the audit or inspection will be carried out in a manner approved by the Department or the Trust.

No sponsorship or financial arrangement resulting in any agreement to the payment of a fee, a levy, a commission, a "contra" arrangement or payment of any other kind has been entered into with a Pelorus Trust venue.

Privacy Act

The organisation and associated individuals authorise the Pelorus Trust to store any of the information included in, or obtained in connection with, this application and to disclose that information together with the Pelorus Trust's decisions on the application for any purpose including without limitation; national publication of grants, storage on a national database and compliance with Department of Internal Affairs licence conditions.

In the event of any audit irregularity or sponsorship/financial arrangement with a member venue being discovered (e.g. misapplication of funds), we agree to refund immediately the grant in whole or in part as required by the Pelorus Trust at its absolute discretion.

Any unspent funds will be returned to the Pelorus Trust unless otherwise directed.

Grant monies will only be used for the purpose for which quotes were supplied and the grant approved.

We have read, understand and accept the conditions of this application. We have read and understand the information notes contained in this form.

We certify the above is true and correct.

SIGNATURE OF SECRETARY of club or organisation	PRINTED NAME	DATE / /
SIGNATURE OF CHAIRPERSON or other EXECUTIVE MEMBER	PRINTED NAME	DATE / /

Note: The declaration **must** be signed by **two** authorised persons.

APPLICANT CHECKLIST

- ☐ All sections complete?
- ☐ Bank deposit slip attached?
- ☐ Current quotes attached?
- ☐ Any additional supporting information included?
- ☐ Declaration has two signatures?
- ☐ You have detached the 'Notes to Applicants' page?

RETURN APPLICATION

Once all sections have been completed send this application and all supporting documents to:

PELORUS TRUST
PO BOX 39 445
LOWER HUTT

PELORUS TRUST

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