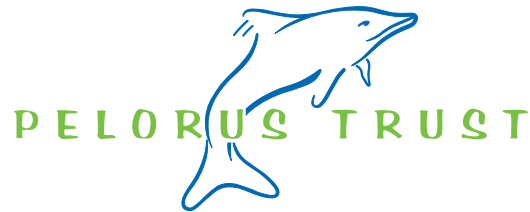


## Future applications to the Trust

Please note that a successful application at this time does not necessarily infer that a similar application in the future will automatically be approved.

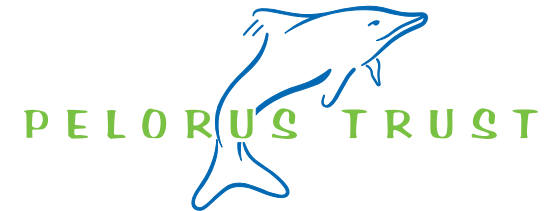
## Pelorus Member Venues

The Pelorus Trustees acknowledge the valuable contribution made by member hotels who operate our gaming machines. Without this partnership we would be unable to support so many worthy sporting and charitable groups in your community. However, as you declared in your application for funding, no commercial benefit may be derived by these member venues from the grant distribution process.



## Congratulations

You are a Pelorus Trust Grant Recipient!



## For more information

The Pelorus Trust website is regularly updated and contains important information for grant applicants and recipients.

Please visit us at

[www.pelorustrust.net.nz](http://www.pelorustrust.net.nz)

### Pelorus Trust

PO Box 39445

Lower Hutt 5045

**Phone:** 0800 PELORUS

or 04-589 0819

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[www.pelorustrust.net.nz](http://www.pelorustrust.net.nz)

## Grant Accountability Guide

## Pelorus Trust

The **Pelorus Trust** distributes millions of dollars every year to a vast number of community and charitable organisations. These grants may be extremely large or quite small, but in all cases represent much needed funding to improve and develop our communities.

## Your obligations

When your organisation applied for funding, it acknowledged the various obligations and responsibilities associated with any grants it received. This brochure sets out these and other requirements that are conditional on your acceptance of the funds, and also answers some frequently asked questions.

## The amount granted

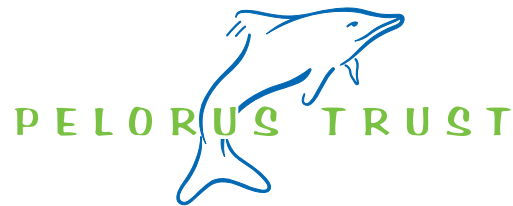
Your application has been assessed by the Trust and the outcome approved by the Board of Trustees. The amount granted may be less than the amount you applied for. The Trust is an independent organisation with an unfettered discretion to support any application to a level it feels is appropriate. A heavy demand on Trust funds, your grant history, the amount requested, how much your organisation has raised independently, whether you have applied to other funding agencies, the types of goods or services you have requested funding for, and the overall community benefit your funding will provide are the main factors taken into consideration by the Trust.

## What should you spend the money on?

In your application you specified the purposes for which you needed funding. You also provided quotes for the products and services involved. The letter attached to your cheque from the Trust indicates clearly which of these purposes your funds must be spent on, and may specify purposes which are excluded.

## What to do with the cheque?

The cheque from the Trust must be banked into an account in the name of your organisation. This forms the first step of the audit trail. Please note that the grant is a charitable donation and is GST-exempt.



[www.pelorustrust.net.nz](http://www.pelorustrust.net.nz)

## After the money has been spent

Included with your cheque is an Accountability Report for your grant. You must complete this report and return it to the Trust along with relevant invoices and bank statements by the due date indicated, which is approximately 3 months from the date the grant was approved. If you are unable to meet this timeframe please contact us.

Failure to provide the Accountability Report may impact on your suitability for future grants from the Trust.

Additional auditing may be carried out by the Department of Internal Affairs or by the Trust.

You may need to supply information to these auditors if requested to do so.

## Unused funds?

If the goods you wish to buy cost less than your initial quote, or, if you received funding from another organisation for the same purpose, or, if you no longer require those items for any reason, you may have grant monies left unspent. In some cases, the Trustees may grant permission for you to use unspent funds for another authorised purpose but only after approval has been granted. Please apply in writing to the Trustees (enclosing new quotes if applicable) if you wish to pursue this. Otherwise, you must return any unused funds to the Trust.