

**Cut-off Date:**

Applications received at We Care Office by 4.30pm on the last working day of each month will be considered by the end of the following month.

**APPLICATION FOR FUNDS**

**All Sections MUST be completed in full by applicant organisation**

**1. Name of organisation** *the legal name must be the same as the bank account name*

**2. Postal Address**

  
  
  
 Postcode 

**Physical Address**

  
  
  
 Postcode 

**3. Main Contact Person & Contact Details**

Name <input type="text"/>	Home Ph ( <input type="text"/> ) <input type="text"/>
Position <input type="text"/>	Work Ph ( <input type="text"/> ) <input type="text"/>
Address <input type="text"/>	Mobile <input type="text"/>
<input type="text"/>	Postcode <input type="text"/>

Email:

**4. What purpose is the grant to be used for?** *Please ensure this section is filled out. Incomplete applications will be returned*

  
  
  


**5. Amount Requested**  **Total Value of Project**

**6. Is your organisation GST registered?**  Yes  No

If yes, please supply GST number:

GST No:

**7. Is your organisation registered with the Charities Commission?**  Yes  No

If yes, please supply CC number:

CC No:

**OR**

**8. Does your organisation have IRD Charitable Status?**  Yes  No

If yes, please supply IRD number and certificate:

IRD No:

**WE CARE COMMUNITY TRUST OFFICE USE ONLY**

Date Received <input type="text"/>	Amount Granted <input type="text"/>	Administrator <input type="text"/>
Application No <input type="text"/>	Date paid <input type="text"/>	Director <input type="text"/>
	Date Approved <input type="text"/>	

9. Is your organisation affiliated to a Regional / National Organisation?  Yes  No

If yes, please attach confirmation.

10. Cost Breakdown

Item	Quote 1	Quote 2
	\$	\$

Salary

Position Name	Hours	Hourly Rate	Total	Week / Month/ Year(period)

11. How is the balance of the project being financed / What other trusts have you applied to?

Organisation	Amount requested	Result	Date of result

12. Check List – Have you remembered everything??

Please check our website for any updates on grant criteria / funding BEFORE sending your application.

**WE REQUIRE:**

✓ Check each section of this form is completed in full and information relevant to each point below is provided.

- A pre-printed **deposit slip or bank certification in the name of your organisation** is attached (please note, your application cannot be processed without this)
- A copy of the resolution/minutes of the committee to apply for funding and that the Secretary has signed it as a true and correct copy. **Please check our website for an example of the Resolution required.**
- A copy of the **Certificate of Incorporation** is attached (if the organisation is incorporated), **or** confirmation of **charitable status.**
- Confirmation that your team/club/organisation is affiliated to a recognised regional or national body.**
- A copy of your trust deed (if your organisation is a trust), constitution and/or rules as well as a list of current Trustees
- Itineraries/invitations to events or other supporting material (this must be addressed to the applicant organisation)
- A list of your current Board/Committee members names (first and last names)
- A copy of your organisations latest **signed Annual Financial Accounts.**
- A copy of **2 current competitive quotes for each item** (or valid reason in writing where only one can be supplied). Quotes must be on supplier letterhead. **(see section 10).**
- If applying for assistance with salaries, please ensure you have included a copy of the **current signed employment contracts. (see section 10)**
- Signatures from **2 representatives** of the organisation. **(see “Authorisation to Audit”)**
- We recommend you retain a copy of the application for your records

## AUTHORISATION TO AUDIT

### ***Important – This MUST be completed, and signed by authorised two persons***

We understand that the funds can only be used for the purposes stated and that any funds not used in this manner will be returned to the Trust. We agree to provide any information required regarding the grant to the Trust on request including the provision of receipts or other proof of how the funds were used.

We agree to comply with requests from an officer of the Department of Internal Affairs for additional information in relation to how the monies received by this society from the operation of gaming machines have been spent.

We also agree that an officer of the Department of Internal Affairs or an appointee of We Care Community Trust Limited may direct an audit or inspection of the books, accounts, or data systems in which the proceeds of the operation of the gaming machines received by this society have been deposited. This may be conducted by:

- (i) A Chartered Accountant in public practice, or
- (ii) An officer of the Department of Internal Affairs, or
- (iii) An agent of We Care Community Trust Limited

We agree that the audit or inspection will be carried out in a manner approved by the Department of Internal Affairs, within any timeframe specified by the Department of Internal Affairs.

#### **Audit and Inspection**

**- If there is a change in circumstances of costs, We Care Community Trust Limited must be notified in writing**

**- In the event that:**

- **adequate audit documentation for a grant cannot be obtained or,**
- **actual costs are less than those indicated in the application or,**
- **funds are spent for other than for the approved Authorised Purpose or,**
- **there is any other irregularity in the grant process or,**
- **the applicant has received funding from another source for the same purpose**  
**then We Care Community Trust Ltd is required to obtain a refund of the grant.**

**- Failure to provide audit documents will require grant money to be refunded.**

We hereby consent to the above audit conditions and certify that the information included in the application together with any supporting details, is true and correct.

Name \_\_\_\_\_ Position \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

We certify that we have the authority to make this application on behalf of the applicant.

All decisions of We Care Community Trust Limited are FINAL.  
All applicants will be contacted in writing within ten working days of the Board meeting.  
Verbal communication of funding decisions will not be given.

**Please note funds cannot cover costs which have been paid for before the application is approved at our board meeting. Invoices, receipts and bank statements must be kept and are required to be sent to We Care Community Trust Limited for audit purposes.**

### **Goods & Services Tax**

The allocation of funds is made by We Care Community Trust Limited and is an unconditional gift. No portion is claimed by We Care Community Trust Limited as a deduction for Goods and Services Tax paid. If the applicant is GST registered, only the GST exclusive amount can be funded (as GST is not a real cost to such organisations).

*Please note – We Care Community Trust may require a grant applicant to provide further relevant information on request.*

**It is preferable that ORIGINAL applications are received by the We Care's office at least 8 weeks prior to the funds being required.**

**All applications must be sent directly to:**

**We Care Community Trust Limited, PO Box 74-104, Greenlane, Auckland 1546**

**or hand-delivered to:**

**1 Kimberley Road, Epsom, Auckland 1023.**

## **APPLICATION FOR FUNDS INFORMATION** *Please read this information carefully*

Proceeds from gaming machines can only be used for what is termed 'Authorised Purposes' as set down by the Department of Internal Affairs and the Gambling Act 2003. Authorised purposes may include charitable, philanthropic, amateur sporting, arts, cultural activities or something that provides benefit to a significant portion of the community in a non-commercial sense.

The type of charitable organisations that the Trust envisages assisting generally fall within the following descriptions:

- (a) Sporting clubs/teams
- (b) Cultural (e.g., performing arts, historical societies, cultural groups etc.)
- (c) Philanthropic (organisations that are there for the benefit/welfare of the community, e.g. health, foodbanks)
- (d) Educational groups
- (e) Community groups (e.g., scouts, senior citizens, etc., who serve community purposes)
- (f) Other groups that may fulfil qualifying purposes not specifically mentioned in (a) to (e)

## **TERMS AND CONDITIONS OF FUNDING**

- Funding must be applied to the purpose stated on the application
- Any deviations or requests for reallocation of funding or change of supplier of goods and/or services must be made to the Trust in writing prior to the expenditure being incurred.
- Expenditure of funds must be accounted for by collating and returning receipts and copies of bank statements pertaining to the receipt and expenditure of funds, as soon as practicable after the funds are spent.
- Any unspent funds are returned to the Trust immediately.
- Failure to return receipts and accountability will result in a request from the Trust for the return of funding and any future applications being declined.
- Funds cannot be granted for events that have already occurred or for items that have already been purchased.
- No fee or commission payment of any kind can be attached to this application.
- Funding is entirely at the discretion of the Trust and application does not guarantee funding.
- All items funded must remain the property of the recipient organisation, e.g. sports equipment and uniforms.
- Written notification of outcomes will be sent within ten working days of the Board meeting. (Verbal communication of funding decisions will not be given).
- Payment of the grant will be made by direct credit to the bank account nominated on the deposit slip that you have attached to your application.

## **UNAUTHORISED PURPOSES IN RELATION TO GRANT FUNDING**

- Purchase or subsidy of alcohol, food, entertainment or refreshments (Except in certain cases for children or elderly).
- Costs of staging "after match" functions for sporting groups
- Grants to non-affiliated "social" sports or social clubs
- Grants to clubs that use a commercial gaming machine site (e.g. a hotel) as a clubroom or sporting venue.
- Cash prizes or large non-cash prizes
- Commercial tourist promotions
- A purpose which will result in a commercial gain or profit for an individual or organisation
- Grants to further the activities of professional sports persons
- Any individual sports person unless the grant is made to and administered by an incorporated sporting body to which the individual is affiliated
- Family reunions or group 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 for 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.)
- Dress uniforms
- Donations given to individual events cannot be provided for personal usage. All such provisions must be made available for common usage.
- All grants must be utilised for purposes within New Zealand for New Zealand goods and services. Funds will be made available for travel overseas to the first point of arrival and return to New Zealand. No other costs will be provided for.
- Any retrospective purchase or event
- Funding of third-party donor organisations