



(Office Use Only)

GRANT NO: _____

GRANT APPLICATION FORM

*Please return the completed Grant Application Form
(including this page) and all supporting documentation to:*

MANA COMMUNITY GRANTS FOUNDATION
PO Box 50 779
PORIRUA

*Or deliver to the Foundation's Office in the
Bridgepoint Complex, 15 Marina View, Paremata*

Telephone: 04 233 6230
Email: admin@mcgf.co.nz
Website: www.mcgf.co.nz

Mana Community Grants Foundation Use Only

Date: _____

Approved

Amount Approved: \$ _____

Declined

Cheque/DD No: _____

Trustees Signatures: _____

FUNDING CRITERIA AND GUIDELINES

Terms and Conditions

- The Mana Community Grants Foundation (hereinafter referred to as the 'Foundation') is under no obligation to meet requests for grants. The funds belong to the Foundation which has the sole right to determine whether a grant will be approved and no dialogue or correspondence will be entered into regarding decisions made on applications.
- No venue operator can process or guarantee Foundation funds to any organisation; all grant requests must be forwarded to the Foundation for consideration and are subject to the availability of funds.
- All grants are given free of any commercial consideration or conditions imposed by venue operators.
- No fee or commission payment of any kind is attached to this application.
- Applicant sports groups must be affiliated to a recognised national organisation.
- Applications must be future focused, ie the application must be approved prior to the event/project/purchase taking place. Retrospective applications cannot be processed.
- Grants must be for the benefit of the 'Community' as defined by the boundaries of the Porirua City Council or within a 3km radius of venues where gaming licences are held in the name of the Foundation. Applications therefore must be from organisations delivering a benefit specifically for members of the prescribed community.
- The project must be started within 12 months of the receipt of the grant.
- The Foundation expects an acknowledgement in your Annual Report and in any publicity connected with the project.

Mana Community Grants Foundation objective in operating gaming machines is to raise money for the following purposes

Any charitable, philanthropic, amateur sport, cultural or other purpose that is beneficial to 'the prescribed community' or any section of it. This shall include, but not be limited to:

- grants for the provision, or towards the provision, of facilities, equipment, and/or playing uniforms for sporting clubs playing in recognised, published leagues or competitions;
- grants for charitable purposes, including the relief of poverty or welfare assistance through donations to recognised social service or welfare agencies;
- grants to educational or training organisations through the provision of equipment or scholarships that are administered by the recipient educational organisation;
- grants for recognised cultural, health, environmental, recreational or philanthropic activities or groups within the local community.

Please note: No payment, commission and/or any other kind of financial undertaking can be attached to and/or demanded as a pre-condition from anyone (eg the venue owner/operator/employees) for either:

- (a) obtaining and/or issuing a 'grant application form' to the public for gaming machine proceeds; or
- (b) the subsequent payments of any grants of gaming machine proceeds for authorised purposes.

Who can apply for funds?

To be eligible for grants you need to be a non-profit organisation that is active within 'the prescribed community' in the areas of recreation, health, welfare, environment, education, arts and culture or amateur sport.

What sort of areas will be considered for funding?

We fund what is referred to as "Authorised Purposes", being purposes which have a benefit to 'the prescribed community' in accord with the Foundation's objectives/policies and comply with the requirements of the Department of Internal Affairs.

Common items funded are:

Playing or performing uniforms for teams or other groups. Equipment, which could be sports equipment, teaching resources or many other things depending upon the applicant society's aims and objectives. Training for community organisations to upskill their (usually voluntary) workers or sports coaching clinics that will benefit junior levels of sport. Educational trips for school children. Travel for a variety of organisations which is necessary to fulfill the aims and objectives of the organisation.

The following are examples of purposes which would NOT qualify as 'Authorised Purposes':

- Administration costs for sports groups.
- Costs associated with staging "after-match" functions for sporting groups.
- Feasibility study or report writing.
- Servicing of existing debt.
- Grants to non-affiliated sports or social clubs.
- Grants to clubs that use a commercial gaming machine site (eg a pub) as a clubroom or sporting venue.
- Cash prizes or large non-cash prizes.
- Purchase or subsidy of alcohol, food, entertainment or refreshments – other than in special circumstances.
- "Trade tournaments" or sporting events staged primarily for commercial publicity and/or the benefit of a selected industry group.
- Travel insurances and taxes.
- Vehicles for motorsport, private or commercial activities.
- Sporting trips for supporters.
- Commercial tourist promotions.
- A purpose which will result in a clear commercial gain or profit for an individual or organisation.
- Grants to further the activities of professional sports persons (except where such a donation is made for any coaching, training or development purpose for an amateur sport community organisation).
- Any individual person unless the grant is made to, and administered by, an incorporated 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 intended 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 and laundry.
- Grants for the benefit of lobby groups or political parties.
- Grant requests for fundraising for another organisation are not permissible. This includes 3rd party requests.
- Projects which are considered to be the responsibility of local or central government.

Sporting events or tournaments

Travel and accommodation costs (not to include any food or alcohol costs) can be processed provided an "official" itinerary endorsed by the host body is supplied along with an itemised breakdown of the quoted costs.

The participating club/organisation must be taking part in a *bona fide* event sanctioned by a recognised legitimate national or regional body.

This is by no means a definitive list. Foundation staff will evaluate all applications and inform applicants if the criteria is not met. Receipt of your application will not otherwise be acknowledged. For further information, refer the Foundation's web site

- www.mcgf.co.nz

Should you have ANY queries in respect to completion of this form or submission dates, please contact the Foundation:

Office Address:

Bridgepoint Complex
15 Marina View
Paremata

Telephone:

04 233 6230

Fax:

04 233 6270

Email:

admin@mcgf.co.nz

GRANT APPLICATION FORM

APPLICANT DETAILS

Name of Organisation: <i>(should be same as bank account name)</i>	No of Members:	Area/District Served:

Aims, Objectives and Type of Organisation/Activity:

Physical Address:

Postal Address:

Telephone: Email:

Two contact names, addresses and telephone numbers required:

NAME	ADDRESS	BUSINESS	MOBILE

Name of:

Chairperson/President:
Secretary:
Treasurer:

GST Registered Organisations

If you are registered for GST, please supply the number, and **do not include GST in your costs**. Grants are paid exclusive of GST.

REGISTERED GST NUMBER

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GRANT DETAILS

Describe briefly how many people would benefit from the project and how the prescribed community generally may benefit from the assistance given your organisation by the Foundation:

What will the Grant be used for? *(Include who funding is for; name and dates of event/activity and where being held)*

Funding Details *(Please provide a separate sheet if necessary)*

Project Costs <small>List all the eligible costs for this project If you are GST registered, exclude GST in these costs</small>	\$
(A) Total cost of the project	

Project Funding <small>Detail the sources of finance currently available to fund the project</small>	\$
Cash Reserves	
Fees/Subscriptions/Levies	
Sponsorship	
Loans	
Fundraising Activities	
Other	
(B) Total Funds Currently Available	

Subtract (B) from (A) and the difference (C) is the Amount Requested

(C) Amount Requested <small>(Figures and Words)</small>	\$	
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If you have applied to any other organisation for funding for this project, please list the organisation(s), the amount of money you are applying for and when you will know the result of your application.

Organisation(s)	\$ Requested	Result Date

Has your organisation received a donation from this Foundation previously? Yes/No

If "Yes" give brief details of the project, amount and when:

DOCUMENTATION REQUIREMENTS

(the following must be provided before the application can be considered)

- | | | | |
|----|---|--------------------------|--|
| 1. | Bank Account Details:
A pre-printed bank deposit slip; bank statement; or bank generated account details in the name of the applicant <u>verified by the bank</u> . Photocopies will not be accepted. | <input type="checkbox"/> | |
| 2. | Two quotations from different suppliers for all goods or services requiring funding.
Supplier quotes must be less than three months old, addressed to the applicant organisation and must clearly show the suppliers contact details. Generally, internet quotes are not acceptable, unless they are from a recognised and reputable supplier and include their full contact details. | <input type="checkbox"/> | |
| 3. | Resolution from the committee/executive to apply for funding.
Should be on applicant organisation's letterhead and must: <ul style="list-style-type: none"> Be addressed to the Mana Community Grants Foundation Specifically refer that the applicant is applying to Mana Community Grants Foundation for funding State the date the resolution was passed State the amount requested and purpose for which funding is required Be certified as true and correct by the Secretary/Officer | <input type="checkbox"/> | |
| 4. | For sporting groups:
Proof of affiliation to a national body; proof/itinerary and date/s of event/s for which funding is sought. | <input type="checkbox"/> | |
| 5. | Financial Records:
Attach a copy of your organisation's latest annual financial statements. If your organisation does not have annual accounts, provide other relevant financial details of your organisation eg annual budget | <input type="checkbox"/> | |
| 6. | Job description and signed (or proposed) employment agreement
if applying for salary or wages | <input type="checkbox"/> | |
| 7. | Charitable Trusts must provide:
Certificate of Incorporation and/or Trust Deed and/or Proof of Charitable status | <input type="checkbox"/> | <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> Affix
Common Seal
if
Incorporated </div> |
| 8. | Incorporated Societies must provide:
Common Seal OR copy of Certificate of Incorporation | <input type="checkbox"/> | |
| 9. | Other Organisations must provide:
Proof of non-profit status (IRD Certificate) | <input type="checkbox"/> | |

AUTHORISATION FOR APPLICATION AND CONSENT TO AUDIT

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 Mana Community Grants Foundation. We agree to provide any information required regarding this grant to the Foundation on request, including the provision of receipts, invoices, bank statements or other proof of how the funds were used.

We agree to comply with a request from an officer of the Department of Internal Affairs or the Foundation for any information relating to the receipt and use of funds granted. We agree that an officer of the Department of Internal Affairs or the Foundation may direct an audit or inspection of the books, accounts or data systems in which the funds have been deposited. We agree that any audit or inspection will be carried out in a manner approved by the Department, within the timeframe specified by the Department. We agree that we shall pay for the cost of any such audit or inspection, which may be conducted by a Chartered Accountant in public practice, the Department of Internal Affairs or an employee of the Foundation.

Signatures of Authorised Representatives (Two required)	Name	Date
1.		
2.		

Applicants will be advised in writing of their success or otherwise