

# **Grants Policy of The Oxford Sports Trust Inc.**

## **Introduction**

Section 109 of the Gambling Act 2003 requires a Corporate Society that operates mainly to distribute net proceeds of class 4 gambling to the community, at least annually, review the criteria, methods, systems and policies it uses for consideration of applications for the distribution of net proceeds.

## **Authorised Purpose**

The Oxford Sports Trust Inc distribute funds within the areas from which the funds are derived from for the promotion of amateur sport, charitable purposes and the promotion of race meetings under the Racing Act 2003.

1. Amateur Sport: Grants may be made to amateur sports teams and clubs, which are formally established and/or constituted. Grants may be issued for actual and reasonable travel expenses within New Zealand for groups participating in tournaments, sports equipment, playing uniforms, ground hire and membership fees (not affiliation fees). No grant shall be issued to any player or team competing on a professional basis. No grant shall be issued to any party which will result in commercial advantage, either directly or indirectly, to any venue operator or key person. No grant shall be made unless the game, sport or entertainment is available to the general public, not a limited few.

2. Charitable Purposes: Grants may be made for recognized charitable purposes within the areas from which the funds are derived from including the relief of poverty, advancement of education, advancement of religion or other purposes beneficial to the community.

3. Promotion of Racing: Grants may be made for the promotion of race meetings under the Racing Act 2003.

## **Distribution of Proceeds**

The Grants Committee of The Oxford Sports Trust Inc. will consider all applications on a monthly basis and available proceeds will be distributed after such consideration. All applicants will be notified within 10 working days of the meeting whether successful or not.

## **Grant Applications**

The following documentation will be required for each application:

A completed online form (including organisations GST number if applicable), "signed" by a representative of the organisation to confirm the content of the application and the authorisation to audit the applicant organisation.

Two quotes for any funds applied for unless a satisfactory explanation is supplied.

A current copy of the Minutes signed by the chairman or secretary of the applicant organisation.

A printed bank deposit slip or bank verified deposit slip.

Evidence of affiliation to a national body - where applicable.

A current signed copy of an employment contract and job description where the application includes wages or salary (for regional level).

ID for the two people mentioned in the key persons grid.

For applications to be considered at each of the monthly Grants Committee meetings they must be received by the Society by the 5th of each month. Any applications received after this date will be considered at the next monthly meeting of the Grants Committee.

### **Processing Grant Applications**

The society will endeavour to process and determine each grant application within 20 working days of receipt.

The Grants Manager will screen each application to ensure the application form has been filled in properly and is supported by all the necessary information.

Checks are made to ensure that the accountability for any previous grants has been completed. Each application is checked to ensure the described purposes of the grant meet all the relevant criteria.

Checks are made of the Companies Office database to verify the legitimacy of the applicant organisation and that it is an Incorporated Society.

Checks will be made to ensure the grant does not provide any personal or commercial benefit to the applicant or anyone closely associated to them.

Where the application is completed correctly but all the supporting documentation has not been included the grants manager will contact any applicant with a request for further information.

The application will be set aside for verification once the information has been received. Where the application has been filled out incorrectly the application will be returned to the applicant.

### **Determination**

Each correct application will be presented to the monthly meeting of the Grants Committee for consideration.

Only the Trustees and members of the grants committee can make a determination regarding the outcome of a complete grant application.

The grants committee is made up of the trustees of the society.

Grant applications can only be approved on the basis that the required net proceeds for distribution are available at the time the applications are considered.

Grants can not be "promissory". A commitment can not be made to provide funding for a purpose on the assumption that the commitment will be satisfied by net proceeds at a future time.

Grants for large amounts may be paid by way of instalment for the purpose of controlling the appropriate use of funds. In such cases the recipient will be required to supply satisfactory evidence that the previous instalments have been used appropriately, before further instalments will be made.

The Grants committee will consider each application and either approve or decline the application. Funds granted must be used within three months of receipt, with the exception of some wages and salaries, which may be approved for a period of six months.

Where there is a delay in using the funds within the three month period approval must be gained from the Trustees of the society for an extension of time.

### **Payment**

Funds for all approved grant applications will be provided by way of direct credit, deposited directly into the recipients nominated bank account within the same month of the monthly grants committee meeting.

An email will be sent advising the applicant of details of the payment.

### **Audit**

An audit of all grants will be undertaken to ensure the funds have been spent appropriately. The following matters must be satisfied: -

Unless prior approval has been granted by the society, the funds have been used within three months of receipt, or partly used in the case of funds provided for wages and salaries for periods longer than six months.

The funds were used for the purpose stated on the application.

Payment was made directly to the suppliers of goods and services as per the quotes provided with the application. This ensures a clear audit trail.

The return of funds will be required in the following instances: -

The funds have not been used, or partly used within the three month period.

A surplus of funds exists after the expenses related to the grant purpose have been met.

The funds have been used for an unauthorised purpose, or a purpose other than that for which the original application specified.

The funds have been used to reimburse money spent prior to the grant being approved.

Funds have been approved from more than one source for the same purpose and no disclosure was made at the time of application regarding the other application/s.

The recipient has failed to provide adequate evidence of how the funds were used.

The funds have been obtained or used in breach of any rule or regulation, or contrary to this policy.

If evidence confirming the use of funds appropriately has not been received within the third month of the funds being deposited into the recipient's bank account, an email will be sent reminding the recipient of the information that is required.

If no further response is received within 15 working days a further email will be sent requiring the recipient to return the funds. If the funds are not received within 10 working days an email will be sent to advise the recipient that action will be taken to recover the funds.

### **Internal conflict of Interest**

Where any member of the Society be it staff or Trustee has an association with a grant application a notification must be made to the Grants Manager. This notification will be retained in a register. Where a conflict of interest exists the member will not have any involvement in the determination of the application.

### **Publishing**

The availability of net proceeds will be posted to the society web site.

The list of grants made or declined will be posted to the society web site on a monthly basis.

The society will publish the following information in a national newspaper.

The availability of net proceeds.

The criteria against which applications will be considered.

Details of all grant applications received including whether each application was approved or declined.

The amount of funds granted, if any, in each case.

The results of the Trusts annual review of the criteria, methods, systems, and policies it uses for considering the distribution of funds. (With the exception of the notice published immediately following the annual review of this policy, this will be a standard clause stating that no changes have been made to the policy.

### **Complaints**

Complaints will only be accepted in written format. All complaints received will be forwarded to the Grants Manager. The Grants Manager will investigate the complaint and make a determination regarding the validity of the complaint and this will be tabled at the monthly Trustees meeting for consideration. The complainant will be notified of the determination of the society and if applicable any action will be taken to rectify the matter.

The complainant will also be advised of their right to refer the complaint to the Department of Internal Affairs if they are not satisfied with the action taken by the society.

### **Annual Review**

This policy will be reviewed annually