

Request for Allocation of Funds



**PO Box 1432
Whangarei
Phone 09 430 0373**

**Fax 09 438 5702
email: Admin@oxfordtrusts.co.nz**

GRANT APPLICATION CRITERIA & GUIDELINES

Terms and Conditions

- The Oxford Trusts is under no obligation to meet requests forwarded by potential applicants. The community funds are held by the Trust which has the final say on whether a grant is approved.
- No member site can process or guarantee the Oxford Trusts funds to any organisation; all grant requests must be forwarded to the Trust for consideration and are subject to the availability of funds.
- All grants are given free of any commercial consideration or conditions imposed by member hotels.
- No fee or commission payment of any kind is attached to this application.
- The Oxford Trusts reserves the right to direct credit payment to the recipient's bank account.
- Applicants groups must be affiliated to a recognised national organisation.
- Teams and clubs that operate outside of a duly incorporated society are not eligible for funding.
- **Retrospective Applications** cannot be processed. Applications must be future focused, i.e. the application must be lodged prior to the event/project/purchase taking place.
- If applying for capital works on building or purchase of assets, wages, salaries you will need to supply a current statement of income and expenditure for the last 12 months and a balance sheet.

Please Note:

- If you have received prior funding you must have returned your signed remittance advice and all paid invoices and receipts from the prior funding.
- You require THREE(3) quotes for any funds required.

The following are examples of purposes which the Department of Internal Affairs considers would NOT be valid authorised purposes in terms of the Gaming and Lotteries Act:

- Grants will not be paid retrospectively.
- Purchase or subsidy of alcohol, including the provision of inventory for a hotel.
- Administration costs for sports groups.
- Stake money for any type of races.
- Payment of legal expenses incurred by a site operator.
- Construction or alteration work to bar areas of the premises where gaming machines are located (other than gaming machine installation expenses as allowed for in the licence conditions).
- maintenance or provision of bar facilities.
- Funding of advertising or marketing schemes for operator sites.
- 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 (e.g. a pub) as a clubroom or sporting venue.
- Cash prizes or large non-cash prizes.
- "Trade Tournaments" or sporting events staged primarily for commercial publicity and/or the benefit of a selected industry group.
- Grants supporting the commercial wing of the racing industry, e.g. the breeding of race horses or the payment of jockeys or facilities that benefit non-public areas.
- Travel insurances
- Hotel "courtesy vans" used to ferry patrons home, or 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 administrated by, an incorporated body to which the individual is affiliated.
- Family reunions or groups 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.
- Under the Trust licence conditions, grants for the benefit of a lobby group are not permissible.
- Grant requests for fundraising for another organisation are not permissible. This includes 3rd party requests.

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. Inter-hotel darts/pool/fishing/bowls or like tournaments are not eligible for community funds donations.

This is by no means a definitive list. Trust staff will evaluate all applications and inform applicants if the criteria is not met.

GRANT APPLICATION FORM

PO Box 1432
 Whangarei
 Phone 09 430 0373
 Fax 09 438 5702
 email: Admin@oxfordtrusts.co.nz
 www.oxfordsportstrust.org.nz

Name of Recipient Organisation			
Physical Address			
Postal Address			
Telephone Number	()	Fax Number	()
Email Address			

Two contact names, addresses and telephone numbers (business and after hours) required.

NAME	ADDRESS	BUSINESS	AFTER HOURS
		()	()
		()	()

What will it be used for?

Are you GST registered. Yes No If yes please supply No.

Date/s of event REGISTERED GST NUMBER
ARE YOU A REGISTERED SOCIETY YES / NO
PROVIDE PROOF IF YES

Please supply three quotes to support your costs. (No1 as your preferred quote)

Quote	Retailer/Supplier	Description	Cost (excluding GST)
1			
2			
3			
1			
2			
3			
1			
2			
3			
1			
2			
3			

Have any deposits or payments been made toward the activity for which the funds are required?

Yes No

If yes please supply details: i.e. Date paid, amount paid and name of retailer/supplier

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How much are you applying for? \$

Trustees meet towards the end of each month. Completed applications must be received **on or before the 5th of the month**. Applications submitted after this date will be held for consideration for the month following.

Bank Account details: Bank

Branch Account No.

Recipients Account Name
(must be same as applicant)

If you have applied for 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
		/ /
		/ /
		/ /
		/ /
		/ /

CONSENT TO AUDIT

We agree to comply with a request from an officer of the Department of Internal Affairs or from Oxford Sports Trust for additional information in relation to the recipient and use of monies by this Society received from the operation of gaming machines have been spent.

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

1. a chartered accountant in public practice or
2. a person appointed by the Department of Internal Affairs
3. a employee of The Oxford Sports Trust Inc.

We agree that the audit or inspection will be carried out in a manner approved by the Department, within the time frame specified by the Department. The Society shall pay for the cost of such an audit

I have read, understood and accept all the conditions applicable. Funds will only be used for those items for which the quotes were supplied and approved.

Secretary's Signature _____ Date _____

Full Name _____

Return application to: **OXFORD SPORTS TRUST INC. P.O. BOX 1432, WHANGAREI**

Important

Attach Common Seal
if Incorporated

PLEASE READ - IMPORTANT INFORMATION

1. Application forms are available from the sites operating the Trust's gaming machines and the Oxford Sports Trust.
2. Completed application forms must be sent directly to the Trust.
3. Do not send incomplete applications, they will not be considered.
4. Grants will be direct credited into the recipients bank account within five working days of the Trustees meeting.
5. Written notification of the Trustees decision will be sent within five working days of the meeting.
6. If prior funding receipts/pads invoices have not been received the current application will not be considered.

The following are examples of purposes which would not be valid authorised purposes:

1. Maintenance or provision of bar facilities.
 2. Grants to professional sports persons.
 3. Grants to individuals (some exceptions apply in certain circumstances).
 4. Social trips and events.
 5. Grants will not be paid retrospectively.
- (This list is not exhaustive - each application will be treated on its merits)

CHECKLIST

Have you included the following information?

Yes

- Three quotes for each item funding sought
- Application signed
- Copy of your certificate of incorporation
- Ensure this form is filled in fully and correctly both sides and signed
- Provide full details of 2 key persons in the organisation applying who can be contacted.
- Provide a full explanation for the use of the funds being applied for. If funds are used for any other purpose than that applied for, the funds will be required to be paid back.
- Sign the consent to audit section on the back of the form.
- Supply signed copy of a resolution from your committee minutes stating that an application is to be made to the Oxford Sports Trust Inc. (**Our name must be mentioned**)
- Provide evidence of entry into sporting event.
- Application for funds for capital expenditure on business will require profit and loss accounts and balance sheet in addition to quotations for work to be done.
- Printed deposit slip.