

Frequently Asked Questions (FAQ's) for online Applications

Which browser should I use to make my grant application?

Below are the different browsers that can be used to complete your application:

- Google Chrome
- Mozilla Firefox
- Safari
- Internet Explorer 9 (or higher)

Are there conditions attached to grants?

Yes. Please see the terms and conditions within the application.

How will the grant be paid?

Payment will be direct credited to the recipient organisation's bank account. You will need to include a deposit slip with your application.

Will our organisation be audited?

Oxford Sports Trust grant records will be inspected and audited by the Department of Internal Affairs (DIA). Oxford Sports Trust is required to render details of all Grants to DIA. Any grant application is made with the understanding that if any DIA officer so requests, the applicant organisation shall agree to and participate in any such inspection/audit. The Oxford Sports Trust conducts its own audit process. Any application is made with the understanding that your organisation will participate in any such audit if required by Oxford Sports Trust.

How will I know if our application is successful?

Oxford Sports Trust committee members meet monthly to review grant applications, this is normally in the second half of the month. All approved/declined applicants will receive notification by email within 5-7 business days following the meeting. The results will also be published on www.oxfordsportstrust.org website.

What will we have to do if we are successful?

Oxford Sports Trust requires an acknowledgement of grant form to be returned to the Trust along with verification of expenditure (receipts etc.). This acknowledgement is by way of the completion of the Accountability Report, which is an online document and a link to this Report is found in our Applicant Dashboard, A link will be sent to you to access your Dashboard. The Report must be completed and all receipts and required support documents must be uploaded. These receipts must be from the same companies as the quotes supplied in the application and must be returned within three months of the grant being made. Failure to comply with the conditions will result in the Trust seeking a full refund of the grant. No further applications will be considered until this is complete.

Do grants include GST?

Grants are GST exclusive for Organisations that are GST registered, you must provide the GST number of your Organisation. For organisations that are not GST registered, Oxford Sports Trust will pay the full amount of the compliance requested amount should you be successful. Organisations are not

required to pay GST on receipt. For those organisations that are GST registered, donations received are to be treated as GST exempt/ exclusive. The GST portion of invoices for expenses of the donation can be reclaimed from IRD. For those organisations not registered for GST, then the donation is treated as inclusive of GST with no claims made from IRD.

Contact Details

Oxford Sports Trust keeps accurate and up to date contact details of your organisation. This information will be used to contact you with regards to this application.

- a. Physical address of the organisation is used to identify the location of the community that your organisation serves. This address is used to identify what venue(s) serve that community and from what 'pot of money raised' is available for distribution. Those regional or national organisations are required to identify themselves in 'Type of Organisation' above.
- b. Email address is used for all correspondence. If no email address is provided, correspondence will be mailed to mailing address above.
- c. Telephone numbers: Oxford Sports Trust needs these numbers to contact the organisation in case of queries.
- d. Contact Person: Should any query over the application arise, Oxford Sports Trust requires being able to talk to someone who knows about the application.

I am applying for funding for the salary of staff member; what information do I need to provide? (*Funding for salary is only made to Regional parent Organisations*)

Oxford Sports Trust requires the following information to support an application for funding for salaries and/or wages and must be uploaded into the application:

- Copy of the signed contract and job description. (See the Uploads section at the end of FAQ's)
(we will only consider a maximum of 3 complete months on any one application)

Do I need to include a copy of full minutes with my application?

Yes, the full minutes of the committee/executive meeting must be included with your application. The minutes must include the following and be uploaded to the application: (See the Uploads section at the end of FAQ's)

- Full names of all committee members.
- A resolution to apply for funding from the Oxford Sports Trust for the purpose and amount for which your organisation is applying for funding.
- Minutes including resolution must be certified as true and correct and signed by the Secretary/Chairperson or other executive member.
- Minutes should be on the letterhead of the applicant organisation.

Who is eligible to apply for funding?

Any Organisations that furthers or improves Educational services, furthers or improves Amateur Sport, promotes the advancement of Emergency and Health Services or Community Charitable Services, Promotion of Racing, Relief of Poverty, the support of Arts and Culture or other purposes beneficial to the Community

Can venue operators benefit from a grant?

No, venue operators can't make any decisions or recommendations about applications or receive completed application forms.

Sport, not social

Social activities are not recognised as authorised purposes because they give a personal rather than community benefit. For example, a group of friends or acquaintances going on an annual ski trip cannot claim the trip is an authorised purpose just because there is an element of sport in an otherwise social activity. In contrast, a genuine ski club that members of the public can join and that offers coaching and development programmes would be an authorised purpose.

Amateur, not professional

Professional sport cannot be an authorised purpose because of its commercial character.

A bona fide sporting activity

Sometimes an activity is presented as a sporting activity, but its real nature is entertainment, social, personal gain or commercial.

DIA considers a bona fide sport to be one where the activity, club or organisation;

- Is affiliated or aligned to a national body.
- Is genuine and real (e.g. has standards and rule).
- Is played regularly as part of significant competition.
- Has a President and Secretary.
- Has regular minuted meetings.
- Financial accounts.

An incorporated organisation will usually find it easier to meet these criteria than an unincorporated group. Oxford Sports Trust is not permitted to fund either dress or training uniforms. Playing uniforms are allowable, and they must remain the property of the Organisation.

How is the application assessed?

The Grants Committee of the Oxford Sports Trust Inc meet monthly to consider all funding applications. Decisions are made, considering, the available funds, the merit of the application, the compliance of the application, and the overall community benefit. Applications submitted after the 5th of the month will be considered at the Grants Committee meeting of the following month. Incomplete applications will not be considered.

How do I apply?

Simply scroll down the first page to the '**Let's get started**' area, select the Oxford Sports Trust Grant button, to commence your application. For further information click in the [how to apply guide](#) PDF

Are there different application forms for different categories of grants?

No, there is only one grant application for you to complete.

Do I need to fill out every field?

No. Only mandatory fields are required, however the more information you enter, the more consideration the Grants Committee members will be able to give your application.

Can I save my application, leave the application and continue it later?

Yes, you can leave the application, just hit the "**Save and Next Page**" button first at the base of the page. To continue your incomplete application form, simply refer to the email sent to you labelled 'User Application link' and use your allocated application password to log back in and complete your application form.

Do I need to attach a file?

Yes, in steps 5 and 7 you will be requested to upload documents: In steps 5 and step 7 you will be asked to upload information. To assist you in completing your application, have the following files available to upload as requested for the following steps:

In Step 5 of the application

- **Certificate of Incorporation**, name the file *Certificate of Inc*
- **Minutes of the Committee or Executive Meeting**, name the file *Minutes*
- **Resolution**, including the name of the Trust, authorised purpose and amount to be applied for, name the file *Resolution*
- **List of Committee Members full names**, name this file *Committee Members*
- **Proof of Identity**, please ensure that you upload, as proof of identity a copy of a passport or drivers licence, photo and signature side up for both people making the declarations, name this file *Proof of identity*
- **Set of Accounts**, being the most recent, (latest) for the last full year, name this file *Accounts* (only required for capital expenditure only)
- **Organisation's Bank Deposit Slip**, matching the name of the party applying, name this file *Deposit Slip*
- **Proof of Affiliation**, this is only required if you are a sports club or belong to a national body, name this file *Affiliation Letter*
- **Endorsement Letter from the Principal**, this is only required if you are applying for a school or school team, name this file *Principal's letter*
- **Vehicle Letter of Commitment**: If your application includes applying for funding for a vehicle, then a letter confirming the non-private use of the vehicle is required, name this file *Vehicle letter of commitment*
- **Proof of Events**, proof would be a copy of a flyer/invite or entry form, name this file *Proof of Event*
For travel/accommodation, provide a list of names and their involvement i.e competitor/coach (schools do not need to provide this list)

you will also be asked to upload the following documents

In Step 7 of the application

- **A Preferred Quote**, the quote that should be your lowest cost supplier for any items that you are requesting funding for. This quote should not be more than 3 months old and must be addressed to the organisation and that the quote should reflect the amount of the funding being applied for, name this file *Preferred Quote*
- **Competitive Quote**, the second quote as a comparison to the Preferred Quote. If it is not possible to provide a competitive quote then please upload a **letter of explanation** as to why, name this file *Competitive Quote*
- **Employment Contracts**, the contracts of the individuals or contractors that your organisation is seeking funding for must be current and signed by both parties, you may upload as many of these as you need, name this file *Employment Contracts*
- **Job Descriptions**, these are the written job descriptions that have been supplied to the individual define their role and responsibilities, you may upload as many of these as you need, name this file *Job Description*

Do I need to breakdown the detail of the funding I am requesting?

Yes; When completing the Grid area in step seven (the final step of the application), please ensure that you complete and fill out the grid in full. Each item must be on a separate line of the grid, even if multiple items are on one quote. That may require you to upload the same quote more than once to support each line.

Do I need to upload additional information?

No, but if you have some relevant information as part of your application, which you think would well support your application then please attach it.

When will we receive the money

Funds for approved grants are direct credited into your bank account you provided with your application within 10 working days of the Grants Committee meeting that considered the application

Can I appeal or query a decision?

No, the decision by the Society is final

Where do the grant funds come from?

Hotels and taverns that have chosen to have Oxford Sports Trust as their Gaming Machine Operator host gaming machines to raise funds for community benefit.

Will my information be shared with other parties?

No, your information will only be shared internally and is protected in line with the Privacy Policy contained within this application, please read it carefully. If your application is successful then Oxford Sports Trust would have the right to promote the grant in their communications, support material for Grant making.

Why can't I progress past this stage of my application?

It is most likely because you have not filled in an entry into a mandatory field. Check if there are any highlighted questions. If there are you will need to enter information into the mandatory field.

A system or program issue

If you are having a system or program issue with the application then please click on the help desk link below and let us know by completing the email support request form. We will endeavour to respond the same day if your request is filed before 12 noon or the following day if your request is filed after 12 noon. The help desk response will only be available Mondays to Fridays and not on public holidays.