

GRANT APPLICATION FORM

POSTAL:
PO Box 1432
WHANGAREI 0140

PHYSICAL:
Spire House
Fourth Floor, Suite 402
Cnr James & Robert Streets
WHANGAREI 0140

ph: (09) 430-0373

queries: admin@oxfordtrusts.co.nz

website: www.oxfordsportstrust.org.nz

Council District:

Funds will only be allocated to Districts (area) where our venues are situated
(please refer to our website for a full list of venue names and their districts/locations)

DETAILS OF RECIPIENT ORGANISATION

Name			
Physical Address			
Postal Address			Post Code:
Telephone Number ()		Fax Number ()	
Email Address			

PERSONAL DETAILS: please complete all fields (not to be c/o the organisations address)
Two contact names, addresses, telephone numbers and email addresses

NAME	ADDRESS	DAY OR CELLPHONE	EMAIL ADDRESS

Explanation of what the funds will be used for? (must include a brief explanation – do not write see attach)

Date/s of event

Are you GST Registered?	if yes please supply Registered GST Number	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	<input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/>	go to	go to

Are you an Incorporated Society? YES NO if yes please supply certificate of incorporation

Please supply two comparable quotes to support your costs. (No.1 as your preferred quote)
(Quotes must be in the organisations name and less than 3 months old)

Quote	Retailer/Supplier	Description	Cost excl GST	Cost incl GST
1			\$.	\$.
2			\$.	\$.
1			\$.	\$.
2			\$.	\$.
1			\$.	\$.
2			\$.	\$.
1			\$.	\$.
2			\$.	\$.
1			\$.	\$.
2			\$.	\$.
No.1 Quotes - Total			\$.	\$.
How much are you applying for?			\$.	\$.

Have any deposits/payments been made by the applicant towards the activity for which the funds are required? Yes No

if yes please supply details i.e; a) Date paid b) Amount paid c) Name of retailer/supplier

(note deposits/payments made prior to receiving your application are retrospective and will not be considered)

The following are **some examples that are NOT an approved purpose**, for a further list/information please refer to the Oxford Sports Trust website.

- Retrospective request
- Purposes outside New Zealand
- Trophies/Ribbons/Certificates
- Any Individual person unless the grant is made to, and administrated by, an incorporated body to which the Individual is affiliated to
- Petrol/Mileage
- Affiliation Fees
- Dress Uniforms
- Food
- Personal gain
- Design /building consent
- Feasibility study or report writing
- Laundry
- Travel Insurance/changes to air ticket
- Sporting trips for supporters (other than one adult chaperoning an underage child)

If you have applied to any other organisation for the same purpose as this application request, please supply details:

Name of Organisation	\$ Requested	Result Date
		/ /20 __
		/ /20 __

CONSENT TO AUDIT

We agree to comply with a request from an officer of the Department of Internal Affairs or from the Oxford Sports Trust for additional information in relation to the recipient and use of any donation received as a result of this application.

We agree that an officer of the Department of Internal Affairs may direct an audit or inspection of the books, accounts or data systems in which the funds received as a result of this application have been deposited. This may be conducted by:

- a) a chartered accountant in public practice
- b) a person appointed by the Department of Internal Affairs
- c) an employee of The Oxford Sports Trust Inc

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

I have read, understood and accept all the conditions applicable. Funds will only be used for those items/purpose for which the quotes were supplied and approved. **Both secretary and chairman to complete below**

Secretary Signature	<input type="text"/>	Chairman Signature	<input type="text"/>	Trustees meet towards the end of each month. Completed applications must be received on or before the 5th of each month (or last working day before hand) . Applications submitted after this date will be held for consideration for the month following.
Full Name	<input type="text"/>	Full Name	<input type="text"/>	
Date	<input type="text"/>	Date	<input type="text"/>	

CHECKLIST - Have you included the following information?

Yes - Please tick each box

- Provide - a full explanation for the use of the funds being applied for.
- Provide - printed bank deposit slip or a stamped and verified bank deposit slip.
- Provide - two comparable quotes that are less than 3 months old and addressed to your organisation.
(or provide a letter explaining why you are unable to provide more than one quote for each item)
- Provide - current SIGNED copy of your organisation's resolution from your committee minutes stating 'that it was approved to make an application to the Oxford Sports Trust for.....' (it must include our name and a specific purpose).
- Provide - proof of non-profit status (e.g certificate of Incorporation/Charitable organisation).
- Provide - evidence of your organisation's affiliation to a national or regional body.
- Provide - evidence of entry into sporting event.
- Provide - list of names and their involvement i.e competitor/coach etc for requested funds towards travel/accommodation
(list not required for school camps).
- Provide - latest annual report for those applications requesting funds towards capital expenditure.
- Check - application signed and dated by both Secretary and Chairman (must receive original signatures – not scanned).
- Check - read and complete the whole form (incomplete applications will not be considered).
- Check - names read the same on all four documents: application, minutes (or resolution), printed bank deposit and Incorporated name.
- Keep - a copy (photocopy) of everything you have submitted.

NOTE: If prior funding accountability has not been received the current application will not be considered.

Please staple your Organisations printed bank deposit slip here.



Common Seal
(if Incorporated)