



## Grant Application

### PART 1

|                |
|----------------|
| Date Received: |
|----------------|

|  |  |
|--|--|
| <b>Date:</b>   |  |
| <b>Name of Applicant/Adjunct:</b>  |  |
| <b>Contact Person:</b>   |  |
| <b>Email:</b>  |  |
| <b>Telephone:</b>  |  |
| <b>Amount Requested:</b>   |  |
| The purpose of the applicant, and the applicants name, legal status (e.g charitable trust or incorporated society)   |  |
| <b>Reason for Application</b> - i.e. What is the grant to be used for? (Please be specific):   |  |
| <b>Cost Breakdown</b> (Use separate sheet if necessary; refer to condition (1) of grant applications and payments, about the need to source a minimum of two competitive quotes/evidence of costs) |  |
| Has the applicant organisation applied for funds for the same purpose from any <b>other source</b> ?   | Yes / No <i>(If YES, give full details using separate sheet if necessary.)</i> |
| <b>Preferred Payment Method:</b><br>Please provide a deposit slip or screen shot showing account number and bank logo.   |  |
| I/we agree to provide a paragraph or two and, if possible, a photo to <a href="mailto:comms@jclub.co.nz">comms@jclub.co.nz</a> on the conclusion of this event for the e-news communication        | Yes/No   |

**PART 2**

**CONSENT TO AUDIT & MAKE APPLICATION**

- 1) We agree to comply with a request from an officer of the Department of Internal Affairs or the Johnsonville Club Inc for additional information in relation to the receipt and use of gaming machine funds received because of this application.
- 2) We agree that an officer of the Department of Internal Affairs or a representative of the Johnsonville Club Inc may direct an audit or inspection of the books, accounts, or data systems into which funds received because of this application have been deposited.
- 3) This may be conducted by:
  - (i) a chartered accountant in public practice; or
  - (ii) a person appointed by the Department of Internal Affairs.
- 4) We agree that the audit of inspection will be carried out in a manner approved by the Department or the Johnsonville Club Inc, within the timeframe specified by the Department or the Johnsonville Club Inc. This Adjunct/Applicant may be required to contribute to the cost of such an audit.
- 5) We confirm that:
  - (i) the information provided in the application form is true and correct to the best of our knowledge.
  - (ii) we have the authority to make the application on behalf of the applicant

| Name of Authorised Representative | Position | Signature | Date |
|-----------------------------------|----------|-----------|------|
| Name of Authorised Representative | Position | Signature | Date |

*If incorporated, please affix common seal here:*

**CHECK LIST**

Have you:

- Read and understood the Information Notes?
- Fully completed both Part 1 and 2 of the Application Form?
- Attached any additional papers where there has been insufficient space to provide all details?
- Attached copies of quotes, invitations to events, and/or other supporting material?



## **Notes for Applicants**

Please read all information carefully and send complete document (all pages including these notes) together with attachments to: The Net Proceeds Committee, Johnsonville Club Inc. P O Box 13-045, Johnsonville, Wellington 6440 or Email: [admin@jclub.co.nz](mailto:admin@jclub.co.nz) Subject: Net Proceeds Application.

### **USE OF GAMING MACHINE PROCEEDS**

Proceeds from Gaming Machines can only be utilised for the authorised purpose(s) approved by the Department of Internal Affairs. An authorised purpose is defined in the Gambling Act 2003 and includes “a charitable purpose” or “a non-commercial purpose that is beneficial to the whole or a section of the community”.

The specific Authorised Purpose approved for the Johnsonville Club Inc as displayed on the current Gaming Licence are:

#### *Authorised Purposes*

1. Provision, maintenance and development of club buildings, grounds, furniture, fittings and equipment for the use and enjoyment of club members, including the repayment of club mortgages. Excludes construction, refurbishment and maintenance of bar and bar equipment. Excludes the purchase of buildings or property for commercial or investment purposes.
2. Assistance to sporting and cultural sections within the club to further their non-commercial aims and objectives through the provision of uniforms, equipment, premises, and actual and reasonable expenses to travel and compete in tournaments with kindred groups. Including the provision of trophies and modest prizes for sporting and cultural tournaments or competitions.
3. Grants to bona fide community and charitable groups such as sporting and cultural organisations and for youth and academic purposes including the provision of scholarships to needy students. Excludes any payment to professional sportsperson or organisations.
4. Provision of welfare assistance to needy members and their dependents through grants or assistance with funeral expenses, hospitalisation, convalescence, health aids and the like. Includes donations to children’s and senior citizen’s Christmas parties.
5. Payment of capitation and affiliation fees to the Club’s national body, Clubs New Zealand Inc, and reasonable expenses incurred through club representative’s attendance at conferences, seminars and meetings relating to club business. Excludes attendance at conferences or affiliation with gambling related organisations.

6. Provision and maintenance of a suitable vehicle to be used for club business such as welfare of members, transportation of sporting teams and services to members. Vehicle may not be used as a courtesy coach or for personal or private purposes.
7. Payment of wages and salaries of staff employed for the purpose of assisting the club to meet its non-commercial aims and objectives and excludes the wages and salaries of bar staff.
8. Other general running costs in relation to the Club's non-commercial activities including but not restricted to rates, insurance, publicity, communications, electricity, gas, stationery, computers, laundry, and cleaning.

## CONDITIONS OF ALLOCATION OF FUNDS

It is a condition that the proposed grant allocation will be applied for the purpose stated and for no other purpose and that acceptance of the payment will be deemed to confirm that the allocation has or will be applied accordingly.

The allocation is made as a donation being an unconditional gift from corporate society funds and on the condition that no procurement fee, commission and/or discount has or will be paid to any person and that no identifiable direct benefit arise or may arise in the form of a supply of goods or services to any party involved because of the payment being made.

In the event of non-compliance with any of these conditions an amount equal to the amount of the grant is immediately repayable by the recipient to the Johnsonville Club Inc.

## CONDITIONS OF GRANT APPLICATIONS AND PAYMENTS

1. Grant applications must be supported by a minimum of two competitive quotes or other evidence.
2. Grants cannot be retrospective (i.e., to reimburse funds already spent);
3. All applications shall contain a signed "Consent to Audit".
4. The Johnsonville Club Inc shall make grants only to the authorised purposes stated on the face of the Gaming Licence.
5. Where the Johnsonville Club Inc obtains information that an applicant has received funding from another source for the same purpose, the Johnsonville Club Inc must require the applicant to repay any portion of the funding that exceeds the total amount required for the stated purpose.
6. The Johnsonville Club Inc shall take reasonable steps to ensure that grants are used for the purpose stated by the recipient in the application.

## AUDIT AND INSPECTION

Records are liable to inspection by the Department of Internal Affairs or the Johnsonville Club Inc and are subject to audit. The Johnsonville Club Inc may also request information and verification as to how the funds were used. The Department of Internal Affairs requires that all grant applications must include a consent to audit the recipient's accounts to verify receipt and correct use of funds.

**FOR NET PROCEEDS COMMITTEE USE:**

|  |  |
|--|--|
| Approved / Declined:                               | Signatures:<br><br>.....<br>(1 <sup>st</sup> NPC Member)<br><br>.....<br>(2 <sup>nd</sup> NPC Member)<br><br>.....<br>(3 <sup>rd</sup> NPC Member) |
| Amount approved:                                   |  |
| Date approved:                   ...../...../..... |  |
| Direct Debit/Chq No:                               |  |
| Grant Number:   N2024/                             |  |
| Comments:  |  |