

|                 |
|-----------------|
| Date Received   |
| Application Ref |

## GRANT APPLICATION FORM

### SECTION A – CONTACT DETAILS

Applicant Organisation \_\_\_\_\_

Postal Address \_\_\_\_\_

Email Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Position \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ Evening Telephone \_\_\_\_\_

- Is the Applicant Organisation incorporated?  Yes  No  
*If yes, please provide a copy of the Certificate of Incorporation and the Applicant Organisation's latest audited financial statements.  
 If no, please provide a copy of the Applicant Organisation's Constitution/Trust Deed and the Applicant Organisation's latest audited financial statements.*
- Is the Applicant Organisation GST registered?  Yes  No GST Number \_\_\_\_\_  
*If yes, only the GST exclusive amount will be funded.*
- Does the Applicant Organisation have IRD Charitable Status?  Yes  No IRD Number \_\_\_\_\_  
*If yes, please supply IRD number & certificate.*
- Is the Applicant Organisation affiliated to any regional or national organisation?  Yes  No Name \_\_\_\_\_
- Type of Organisation?  
 Educational  Sporting  Charitable  Community Support  Other (Specify) \_\_\_\_\_

### SECTION B – APPLICATION PURPOSE

1 Total Amount Requested (Excluding GST) \$ \_\_\_\_\_  
*Please attach a pre-printed deposit slip.*

2 Part Funding (Excluding GST) \$ \_\_\_\_\_  
*The Foundation may not be able to fully fund the total amount applied for.  
 Please state the minimum amount required in order for the event/ project to still proceed.*

3 What will the grant be used for? *Please be specific and attach a detailed summary.*  
 \_\_\_\_\_  
 \_\_\_\_\_

4 When will the project commence? \_\_\_\_\_

5 Cost Breakdown  
*Please attach a full cost breakdown, including any other funds available for the project.  
 A copy of two supplier quotes must be attached for the supply of all goods and services.*  
 \_\_\_\_\_

6 Other Applications  Yes  No  
*Please provide details if the Applicant Organisation has applied for or received funds for the same purpose from any other source.*

| Organisation | Amount Applied For (\$) | Outcome |
|--------------|-------------------------|---------|
|              |                         |         |

**We recommend that applications are lodged at least 8 (eight) weeks prior to any event/purchase.**

## SECTION C – RESOLUTION

Attach a copy of Applicant Organisation's resolution for funding to this form, which must be on the Applicant Organisations letterhead. This must be certified as true and correct by the Secretary of your organisation (eg. Committee minutes or resolution as shown right).

### Example: Resolution to apply for funding.

It was resolved that a request be made to the Water Safety Education Foundation through (hotel/tavern) for funding for (purpose) for the amount of (amount).

I certify that the above is a true and correct copy of a resolution of (committee or executive) of (name of Applicant Organisation) dated (date).

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name of Chairperson

\_\_\_\_\_  
Date

## SECTION D – DECLARATION AND CONSENT TO AUDIT

- **We declare as representatives of the Applicant Organisation that we are authorised to submit this application on behalf of the Applicant Organisation and that the information provided in this application is a true and correct to the best of our knowledge.**
- We agree to comply with a request from an officer of the Department of Internal Affairs (DIA) or the Water Safety Education Foundation (the Foundation) to provide additional information about the receipt and use of any grant received as a result of this application.
- We agree that an officer of the DIA or a representative of the Foundation may direct an audit or inspection of the books, accounts, or data systems into which funds received, as a result of this application, have been deposited. This may be conducted by:
  - (i) a chartered accountant in public practice, *or*
  - (ii) a person appointed by the DIA or the Foundation
- We agree that the audit or inspection will be carried out in a manner approved by the DIA or the Foundation, within the timeframe specified by the DIA or the Foundation. The Applicant Organisation shall pay for the cost of such an audit.

Signature 1 \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Signature 2 \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Attach Common Seal if Incorporated (if applicable)

## SECTION E – CHECKLIST

Have you read this form carefully and completed/attached the following? If any of the below is not submitted the application will be returned. The Applicant Organisation can reapply when all documents are available.

- |  |  |
|--|--|
| <input type="checkbox"/> All sections completed                            | <input type="checkbox"/> Copy of Certificate of Incorporation / Trust Deed |
| <input type="checkbox"/> Full cost breakdown                               | <input type="checkbox"/> Copy of latest audited Financial Statements       |
| <input type="checkbox"/> Copies of two (2) supplier quotes                 | <input type="checkbox"/> IRD Charitable Status Certificate                 |
| <input type="checkbox"/> Your organisation's resolution to apply for funds | <input type="checkbox"/> Declaration/Audit signed by two office holders    |
| <input type="checkbox"/> Deposit slip – pre printed original               | <input type="checkbox"/> Retain a copy of all information for your records |

## SECTION F – ON COMPLETION

Once all sections have been completed send to:

**Water Safety Education Foundation**  
**PO Box 10 456 Wellington 6143**

The Water Safety Education Foundation will acknowledge receipt of this application directly to the Applicant Organisation's contact person. If acknowledgement is not received within 10 days of lodgement, please contact the Foundation directly on 04 381 2473.

**Printed August 2008**

### OFFICE USE ONLY

Application Acknowledged \_\_\_\_\_

Decision Date \_\_\_\_\_

Status \_\_\_\_\_

Amount Approved \_\_\_\_\_

Date Paid \_\_\_\_\_

Venue \_\_\_\_\_

## 1. WHAT IS THE WATER SAFETY EDUCATION FOUNDATION (THE FOUNDATION)?

The Foundation is a non-profit charitable organisation that provides funding primarily for water safety education purposes. The Foundation is licensed to operate gaming machines under strict rules imposed by the Gambling Act (2003), associated Game Rules and Regulations. In addition the Foundation has its own funding objectives, grants criteria and rules.

## 2. AUTHORISED PURPOSE

All applications are subject to availability of funds and compliance with authorised purposes.

- Develop/promote new and enhance existing water safety education projects and programmes, in order that everyone in New Zealand will have the water safe attitudes, skills and behaviour to use and enjoy the environment safely.
- Donations to recognised charitable organisations within the local community to further the objectives of these groups.

## 3. GRANT APPLICATION FORMS

- The application form must be completed by the **Applicant Organisation only**.
- Venue operators cannot make any decisions or recommendations about applications and may not receive completed applications.
- **All applications must be forwarded directly to the Foundation.**
- The Foundation application forms are freely available and can be obtained from the following:
  - Next to the gaming machines at the Foundations venues.
  - From our website – [www.wsef.org.nz](http://www.wsef.org.nz).
  - Requested directly from Water Safety Education Foundation, PO Box 10456, Wellington 6143.

## 4. PAYMENTS

- No payment, commission or any other kind of financial reward can be attached or demanded as a pre-condition for either:
  - The issuing of any authorised purpose funding application forms; or
  - The payment of any authorised purpose funds from this venue.
- The Foundations will only pay grants by direct credit to an applicant's bank account.
- The Foundations will not grant funds where the possibility exists that the Applicant Organisation may also receive funding from another source for the same goods or services to an amount which exceeds the value of those goods or services. This is called double-dipping. If your organisation seeks to apply to multiple funding agencies we strongly recommend you apply for different items/projects to each funding agency.
- The Foundation maintains a policy where **funds are generally returned to the area from which they were raised**. Nominating the Foundation's nearest venue will assist us to define your general geographic area.
- The Foundation is keen to determine what other fundraising efforts the applicant organisation has undertaken to contribute to the overall funding amount required. In some instances, as a result of a desire to see a wide spread of available funds, the Foundation is only able to partly fund applications. If part funding is not appropriate in your case (i.e. you would prefer all or nothing), please write the word ALL in the minimum amount question box.

## 5. GOODS AND SERVICES TAX

An allocation made by the Foundation is made as a grant and in accordance with the amount of allocation recommended. No portion is claimed by the Foundation as a deduction for Goods and Services Tax (GST) paid. Any GST issues are for the recipient organisations' care in every respect. Where an organisation is registered for GST the Foundation will make any approved application grant excluding GST.

## 6. GRANTS MUST BE FOR PURPOSES WITHIN NEW ZEALAND

All grants must be utilised for goods and services within New Zealand, to meet Inland Revenue requirements. Overseas travel for New Zealand residents may be funded provided the travel is an Authorised Purpose. Only return travel from New Zealand to an overseas first port of call can be funded. Travel is expensive, however, and often only provides a limited benefit to the community at large. Applications for funding of travel are therefore considered very carefully in all instances.

- Departure tax, travel insurance, overseas accommodation, internal travel within an overseas country, etc cannot be funded by gaming machine proceeds.
- Funding of overseas travel will only be considered for New Zealand representatives selected in a recognised process.

## 7. RETROSPECTIVE GRANTS

Under the conditions attached to the licence issued to the Foundation by the Department of Internal Affairs (DIA), the Foundation is unable to approve payment for any application that relates to an expense that has already been incurred and paid for by the Applicant Organisation. Applications can only be made on the basis of official quotes from an intended supplier of the goods or services.

## 8. EXAMPLES OF GRANT PURPOSES THAT ARE NOT VALID

The following are some basic examples of purposes which the DIA would consider not to be valid:

- Purchase or subsidy of alcohol, including maintenance or provision of bar facilities.
- Provision or subsidy of entertainment, food or refreshments including 'after match' functions.
- Grants to non-affiliated sports or social clubs, including trade tournaments or events.
- Cash prizes, including prizes for sporting events (excludes trophies & modest non-cash prizes).
- Events, trips or equipment which are predominantly social in nature.
- Dress uniforms.
- Grant requests for fundraising for another organisation, including third party requests.
- Funding for advertising or marketing for venue operators.
- Servicing/payment of existing debt.
- Travel insurances.
- Family or group reunions.
- Inter Hotel darts/pool/fishing/bowls or like tournaments are generally not eligible for funding.
- Grants to further the activities of professional sports persons (except where such a grant is made for any coaching, training or development purpose for an amateur sport community organisation).
- Purchase of vehicles or fuel for motorsport events.

## 9. NO COMMERCIAL GAIN OR FINANCIAL ATTACHMENTS SHALL APPLY TO THIS APPLICATION

- It is a condition that the proposed allocation will be applied for the purpose stated and not any 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 grant, being an unconditional gift from the Foundations funds and on the condition that no procuration fee, commission and/or discount has or will be paid to any person, and that no identifiable direct benefit arises or may arise in the form of a supply of goods or services to the member of the Foundation or the hotel/tavern involved as a result of the payment being made.

## 10. NOTIFICATION

- All applicants will be notified in writing, whether successful or not. All decisions made by the Foundation are final. No reasons for a decision will be given, nor will any correspondence be entered into.
- The Foundation is under no obligation to meet requests forwarded by applicants and has complete discretion in the allocation.

## 11. REPORTING AND UNUSED GRANTS

- Recipients of grants are required to notify the Foundation **within three months** of the progress/completion of the project for which funds were granted. The grant funds can only be used for the purposes stated on this application, and any funds not used in this manner or surplus to the purpose authorised must be returned to the Foundation.
- You must agree to provide any information required regarding this grant to the Foundation on request, including the provision of receipts, invoices and bank statements or other proof of how the funds were used.
- In the event of non-compliance with any of these conditions an equal amount to the amount of the allocation is immediately repayable by the Applicant Organisation to the Foundation.

## 12. PRIVACY ACT

Licence conditions require various information to be publicised, and signatory parties to this application for allocation of funds acknowledge this and waive any Privacy Act provisions as to disclosure of any information contained herein.

## 13. GUIDE ONLY

The information contained in this application form is intended as a guide. The Foundation will treat each application on its own respective merits. Completion of the application form does not constitute approval of the request for funds or, if approved, that further payments to the same recipient or for the same purpose will be approved in the future.

Please visit the website [www.wsef.org.nz](http://www.wsef.org.nz) for further information on the Foundation.