

Who will benefit directly from the grant?

Explain how the wider community, or an amateur sports body, or an educational or youth organisation shall benefit:

Are you applying to other Trusts or any other Organisation for funding for this activity? (Please provide details):

How is the balance of the required funds to be raised?

Consent to Audit:

We agree to comply with a request from an officer of the Southern Victorian Charitable Trust Inc or an officer of the Department of Internal Affairs for additional information in relation to the receipt and use of gaming machine funds received as a result of this application.

We agree that an officer of the Department of Internal Affairs or an officer of the Southern Victorian Charitable Trust Inc 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) Chartered Accountant in Public Practice, or      ii) An officer of the Department of Internal Affairs.

We agree that the audit or inspection will be carried out in a manner approved by the Department or Trust, within the timeframe specified by the Department or Trust. The organisation (the recipient of the grant) shall pay for the cost of such an audit.

**Further**, we accept that the decision of the Trustees of the Southern Victorian Charitable Trust Inc regarding this application shall be final and binding.

The applicant agrees to the Southern Victorian Charitable Trust Inc making any inquiries in respect of this application that the Trustees consider necessary.

I declare that the information supplied on this grant application is true and correct.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_



FOR OFFICE USE ONLY

Date Received:

Trustee Signatures:

Meeting Date:

Decision:

Amount

Venue:



Grant Application Form  
and  
Information Sheet for Grant Applicants

Please read carefully and then complete the attached Grant Application Form

Your application will not be considered ‘received’ by the Trust unless it is fully completed and all supporting documentation is attached.

All application forms must be posted to P.O.Box 6121, Dunedin.

Proceeds from gaming machines can only be used for authorised purposes as defined in the Gambling Act 2003 (or any subsequent Acts of Parliament pertaining to the distribution of gaming machine funds) and in compliance with the licence conditions of the Southern Victorian Charitable Trust Inc and each venue licence.

The Authorised Purposes of the Southern Victorian Charitable Trust Inc are:

- Donations to recognised charitable organisations (e.g. Plunket or Red Cross) and bona fide non-profit community service groups within the local community to further the objectives of these groups.
- Academic scholarships and grants for New Zealand students selected in a fair and open manner after public advertising.
- Grants to educational institutes for student amenities and equipment, not provided for by government funding.
- Donations to amateur sports teams and clubs in the local area, competing in recognised leagues and tournaments.
- Grants can be issued for actual and reasonable travel expenses for groups participating in tournaments with kindred groups, sports equipment, playing uniforms and ground hire.

Please note:

- Grants will only be issued to sports teams, clubs and community groups, which are formally established and/ or legally constituted.
- No grant will be issued to any party, which will result in commercial advantage, either directly or indirectly, to any business where the Trust has installed gaming machines.
- Properly completed applications received by the 1st day of the month will be considered at a meeting of Trustees during that month. Meetings are not held in December or January.



# Information Regarding Application For Funds

(This list is not exhaustive)

## Terms and Conditions

- The Trust is under no obligation to approve any or part of any application and is not required to justify its decision.
- No venue operator or any person employed at a venue can guarantee any funding to any organisation. Approval is at the discretion of the Trustees of the Southern Victorian Charitable Trust Inc.
- Grants are exclusive of GST.
- Only properly completed applications shall be deemed to be received and forwarded to a meeting of the Trustees for consideration.
- Overseas travel for sporting purposes must be to an event sanctioned by the appropriate sporting body. Evidence must be presented with the grant application.
- Funds must only be used for the purposes applied for. In the event of non-compliance with this or any other condition of the grant, an amount equal to the amount of the grant is **immediately repayable by the recipient organisation to the Trust.**
- The Trustees may request additional information about the organisation and/or the application. An application is not deemed to be ‘received’ until all requested information is supplied.

## Criteria

- Only applications for ‘Authorised Purposes’ will be considered.
- Applicant organisations must be non-commercial and not for profit.
- Organisations must have annual audited accounts.
- Quotes supplied in support of the application must all be for the same purpose.
- Applications that are for retrospective funding or that will become retrospective by the time the grant is paid will not be considered, **Examples of activities that do not comply as authorised purposes include;**  
(This list is not exhaustive)
- Purchase or subsidy of alcohol or maintenance or provision of bar facilities.
- Costs associated with staging after match functions for sporting groups.
- Paying off previously incurred debts.
- Grants to non-affiliated social sports or social clubs.
- Vehicles for motor sport.
- Any individual person unless the grant is made to, and administered by, an incorporated sporting or community service body to which the individual is affiliated.
- Events or trips that are of a social nature.
- Purchase of a vehicle intended for purposes associated with social functions.
- Dress uniforms.

## Check List for completed application:

- ☐ Complete all information requested on attached Grant Application Form.
- ☐ Attach quotes or other evidence of cost. All quotes must be addressed to the recipient organisation.
- ☐ If the organisation is Incorporated, ensure the Common Seal is affixed.
- ☐ Attach a copy of the resolution of the committee/executive (see example below) to apply for funding. Two office bearers must certify this as true and correct. The resolution must accurately report the relevant minutes entry. **OR**
- ☐ The minutes of the meeting showing agreement to request a grant and the stipulated purpose of the grant. Note: Two Office Bearers must sign these minutes, certifying that the minutes are a true and correct record. (E.g Secretary, Treasurer, Chairperson).
- ☐ Attach two official bank deposit slips for the organisation the grant is to be paid to. (Personal or company cheque accounts are not permitted. If the Grant is approved, payment will be deposited directly into the organisation’s bank account.)
- ☐ Supply proof of affiliation to a recognised association, a charitable organisation, or copies of your rules and regulations.
- ☐ The application must be signed by two office bearers.

### EXAMPLE OF RESOLUTION TO APPLY FOR FUNDING

“It was resolved that a request be made to The Southern Victorian Charitable Trust for a Grant for (STATE PURPOSE) for an amount of up to (STATE AMOUNT).”  
We certify that the above is a true and correct copy of a resolution of (STATE COMMITTEE OR EXECUTIVE) of (STATE NAME OF RECIPIENT ORGANISATION) dated (STATE DATE).

The resolution must be signed by two office bearers. \_\_\_\_\_



SOUTHERN VICTORIAN  
CHARITABLE TRUST INC.

# Grant Application Form

This Section must be completed & returned to:  
Southern Victorian Charitable Trust Inc  
PO Box 6121  
Dunedin.  
ph 027 416 7956  
www.svct.net.nz

## Section 1: Organisation Details

Official name of applicant organisation:

Physical Address:

Postal Address:

Phone  Fax

Email

Type of Organisation (e.g. Charitable Trust, Non profit body, Sports Club, Community organisation etc.)

Name of Contact Person

Personal Street Address

Telephone (Wk)  (Hm)

Fax  Email

## Section 2: Reason for Grant Application

Please explain the purpose of the grant:

## Section 3: Amount Applied For

Total Grant applied for exclusive of GST. Note: We do not make GST inclusive grants. This includes grants to organisations that are not GST registered.

\$

Amount Applied for in words:

## Section 4: Cost Breakdown

Attach 2 supplier quotes per item or job that funding is to cover.

If it is not possible to supply 2 quotes, state why:

Details of and reasons for preferred supplier: