

# APPLICATION FOR FUNDS

ALL SECTIONS, 1-14, TO BE COMPLETED IN FULL  
BY APPLICANT ORGANISATION

Cut Off Date:  
Application to  
be received at  
Infinity's office by  
5pm on the 10th  
of each month

1. Name of recipient organisation — must be the same as bank account name

2. a) Name of Regional and/or National body to which you are affiliated

b) Is your organisation a Non-Profit body? Yes  No

3. a) Mailing Address

Region	Post Code

b) Street Address

Region	Post Code

4. Main Contact Person

Contact Details

Name	Home ( )
Position	Work ( )
Address	Mobile
Post Code	Email

5. What is the grant to be used for?

*N.B .This section must be filled out. Refer attached not acceptable.*

  
  
  
  


6. Amount Requested   GST Incl  GST Excl

7. Is your organisation GST registered? Yes  No

If YES please supply GST number

8. Does your organisation have IRD Charitable Status? Yes  No

If YES please supply IRD number

## FOR INFINITY FOUNDATION LTD OFFICE USE ONLY

1. <input type="text"/>	<input type="text"/>	<input type="text"/>
	Cheque No./Direct Credit	
2. <input type="text"/>	<input type="text"/>	Application Number
Date Received	Date Paid	<input type="text"/>
<input type="text"/>	<input type="text"/>	Administrator
Amount Granted	Director	<input type="checkbox"/> D <input type="checkbox"/> A
	<input type="text"/>	
	Date Approved	

**9. Cost breakdown** *COMPETITIVE QUOTES MUST BE ATTACHED\** (email quotes and invoices are not acceptable)

(i)	\$
(ii)	\$
(iii)	\$
(iv)	\$
(v)	\$
(vi)	\$
(vii)	\$
(viii)	\$
<b>TOTAL COST</b>	\$

**10. Applicant's resolution to apply for funding to Infinity Foundation Ltd must be attached. The secretary of the applicant society must certify this as true and correct.**

**EXAMPLE OF RESOLUTION REQUIRED**

"It was resolved that a request for funding of (amount) was made to Infinity Foundation Ltd for funding for the amount of (amount). I certify that the above is a true and correct copy of the resolution of (state committee or executive) of (state name of society/recipient organisation) dated (state date)".

Signed \_\_\_\_\_ Name of Secretary \_\_\_\_\_ Date \_\_\_\_\_

**11. CONSENT TO AUDIT: IMPORTANT - THIS MUST BE COMPLETED, TWO PERSONS MUST SIGN**

We agree to comply with a request from an officer of the Department of Internal Affairs or an appointee of Infinity Foundation Ltd for additional information in relation to the receipt and use of the grant monies paid to this organisation (the applicant).

We agree that an officer of the Department of Internal Affairs or an appointee of Infinity Foundation Ltd may direct an audit or inspection of the books, accounts, or data systems in which the receipt of the grant monies have been deposited. This may be conducted by:

- a) A Chartered Accountant in public practice, or
- b) A person appointed by the Department of Internal Affairs.
- c) An agent of Infinity Foundation Limited.

We agree that the audit or inspection will be carried out in a manner approved by the Department of Internal Affairs, within any timeframe specified by the Department of Internal Affairs. Infinity Foundation Ltd shall pay for the direct costs of audit conducted by or on behalf of Infinity Foundation Ltd.

We further agree that any information requested will be provided in a timely manner to the Auditor.

We agree to refund amounts requested if the audit criteria is not satisfied.

We hereby consent to the above audit conditions and certify that the information included in this application together with any supporting details, is true and correct.

Name \_\_\_\_\_ Position \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

We certify that we have the authority to make the application on behalf of the applicant.

**All decisions of Infinity Foundation Ltd are FINAL. All applicants will be contacted by mail, after the application has been considered. Results can not be given out over the phone or by email.**

**12. Please note that Infinity Foundation may require a grant applicant to provide further relevant information**

**Original applications must be received by the Foundation's office at least 4 weeks prior to the event for which the funds are required. All applications must be sent directly to Infinity Foundation Ltd, P O Box 1288, Hastings.**

**N.B. We cannot accept faxed copies of the application**

**13. Have you applied elsewhere for funding for this purpose? Yes  No**   
If yes, please list

Applied to	How much
a) _____	\$ _____
b) _____	\$ _____
c) _____	\$ _____

**N.B.** Please note you must refund monies to funding providers of your choice if you receive monies from more than one source. Where funding received exceeds cost of project / excess must be refunded.

**14. CHECK LIST – HAVE YOU REMEMBERED EVERYTHING?**

**Without this information your application cannot be considered. Before you send this form make sure that:**

- Each Section 1 – 14 is completed in full.** Referring to attached documents is only acceptable when a summary has been given in the space provided
  - The application has been signed by **2 representatives** of the organisation
  - A pre-printed or bank verified **deposit slip** and **bank statement** is attached (please note, your application cannot begin to be processed without this)
  - If the organisation is incorporated, a copy of the **Certificate of Incorporation** is attached
  - You have included **confirmation that your team/club/organisation is affiliated to a recognised regional or national body**
  - If the organisation is a trust, include a copy of your trust deed, constitution and/or rules as well as a list of current trustees
  - You have attached copies of **2 current competitive quotes** (or valid reason in writing where only one can be supplied). Email quotes are not acceptable. Quotes must be on supplier letterhead.
  - If applying for assistance with salaries please ensure you have included a copy of the **signed employment contracts**.
  - You have attached itineraries/invitations to events or other supporting material (which must be addressed to the applicant organisation)
  - You have attached a copy of the **resolution** of the committee/executive to apply for funding and that the secretary has signed it as true and correct
  - Copy of minutes showing a list of the attendees at the meeting when the funding resolution was passed and a list of current board members.
  - Copy of your organisation's latest **Audited Financial Accounts**, if your organisation does not have Audited Financial Accounts a copy of your latest Income & Expenditure Account is acceptable.
  - You have retained a copy of the application for your records
- **Please note funds cannot cover costs already incurred and paid for before the application is received at our offices**
  - **Invoices and receipts must be kept for audit purposes**
  - **This funding must be used for the specific purpose for which it was applied**

**STATEMENT OF AUTHORISED PURPOSES**

Funds available for distribution will be applied to -

- a. Any amateur sports teams or clubs which are open to the general public and which are affiliated to a recognised or national body and which compete in recognised leagues.
- b. The promoting, controlling or conducting of race meetings under the Racing Act 2003 including the payment of stakes.
- c. Any charitable, philanthropic or cultural purpose or any purpose that is beneficial to the community or a section of it.

All the above includes but is not limited to -:

1. The provision or assistance in the provision and maintenance of facilities, equipment, services, playing and training, uniforms for sporting clubs and amateur sporting teams affiliated to the appropriate regional or national body and playing in recognised, published leagues or competitions, and/or
2. Grants for charitable purposes including the relief of poverty, or welfare assistance through donations to recognised social service or welfare agencies, and/or
3. Grants to educational, cultural and sporting organisations for scholarships or equipment that is administered by the recipient educational organisation, and/or
4. Grants to recognised cultural or philanthropic activities or groups.

With the exception of grants to national societies or agencies, funds are mainly distributed within the local community in which they are raised. No payment, commission or any other kind of reward, financial or otherwise, can be attached or demanded as a precondition for either the issuing of a grant application form or the payment of a grant.

Authorised purposes must benefit the community and not result in commercial or personal gain.

**THE FOLLOWING ARE SOME EXAMPLES WHICH ARE NOT ACCEPTABLE AS AUTHORISED PURPOSES:**

**ALLOCATION 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 and expenses claimed are actual and reasonable. Overseas accommodation, internal travel within an overseas country, etc. must form part of the travel itinerary provided by a New Zealand agent before departure

**AUDIT AND INSPECTION**

- If there is a change in circumstances or costs, Infinity Foundation Ltd must be notified in writing
- In the event that adequate audit documentation for a grant cannot be obtained, actual costs are less than those indicated in the application, funds are spent for other than for the approved Authorised Purpose, there is any other irregularity in the grant process, or the applicant has received funding from another source for the same purpose, then Infinity Foundation Ltd is required to obtain a refund of the grant

**GOODS AND SERVICES TAX**

- The allocation of funds is made by Infinity Foundation Ltd and is an unconditional gift. No portion is claimed by Infinity Foundation Ltd as a deduction for Goods and Services Tax paid
- If an applicant is GST registered, only the GST exclusive amount can be funded (as GST is not a real cost to such organisations)

**CONDITIONS FOR ALLOCATION OF FUNDS**

- Only non-profit bodies may apply, i.e. any society, association or organisation whether incorporated or not whose rules do not allow money, property or any other benefits to be distributed to any of its members
- The member and the recipient organisation acknowledge and accept that public disclosure may be made for any funds allocated by Infinity Foundation Ltd as a result of this request
- Infinity Foundation Ltd is under no obligation to meet requests and has complete discretion in the allocation of funds

**NO COMMERCIAL BENEFITS TO THE HOTEL/TAVERN AND INFINITY FOUNDATION LTD**

- There must be no intent by hotel/tavern and the recipient of funds to enter into a verbal or written agreement where there is a clear commercial benefit to the hotel, e.g. backhanders, the purchase of alcohol, patronage of the hotel, etc
- No procuration fee, commission and/or discount, a contra arrangement or payment of any kind may be entered into with any person who is a member of Infinity Foundation Ltd or the hotel/tavern involved
- No grant shall be linked to, or be conditional on, any venue-related arrangement

**WHAT HAPPENS IF MY GRANT IS...**

**APPROVED** You will be notified in writing at Infinity Foundation Ltd discretion. Monies will be paid into your organisation's bank account by automatic payment.

**DECLINED** You will be notified in writing by the end of the month in which your grant has been considered giving reasons why your grant has been declined. Your grant application form with all information provided will be returned to you.

**HELD OVER** On occasions, grants may be held over for various reasons and you will be notified accordingly. Your grant application will be held by Infinity Foundation Ltd for consideration at the next Directors Meeting. Meetings are held once a month.



Please check our website for updated  
and more detailed information:  
[www.infinityfoundation.co.nz](http://www.infinityfoundation.co.nz)