

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

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

(i)	\$
(ii)	\$
(iii)	\$
(iv)	\$
(v)	\$
(vi)	\$
(vii)	\$
(viii)	\$
TOTAL COST	\$

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

EXAMPLE This is essential and should be on organisation letterhead. "It was resolved that a request 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)". *EXAMPLE*

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.

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 costs of audit conducted by or on behalf of Infinity Foundation Ltd.

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 before the end of the month in which they were 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

Applications must be received by the Foundation's office at least 8 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) _____	\$ _____
d) _____	\$ _____

N.B. Please note you are obliged to refund monies to funding providers of your choice if you receive monies from more than one source.

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)
- You have attached copies of **2 quotes for each expense** (or valid reason in writing where only one can be supplied). Email quotes are not acceptable
- You have attached 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
- You have included **confirmation that your team/club/organisation is affiliated to a recognised regional or national body**
- If the organisation is incorporated, a copy of the **Certificate of Incorporation** is attached
- 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
- 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.
- If applying for assistance with salaries please ensure you have included a copy of the signed employment contracts.
- You have retained a copy of the application for your records



Please read all information carefully

INFORMATION RELEVANT TO QUOTES

- *a) Competitive quotes for all costs should accompany every application (**minimum 2 quotes for each expense or reason why 1 quote is supplied**)
- b) Quotes should be printed on suppliers letterhead with current date (maximum 6 months prior to receipt of application)
- c) Funds cannot cover costs already incurred and paid for before the application is received at our offices
- d) Invoices and receipts must be kept for audit purposes
- e) 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:

Purposes which will result in a clear personal or commercial gain for any individual or organisation, for example

- Grants for individual sports persons, unless the grant is made to, and administered by an incorporated sporting body to which the individual is affiliated. If the individual is participating in a sports event that attracts prizes, all prizes must be forfeited to that sporting body
- Grants to further the activities of professional sports persons
- Purchase or subsidy of vehicles to be used for private or commercial activities or social functions
- Vehicle for motorsport
- Prizes for sporting events (except trophies, or modest non-cash prizes for use in genuine community sporting events. The definition of 'modest' will in each case be determined by the size of the event concerned)
- The promotion of tourism, except where what is being promoted is a public amenity such as a park or museum
- 'Trade Tournaments' or sporting events staged primarily for publicity and/or the benefit of a select/invited industry group

The Racing Industry:

- Payments other than stake money to horse or greyhound owners or trainers
- Payments to professional jockeys
- Activities or expenses in connection with the breeding of racehorses or greyhounds
- Any payment, facility or service that would give commercial benefit to owners, trainers, jockeys, breeders or other people in the racing industry

Groups, events or trips which are predominately social in nature and facilities to provide for such groups/events (unless the beneficiaries are a needy group such as underprivileged children or the elderly.

This list of exclusions may include:

- Family Reunions
- Social Clubs and sports supporters' clubs
- Sporting trips for supporters or spectators

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
- It is a condition that the proposed allocation of funds will be applied for the purpose stated and no other purpose and that acceptance of the payment will be deemed to confirm that the allocation has or will be applied accordingly
- In the event of non-compliance with any of these conditions, an amount equal to the amount of the allocation is immediately repayable by the recipient organisation to Infinity Foundation Ltd
- 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

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. Only return travel from New Zealand to an overseas port of call can be funded
- Gaming machine proceeds cannot fund departure taxes, or travel insurance. Overseas accommodation, internal travel within an overseas country, etc. must form part of the travel itinerary provided by a New Zealand agent before departure

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 procurator 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

AUDIT AND INSPECTION

- If there is a change in circumstances or costs, Infinity Foundation Ltd should 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)

WHAT HAPPENS IF MY GRANT IS...

APPROVED You will be notified in writing by the end of the month in which your grant has been considered. 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 You will be notified in writing by the end of the month in which your grant has been considered. 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**