



INFINITY FOUNDATION USE ONLY

Application Number

Date Received

## Grant Application Form

**1. Organisation Name**

This must be your full legal name and match your bank account name

**2. Organisation's Address Details**

Physical Street Address	Postal Address
Suburb	Suburb
City	City <span style="float: right;">Postcode</span>

**3. Main Contact Person**

Name	Position
Daytime Phone Number (      )	Mobile Phone Number
Email (must be provided)	
Street Address	

**4. Grant Purpose** ("Refer attached" not acceptable)

Please specify what you are applying for
Event date (if applicable)

**5. Amount Requested \$**  **Total Project Cost \$**

**6. Not for Profit**      Yes       No       **Your organisation must be not for profit to apply for funding from Infinity Foundation.**

**7. GST Registered**      Yes       No       **GST Number**

**8. IRD Charitable Status**      Yes       No       **IRD Number**

**9. Charities Services Registration**      Yes       No       **Charities Number**

**10. Incorporated**      Yes       No       **Incorporation Number**

INFINITY FOUNDATION USE ONLY		
Approved / Declined	Date Approved	Notes
Amount Approved	Date Paid by Direct Credit	

11. Affiliated to a Regional Yes   
 or National Organisation No

Name of Organisation

12. Have you applied for grants from other organisations for the same purpose? If yes, please outline who you applied to, how much for, and the outcome of the application.


13. Cost breakdown (Two competitive quotes must be attached for each item. If only one can be obtained, an explanation must be provided).

Item	Quote 1	Quote 2
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

**14. Declaration and Consent to be Audited**

**This section is a legal requirement and must be completed by two representatives, with original signatures.**

If there is a change in circumstances or costs, Infinity Foundation 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 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 is required to obtain a refund of the grant.

Failure to provide audit documents will require grant money to be refunded.

We declare that:

- The information provided in this application is true and correct to the best of our knowledge.
- We have the authority to make the application on behalf of our group.
- No person who is deemed to be a key person\* in terms of the Gambling Act 2003, at any Infinity venue, has been directly associated with, or otherwise a party to, this application.

\*A key person is anyone who has a significant interest in the management, ownership or operation of a class 4 venue, including venue personnel.

By signing this application, we the undersigned:

- Confirm that any funds received as a result of this application will be used only for the purposes for which they were approved and that we will provide proof of expenditure and return any money we do not spend to Infinity.
- Agree to comply with any requests from an officer of the Department of Internal Affairs (DIA) or from Infinity for additional information in relation to the receipt and use of grant monies received as a result of this application.
- Agree that an officer of the DIA or IFL may direct an audit or inspection of the accounts, or data systems into which funds have been deposited as a result of this application. This may be conducted by:
  - a chartered accountant in public practice, or
  - a person appointed by the DIA, or
  - an agent of Infinity Foundation Limited
- Agree to pay for any such audit or inspection and will allow it to be carried out in a manner approved by the DIA or IFL within the timeframe specified by the DIA or Infinity.

Name \_\_\_\_\_  
 Position \_\_\_\_\_

Signature \_\_\_\_\_  
 Date \_\_\_\_\_

Name \_\_\_\_\_  
 Position \_\_\_\_\_

Signature \_\_\_\_\_  
 Date \_\_\_\_\_

## Checklist

Please check the items below to ensure your application is complete before you send it in.  
Any applications which are missing information may risk delays in being considered.

**Have you checked for an Infinity Foundation venue in your area?**

Please check our website [www.infinityfoundation.co.nz](http://www.infinityfoundation.co.nz) to see if we have a venue in your area.

**Is your organisation eligible for funding?**

Your organisation must be not-for-profit to apply. You must be either incorporated or have a legal constitution which states there is no monetary benefit to its members. If you are registered with the Charities Services and/or have IRD Charitable Status, evidence of this must be provided from either IRD or the Charities Services.

**Have you read our Authorised Purpose to check if your request is eligible for funding?**

Please see the back page of this application form to check our Authorised Purposes.

We are unable to consider applications for anything which is deemed retrospective, fuel/mileage, professional sport, full-time coach salaries, training/warm-up uniforms, fundraising purposes, social activities, food, alcohol and expenses associated with a club bar.

Funds cannot cover costs which have been paid for before the application is approved at our board meeting.

**Is your organisation incorporated?**

Please attach a copy of your Certificate of Incorporation.

**Affiliation**

If your organisation is affiliated to a recognised regional or national body, please attach confirmation of this dated within the last 12 months.

**Is your organisation a trust?**

Please include a copy of your trust deed, constitution and/or rules.

**Resolution**

Your Board/Committee must pass a resolution agreeing to apply for funding. A copy of this must be included. This needs to be signed by a Board/Committee member.

**Board/Committee Members**

Please include a list of your Board/Committee members (first and last names).

**Annual Financial Accounts**

A full copy of your latest Annual Financial Accounts must be included.

**Evidence of costs**

Two comparable quotes must be provided for each item you are applying for. If you cannot provide two, you must include a written explanation why. Quotes must be on supplier letterhead, website screenshots and emails are not acceptable quotes.

If you are applying for operating costs, please provide the last 3 months worth of bills/invoices.

If you are applying for salaries, please include a copy of the signed employment contract for each employee you are applying for.

For Contractors, a signed contract for services and a quote should be provided.

Budgets **will not** be accepted in place of quotes or evidence of costs.

**Pre-printed deposit slip and/or bank statement**

Please provide a pre-printed bank deposit slip and/or bank statement for your organisation. This is the account your grant will be paid into if your grant is approved. Screenshots and hand written deposit slips will not be accepted.

The bank account name should match your organisation name.

**Cover letter**

Please provide a cover letter which tells us a little about your organisation and the community benefit this grant will create.

**Finalise your application and take a copy**

Once you have completed sections 1-14 of the application form and included the items above, then take a copy of your full application for your records.

**If you have checked everything above, you are ready to send us your application.**

**Postal Address:**

**Infinity Foundation**

**PO Box 2349**

**Stortford Lodge**

**Hastings 4153**

**Courier Address:**

**Infinity Foundation**

**1023 Heretaunga Street West**

**Saint Leonards**

**Hastings 4120**

# Important Information

## Cut off date

The cut off date for receiving applications is the **last working day of each month**.

Applications received by this date will be considered in the following month, usually in the last week of the month. Please note, we cannot accept emailed applications. Results will usually be emailed to you within two weeks of our meeting date.

## Meeting dates

Meeting dates can be found on our website [www.infinityfoundation.co.nz](http://www.infinityfoundation.co.nz)

## Application timeframes

Please have your application with us approximately 8 weeks before funds are required to ensure it will not be retrospective.

## Authorised purpose – for full terms and conditions please see [www.infinityfoundation.co.nz](http://www.infinityfoundation.co.nz)

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

## Allocation for purposes within New Zealand

All grants must be utilised for goods and services paid for in NZ. Overseas travel for NZ 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 NZ travel agent before departure.

## GST

The allocation of funds is made by Infinity and is an unconditional gift. No portion is claimed by Infinity as a deduction for GST 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 as a result of this request.

Infinity 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 the venue operator and/or the recipient of funds to enter into any agreement where there is clear commercial benefit to the gaming venue.

No procuration fee, commission, and/or discount, contra arrangement or payment of any kind may be entered into with any person who is a staff member of Infinity or the venue involved.

No grant shall be linked to, or be conditional on, any venue related arrangement.