

Applicant Organisation Name

**For Trust Office Use Only:**

Grant No:

Application Approved

Application Declined (Tick Reason)

Date

Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Amount \$

T  LF  R  GR

OA  AP  GP

Purpose

Net Proceeds Committee Signatures

Date

Approved \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Cheque No.



# GRANT APPLICATION FORM

**COMPLETED GRANT APPLICATIONS MUST BE SUBMITTED ONLINE ON OR BEFORE THE LAST DAY OF THE MONTH TO BE CONSIDERED FOR THE FOLLOWING MONTHS GRANTS MEETING**

**FIRST LIGHT COMMUNITY FOUNDATION LIMITED**

PO Box 316, Hastings 4156 | P (06) 876 7293 | F (06) 876 7295  
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# FIRST LIGHT COMMUNITY FOUNDATION LIMITED

## GRANT APPLICATION FORM

### SECTION A | Contact Details

Applicant Name: \_\_\_\_\_

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

Physical Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position (e.g. Secretary): \_\_\_\_\_

Phone (Daytime): \_\_\_\_\_ Phone (Evening): \_\_\_\_\_

Phone (Mobile): \_\_\_\_\_ Email Address: \_\_\_\_\_

### SECTION B | Organisation Details

#### Type of Organisation:

Sporting       Cultural       Educational       Health

Community Support       Other (please specify): \_\_\_\_\_

Number of Members (Players or Beneficiaries): \_\_\_\_\_

Legal Status (e.g. Charitable Trust, Incorporated Society, School): \_\_\_\_\_

What is the main purpose of your organisation? \_\_\_\_\_

**GST Status:** Are you registered for GST?       Yes       No

Please supply your GST Number:

Is your organisation a not-for-profit body?       Yes       No

Is your organisation affiliated to any regional or national Association?       Yes       No

Name: \_\_\_\_\_

**Bank Details:** Please provide your organisation's pre-printed bank deposit slip or a stamped and verified bank deposit slip.

### SECTION C | Application Details

Has the applicant organisation applied for funds for the same purpose from any other source?

Yes       No      If yes, please give full details using a separate sheet if necessary.

#### Purpose of Grant Application;

What will the funds be used for?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SECTION C (Continued)

Amount applied for: \$ <input type="text"/>	GST Incl <input type="checkbox"/>	GST Excl <input type="checkbox"/>
<b>Budget:</b>	What fundraising are you doing towards this project?	
Total cost of project <input type="text"/>	<input type="text"/>	
Your organisation's contribution <input type="text"/>	<input type="text"/>	
Other funding sought <input type="text"/>	<input type="text"/>	
This application <input type="text"/>	<input type="text"/>	
Short fall (if any) <input type="text"/>	<input type="text"/>	
	The Trust 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: <input type="text"/>	

### GRANTS CAN BE MADE FOR

First Light Community Foundation may make grants for the following purposes:

- Amateur sport;
- Amateur sports coaches for specific short-term coaching courses and coaching clinics for junior sports people;
- Ground maintenance for amateur sporting facilities;
- Overseas travel to genuine amateur sporting tournaments;
- Public sports facilities (e.g. a stadium) provided that the facilities are not used primarily for professional sport;
- Trophies and modest-non-cash prizes;
- Wages and salaries where the employing body has an entirely non-commercial community or charitable purpose and provided that the payment of a wage is necessary to achieve the authorised purpose;
- General public education;
- Education scholarships (provided the students are selected in a fair and open manner after public advertising, and are overseen by a recognised educational authority or school board, and provided that they are limited to primary and secondary level);
- Non-profit community cultural or arts festivals;
- The promotion of public amenities such as parks or museums;
- Supporting non-commercial emergency rescue services;
- Grants to recognised charitable organisations (e.g. Plunket, Salvation Army or Red Cross) to further the objectives of these groups;
- The provision and maintenance of grounds, buildings and facilities where these are primarily used for race meetings; and
- The provision and maintenance of on-course facilities for horse and greyhounds, trainers and jockeys.

### GRANTS CANNOT BE MADE FOR

- Groups or individuals standing for an election to public office;
- Lobby groups or action/pressure groups (e.g. Greenpeace, or Sensible Sentencing Trust);
- Social events, e.g. school balls, family reunions, entertainment in pubs or clubs, sporting trips for supporters or spectators, or after match functions for sporting groups;
- Personal or commercial gain;
- Professional sport;
- Non-affiliated "social" sports clubs (such as corporate leagues); or
- Racing stakes.

### CONDITIONS OF GRANT

The grant must be used only for the specific purpose for which the application was made and spent within 3 months of the grant being made.

Copies of invoices, receipts and bank statements must be provided to First Light Community Foundation within 3 months of the grant being made to verify that the grant has been used in accordance with the purpose approved.

Any grant money which is not spent on the purpose approved must be returned to First Light Community Foundation within 3 months of the grant being made. We agree to reimburse First Light Community Foundation for all costs incurred (including legal costs on a solicitor/client basis) in recovering any outstanding grant money.

## SECTION D

### CONSENT TO AUDIT

We agree to comply with any request from an officer of the Department of Internal Affairs (“the Department”) and/or a representative from First Light Community Foundation for additional information in relation to how the monies received from First Light Community Foundation have been spent.

We also agree that an officer of the Department may

direct an audit or inspection of the books, accounts, or data systems in which the proceeds of the grant have been deposited, by a Chartered Accountant and/or an officer of the Department.

We agree that the audit or inspection will be carried out in such a manner approved by the Department, within the time frame specified by the Department.

### DECLARATION

We declare that:

- The information provided in this application form is true and correct to the best of our knowledge;
- We have the authority to make this application on behalf of the applicant;
- This application has not been completed by a person who has any management or ownership interest in a First Light Community Foundation venue that hosts gaming machines (“a gaming machine venue key person”);

- When any grant money is obtained the persons who decide how that money is spent will not be First Light Community Foundation gaming machine venue key persons; and
- When any grant money is obtained a check will be undertaken and no payment will be made from grant money to any First Light Community Foundation gaming machine venue key person for any goods or service.

We (the undersigned) make a solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature 1 \_\_\_\_\_  
Name \_\_\_\_\_  
Position \_\_\_\_\_  
Date                    /        /

Signature 2 \_\_\_\_\_  
Name \_\_\_\_\_  
Position \_\_\_\_\_  
Date                    /        /

### CHECKLIST

- Have you completed all sections?
- Have you attached a pre-printed bank deposit slip or a stamped and verified bank deposit slip in the name of the recipient organisation?
- Have you provided a copy of your most recent audited accounts? If they are over 12 months old we also require an up to date summary of position. If your accounts are not fully audited please provide your most recent statement of financial position.
- Have you included copies of 2 competitive quotes for the goods or services to be paid for by the grant, indicating your preferred quote for each item requested?
- Are the quotes less than 3 months old, addressed to your organisation and on supplier letterhead? Quotes in email format are not acceptable.
- If the application is for salaries have you included a signed copy of the employment contract and job description?
- Have you attached evidence of affiliation to a regional or national body?
- Have you provided a copy of your certificate of incorporation (where applicable) or charities registration?
- Have you enclosed a signed copy of the full meeting minutes that record your organisation’s resolution to apply for funding from First Light Community Foundation Ltd? The meeting must have been held within the last 3 months and the minutes certified as true and correct by the secretary or chairperson.
- Is the application signed by your secretary and another approved office holder in your organisation?
- Have you made sure the application is for items or services which have not already been purchased?
- Have you attached itineraries/invitations to events or other supporting material (must be addressed to the applicant organisation)?
- It is helpful to provide background information about your organisation and in particular who will benefit from the funding and how many people will be assisted.
- Have you retained a copy of the application for your records?