

GRANT APPLICATION FORM



RSA

Waiheke RSA

29 Belgium Street | Ostend | WAIHEKE ISLAND 1081

Phone: 09 372 9019 | Fax: 09 372 9019

Email: waiheke.rsa@xtra.co.nz | Website: www.waihekersa.co.nz

WAIHEKE RSA GRANT APPLICATION FORM

Organisation Name

Grant Number _____

Date Received _____

Type of Organisation

(e.g. Incorporated Society, Charitable Trust, School)

Purpose of Organisation

(e.g. Sports club)

Location

Please detail the area that will benefit from the grant

Specific reason for grant application

Organisation Incorporation Number

Address

(Street Address & PO Box Number)

Total Amount Requested

\$ _____ GST Incl. GST Excl.

GST Registered? Yes No

GST Number _____

Website

Cost Breakdown

Please supply two competitive supplier quotes for each item. Use a separate sheet if necessary.

Items _____

Main Contact Person

Name

Position

Address

Preferred Supplier

Supplier 2

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Supplier 1 \$ _____ Total Supplier 2 \$ _____

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

Yes No

If yes, give full details, using separate sheet if necessary

Telephone work

Telephone home

Mobile

Fax

Email

GRANTS CAN BE MADE FOR

Waiheke RSA may make grants for the following purposes:

- charitable purposes; and
- non-commercial purposes that are beneficial to the whole or a section of the community.

GRANTS CANNOT BE MADE FOR

- professional sport (either in whole or part);
- dress uniforms;
- individual personal gain or other commercial gain;
- training which will result in commercial gain or specific career-oriented qualifications;
- training of athletes with the aim of creating professional sports people;
- lobby groups or action groups;
- electioneering purposes; and
- promoting, controlling and/or conducting race meetings.

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 the Waiheke RSA 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 the Waiheke RSA within 3 months of the grant being made. We agree to reimburse the Waiheke RSA for all costs incurred (including legal costs on a solicitor/client basis) in recovering any outstanding grant money.

CONSENT TO AUDIT

We agree to comply with any request from an officer of the Department of Internal Affairs and/or a representative from the Waiheke RSA for additional information in relation to how the monies received from the Waiheke RSA have been spent.

We also agree that an officer of the Department of Internal Affairs 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 of Internal Affairs.

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.

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 _____

Position _____

Date / /

Signature 2 _____

Position _____

Date / /

GRANT APPLICANT REQUIREMENTS

- Please attach two quotes or other evidence that the amount sought is reasonable.
- Please attach a printed bank deposit slip. The account name must be the same as the recipient organisation.
- Please ensure the application is for items which have not already been purchased.
- Please attach a copy of your certificate of incorporation.
- If your organisation is a registered charity, please enclose evidence of registration on the charities register.
- Please attach a copy of your signed full meeting minutes that record your organisation's resolution to apply for funding to the Waiheke RSA. The minutes must be certified as true and correct.
- Please attach a list detailing the names of all your committee members or the members of your board of trustees.
- If travelling, list of names of those travelling.
- Please ensure that this application is completed in full and signed by two senior members of your organisation.

FOR WAIHEKE RSA's USE ONLY

2 Quotes <input type="checkbox"/>	Resolution <input type="checkbox"/>	Bank A/C <input type="checkbox"/>	Signed <input type="checkbox"/>
Approved/Declined: _____	_____	_____	_____
Amount approved _____	_____	_____	(Net Proceeds Member)
Grant number _____	_____	_____	_____
Date approved _____	_____	_____	(Net Proceeds Member)
Date funds deposited _____	_____	_____	_____
Cheque number/ Direct debit details _____	_____	_____	(Net Proceeds Member)

THE WAIHEKE RETURNED SERVICES' ASSOCIATION INCORPORATED

Phone: 09 372 9019 | Fax: 09 372 9019 | Email: waiheke.rsa@xtra.co.nz | Website: www.waihekera.co.nz