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**APPLICATION FORM FOR FUNDING FROM THE**  
**Buller Community Development Co. Ltd.**

**www.buller.org.nz**

**GAMING MACHINE FUND**

Objective of the Fund: To distribute raised funds in accordance with the stated authorised purposes in compliance with the requirements of the Gambling Act 2003

**Name of Applicant Organisation:** \_\_\_\_\_

**Type of Organisation:** Trust, Sports \_\_\_\_\_  
Club, Other Non-profit Community Organisations

**Street Address:** \_\_\_\_\_

**Mail & email address** \_\_\_\_\_

**Telephone No.** Day \_\_\_\_\_ Night \_\_\_\_\_

**Purpose for which funding required: Give an outline of why you are seeking funding, and the specific you will use it for and how much will the organisation fund the project itself.**

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**(Cost Breakdown (Use separate sheet if required and refer to note (a) the need to get competitive quotes/other evidence of Cost)**

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**Has the applicant organisation applied for funds for the same purposes from any other source? YES/NO**

**If yes please provide full details (use a separate sheet if necessary)**

**Total Amount Requested: \$ \_\_\_\_\_**

**CONSENT TO AUDIT:**

We agree to comply with a request from an officer of the Department of Internal Affairs or the society issuing the grant for additional information in relation to the receipt and use of gaming machine funds received as a result of this application.

We agree that an officer of the Department of Internal Affairs or a representative of Buller Community Development Co. Ltd. may direct an audit or inspection of the books, accounts, or data systems into which funds received as a result of this application have been deposited. This may be conducted by :

- (1) A chartered accountant in public practice, or
- (2) 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 or Buller Community Development Co. Ltd. within the timeframe specified by the Department or BCDC. This organisation shall pay the cost of such an audit.

**We declare that the information provided is true and correct to the best of our knowledge and we have the authority to make this application on behalf of the applicant**

**This application must be signed by 2 authorised representatives of the organisation.**

\_\_\_\_\_ **Designation** \_\_\_\_\_

\_\_\_\_\_ **Designation** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPLICANTS BANK ACCOUNT DETAILS**

Bank: .....

Branch: .....

Account Number: .....

Name of Account.....

GST No. if registered:.....(Please write N/A if not registered)  
**Attach printed bank deposit slip OR other verification, e.g. bank statement.**

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**CHECK LIST**

**Have you:**

- *Read and understood the Information Notes?*
  - *Fully completed all preceding sections of Part One and Two of the Application Form?*
  - *Attached any additional papers where there has been insufficient space to provide all details?*
  - *Attached your organisation's resolution to apply for funding as true & correct?*
  - *Attached copies of quotes, invitations to events and/or other supporting material?*
- (NB: These must be addressed to the applicant organisation)*
- *Where applicable attached evidence of affiliation to a national body?*
  - *Provided a printed bank deposit slip or a copy of your organisations bank statement?*
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**FOR SOCIETY USE ONLY**

Location:	<b>SIGNATURES:</b>
Approved/Declined:	<b>First Committee Member:</b>
Amount Approved: \$..... Date Approved: .....	<b>Second Committee Member:</b>
Direct Debit or Chq Number:	<b>Third Committee Member:</b>
Grant Number:	

### **USE OF GAMING MACHINE PROCEEDS**

Proceeds from Gaming Machines can only be utilised for the authorised purpose(s) approved by the Department of Internal Affairs and shown on the Licence of the Society and each Site Approval.

An authorised purpose is defined in the Gambling Act 2003 as:

- (i) a charitable purpose;**
- (ii) a non-commercial purpose that is beneficial to the whole or a section of the community;**
- (iii) promoting, controlling, and conducting race meetings under the Racing Act 2003, including payment of the stakes;**

### **CONDITIONS OF ALLOCATION OF FUNDS**

It is a condition that the proposed grant allocation will be applied for the purpose stated and for no other purpose and that acceptance of the payment will be deemed to confirm that the allocation has or will be applied accordingly. The allocation is made as a donation being an unconditional gift from trust funds and on the condition that no procurement fee, commission and/or discount has or will be paid to any person and that no identifiable direct benefit arises or may arise in the form of a supply of goods or services to any party involved as a result of the payment being made.

**IN THE EVENT OF NON-COMPLIANCE WITH ANY OF THESE CONDITIONS AN AMOUNT EQUAL TO THE AMOUNT OF THE GRANT IS IMMEDIATELY REPAYABLE BY THE RECIPIENT TO THE COMPANY.**

### **OTHER RULES ABOUT GRANT APPLICATIONS AND PAYMENTS**

- A Grant applications must be supported by competitive quotes or other evidence;
- B Grants cannot be retrospective (ie to reimburse funds already spent);
- C All applications shall contain a signed "Consent to Audit";
- D Grant applications shall not be forwarded to the company through or by a site operator;
- E The company shall make grants only to the authorised purposes stated on the face of the licence;
- F Where the company obtains information that an applicant has received funding from another source for the same purpose, the society must require the applicant to repay any portion of the funding that exceeds the total amount required for the stated purpose;
- G No grant shall be linked to; or be conditional on, any site-related arrangement;
- H The company must pay grants directly to the applicant;
- I Grants must not be made on a promissory basis;
- J Grants must be of immediate and direct benefit to the applicant;
- K Payments must be either in the form of a crossed cheque made out to the applicant organisation, or by a fully auditable direct bank payment;
- L The company shall not forward grant payments through sites or site operators, or pay grant moneys to any third parties;
- M The company shall take reasonable steps to ensure that grants are used for the purpose stated by the recipient in the application;
- N The company shall not make grants that would provide pecuniary benefits to its principal officers, site operators, employees, gaming machine contractors, representatives, or any other associated person.

### **AUDIT AND INSPECTION**

Records are liable to inspection by the Department of Internal Affairs or the company making the grant and are subject to audit. The company granting the funds may also request information and verification as to how the funds were used.

**THE BULLER COMMUNITY DEVELOPMENT COMPANY REQUIRES THAT ALL GRANT APPLICATIONS MUST INCLUDE A CONSENT TO AUDIT THE RECIPIENTS ACCOUNTS TO VERIFY RECEIPT AND CORRECT USE OF FUNDS.**