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COMMUNITY FUNDING FOR SPORT and RECREATION

Raising funds to carry out your plans is without doubt one of the most challenging tasks faced by cricket clubs. This 'Club Assist' resource booklet has been prepared to help cricket clubs:

1. To identify national and regional funding sources, including where appropriate their contact details and eligibility criteria, that provide funds to amateur sporting organisations for the provision, or towards the provision, of one or more of the following: development, improvement or maintenance of **FACILITIES, EQUIPMENT, PLAYING/TRAINING UNIFORMS, TRAVEL and/or ACCOMMODATION EXPENSES** to participate in tournaments, **TOURNAMENT FEES, GROUND HIRE, COACHING/TRAINING, COACH EDUCATION, COACHING AIDS**, and **TRAINING and DEVELOPMENT PROGRAMMES**.
2. To determine which areas or items in your cricket club's budget might be appropriate to apply for funding, and then adopt with your cricket club an **ACTION PLAN** and **TIMELINE for FUNDING APPLICATIONS** [see Appendix 1] so this becomes a coordinated process thereby increasing your chance of being successful
3. To be organised and prepare comprehensive, professional **APPLICATIONS** for funding using the appropriate forms and/or including the necessary relevant details on an application form or in a letter supporting an application.

For advice and guidance in sourcing funding schemes and making appropriate applications contact your local cricket association's **COMMUNITY CRICKET COORDINATOR**. The **REGIONAL SPORTS TRUSTS** [see Appendix 2: Regional Sports Trusts Addresses] and **LOCAL AUTHORITIES** also have qualified personnel who can advise on the funding schemes, the eligibility of your project/activity, and provide guidance with applications.

Start by accessing information about **FUNDING SOURCES** from the **FUNDING INFORMATION SERVICE, P O BOX 1521, WELLINGTON**, or by viewing it on their computer database programme '**FUNDVIEW**' which is available in **LOCAL LIBRARIES** or at the regional offices of the **DEPARTMENT OF INTERNAL AFFAIRS**. Open the programme and enter your details in '**LOCATION**', '**PURPOSE**' and '**COSTS**' to access the funding sources in your district or association. It provides up-to-date information about the funding schemes for sport and recreation together with their

contact details, criteria of eligibility, how to apply and closing dates. It also lists for gaming societies their associated local hotels and taverns from which application forms can be accessed.

The majority of these funding schemes will provide **FUNDING ASSISTANCE** in the form of a **GRANT** for your project/activity. In most cases they will not fund its total cost.

CURRENT CRITERIA FOR FUNDING ASSISTANCE

To be eligible to apply for funding an association or club needs to meet the following **CRITERIA**:

GENERAL

1. The applicant association or club must be structured and be 'non-profit'
2. The funds applied for must be used for the actual purpose for which they are applied
3. Funds cannot be applied for or used retrospectively
4. Most funding sources will require the funding to go back to the area in which it was generated

SPORT SPECIFIC

5. Funding can only be applied for purposes that are actually required to play the sport
6. The club or cricket provider must be 'amateur' and should be affiliated to a recognised 'national body' ie. New Zealand Cricket

NATIONAL COMMUNITY FUNDING SOURCES

FUND	AREA	PURPOSE	CLOSING DATE	ACTIVITIES FUNDED	CONTACT	HOW TO APPLY
New Zealand Community Trust [Gaming Society]	National	Most sport and recreation projects	Always open for applications	Most activities for amateur sporting groups affiliated to national bodies	New Zealand Community Trust P O Box 3178 Wellington Tel: 0800 44 69 28 Web: http://www.nzct.org.nz	Application form from: <ul style="list-style-type: none"> ■ Associated local hotels and taverns ■ NZCT website or address provided * [See enclosed sample application form]
Pub Charity Inc [Gaming Society]	National	Most sport and recreation projects	Always open for applications	Most activities within the community in which the funds are raised	Pub Charity Inc P O Box 27-009 Freepost 956 Wellington Tel: 0800 426 464 Fax: [04] 384 1630 Email: pubcharity@pubcharity.org.nz Web: http://www.pubcharity.org.nz	Application form from: <ul style="list-style-type: none"> ■ Associated local hotels and taverns ■ Pub Charity website or address provided
Lion Foundation [Gaming Society]	National	Most sport and recreation projects	Always open for applications	Most activities that benefit the community at a grassroots level	Lion Foundation Grants Department Private Bag 102 920 North Shore Mail Centre Tel: [09] 488 7707 Fax: [09] 488 7747 Web: http://www.lionfoundation.org.nz	Application form from: <ul style="list-style-type: none"> ■ Associated local hotels and taverns ■ Lion Foundation website or address provided
The Southern Trust [Gaming Society]	National	Most sport and recreation projects	Always open for applications	Most activities for amateur sport	Grants Manager The Southern Trust P O Box 858 Dunedin Tel: [03] 471 8471 or 0800 424 274 Fax: [03] 471 8470 Email: info@southerntrust.org.nz Web: http://www.southerntrust.org.nz	Application form from: <ul style="list-style-type: none"> ■ Associated local hotels and taverns ■ Southern Trust website or address provided

FUND	AREA	PURPOSE	CLOSING DATE	ACTIVITIES FUNDED	CONTACT	HOW TO APPLY
Century Foundation [Gaming Society]	National	Most sport and recreation projects	Always open for applications	Most activities for amateur sport	Century Foundation Limited P O Box 1288 Hastings Tel: [06] 873 5018 Fax: [06] 873 5019 Email: info@centuryfoundation.co.nz Web: http://www.centuryfoundation.co.nz	Application form from: <ul style="list-style-type: none"> ■ Associated local hotels and taverns ■ Century Foundation website or address provided
Scottwood Group [Gaming Society]	National	Most sport and recreation projects	Always open for applications	Most activities including provision of facilities, equipment, playing or training uniforms, coaching, training or development programmes	Scottwood Group P O Box 499 Hamilton Tel: [07] 834 2207 Fax: [07] 834 3343 Email: jennifer@cgm.co.nz Web: http://www.scottwood.co.nz	Application form from: <ul style="list-style-type: none"> ■ Associated local hotels and taverns ■ Scottwood Group website or address provided
Castle Trust [Gaming Society]	National [Regions that have a Castle Trust hotel or tavern]	Most sport and recreation projects	Always open for applications	Most activities including provision of facilities, equipment, playing or training uniforms, coaching, training or development programmes in regions that have a Castle Trust hotel or tavern	Castle Trust P O Box 471 Hamilton Tel: [07] 834 2207 or 0800 957 957 Fax: [07] 834 3343 Email: jennifer@cgm.co.nz Web: http://www.castletrust.org.nz	Application form from: <ul style="list-style-type: none"> ■ Associated local hotels and taverns ■ Castle Trust website or address provided
Community Trusts [NB: There are 12 such statutory trusts]	Regional	Most projects	Closing dates vary by region and project type	Most activities including coaching to maintain numbers	At the contact addresses listed in Appendix 3 or at local Westpac, ASB or TSB branches or the Citizen's Advice Bureau	Application form from the appropriate regional Community Trust [see Appendix 3]
Lottery General	National	Special projects including facilities	20 January 5 May 25 August	Most activities	Lottery Grant Board P O Box 805 Wellington	Application form from the address provided

FUND	AREA	PURPOSE	CLOSING DATE	ACTIVITIES FUNDED	CONTACT	HOW TO APPLY
					Tel: 0800 824 824 Fax: [04] 495 7225 Email: lotterygrants@dia.govt.nz Web: http://www.dia.govt.nz	
Local Body Discretionary Funding	Regional	Most community projects, including sport and recreation	31 March	Most activities	Check with own local authority	Application form from the appropriate local authority
Sargood Bequest	National	Sport and recreation	31 December	Most activities	P O Box 5546 Dunedin Tel: [03] 474 0900 Fax: [03] 477 9987	Application form available from the address provided

LOCAL OR REGIONAL COMMUNITY FUNDING SOURCES

◆ LOCAL LICENSING TRUSTS	<p>There are a large number of Local Licensing Trusts throughout New Zealand</p> <p>EXAMPLES:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">Wellington</td> <td style="padding: 2px;">eg. Terawhiti Licensing Trust, Johnsonville Licensing Trust</td> </tr> <tr> <td style="padding: 2px;">Dunedin</td> <td style="padding: 2px;">eg. Oamaru Licensing Trust</td> </tr> </table>	Wellington	eg. Terawhiti Licensing Trust, Johnsonville Licensing Trust	Dunedin	eg. Oamaru Licensing Trust
Wellington	eg. Terawhiti Licensing Trust, Johnsonville Licensing Trust				
Dunedin	eg. Oamaru Licensing Trust				
◆ LOCAL CHARITABLE TRUSTS	<p>EXAMPLES:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">Wellington</td> <td style="padding: 2px;">eg. Charles Hayward Izard Trust, Trust House Trust, James Allan Strang Trust</td> </tr> <tr> <td style="padding: 2px;">Canterbury</td> <td style="padding: 2px;">eg. Jack and Majorie Ferrier Trusts, George Sevicke Jones Trust</td> </tr> </table>	Wellington	eg. Charles Hayward Izard Trust, Trust House Trust, James Allan Strang Trust	Canterbury	eg. Jack and Majorie Ferrier Trusts, George Sevicke Jones Trust
Wellington	eg. Charles Hayward Izard Trust, Trust House Trust, James Allan Strang Trust				
Canterbury	eg. Jack and Majorie Ferrier Trusts, George Sevicke Jones Trust				
◆ PHILANTHROPIC TRUSTS	<p>These may be another source of revenue. A philanthropic trust is usually non-governmental, non-profit, financially independent and self-governing, controlled by its own trustees, and involved in social, educational or charitable activities. Associations and clubs which meet the individual criteria of specific trusts may apply for funding grants for particular programmes and projects.</p> <p>Details of such trusts are contained in the <u>'Directory of Philanthropic and Charitable Trusts in New Zealand'</u> which is available from the:</p> <p style="text-align: center;">New Zealand Council for Educational Research P O Box 3237 Wellington</p>				

APPLICATIONS FOR FUNDING GRANTS

NOTES FOR APPLICATIONS

- ◆ Most funding schemes provide grants to assist or subsidise your programme or project. Associations or clubs are required to contribute a portion of the cost of the programme or project themselves [usually 30-50%]
- ◆ Dedicate time and effort to ensure your application is thorough and well presented – type or print neatly
- ◆ Although specific criteria may vary with each funding scheme, all grant applications require similar types of information
- ◆ If an **APPLICATION FORM** is available:
 - Determine who it is in your association or club who applies
 - Fill out the correct application form completely and accurately
 - Send it to the funding organisation well before the closing date [at least 4 weeks]
 - Always attach to the application form:
 - ✓ Proof of affiliation to a recognised national body ie. New Zealand Cricket
 - ✓ A copy of the resolution from the minutes signed by the secretary of the association or club
 - ✓ At least 2 current supplier's quotes addressed to the applicant group for the programme or project [or an explanation of why there is only one]. NB: Email quotes are unacceptable
 - ✓ A pre-printed bank deposit slip
 - ✓ A consent of audit which must be signed and dated

- ◆ If no application form is available, a **LETTER OF APPLICATION** should include:
 - A brief description of your association or club [mission statement, objectives] and the names, addresses and telephone numbers of office bearers
 - A full description of the programme or project
 - A statement on how your association or club meets the grant criteria
 - The programme or project budget, including voluntary labour, and time frame
 - The amount of assistance being applied for
 - All other available or anticipated sources of funding for the programme or project
 - A guarantee that the programme or project will proceed and funding received will be spent only on the project
 - Always attach to the letter of application:
 - ✓ Proof of affiliation to a recognised national body ie. New Zealand Cricket
 - ✓ A copy of the resolution from the minutes signed by the secretary of the association or club
 - ✓ At least 2 current supplier's quotes addressed to the applicant group for the programme or project [or an explanation of why there is only one]. NB: Email quotes are unacceptable
 - ✓ A copy of your association or club's latest annual report and audited accounts and/or a bank statement
 - ✓ A pre-printed bank deposit slip
 - ✓ A consent of audit which must be signed and dated

SUGGESTIONS

- ◆ Be aware of all possible funding organisations and schemes
- ◆ Prepare an annual calendar of closing dates for the various funding schemes
- ◆ Obtain application forms, if required, well before the closing dates
- ◆ Prepare your application form well in advance - prioritise your applications if more than one project
- ◆ Most funding organisations have advisory officers if you need clarification
- ◆ Be honest and be on time. Late applications are usually not considered

NB: With the increasing time and cost required by funding organisations to process applications, it may be of value in Associations for the Community Cricket Coordinator or the Treasurer to approach the funding organisation and seek advice on whether it is more practical for the Association to ascertain the funding needs of its constituent cricket clubs and make one collective application on their behalf

SECONDARY SCHOOLS

CAN SECONDARY SCHOOLS APPLY?

School-based cricket clubs are eligible to apply to many funding organisations for assistance provided they are participating in regular local competition [eg. weekly] against other schools or clubs.

To be eligible to apply the following requirements need to be met:

1. The school-based cricket club has a **CLEARLY DEFINED SEPARATE IDENTITY** from the school [ie. they have constitution or set of rules with club office holders including a mix of school and community representatives - students, teachers and parents].
2. The school-based cricket club has a **SEPARATE AUDITABLE FINANCIAL IDENTITY** from the school. It may be that some clubs have their own bank account independent from the school, and that others have a system of identifying or 'tagging' the funds through the school's accounts.
3. The school-based cricket club' team[s] participate in **REGULAR LOCAL COMPETITION** [eg. weekly] against other schools or clubs. Support is not available for intra-school or school curriculum sport.

Increasingly, it should be noted that secondary schools are benefiting from the funding generated from gaming machines in hotels and taverns and is being used for cricket coaching, equipment and facility development.

GAMING SOCIETIES

HOW TO ACCESS FUNDING

A significant amount of funding is made available each year to cricket clubs and school cricket programmes through the Gaming Societies [see 'General Community Funding Sources' for details of the seven national societies]. The ability to access this type of funding is a relatively straightforward process.

Currently if your local hotel and/or tavern operates gaming machines on site they by law are aligned to a charitable trust. That trust must donate a minimum of 33% of the revenue generated by the gaming machines back to the community.

All aligned hotels and/or taverns have application forms which simply can be picked up from the manager, or they can be obtained directly from the Gaming Societies themselves. No site manager can refuse a request for an application form.

The application forms outline the criteria for which funds are able to be procured. Provided your cricket club or school cricket programme meets the criteria you will receive a mutually agreed donation figure to support your on-going cricket needs.

A letter of support from your District Cricket Association, Major Cricket Association or New Zealand Cricket would assist in endorsing your application.

If you are fortunate enough to receive funding from one of the Gaming Societies don't forget to write and thank them for their financial support. Give them an outline of what their funding has been spent on and how that has benefited your cricket club or school cricket programme.

See example 'New Zealand Community Trust – Application for Funds'.

For further details on obtaining funding from Gaming Societies visit the Department of Internal Affairs website www.dia.govt.nz and look under **'FUNDING FOR COMMUNITY GROUPS'**



SAMPLE

NZCT gives out around \$40 million in grants each year from funds raised by our gaming venues. Our main focus is to provide funds for amateur sport. Around 75% of our grants are for sporting purposes, from school teams and community clubs, through to world-class athletes.

We also support other important causes such as rescue and life-saving services, arts and community groups, poverty-reduction and education.

We are proud of the difference we make and immensely grateful for the support and hard work of our venue operators, who make each grant possible.

Any non-profit group that is incorporated as a charitable organisation, or is an association promoting charitable purposes, can apply to us for funding.

If you believe you meet the criteria for funding, we invite you to consider making an application.

How can you get NZCT funding?

We can distribute funds for purposes authorised under the Gambling Act 2003. These 'authorised purposes' include, and are limited to:

- groups promoting amateur sport;
- charitable organisations; and
- cultural or philanthropic activities for the benefit of the New Zealand community.

We don't make grants to individuals but we may make one to an incorporated body that a person belongs to, for that body to administer the grant.

We can consider grants for most costs that are necessary to play a sport, including uniforms, ground maintenance, equipment, first aid kits, coaching, and travel and accommodation costs to attend events in New Zealand.

We will consider grants to cover salaries (excluding CEO salaries) provided they are necessary to achieve an authorised purpose, and the application is supported by a signed employment contract. A list of key performance indicators needs to be supplied so the effectiveness of the position can be measured.

To apply, you need to read and complete this form and return it to:

The NZCT Grants Committee
PO Box 10 857 The Terrace,
Wellington 6143

What are the requirements for NZCT funding requests?

There are some rules we have to abide by to meet the requirements of Inland Revenue, comply with the Gaming Act 2003, and to ensure our funds are fairly distributed.

The rules of play include:

- No-one can earn any kind of fee or commission for helping you make this application.
- All applications need to be for future spending. We cannot approve grants for expenditure that has already been paid at the time the application is received.
- Applications need to be for a specific purpose and must be spent on the purpose/s approved by NZCT. These must be of direct and immediate benefit to the organisation.
- Any uniforms or equipment purchased from grant money will need to remain the property of your organisation.
- All grant money needs to be spent in New Zealand.
- We need copies of receipts and bank statements showing that the grant has been spent on the purpose/s approved, within 90 days of your group receiving the grant.
- You will need to return any unspent grant funds to NZCT.

How does the grants process work?

Applications for grants close on the 20th of each month. Provided you have supplied all the information requested on the grant application form and returned all receipts for previous NZCT funding, we should have a response to you by the end of the following month.

- Approval of funding is entirely at the discretion of NZCT's Net Proceeds Committee, which meets monthly. A list of all grants made will be available for public viewing.
- NZCT is committed to returning funds to the communities from which they were raised. Funding decisions will therefore take into account the level of funds available for distribution in a region at the time of the monthly grants meeting.
- If your application is approved, funds will be direct credited to your group's bank account.
- If we are unable to meet your request, we will explain the reasons for our decision.
- Groups can apply as often as they need. However, we strongly encourage you to limit applications to no more than two to three per year.

What does NZCT need to support applications? Providing this information is critical to the application process.

If you have received funding from us before, we won't be able to consider funding your organisation again until receipts have been received for previous grants.

In all cases we require:

- An original bank deposit slip or bank statement with your group's name on it. (Not a photocopy.) If your application is successful, we will direct credit funding into your group's bank account.
- Proof that your group supports your request. Your committee or executive needs to pass a resolution to apply for funding. This needs to be certified as true and correct by the group's secretary, on your group's letterhead, and must make specific reference to NZCT, the date the resolution was passed, the amount requested and what the money will be spent on. The completed resolution that you send us needs to include the original signature of the group's secretary (Not a photocopy.)
- Two competitive quotes for each item you have requested the grant for. Quotes must be less than three months old and must clearly show the supplier's contact details. We generally cannot accept internet quotes, unless they are from a recognised and reputable supplier.
- Your consent to be audited. The Department of Internal Affairs has the right to inspect all NZCT records. Grant recipients need to agree to comply with requests from an officer of the DIA or NZCT for an inspection or audit.
- NZCT may at any time request your organisation's latest financial accounts.

Where relevant, we require:

- If you are a sports club you need to belong to a recognised national or regional body and provide proof of club affiliation.
- If you are a trust with IRD status, we need a copy of your IRD charitable letter of confirmation.
- If you are an incorporated society we need a copy of your Certificate of Incorporation.
- If you are applying for \$10,000 or more, we need your latest year end financial accounts (preferably audited.)
- If you are applying for travel and accommodation to attend events, you will need to attach an official itinerary endorsed by the host body and a list of team members.
- If you are applying for \$20,000 or more, we need a list of all grants received over your last financial year and the year to date, showing from whom the grant was received, and the amount and purpose of each.

Sending us these items with your application will help you to get a timely decision. If we need to come back to you for any of these items, it is possible that your request will miss the next grants round, which would delay your application for up to four weeks.

GST

A NZCT grant is classed as a donation. If you are GST registered, any NZCT grant you receive will exclude GST. If you are not GST registered, any grant we make will include GST.

SAMPLE

Grant Application



1 Full legal name of your organisation

The organisation's name should generally be the same as its bank account name.

2 What type of organisation are you?

For example, a sports club, community group, incorporated society, school, charitable trust etc.

3 Please provide your organisation's contact details

P O Box Number _____

Street Address _____

Suburb _____

City / Town _____ Postcode _____

Email address _____

Website _____

4 Main contact person for this grant application

This would be the person we would call if we've got any questions.

First Name _____ Last Name _____

Street Address _____

Suburb _____

City / Town _____ Postcode _____

Daytime Phone Number _____ Fax Number _____

Mobile Phone _____

Email Address _____

5 Please list your organisation's main office holders

Eg. Chairperson, CEO, Treasurer, Secretary, Principal etc.

Name _____ Position _____

Name _____ Position _____

6 Is your organisation affiliated to a regional or national association?

Yes No Please tick

Please note if you're a sports club, you need to be affiliated to a SPARC recognised regional or national association and be able to show proof of affiliation.

If yes, what is the name of the regional or national association? _____

Please note you need to attach proof of this.

7 What is the size of your organisation?

For example, how many members belong to your club or benefit from your services etc.

8 Is your organisation GST registered?

Yes No Please tick

A NZCT grant is classed as a donation. If you are GST registered, any NZCT grant you receive will exclude GST. If you are not GST registered, any grant we make will include GST.

If yes, what is your GST number? _____

9 Does your organisation have IRD Charitable Status?

Yes No Please tick

If yes, what is your IRD number? _____
If you have IRD charitable status, you will need to attach a copy of your IRD charitable letter of confirmation.

10 Is your organisation an Incorporated Society?

Yes No Please tick

If you are an incorporated society, you will need to attach your Certificate of Incorporation.

OFFICE USE		Application number	Grant number
		<input type="text"/>	<input type="text"/>
Bank A/C	<input type="checkbox"/>	C of A	<input type="checkbox"/>
Resolution	<input type="checkbox"/>	2 Quotes	<input type="checkbox"/>
Grants Officer Signature	<input type="text"/>		
Net Proceeds	<input type="text"/>	<input type="text"/>	<input type="text"/>
Committee Signatures:	<input type="text"/>	<input type="text"/>	<input type="text"/>
DATE PAID	ENTERED	CODE	REGION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			AMOUNT OF GRANT
			\$ <input type="text"/>

SAMPLE

Application Purpose Details

11 What do you need this funding for?
 Include a brief description of your proposal and the way it will benefit your community.

13 Who do you want the funding for?
 For a team include name and grade details.

14 If the funding is for a specific event or activity, what is the event or activity called?

15 Approximately how many people will benefit from the grant?
 For a team, how many members are in the team? For an event, how many people do you expect to attend?

12 How much are you asking for from NZCT in total?
 For applications of \$10,000 or more, please include a copy of your latest year end financial accounts (preferably audited.)

\$ _____

16 When is the event or activity being held?
 Please provide specific dates.

17 Where is the event or activity being held?

18 Funding request breakdown
 Please complete the table below to show exactly what you want us to fund. You need two quotes from different suppliers for each item you want the grant for. Please note: Quotes must be less than three months old, must be addressed to the applicant organisation and must clearly show the suppliers' contact details. We generally cannot accept internet quotes, unless they are from a recognised and reputable supplier and include their full contact details.

Items	Supplier 1		Supplier 2	
	Name	Cost GST excl.	Name	Cost GST excl.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	Total	\$	Total	\$

19 Have you asked any other organisations for funding for this purpose?
 Yes No Please tick. If yes, please list below.

Organisation	\$ Requested	Outcome
_____	_____	_____
_____	_____	_____
_____	_____	_____

20 What other activities will your organisation be undertaking to fund this project?
 For example raffles, sausage sizzles, charity auctions, car washes, self-funding etc.

Estimated amount
_____ \$
_____ \$
_____ \$

SAMPLE

Please attach your original bank deposit slip here

21 Bank account verification

We need an original bank deposit slip or bank statement. If your application is successful, we will direct credit the grant funds into your organisation's bank account. Please attach your original pre-printed bank deposit slip to this form. Photocopies can't be accepted.

22 Resolution to apply for funding

We need a resolution as official proof that your organisation supports this request. The resolution:

- must include an original signature from your organisation's secretary
- should be on your organisation's letterhead
- must specifically refer to NZCT – NZ Community Trust (as opposed to a general reference to a charitable or community trust)
- must state the date the resolution was passed
- must clearly state the amount requested and purpose funding is required for

See below for an example of what needs to be provided.

Resolution to apply for funding

It was resolved on *(insert date of meeting)* that an application be made to NZCT – NZ Community Trust for *(insert purpose)*. The total amount requested is *(insert requested amount)*.

I certify that the above is a true and correct copy of the resolution of the *(insert name of the committee or executive)* of *(insert organisation's legal name)*.

Signature of Secretary _____ Name of Secretary _____

Date _____

23 YOUR CONSENT TO BE AUDITED AND DECLARATION IMPORTANT: THIS MUST BE COMPLETED

The Department of Internal Affairs (DIA) has the right to inspect all NZCT records. Grant recipients need to agree to comply with any requests from an officer of the DIA or NZCT for an inspection or audit. For larger grants, we may request an external auditor's report confirming that the grant funds have been used for the purpose for which they were approved.

For groups, the consent to be audited must be signed by your secretary and another authorised signatory. For schools, signatories must include the secretary of the Board of Trustees or the school principal and another authorised signatory.

We agree to comply with any requests from an officer of the Department of Internal Affairs ("DIA") or from NZCT for additional information in relation to the receipt and use of gaming machine funds received as a result of this application.

We also agree that an officer of the DIA or NZCT 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:
i. a chartered accountant in public practice; or
ii. a person appointed by the DIA.

We 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 NZCT within the time frame specified by the DIA or NZCT.

We confirm that any funds received as a result of this application will be used only for the purpose for which they were approved and that we will send copies of all receipts and return any money we don't spend to NZCT.

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.

Signature of authorised signatory	Full name in CAPITALS	Date
-----------------------------------	-----------------------	------

Signature of authorised signatory	Full name in CAPITALS	Date
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If you're an incorporated society, please stamp your common seal here

24 Community profile for NZCT

NZCT encourages recipients to assist with highlighting the availability of community funding. To help us do this you can obtain our logo and brand guidelines by visiting www.nzct.org.nz or by contacting us on 0800 446 928.

SAMPLE

Is your application complete?

Have you attached all the information we need to consider your application?
If we need to go back to you for any of these items, it is likely that your grant request will be delayed.

Please complete this checklist. Your application will not be considered unless this is completed.

Please tick

<input type="checkbox"/>	FOR ALL APPLICATIONS I have attached an original bank deposit slip of the applicant organisation. If your application is successful, NZCT will direct credit the grant funds to this account. (Section 21)
<input type="checkbox"/>	FOR ALL APPLICATIONS I have attached two competitive quotes for each item funding is requested for. (See section 18 for more details)
<input type="checkbox"/>	FOR ALL APPLICATIONS I have attached an official resolution to apply specifically for this funding including the original signature of applicant organisation's secretary. (See section 22 for more details)
<input type="checkbox"/>	FOR ALL APPLICATIONS I have ensured the consent to be audited has been signed by two of the applicant organisation's authorised signatories. (Section 23)
<input type="checkbox"/>	FOR SPORTING ORGANISATIONS I have attached proof that the applicant organisation is affiliated to a SPARC recognised regional or national body.
<input type="checkbox"/>	FOR TRAVEL AND ACCOMMODATION FUNDING REQUESTS I have attached a copy of the official itinerary or invitation that travel and accommodation is requested for and a list of team members travelling.
<input type="checkbox"/>	FOR ORGANISATIONS REGISTERED FOR GST I have included the applicant organisation's GST number (see section 8.)
<input type="checkbox"/>	FOR INCORPORATED SOCIETIES I have attached a copy of the applicant organisation's Certificate of Incorporation.
<input type="checkbox"/>	FOR ORGANISATIONS WITH IRD CHARITABLE STATUS I have attached a copy of the applicant organisation's IRD Charitable Certificate.
<input type="checkbox"/>	FOR APPLICATIONS OF \$10,000 OR MORE, OR FOR WHEN YOUR ORGANISATION HAS RECEIVED \$10,000 + OVER THE PAST 12 MONTHS I have attached a copy of the applicant organisation's latest year end financial accounts (preferably audited.)
<input type="checkbox"/>	FOR APPLICATIONS OF \$20,000 OR MORE I have provided a list of all grants the applicant organisation has received over the last financial year and the current year to date. (The list must show from whom the grant was received, the amount of the grant and the purpose of each.)

Final sign-off

I confirm that to the best of my knowledge this funding application is true, correct and complete.
I confirm that I have attached all the necessary information requested in this application form.

Signature of person completing application

Full name in CAPITALS

Date

SAMPLE

And lastly, please keep a copy of this application form for your records!
Send your completed application form to PO Box 10 857, The Terrace, Wellington 6143

SPECIFIC CRICKET FUNDING SOURCES

FUND	AREA	PURPOSE	CLOSING DATE	ACTIVITIES FUNDED	CONTACT	HOW TO APPLY
New Zealand Cricket Foundation	National although needs to be endorsed by the Major Cricket Association	<ul style="list-style-type: none"> ■ Special approved projects that will benefit the development of the game ■ Exclusions: <ul style="list-style-type: none"> - capital structures eg. clubrooms - equipment 	Always open for applications	Most activities but particularly: <ul style="list-style-type: none"> ■ Permanent outdoor, artificial practice and playing facilities for secondary schools and clubs ■ Indoor practice facilities for districts and/or Major Cricket Associations ■ Coaching and development schemes in Major Cricket Associations 	Major Cricket Association New Zealand Cricket Foundation P O Box 980 Wellington	Letter, but must be endorsed by the Major Cricket Association
Jack Newman Award	National but nominated by a Major Cricket Association	Outstanding service to junior cricket	1 May	Involvement with junior cricket	Major Cricket Association New Zealand Cricket P O Box 958 Christchurch	Letter with supporting details

■ Other sources of local or regional funding for cricket are available through:

- **LOCAL CRICKET TRUSTS** [eg. Wellington - Walter Norwood Trust – Contact Cricket Wellington for details – Tel: [04] 384 3171]

[eg. Manawatu/Central Districts – Colin McVicar Trust – Contact Manawatu Cricket Association for details – Tel: [06] 357 5349]

APPLICATIONS FOR NEW ZEALAND CRICKET FOUNDATION GRANTS

Applications should be made initially to the relevant Major Cricket Association and should include the following details:

- **Project type and purpose**
- **Number of players that will use the facility [adults, young people, children]**
- **Uses of the facility**
- **Total cost of the project**
- **Amount of funds raised or proposed to be raised by the applicants**
- **Other financial grants obtained for the project**

The Major Cricket Association [see Appendix 4], if they support the project, should endorse it and then forward the application directly to:

**Secretary
New Zealand Cricket Foundation
P O Box 980
Wellington**

WHERE TO GET ASSISTANCE

- Most **FUNDERS** have someone who will advise you. Check with them if you have any queries
- The **REGIONAL SPORTS TRUSTS** [see Appendix 2: Regional Sports Trusts Addresses] and **LOCAL AUTHORITIES** also have qualified personnel who can advise on funding sources and assist with applications. The former also run funding workshops and information sessions
- The **DEPARTMENT OF INTERNAL AFFAIRS** know about funding sources. Contact your local office by:

Freephone: 0800 257 887
Email: communitynet.dia.govt.nz
Web: <http://www.dia.govt.nz>

- The **FUNDING INFORMATION SERVICE** publishes the **FUNDVIEW** funding database

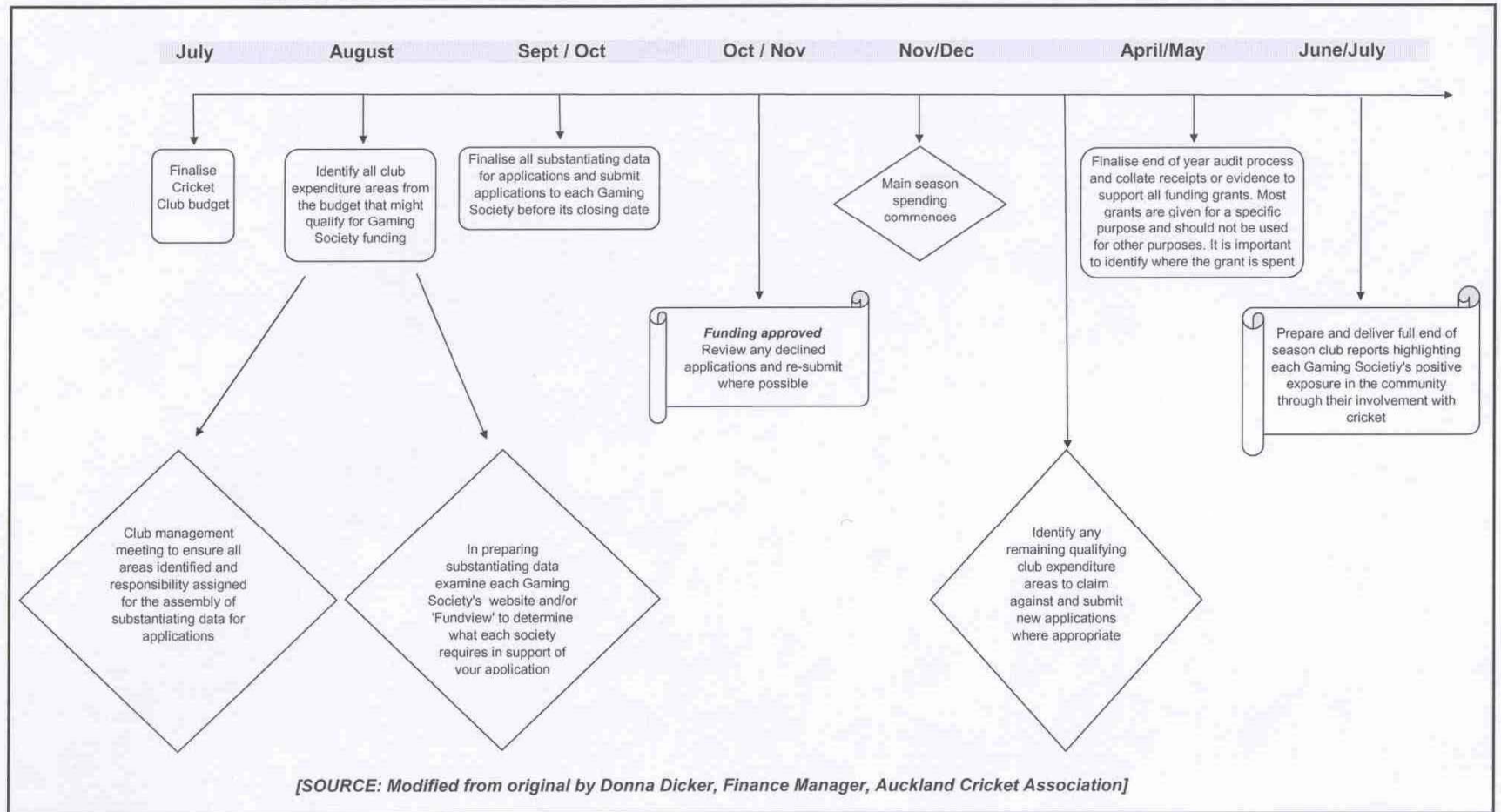
Funding Information Service
P O Box 1521, Wellington
Telephone: [04] 499 4090
Email: info@fis.org.nz
Web: <http://www.fis.org.nz>

■ **USEFUL RESOURCES**

'Running Through Sport'
SPARC, P O Box 2251, Wellington
Web: <http://www.sparc.org.nz>

'The Grant Seeker's Guide'
Trust Waikato, P O Box 391, Hamilton
Web: <http://www.trustwaikato.co.nz>

APPENDIX 1 ACTION PLAN and TIMELINE FOR GAMING SOCIETY FUNDING APPLICATIONS



APPENDIX 2

REGIONAL SPORTS TRUST ADDRESSES

RSTs	ADDRESS	TOWN/CITY	TELEPHONE	FAX	EMAIL
Sport Northland	P O Box 1492	Whangarei	09 430 3470	09 430 3479	sportnorth@sportnorth.co.nz
Sport North Harbour	PO Box 300-633	Albany, Auckland	09 415 4610	09 415 4594	sport@harboursport.co.nz
Sport Auckland	P O Box 56 199	Dominion Road, Auckland	09 815 4710	09 815 4720	info@sportauckland.co.nz
Sport Waitakere	P O Box 21 241	Waitakere City, Auckland	09 966 3120	09 912 2991	admin@sportwaitakere.co.nz
Sport Counties Manakau	P O Box 88 130	Clendon, Auckland	09 269 0066	09 266 2309	cmsf@cmsport.co.nz
Sport Waikato	P O Box 46	Hamilton	07 838 2657	07 838 2655	sportwaikato@sportwaikato.org.nz
Sport Bay of Plenty	P O Box 13355	Tauranga	07 578 0016	07 571 8463	info@sportbop.co.nz
Sport Gisborne	P O Box 1391	Gisborne	06 868 9943	06 868 9954	info@sportgisborne.org.nz
Sport Taranaki	P O Box 5049	New Plymouth	06 759 0930	06 759 1779	info@sporttaranaki.org.nz
Sport Hawkes Bay	P O Box 7537	Taradale, Napier	06 845 9333	06 845 3983	active@sporthb.net.nz
Sport Wanganui	P O Box 516	Wanganui	06 348 1440	06 348 1442	info@sportwanganui.co.nz
Sport Manawatu	P O Box 797	Palmerston North	06 357 5349	06 358 1178	info@sportmanawatu.org.nz
Sport Wellington	P O Box 24148	Manners Street, Wellington	04 920 4200	04 920 4220	info@sportwellington.org.nz
Sport Tasman	P O Box 1302	Nelson	03 546 7910	03 546 3300	sport@nel.sporttasman.org.nz
Sport Canterbury/ West Coast	P O Box 2606	Christchurch	03 373 5060	03 397 0284	sport@sportcanterbury.org.nz
Sport Otago	P O Box 969	Dunedin	03 474 6350	03 474 6352	sporto@sportotago.co.nz
Sport Southland	P O Box 224	Invercargill	03 214 7150	03 214 3052	sport.southland@sportsouth.co.nz

APPENDIX 3

COMMUNITY TRUST ADDRESSES

COMMUNITY TRUST	ADDRESS	TELEPHONE	FAX	EMAIL	WEBSITE
ASB Bank Community Trust ASB Charitable Trust	ASB Charitable Trusts P O Box 68 048 Newton AUCKLAND	0800 272 878 [09] 378 9608	[09] 378 6954	reception@asbcommunitytrust.org.nz	http://www.asbcommunitytrust.org.nz
Trust Waikato	Trust Waikato PO Box 391 HAMILTON	0800 436 628 [07] 838 2660	[07] 838 2661	wct@trustwaikato.co.nz	http://www.trustwaikato.co.nz
BayTrust	BayTrust PO Box 13-322 TAURANGA	[07] 578 6546	[07] 578 7357	norma@bayfunding.org.nz	http://www.bayfunding.org.nz
Eastern and Central Community Trust	Eastern and Central Community Trust PO Box 1058 HASTINGS	0800 878 720 [06] 878 7200	[06] 878 9550	bev@ecct.org.nz	http://www.ecct.org.nz
TSB Community Trust	TSB Community Trust PO Box 667 NEW PLYMOUTH	[06] 769 9471	[06] 769 9472	info@tsbtrust.org.nz	http://www.tsbtrust.org.nz
Whanganui Community Foundation	Whanganui Community Foundation PO Box 365 WANGANUI	[06] 348 8300	[06] 348 8245	whanganuifoundation@xtra.co.nz	
Community Trust of Wellington	Community Trust of Wellington PO Box 23-266 WELLINGTON	[04] 499 7966	[04] 499 3963	colleen@comtrustwn.co.nz	http://www.comtrustwn.co.nz

COMMUNITY TRUST	ADDRESS	TELEPHONE	FAX	EMAIL	WEBSITE
Canterbury Community Trust	Trust Manager Canterbury Community Trust PO Box 1440 CHRISTCHURCH	0508 266 878 [03] 963 0084	[03] 963 0088	enquiry@commtrust.org.nz	http://www.commtrust.org.nz
West Coast Community Trust	West Coast Community Trust PO Box 190 HOKITIKA	[03] 755 7914	[03] 755 7914		
Community Trust of Mid & South Canterbury	Community Trust of Mid & South Canterbury Inc PO Box 983 TIMARU	[03] 688 9727	[03] 688 9972	msccomtrust@xtra.co.nz	http://www.comtrust.org.nz
Community Trust of Otago	Community Trust of Otago PO Box 5751 DUNEDIN	0800 101 240 [03] 479 0994	[03] 477 1869	info@cto.org.nz	http://www.cto.org.nz
The Community Trust of Southland	Community Trust of Southland PO Box 1646 INVERCARGILL	0800 500 185	0800 500 186	info@ctos.org.nz	http://www.comtrustsouth.org.nz

APPENDIX 4

MAJOR CRICKET ASSOCIATION ADDRESSES

ASSOCIATIONS	ADDRESS	TOWN/CITY	TELEPHONE	FAX	EMAIL
Auckland Cricket Association	Private Bag 56906	AUCKLAND	09 815 4855	09 846 4464	
Northern Districts Cricket Association	P O Box 1347	HAMILTON	07 839 3783	07 839 5542	cricket@ndca.co.nz
Central Districts Cricket Association	P O Box 309	NAPIER	06 835 7617	06 835 0543	admin@cdcricket.co.nz
Cricket Wellington	P O Box 578	WELLINGTON	04 384 3171	04 384 3498	cricket@firebirds.co.nz
Canterbury Cricket Association	P O Box 789	CHRISTCHURCH	03 366 3003	03 365 3073	enquiries@canterburycricket.org.nz
Otago Cricket Association	P O Box 1419	DUNEDIN	03 477 9056	03 477 3056	

ACKNOWLEDGEMENT

This School Support and Club Assist resource booklet was written and compiled by Alec Astle, National Development Manager, New Zealand Cricket