



# GRANT APPLICATION FORM

**CONSTELLATION COMMUNITIES TRUST LIMITED**  
PO Box 31557, Milford, Auckland 0741

# CONSTELLATION COMMUNITIES TRUST LIMITED

## GRANT APPLICATION FORM

### Organisation Name

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### 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

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### Organisation Incorporation Number

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### Address

(Street Address & PO Box Number)

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### Main Contact Person

Title Mr/Miss/Ms/Mrs/Dr/Prof/Sir/Dame

Position

Address

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Telephone work

Telephone home

Mobile

Fax

Email

### Specific reason for grant application

Give details, using separate sheet if necessary

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### Total Amount Requested

\$ \_\_\_\_\_  GST Incl.  GST Excl.

GST Registered? Yes  No

GST Number \_\_\_\_\_

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

Yes  No

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

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### Are you registered with the Charities Commission?

Yes  No

Registration Number \_\_\_\_\_

# TIPS FOR SUCCESSFUL GRANTS

- Make sure you enclose two competitive quotes for goods or services to be paid for by the grant.
- Make sure you enclose a bank deposit slip.
- Make sure the application is for items which have not already been purchased.
- Enclose evidence that your organisation is affiliated or aligned to a national body.
- Make sure the application is signed by two senior members of the organisation.
- Enclose a copy of your certificate of incorporation.
- Enclose a copy of your minutes that record your organisation's resolution to apply for funding to Constellation Communities Trust Limited.
- If applying for salary, please attach a signed employment contract and job description.
- Enclose a copy of your latest audited accounts.

What age group does the organisation represent \_\_\_\_\_

For schools please state decile and roll \_\_\_\_\_

## FUNDING CRITERIA

Constellation Communities Trust Limited's authorised purpose includes (but is not limited to):

- promoting any amateur game or sport as a means of achieving any charitable purpose, including:
  - children and/or young persons deriving benefits of an educational or academic nature; and/or
  - participants deriving health benefits from participation in physical activity and/or organised competitions; and/or
  - persons or organisations deriving educational or training benefits from the development of facilities.
- promoting non-professional community health and well-being and educational activities operated

by the Millennium Institute of Sport and Health and NorthSport Academy; and

- educational, cultural, health, environmental, recreational or philanthropic activities provided all those activities are conducted for charitable purposes.

Priority will normally be given to applications for:

- non-professional community health and well-being and educational activities operated by the Millennium Institute of Sport and Health and NorthSport Academy; and
- amateur sport where the applicant is based in the same region where Constellation Communities Trust has venues and where there is a high level of public participation.

Total number of members: \_\_\_\_\_ How many will benefit from this grant: \_\_\_\_\_

**Costs breakdown:** (Use separate sheet if necessary. Provide precise details of how or what the grant money will be spent on supported by competitive quotes/other evidence of costs)

_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL COST</b>	\$ _____

If GST registered, exclude GST amount

## GRANTS WILL NOT BE MADE FOR

- Clothing, playing strips and playing uniforms for teams who have members aged 12 years and over.
- Dress uniforms, jackets, polo shirts, warm-up and wet weather apparel, sports bags, footwear, socks or promotional tee shirts (for people of any age).
- 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).

## 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 Constellation Communities Trust Limited 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 Constellation Communities Trust Limited within 3 months of the grant being made. We agree to reimburse Constellation Communities Trust Limited 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 Constellation Communities Trust Limited for additional information in relation to how the monies received from Constellation Communities Trust Limited 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.
- This application has not been completed by a person who has any management or ownership interest in a Constellation Communities Trust Limited 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 Constellation Communities Trust Limited gaming machine venue key persons.
- When any grant money is obtained a check will be undertaken and no payment will be made from grant

money to any Constellation Communities Trust Limited 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 \_\_\_\_\_

Position \_\_\_\_\_

Date / /

Signature 2 \_\_\_\_\_

Position \_\_\_\_\_

Date / /

## FOR CONSTELLATION COMMUNITIES TRUST LIMITED USE ONLY

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)

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