

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 Hamilton Workingmen's Club Incorporated commercial 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 Hamilton Workingmen's Club Incorporated 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 Hamilton Workingmen's Club Incorporated 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 / /

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.
- Please attach a copy of your Charities Commission registration certificate (if you are registered with the Charities Commission).
- Please attach a copy of your signed full meeting minutes that record your organisation's resolution to apply for funding to Hamilton Workingmen's Club Incorporated. 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 HAMILTON WORKINGMEN'S CLUB INCORPORATED 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)

HAMILTON WORKINGMEN'S CLUB INCORPORATED

Phone: 07 847 6476 | Fax: 07 846 2682 | Email: hwmc@hwmc.co.nz

GRANT APPLICATION FORM

HAMILTON WORKINGMEN'S CLUB INCORPORATED

PO Box 9429 | Waikato Mail Centre | Hamilton 3240
Phone: 07 847 6476 | Fax: 07 846 2682 | Email: hwmc@hwmc.co.nz

HAMILTON WORKINGMEN'S CLUB INCORPORATED

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 _____

Cost Breakdown

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

Items _____

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

Website

Main Contact Person

Name _____

Position _____

Address _____

Telephone work _____ Telephone home _____

Mobile _____ Fax _____

Email _____

GRANTS CAN BE MADE FOR

Hamilton Workingmen's Club Incorporated may make grants for the following purposes:

- grants to registered charitable and youth groups and to amateur sporting organisations within the local community to further the objects of these groups. Excludes any payment to professional sportspersons.

- academic scholarships and grants for individual students in the Hamilton area, selected in a fair and open manner after public advertising, grants to education institutes for student amenities, equipment, and actual and reasonable expenses for school trips, not covered by Government funding.

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 Hamilton Workingmen's Club Incorporated 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 Hamilton Workingmen's Club Incorporated within 3 months of the grant being made. We agree to reimburse Hamilton Workingmen's Club Incorporated 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 Hamilton Workingmen's Club Incorporated for additional information in relation to how the monies received from Hamilton Workingmen's Club Incorporated 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.

TIMING

The net proceeds committee meets on the first Monday of every month. In order to be considered

at the monthly meeting, grant applications must be received by the 20th of the prior month.