

THREE STEPS TO FUNDING

GRANT APPLICATION FORM

Grant N° 7020846
Play It Strange Charitable Trust
Refer to story on back cover

 **THE LION
FOUNDATION**
Here for good

THE LION FOUNDATION WAS FOUNDED TO HELP GOOD CAUSES ALL AROUND NEW ZEALAND.

As a Charitable Trust, we return millions of dollars every year to a huge range of clubs, charities and local community groups, from large to small, in areas as diverse as health, education, sports, arts and culture. What they all have in common is that they each make a real and lasting difference to the community around them.

If your non-profit club, charity or community group needs funding, we may be able to help you too. To apply for a grant, just fill in this simple, three-step form and send it to The Lion Foundation. Or if you prefer, you can download a form from our website www.lionfoundation.org.nz.

HOW OUR APPROVAL PROCESS WORKS

Our grants team works hard to process applications as quickly as possible. We can usually respond within six weeks of receiving a completed application form.

The Lion Foundation grants process is ongoing and there are no set cut-off times for receiving applications.

It's important to make sure that you fill in this form correctly and include all the information we need (see the checklist on page 3). That way, we can consider your application quickly and efficiently.

OTHER THINGS YOU SHOULD KNOW:

Where does the money go?

The Lion Foundation helps fund thousands of good causes every year, right around New Zealand. Grants are given to a diverse range of charitable causes in the areas of health, education, sports, arts and culture. The Lion Foundation aims to return 90% of the funds available for grants to the region from which they were raised.

The remaining 10% supports national causes like St John, Plunket, Coastguard and Surf Life Saving that provide critical services across New Zealand.

Where does the money come from?

The Lion Foundation is licensed to operate Community Gaming Venues, solely for the purpose of raising money for distribution to the community for authorised purposes.

Community Gaming Venues play no role in the grants process.

It is illegal for a Community Gaming Venue to attempt to influence the grants process. Grants decisions are made by an independent Lion Foundation Net Proceeds Committee and The Lion Foundation Board of Trustees. Community Gaming Venues and their operators receive no financial benefit from grants.

The Lion Foundation is a not-for-profit Charitable Trust.

Our aim is to be New Zealand's leading charitable trust, nationally recognised and respected for helping New Zealanders achieve great things in the community.

Where can you get more grant application forms?

- At your local Community Gaming Venue.
- Print out or download them from our website at www.lionfoundation.org.nz
- Call **0800 802 908** to have one sent to you.

BEFORE YOU GET STARTED...

Before you fill out the attached form, please take a minute to ensure your organisation is eligible for a grant by checking it against the following criteria:

A. Is your organisation incorporated?

In order to get a grant your organisation must be Incorporated. (Either under the Incorporated Societies Act or the Charitable Trusts Act)

B. Do you have Charities Commission registration OR a specific IRD income tax exemption?

E.g. as a body promoting amateur games and sports. In order to get a grant you must be one of the above. If you are not, sorry we are unable to help at this stage but please contact us to find out how to go about it.

C. Find out if there is a Lion Foundation Community Gaming Venue in your area by going to www.lionfoundation.org.nz

If not, sorry we can't help you with funding at the moment. Please check our website from time to time in case a Lion Foundation Community Gaming Venue opens in your area. You could also check www.dia.govt.nz for a list of other Community Gaming Trusts that have venues in your area.

D. All grants need to be applied to specific and future based purposes.

No retrospective applications will be accepted e.g deposits and purchases made prior to the approval of the grant. No exceptions!

E. Will the event take place in New Zealand?

Please note we can only fund overseas air travel if a team has been selected to represent New Zealand by a recognised national governing body.

F. Have you visited our website to see what we will fund?

The key things we fund are administration and operating expenses, capital expenditure, equipment, travel expenses and playing apparel. Please note that we are unable to provide grants for training apparel, food, drink or catering, fuel, bar renovations or fittings.

G. If you are a venue operator or may be a "key person" in relation to a Lion Foundation venue, please do **NOT** submit this application, or help anyone else in submitting this application. To the extent permitted by law, The Lion Foundation accepts no liability or responsibility for applications submitted that do not comply with this requirement, or where the applicant has made a false declaration.

H. If you are unsure, please call us on 0800 802 908 to clarify your eligibility.

GRANT APPLICATION FORM

STEP 1. TELL US YOUR DETAILS

Date:

1. Full name of your organisation:

(Use your legal name, that is, the name under which the organisation is Incorporated)

2. What type of organisation is it?

(e.g. incorporated society, community group, school, sports group, charitable trust)

3. Your organisation's address details:

Postal Address

Street Address

Suburb

City/town

Postcode

Daytime phone number

Email address

Website

4. Main contact person:

This is the person we'll call if we have questions e.g. CEO/Principal/Chairperson/Trustee.

Name

Position/Title

Personal Address

Suburb

City/town

Postcode

Daytime phone number

Alternative phone number

Email address

5. Second contact person:

This is the person responsible for reconciling audit e.g. Treasurer or Finance Administrator

Name

Position/Title

Personal Address

Suburb

City/town

Postcode

Daytime phone number

Mobile

Email address

6. Is your organisation registered with the Charities Commission?

Please provide your CC Registration number.

CC _____

Note: you'll need to attach a copy of your Charities Commission Registration.

Yes | No

Application No:

Grant No:

Date received:

Date Paid:

7. Is your organisation GST registered?

Yes | No

Does your organisation have IRD income tax exemption?

Yes | No

If yes, you will need to attach a copy of your IRD income tax exemption letter.

If yes to either, please enter your IRD number

□ □ □ □ □ □ □ □ □ □

8. Is your organisation affiliated to a regional or national association?

Yes | No

If yes, please attach verification of this.

9. Is your organisation incorporated?

Yes | No

If yes, please attach your Certificate of Incorporation.

10. What purpose is the grant to be used for?

Amount requested \$

LION FOUNDATION USE ONLY:

Date:

Approved | Declined (circle) Amount: \$ _____

Notes: _____

Net Proceeds
Committee signatures:

1. _____

2. _____

3. _____

Grant audit:

Passed | Failed (circle)

Signature:

Date:

STEP 2. TELL US WHY YOU NEED FUNDING?

1. What is the total cost of this project?

\$ _____

2. How much are you asking The Lion Foundation for?

\$ _____

Please attach a signed copy of the resolution to apply from your minutes as well as a copy of your recent annual financial accounts.

Please attach an original pre-printed deposit slip or an original bank statement so we can direct credit funding into your account if approved (personal bank accounts are not permitted). Please note we can't always fund the total amount applied for.

3. Approximately how many people will benefit from the funding?

e.g. How many members in your team/group?
Or how many people will attend an event?

4. What is the timing of your project?

Please tell us the actual date of an event or specific period of activity and attach proof of events, itineraries, team members or sports draw if applicable.

5. Have you applied to any other organisation for funding for the SAME purpose?

(If so, please provide further details: Name of funding organisation, date applied, amount requested, purpose and outcome)

Yes | No

6. Cost breakdown

Please attach two quotes for each item – quotes must be less than three months old and on supplier's letterhead. They should be addressed to your organisation and show GST content.

Items	Quote 1	Quote 2
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

STEP 3. FINAL SIGN-OFF & CONSENT TO AUDIT

Note: This section is a legal requirement and must be completed.

- We confirm that any funds received as a result of this application will be used only for the purpose and quotes for which they were approved and that we will send copies of all invoices, and bank statements proving they have been paid. We will return any money we don't spend to The Lion Foundation.
- We agree to use funds within six months of receiving them unless written approval to exceed the time limit is received from The Lion Foundation.
- We agree to comply with requests from an officer of the Department of Internal Affairs (DIA) or from The Lion Foundation for further information regarding the receipt and use of funds received by this organisation from The Lion Foundation.
- We acknowledge that the Department of Internal Affairs may wish to audit or inspect our organisation's books, accounts and data systems. We agree to provide The Lion Foundation with the relevant proof of expenditure to satisfy their audit requirements.
- We authorise The Lion Foundation to store any of the information related to this application and to disclose that information as necessary in the national publication of grants, storage on a national database and compliance with DIA licence conditions and the Gambling Act 2003.
- We agree that in the event of any audit irregularity, breach of condition or sponsorship/financial arrangement with a Lion Foundation venue being discovered, we will immediately return part or all of the grant as required by The Lion Foundation at its absolute discretion (at our expense).
- We confirm that we are not a venue operator or a "key person" (as defined in the Gambling Act 2003) in relation to any of The Lion Foundation's venues, and that no "key person" has provided us with this application or been involved in submission of this application.

We declare that the information provided in this application is true and correct to the best of our knowledge & that we have the authority to make this application on behalf of our group:

Signature 1 _____ Date / /

Full name in CAPITALS and position. (e.g CEO/Principal/Chairperson/Trustee)

Signature 2 _____ Date / /

Full name in CAPITALS and position. (e.g Treasurer/Finance Administrator/Chairperson/Principal)

☐ We would like to send you occasional email updates about The Lion Foundation. Please tick the box if you **do not** wish to receive these updates.

ONE LAST THING: IS YOUR APPLICATION COMPLETE?

Please tick the checklist on the 'helpful hints' page (page 3) to ensure you've attached everything we need. Make sure you take a copy for your files, then send this completed form and all attachments directly to:

**The Lion Foundation, Private Bag 102 920,
NSMC, Auckland, 0745**

HELPFUL HINTS FOR APPLICANTS

These notes are designed to make filling out the application form as easy as possible. If you need more help, visit www.lionfoundation.org.nz or call us on **0800 802 908**.

HINTS FOR STEP 1: TELL US YOUR DETAILS

Step 1: Question 1

If you're the person filling out this form, you must belong to or be employed by the applicant organisation and have the authority to answer any questions we may have.

Step 1: Question 2

Only non-profit bodies may apply i.e. any society, association or organisation that is incorporated and legally constituted, whose rules do not allow money, property or any other benefits to be distributed to any of its members.

Step 1: Question 10

Funds are available for any charitable, philanthropic or cultural purpose that benefits the community. Our policy is to allocate funds across four categories:

- Sport 40%
- Community, arts, cultural 30%
- Health 15%
- Education 15%

All grants must be used for goods and services within New Zealand.

Note: All applications are subject to availability of funds within the local community and compliance with authorised purposes. The Lion Foundation is not obliged to fund either this or any future applications, and has complete discretion in the allocation of funds.

HINTS FOR STEP 2: TELL US WHY YOU NEED FUNDING

Step 2: Question 6

You'll need to obtain two competitive quotes for the goods or services you need. These should be current (i.e. dated less than 3 months prior to the date of application) and on supplier's letterhead. If you can't provide two quotes, please tell us why. If you have a preferred supplier arrangement with one provider, please clearly indicate this.

If your organisation is GST registered you should apply for goods and/or services exclusive of GST. If you are not GST registered our funding includes GST. Allocation of funds is an unconditional gift.

HINTS FOR STEP 3: FINAL SIGN-OFF & CONSENT TO AUDIT

Please ensure that the 'consent to audit' at the bottom of the page has been signed by two of your organisation's authorised signatories and that you've read this section thoroughly. The two signatures must be the main contact person and second contact person. (Steps 1.4 & 1.5)

CHECKLIST

IS YOUR APPLICATION COMPLETE?

Please check this list to ensure you've attached all the information we need and have correctly completed the form.

- ☐ Have you attached proof of Charities Commission registration? (Step 1.6)
- ☐ If you are not registered with the Charities Commission, have you included your IRD income tax exemption letter? (step 1.7)
- ☐ If your organisation is affiliated to a regional or national body, have you attached verification? (Step 1.8)
- ☐ Have you attached a copy of the Certificate of Incorporation? (Step 1.9)
- ☐ Have you attached a signed copy of the resolution from your minutes to apply for funding? (Step 2.2)
- ☐ Have you attached a copy of your most recent annual financial accounts? (Step 2.2)
- ☐ Have you attached an original pre-printed deposit slip or an original bank statement so we can direct credit funding into your account once approved? (Note: personal bank accounts are not permitted) (Step 2.2)
- ☐ If applicable, have you attached proof of timing of your event or activity? E.g. itineraries, programmes or sports draws? (Step 2.4)
- ☐ Have you attached TWO competitive quotes for each item addressed to your organisation and showing GST content? Note: Quotes should be less than three months old, on supplier's letterhead and show GST content. (Step 2.6)

HAVE YOU COMPLETED AND SIGNED THE ATTACHED FORM? (STEP 3)

- ☐ Has the 'Consent to audit' been signed by two of your organisation's authorised signatories? (Step 3) For schools, the Chairperson and Principal must sign.
- ☐ Have you kept a photocopy of the application form and quotes for your records?

If you've ticked all the above, you're done!

For help with this form or more information, please call **0800 802 908**, fax **09 488 7747** or email **info@lionfoundation.org.nz**

More application forms are available from The Lion Foundation Community Gaming Venues, by calling **0800 802 908** to have one sent to you, or you can print or download them from **www.lionfoundation.org.nz**

Lion Foundation
Private Bag 102920
NSMC, Auckland, 0745
Phone: 09 488 7707



Grant N° 7020846
Play It Strange Charitable Trust

