

RACING INDUSTRY 
TRANSITION AGENCY

GRANT APPLICATION FORM

Office Use Only			
	Date Received	Grant No.	Approved/Declined Date

Before you begin:

Before you get started on your application for funding, please familiarise yourself with the **eligibility criteria** for the Racing Industry Transition Agency (RITA) 'Sports' Authorised Purpose Statement (found on the last page of the application under Grant Criteria) as summarised below;

1. Your organisation must be registered as either a New Zealand Charity and/or an Incorporated Society or as another legal entity;
2. Your organisation must have its membership open to the members of the public (as such this makes Schools ineligible), or
3. Your organisation must provide facilities or services that benefit persons who are members of the public or who are members of clubs or organisations which are open to members of the public;
4. Your organisation must be directly or indirectly affiliated with a sports organisation referred to on the Sport New Zealand website;
5. The relevant sport(s) must have standards and/or rules which have been established by a national body or an international body and which are applicable to those who participate in the sport in New Zealand;
6. There must be significant New Zealand regional and/or national competitions for the relevant sport(s);
7. Any costs applied for must be for a specific purpose;
8. RITA Grant funding excludes GST.
9. Any costs applied for must not be retrospective. All dates for Net Proceeds Committee meetings can be found on the RITA website. Please ensure you submit applications well ahead of time.
10. If your organisation is a National Sporting Organisation it may affect your eligibility. Please contact the Gaming Team to discuss further. Contact details given at bottom of page.
11. If you have applied for the same purpose elsewhere, please ensure that you outline this in the applicable fields on this form.
12. If you are a Key Person at any RITA/TAB Board Venue you must not submit this grant application or help any other person in submitting a grant application.

If you are unsure of your eligibility, please contact us to discuss your eligibility for funding on 04 576 6999, or visit our website at www.rita.co.nz

Organisation Information and Contact Details

Please complete all applicable sections

Name of Organisation:

(Legal name of your organisation)

Type of Organisation:

(E.g. Sports Club, Regional Body, National Body or Facilitator)

Sports Type:

(E.g. Cricket, Hockey, Netball, etc.)

Affiliated Organisation:

(Regional and/or National body)

Year Founded:

Number of Members:

Incorporated Society No.

Charities Services No.

Please note; You **MUST** be registered as either an Incorporated Society or with the Charities Services to be eligible for funding.

Region:

Local Council:

Organisation Physical Address

GST No. / / / / / /

Street:

Suburb:

City:

Postcode:

Organisation Postal Address

Same as above ()

Website:

Street:

Suburb:

City:

Postcode:

Primary Contact Person: (Mr/Mrs/Miss/Ms)

Phone: _____ Mobile: _____ Email: _____

Position in Organisation: _____

Secondary Contact Person: (Mr/Mrs/Miss/Ms)

Phone: _____ Mobile: _____ Email: _____

Position in Organisation: _____

Funding Request Details

(Please outline the reason for your grant and how your organisation will benefit from it)

Funding Information

Are the costs applied for time-critical? (e.g. tournament costs, flights, grounds rental etc.)

Yes No If Yes, when is the funding due? (E.g. tournament start date/deposit due) ___ / ___ / ___

If your application is time critical please check the www.rita.co.nz for the dates of the next Net Proceeds Committee meeting to ensure your grant will be processed in time.

NO Payment can be made for an item or cost being applied for prior to its approval.

How much is the TOTAL cost of your project? \$ _____

How much are you applying to RITA for? \$ _____

If you're applying for LESS than the total cost of your project or if you were funded less than what was requested, please outline how you will raise the remainder of the funds? (e.g. existing club funds etc.):

If applying for travel purposes, please list how many people will be travelling.

(a full list of travellers names must be submitted with application)

Players/Competitors: _____ Support Personnel (Coaches, Managers etc.) _____

Cost Breakdown

Please include all costs which you are applying for. You will need two quotes for all items applied for. If you are unable to do this, please provide a covering letter explaining why you can only source one quote.

Quotes must be less than 3 months old, be addressed to the applicant, and include full supplier details (name, address, telephone, GST status) and be on supplier letterhead. ***RITA Grants do not include GST.***

Item Requested;

Preferred Quote

(excluding GST)

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

Have you applied elsewhere for the same purpose? Yes No (If yes, please supply details below)

Organisation	Amount	Date	Outcome
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Organisation Declaration

We, the undersigned, hereby declare that:

1. The information provided in this application form is true and correct to the best of our knowledge.
2. We have the authority to make this application on behalf of the applicant (if the applicant is not a natural person).
3. This application has not been completed by a person who has any management or ownership interest in a RITA/TAB Board Board Venue that hosts gaming machines ("a gaming machine key person").
4. When any grant money is obtained the persons who decide how that money is spent will not be RITA gaming machine venue key persons.
5. When any grant money is obtained a check will be undertaken and no payment will be made from grant money to any RITA gaming machine venue key person for any goods or services.

All of the information presented in this application – relating to the organisation I represent and to the specific proposal/project for which grant funds are requested – is true.

This application includes complete information relating to other sources of funding that my organisation has received, been pledged, applied for, or intends for future application, for this and other organisational projects. All prices and quotes included in this application represent the actual costs that will be incurred by my organisation. I have read and understand the Condition for Allocation of Funds and Audit and Inspection requirements. My organisation hereby agrees to participate in an inspection, to provide further information if requested, and/or audit by the Department of Internal Affairs or RITA (or its Agent) if so requested.

Please provide Common Seal if available



Signature One

Dated this _____ day of _____ in this year

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Signature of Executive Member _____

Full name _____ Position _____

Signature Two

Dated this _____ day of _____ in this year

Signature of Executive Member _____

Full name _____ Position _____

Final Details

Please complete this checklist before you finish your grant application to make sure that you have included everything that you need to include.

	Yes	No	N/A
Have you included two competitive quotes for all purposes applied for If NO, please explain why you only have one quote on a separate cover letter. Quotes must be less than 3 months old, be addressed to the applicant, and include full supplier details (name, address, telephone, GST status) and be on supplier letterhead.	<input type="checkbox"/>	<input type="checkbox"/>	
Do you intend to spend funding within 90 days of grant approval If NO, please provide details of when you intend to spend the grant.	<input type="checkbox"/>	<input type="checkbox"/>	
Have you supplied executive/committee meeting minutes, including:			
Full names of all current committee members	<input type="checkbox"/>		
A resolution to apply for funding for the purpose which your organisation is applying for funding	<input type="checkbox"/>		
Certification - signed as true and correct by the Secretary/Chairperson/Exec Member.	<input type="checkbox"/>		
Minutes are on club letterhead	<input type="checkbox"/>		
Have you attached with your Grant Application:			
A certificate for Charities Services/Incorporated Society registration	<input type="checkbox"/>		<input type="checkbox"/>
Proof of affiliation to a National/Regional Body	<input type="checkbox"/>		<input type="checkbox"/>
A Copy of your organisation's rules/constitution	<input type="checkbox"/>		
The latest audited (or professionally reviewed) financial statements	<input type="checkbox"/>		
Your project proposal (construction projects, etc.)	<input type="checkbox"/>		<input type="checkbox"/>
For travel funding, have you included with your Grant Application:			
Proof/itinerary/programme and date(s) of event(s) for which funding is sought	<input type="checkbox"/>		<input type="checkbox"/>
Names and roles of individuals who will be traveling (if available at the time of applying)	<input type="checkbox"/>		<input type="checkbox"/>
Bank details supplied are:			
A pre-printed deposit slip or bank account details verified by the bank	<input type="checkbox"/>		
Final requirements:			
Has this application been signed and dated by two authorised persons	<input type="checkbox"/>		
Does your organisation operate gaming machines	<input type="checkbox"/>	<input type="checkbox"/>	
Have you read and fully understood the terms and conditions of funding	<input type="checkbox"/>		
Have you included all details requested	<input type="checkbox"/>		

Please attach a pre-printed bank deposit slip here

Note: Account Name MUST match organisations name

Condition for Allocation of Funds

1. Any grant allocation must be applied to the specific purpose stated on this application and to no other purpose. The applicant may not use a different supplier than the one for which a quote has been provided without prior written approval of RITA. Acceptance of payment will be deemed to confirm that the grant allocation has or will be supplied accordingly.
2. The allocation is made as a grant, 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.
3. In the event of non-compliance to these conditions, an amount equal to the allocation amount is immediately repayable by the recipient to RITA.
4. All RITA Gaming grants are made as unconditional gifts and are provided without GST content – regardless of whether the recipient is registered for GST. No portion is claimed by RITA as a deduction for Goods and Services Tax paid.
5. RITA requires that an Accountability Report of the expenditure of grant funds be completed and returned to RITA once the funds have been spent by the recipient organisation.
6. Any uniforms or equipment purchased with grant money will need to remain the property of the organisation.

Audit and Inspection

RITA records will be inspected by Department of Internal Affairs (DIA). RITA is required to render details of all grants to DIA. This grant application is made with the understanding that if any DIA officer so requests, the applicant organisation shall agree to and participate in (at its own expense) any such inspection and/or audit. RITA may also request information and verification, either directly or via an agent, as to how the funds were used.

Grant Criteria

In conjunction with the Eligibility and Prioritisation Policy, the **RITA 'Sports' Authorised Purposes statement** provides that RITA may distribute net proceeds to the following:

To encourage active participation in New Zealand amateur sports (being sports listed on the Sport New Zealand website) by assisting the following categories of bona fide New Zealand clubs and organisations that meet the RITA eligibility requirements:

1. *individual amateur sports clubs or similar organisations at a local or regional level whose members participate in amateur sport;*
2. *regional or national amateur sports organisations to which individual amateur local sports clubs or similar organisations are affiliated or otherwise formally aligned;*
3. *local, regional or national organisations which facilitate the active participation in New Zealand amateur sports through the provision of, for example, sports facilities, sports tuition or match or competition refereeing or umpiring*
4. *other regional or national organisations which facilitate the active participation in New Zealand amateur sports by providing general coordination and oversight of, or other assistance to, one or more sports and/or all clubs or organisations participating in one or more sports.*

Such assistance to amateur sports clubs and organisations may be provided to a club or organisation for an individual team or teams or

for more general purposes and may take the form of the funding of all or part of the actual and reasonable cost of items such as (but not limited to) sports equipment, playing uniforms, refereeing/umpiring uniforms and ground hire and all or part of the actual and reasonable expenses of individual teams participating in tournaments with kindred groups.

RITA WILL NOT FUND

- Any retrospective expenditure/costs or event.
- Any professional sportsperson/sports team.
- An individual sports person – (unless, the grant is made to, and administered by a bona fide amateur sports organisation to which the individual is affiliated. If the individual is participating in an event that attracts prizes, all prizes must be forfeited to that sports organisation).
- Any Salary or Wages.
- Any Cash Prizes or non-cash prizes (Trophies/Medals/Ribbons/Sashes etc.).
- Any sports trips for supporters and/or spectators.
- Any Dress Uniforms (formal), Training Uniforms, Promotional Uniforms, Warm-up/Wet-Weather apparel, Footwear, Socks, Individual Gear Bags and/or other clothing not retained by the applicant organisation.
- Any food and/or alcohol costs (including catering expenses).
- Any petrol costs (or other fuel charges - including vouchers).
- Any expenses relating to an "after match" or "reunion" functions.
- Any bar/clubrooms related expenses (furniture, equipment or refurbishments).
- Laundry costs, Commercial Gym fees or major medical costs.
- A privately owned organisations and/or ventures for personal gain.
- Grants to non-affiliated or social sports clubs/teams, including those playing in corporate leagues.
- Any trade tournaments or sporting events staged primarily for commercial publicity and/or the benefit of a select industry group.
- Grants to any sports facility run for a commercial profit, such as 10 Pin Bowling Centres, Billiard Parlours, 'Country Clubs' for golf, or any other clubs with closed memberships.

In addition, RITA will not make grants:

- In connection with any league or tournament on which RITA offers sports betting;
- A National Sporting Organisation with a 'Contractual Betting Agreement' currently in place (or planned) with the RITA receiving a significant commission. If you are an NSO applying for funding, please contact us directly first.

Only original application forms will be accepted

Please forward directly to either:

By Post: The Gaming Team, RITA, PO Box 38899,
Wellington Mail Centre, Lower Hutt 5045,

By Courier: The Gaming Team, RITA,
106-110 Jackson Street, Petone 5012.

Phone: 04 576 6999 www.RITA.co.nz