



GRANT APPLICATION FORM

POCKETS 8 BALL CLUB INCORPORATED

PO Box 134, Tokoroa | Phone: 07 886 1271 | Fax: 07 886 1270 | www.pockets.co.nz

POCKETS 8 BALL CLUB INCORPORATED

GRANT APPLICATION FORM

1. Organisation Name

2. Type of Organisation

(e.g. Incorporated Society, Charitable Trust, School)

3. Purpose of Organisation

(e.g. Sports club)

4. Address

(Street Address & PO Box Number)

6. Specific reason for grant application

5. Main Contact Person

Name

Position

Address

Telephone work

Telephone home

Mobile

Fax

Email

Total Amount Requested

\$ _____

GST Incl. GST Excl.

GST Registered?

Yes

No

GST Number _____

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

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.

GRANTS CANNOT BE MADE FOR

- Personal or commercial gain.
- Training which will result in commercial gain or career-oriented qualifications (e.g. training for tourism or professional sports).
- Training "promising" athletes with the aim of creating professional sports people.
- Professional sport.
- Cash prizes or large non-cash prizes.
- Dress uniforms.
- Full-time salaries for coaches who train amateur teams (payment for a short term coaching course is, however acceptable).
- Ten-pin bowling lane hire, entry to a commercial sports facility, payments to commercial operators for pool table hire and payments to country clubs for green fees.
- Non-affiliated "social" sports clubs (such as corporate leagues).
- Groups or individuals standing for an election to public office. This includes national elections, local elections and elections to community trust boards.
- Lobby groups or action/pressure groups (e.g. Greenpeace, or Sensible Sentencing Trust).
- 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.
- The purchase of alcohol, the payment of bar staff, and the maintenance or provision of bar facilities.

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 Pockets 8 Ball Club 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 Pockets 8 Ball Club within 3 months of the grant being made. We agree to reimburse Pockets 8 Ball Club 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 Pockets 8 Ball Club for additional information in relation to how the monies received from Pockets 8 Ball Club 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.

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

Signature 1 _____

Position _____

Date / /

Signature 2 _____

Position _____

Date / /

CHECKLIST

- Have you attached copies of two quotes?
- Have you attached evidence of affiliation to a national body?
- Have you attached a printed bank deposit slip?
- Have you made sure the application is for items which have not already been purchased?
- Is the application signed by two senior members of the organisation?

FOR POCKETS 8 BALL CLUB 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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