

Step 2 of 3: Purpose of the Grant - continued

Remember to include copies of at least two competitive and recent (within 3 months) quotes for the work undertaken and any other evidence of costs that you are able to supply.

Have you supplied two competitive and recent (within 3 months) quotes with this application? Yes I No

If it is not possible to provide two competitive quotes please provide (as an attachment) the reason for this. Example: when it is a specialist product or service for which there is only one supplier or if contractual obligations tie you to a single supplier.

Funding from other sources: Have you applied for or received funding from another source for the same purpose, either in part or in full? If Yes, please provide (as an attachment) full details of this.

☐ YES☐ NO

Total Amount Requested:

words

figures

☐ GST inclusive☐ GST exclusive

Note: If your organisation is GST registered then Youthtown will only approve the GST Exclusive amount of what is applied for. Your organisation will be responsible for paying the GST content of any goods or services to which the application relates.

Step 3 of 3: Consent to Audit

We confirm that any funds received as a result of this application will be used only for the purpose outlined in this application and payment made to the supplier(s) identified in the preferred quotes attached with this application. We will return any unspent portion of the grant to Youthtown.

We agree that within three months from the date that the grant was approved, we will supply Youthtown with copies of bank statements, receipts and any other documentary evidence that clearly shows that the grant was spent in accordance with the purpose for which it was granted, and for no other reason. We understand that failure to do so may require us to return the full amount of the grant distributed.

We agree that a representative of Youthtown may direct an audit or inspection of the books, accounts and data systems in order to satisfy any request by the Department of Internal Affairs for further information regarding the receipt and use of funds received by this organisation. This audit may be carried out

by a chartered accountant in a public practice or a consultant nominated by Youthtown. The audit will be carried out in a manner that is approved by Youthtown and within the timeframe specified by Youthtown. We agree to meet the full cost of such an audit.

We agree that this application can only be signed by one of the legally authorised signatories (as outlined in part 2 of this form). Failure to do so will render this application invalid.

We agree that in the event of any audit irregularity or breach of any conditions outlined in Section A of this Grant Application Form, we will immediately return part, or all, of the grant as required by Youthtown at our own expense.

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

Authorised Signatories:

Who in your organisation has legal authority (either by constitution or by board resolution) to sign grant applications? Please provide details for up to two legally authorised signatories:

Signature:

Full Name:

Position within Organisation:

Phone number:
for best contact

Email Address:
for best contact

Physical Address:

Postal Address:
If different

Signature:

Full Name:

Position within Organisation:

Phone number:
for best contact

Email Address:
for best contact

Physical Address:

Postal Address:
If different

Note: In addition to this authority, a signed resolution to apply for a grant is required to support this application.

Checklist

- Have you:

☐ Read and understood Section A: Important Information?

☐ Fully completed all parts of Section B: Grant Application?

☐ Attached all supporting documentation to your application (including further information regarding your application, quotes, bank statements etc.) and clearly marked to which part of the application form they refer?
- ☐ Attached your organisations resolution to apply for a grant, certified as true and correct?

☐ Where applicable, attached evidence of where you are affiliated to a national body?

☐ Provided a printed bank deposit slip, or other financial verification of your organisations bank account such as bank statement?



GRANT Application Form

Section A: Important information

Section B: Grant Form

PLEASE READ ALL INFORMATION CAREFULLY BEFORE COMPLETING YOUR APPLICATION.

It is important that you do not detach these notes from the completed application form. You must submit the application as a complete document – all pages including these notes – along with any supporting documents for your application.

Completed application forms and any attached supporting documentation should be sent directly to:

Postal: Grant Applications, Youthtown Inc, PO Box 5899, Wellesley St, Auckland 1141

Courier: Grant Applications, Youthtown Inc, 68a Nelson Street, Auckland Central.

Conditions of Grant

- 1.** The proposed grant will be applied for the purpose stated and for no other purpose. Acceptance of the payment will be deemed to confirm that the allocation has or will be applied accordingly.
- 2.** No procurement fee, commission and/or discount has or will be paid to any person as a conductor of this grant

and no direct benefit shall arise in the form of a supply of goods or services to any party involved as a result of this grant.

- 3.** In the event of non-compliance with any of these conditions, the grant is immediately repayable by the grant recipient to Youthtown.

Additional Rules Concerning Grant Applications and Payments

- a) Grant Applications must be supported by at least two competitive and recent (within 3 months) quotes;
- b) Grants cannot be retrospective (i.e. to reimburse costs already outlaid);
- c) All applications must contain a signed "Consent to Audit"
- d) Grant Applications shall not be forwarded to Youthtown through or by, a venue operator.
- e) Youthtown shall make grants only for the authorised purpose stated on its society licence. Please refer below for Youthtown's statement of Authorised Purpose;
- f) Where Youthtown obtains information that an applicant has received funding from another source for the same purpose, Youthtown requires the grant recipient to repay any portion of the funding that exceeds the total amount required for the stated purpose;

- g)** No grant shall be linked to, or be on conditional on, any venue related arrangement;
- h)** Youthtown must pay grants directly to the applicant;
- i)** Grants must not be made on a promissory basis;
- j)** Grants must be of immediate and direct benefit to the applicant;
- k)** Youthtown can only deposit the approved grant by way of internet transfer to the recipients authorised bank account
- l)** Youthtown shall take reasonable steps to ensure that grants are used for the purpose stated by the recipient in the grant application;
- m)** Youthtown will only consider and approve grants that are fully compliant with all relevant Gaming Act rules and regulations;

Youthtown's Authorised Purpose

Gaming machine net proceeds shall be applied to the following authorised purpose(s):

- Development and operation of Youthtown programmes and facilities;
- Encouragement and development of amateur youth sport and facilities in established and legally constituted sporting organisations;
- Financial support for community-based organisations that provide direct or indirect benefits to youth.

Audit & Inspection

Youthtown requires all Grant Applicants to consent to Youthtown having the authority to audit the recipient organisation's accounts in order to verify receipt of funds and to ensure correct use of the grant (refer to the "Consent to Audit" section of this form). Grant

Recipients **MUST** provide accountability for how the grant was spent in the form of documentary evidence (e.g. tax receipts, bank statements etc.) to Youthtown within three months of the grant being approved.

For more information regarding grant application criteria and grant meeting dates please visit www.youthtownfunding.org.nz

YOUTHTOWN
Supporting the youth of your community

Step 1 of 3: Organisation Details

Application Date:

Name of Applicant Organisation: <input type="text"/> Registered physical address for the organisation: (Head Office) <input type="text"/> <input type="text"/> <input type="text"/>	Type of organisation: (e.g. Community Organisation, Incorporated Society, Non Profit Body, Sports Club, Charitable Trust etc.) <input type="text"/>
Is your organisation affiliated to a regional or national association? <input type="radio"/> YES <input type="radio"/> NO If yes, please attach verification.	Physical address where the grant will be utilised: If the grant is to be utilised at a location other than the organisation's main physical address it is important to also provide us with this physical address. <input type="text"/> <input type="text"/> <input type="text"/>
Is your organisation is GST registered? <input type="radio"/> YES <input type="radio"/> NO If yes, please supply your GST No: <input type="text"/>	

For all communication relating to this Grant Application, please provide:

Contact Person: (Full Name)		Business Phone Number:	
Email Address:		Mobile Phone Number:	
Postal Address:			

Nominated Bank Account

All applicants will be notified of the outcome of their application by letter. If you are successful, your grant money will be electronically transferred to your nominated bank account.

Please supply details of your organisations bank account that is authorised to receive this payment. Please attach a printed bank deposit slip or other verification such as a bank statement.

Bank:		Name of Account:	
Branch:		Account Number:	

Step 2 of 3: Purpose of the Grant

Reason for Application:

Detail the purpose for which the grant you are applying for will be used. Be as specific as possible and continue onto a separate sheet if necessary.

Have you attached further information in support of your answer to this question? Yes | No

Cost Breakdown:

Cost Breakdown:
Detail the purpose for which the grant you are applying for will be used. Be as specific as possible and continue onto a separate sheet if necessary.
