

# GRANTS POLICY

**POLICY REVISED: 12 February 2009**

**This policy is applicable to all applications made to the ILT Foundation for the distribution of net proceeds from the class 4 gaming venues where ILT Foundation is the holder of the operators licence.**

## 1. Summary

ILT Foundation was incorporated under the Charitable Trusts Act 1957 on the 9<sup>th</sup> day of August 2005. The Trust was established primarily for charitable purposes. It distributes gaming machine profits back to community organisations that fall within the definition of authorised purposes.

Pursuant to Gambling Act 2003, ILT Foundation must apply or distribute the net proceeds from its gaming machines only to or for an authorised purpose specified in its licence. It must also comply with the terms of its Trust Deed.

## 2. Authorised Purposes (as approved by the Department of Internal Affairs)

Funds available for distribution will be applied to any charitable or cultural objects or purposes that promote, advance, or encourage education, science, literature, art, physical welfare, or recreation, or any other purpose that is beneficial to the community or any section of it. This shall include but not be limited to:

- i) The provision, or the assistance in the provision of facilities or playing/training uniforms, for amateur sporting clubs and amateur sporting teams playing in recognised, published amateur leagues or competition;
- ii) Grants for the relief of poverty or welfare assistance through grants to recognised social services or welfare agencies;
- iii) Grants to educational training organisations for the provision of scholarships or equipment administered by the recipient educational organisation;
- iv) Grants for recognised cultural activities or groups.

## 3. Trustees

Schedule 1 lists the Trustees of the ILT Foundation.

## 4. Gaming venues

The ILT Foundation owns and operates gaming machines located exclusively in Invercargill Licensing Trust establishments as follows:

Appleby Tavern	-	Corner Nith Street and Balmoral Drive, Invercargill
Ascot Tavern	-	Corner Racecourse Road and Tay Streets, Invercargill
Avenal Homestead	-	Corner Avenal and Dee Streets, Invercargill
Clifton Club Inn	-	Corner Armagh and Wicklow Streets, Invercargill
Eastern Suburbs	-	Glengarry Crescent, Invercargill
Kelvin Hotel	-	18 Kelvin Street, Invercargill
Newfield Tavern	-	Centre Street, Invercargill
Northern Tavern	-	Corner St Andrew and Sydney Streets, Invercargill
Southland Tavern	-	Elles Road, Invercargill
Waikiwi Tavern	-	35 Gimblett Street, Invercargill
Waxy O'Shea's	-	88 Dee Street, Invercargill

## **5. Distribution of Gaming Machine Net Proceeds**

### **5.1 Who is eligible to apply?**

To be eligible for grants, applicants need to be a not for-profit bona fide organisation. The organisation can be active in the areas of community development, education, health and welfare, arts and culture or amateur sport.

The ILT Foundation distributes funds to what is referred to as "Authorised Purposes", these are purposes which have a benefit to the community and do not result in commercial or personal gain.

If the demand for gaming machine profits exceeds the funds actually available for distribution from time to time then in these instances, the ILT Foundation may make a contribution towards the total applied for, or may indicate which of the purposes applied for are to be met by the grant.

### **5.2. Timing of Grant Applications**

Grant applications will normally only be accepted from a not for-profit organisation once each financial year.

This policy will ensure that a fairer mix of the community will be in a position to receive net proceeds from the Foundation.

It is accepted that some community groups may not be aware of this policy immediately or there may be compelling reasons for multiple applications. These reasons should be given by the applicant group.

Applications will be considered as soon as reasonably practicable.

Grant application forms are available from each of the gaming venues listed earlier. They are also available from the ILT Foundation office. Alternatively, a form can be requested from the Manager (PO Box 1771, Invercargill) or downloaded from the web site, [www.iltfoundation.org.nz](http://www.iltfoundation.org.nz)

### **5.3. Terms and Conditions of Grant Allocation**

The ILT Foundation is under no obligation to meet requests forwarded by potential applicants. The community funds are held by the ILT Foundation which has the final say on whether a grant will be approved. Approval will be subject to funds availability and applicant eligibility.

### **5.4 Consent to Audit**

Applications are made on the understanding that if the Department of Internal Affairs requests it, the applicant organisation/body shall agree to and participate in (at its' own expense) any inspection and/or audit by the Department. As such all applications must have a consent to audit signed by the applicant organisation.

### **5.5. Goods and Service Tax**

All grants from the ILT Foundation are unconditional gifts. If the recipient's organisation is registered for GST, then no GST will be included in the grant amount and all issues regarding GST are for the recipient organisation's care in every respect.

The grant application form includes a declaration that the recipient organisation is/isn't registered for GST and the GST number is required (if registered).

### **5.6. Granted funds**

All grants must be applied for the stated purpose and no other. Acceptance of payment will be deemed to be an acknowledgment that the allocation will be applied accordingly. All monies must be expended on the stated purpose. The applicant can request, in writing, for the Trustees to approve a change in the stated purpose of an approved grant. Trustees are not obligated to approve such a request. Any funding not used for the purpose must be repaid to the ILT Foundation.

### **5.7. Accountability**

Recipient organisations will provide the appropriate accountabilities to prove grant monies have been expended on the specified project. Any such outstanding information will mean any further applications by the recipient organisation will not be considered until such information is received by the ILT Foundation.

### **5.8. Non-Compliance**

In the event of non-compliance with any conditions of a grant, an equal amount of the grant is immediately repayable by the recipient organisation to the ILT Foundation.

Grant applications that do not contain *all relevant* information will not be considered and will be returned to the applicant organisation.

**Please note:** Applications with all the relevant material, must be mailed or delivered directly to the Manager, PO Box 1771, Invercargill.

Staff at ILT Foundation gaming venues cannot and are instructed not to, accept applications for delivery to the Manager. This is a requirement of the Gambling Act 2003.

### **5.9. Method of payment.**

Successful recipient organisations will receive payment by cheque with their success notification letter, or at the discretion of the Manager or by Board directive, a grant cheque may be issued at a later date.

Unsuccessful applicants will be advised in writing with a brief explanation as to why their application was declined.

## **6. Specific eligibility criteria.**

Grants may be made for general administrative purposes to organisations that provide:

- Community support, including the development and wellbeing of the young and aged.
- Cultural activities and recreation, including the performance and development of music, the arts, history and sport.
- Welfare and social services for the prevention and/or rehabilitation of addiction.

## **7. Determination criteria.**

The following criteria will help Trustees and community groups determine eligibility to receive community grants and/or conditions that will be applied to grants.

- Applicants must be not for-profit organisations.
- Sports clubs should be affiliated to a recognised national organisation. Grants can only be made to amateur sports.
- Applications must be submitted by sports clubs. Clubs must make applications on behalf of teams or individuals.
- Individuals will only be eligible for consideration upon selection to represent New Zealand. Confirmation of such selection must accompany any application. The application must come from a club or national body.
- Trustees will consider funding administration costs and salaries. These are likely to only be considered to meet a recognised need within the community.
- All uniforms, equipment must remain the property of the recipient organisation.
- Events or trips that are predominantly social by nature will not be funded. This includes family or group reunions.
- Grants for social activities to benefit disadvantaged groups only will be considered, e.g. A Christmas luncheon at the town community centre.
- Grant requests for fundraising for another organisation are not permitted.
- Grant applications cannot be retrospective, they must be future focused.

- In regard to events or tournaments held outside of Invercargill, grants are not normally provided for travel and accommodation.
- Grants for public education, kindergartens, schools and the like will be considered. The ILT Foundation cannot fund educational purposes that would normally be funded by the Ministry of Education.
- Requests to assist with the purchase of vehicles may be provided only to disadvantaged groups who require mobility to assist their members. Vehicle ownership must remain in the hands of the recipient organisation.
- Cultural purposes must be non-commercial and benefit the community. Some examples may include – Amateur theatre groups, non-profit museums and art galleries, amateur cultural groups, and non-profit community cultural or arts festivals.

## **8. Information to Support a Grant Application**

Applicants for an ILT Foundation grant should supply the following information to support their application. If this information is not supplied, the ILT Foundation may request the additional information and reserves the right to not consider the application until the information is at hand.

### **8.1 Application form**

The applicant must fully complete both sides of the application form.

### **8.2 Outline of project**

The applicant must provide an outline of the organisation's project, stating the objectives, evidence of need, timeframe to completion and a summary of expected costs. A separate budget specific to the project will be useful also.

### **8.3 Financial Statements**

The applicant must provide a copy of the organisation's latest financial accounts and last annual accounts, preferably subject to audit or review.

### **8.4 Quotes**

Any Grant Application involving quotes for services must include at least two competitive quotes. If this is not possible, if only one provider for the specific goods is available, then an explanation to this effect must be included.

### **8.5 Accountability details of previous grant**

If the applicant organisation has been a recipient of a previous grant, the specified accountability documentation must have been received by the ILT Foundation before any further applications will be considered (except under exceptional circumstances).

## **Schedule 1**

**Decisions on grant applications will be made by the ILT Foundation Trustees:**

- **Alan Geoffrey Dennis (Chairman)** - **Dip. Teaching Adv, City Councillor**
- **Colin Thomas McCord Winter (Deputy Chairman)**- **QSM, JP, Banking Consultant**
- **Neil Douglas Boniface** - **JP, Company Director, Deputy Mayor**
- **Mark Anthony Winter** - **Graphic Designer**
- **Neville Mark Gray Cook** - **MBA, Manager**
- **Suzanne Lena Prentice** - **OBE, Entertainer**
- **Raymond Aubrey Harper** - **QSM, QSO, Retired Master Builder**
- **Christopher William Ward** - **Solicitor**