

GRANTS POLICY

POLICY REVIEWED: 21 July 2022

This policy is applicable to all grant 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 9.08.2005. 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 is required to 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)

Includes any charitable or cultural purposes that promote, advance, or encourage education, science, literature, art, physical welfare, religion or recreation, or another authorised purpose that is beneficial to the community or any section of it. This shall include but not be limited to:

- i) For amateur sporting clubs / sporting teams, playing in recognised, published amateur leagues or competition, the provision, or the assistance in the provision of playing uniforms or facilities;
- 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 art and cultural activities or groups and the provision of scholarships for the advancement of art and/or cultural skills;
- v) Grants for conducting race meetings under the Racing Act 2003.

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:

Ascot Tavern	-	Corner Racecourse Road and Tay Streets, Invercargill
Avenal Homestead	-	Corner Avenal and Dee 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?

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.

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, religion, arts and culture or amateur sport.

5.2. Timing of Grant Applications

Grant applications will normally only be accepted from a not-for-profit organisation once each financial year in a 12 month period.

Exceptions may be applied to organisations that can evidence unexpected financial hardship or unexpected circumstances requiring special consideration.

Multi-Year Grants are currently not available.

Applications will be considered at monthly Board meetings.

Close-off dates for applications apply - <https://www.iltfoundation.org.nz/funding/grant-funding/>

5.3. Terms and Conditions of Grant Allocation

Approval will be subject to funds availability, applicant eligibility, community benefit and the purpose(s) for the grant. 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.

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.

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

5.4 Consent to Audit / Applicant information

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. The Department of Internal Affairs requests detailed application information regularly.

5.5. Goods and Service Tax (GST)

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 approved / documented purpose. Acceptance of payment will be deemed to be an acknowledgment that the allocation will be applied accordingly. All funds must be expended on the stated purpose. In circumstances where the grant cannot be applied to the purpose stated in the application then grant funds must be returned to ILT Foundation. The applicant can re-apply for a new purpose, however Trustees are not obligated to approve such a request.

5.7. Accountability

Recipient organisations will provide documentation as detailed in the grant documents to prove grant funds have been expended on the specified approved purpose in the required timeframe. 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 requested* information will not be considered and may be returned to the applicant organisation.

5.9. Method of payment

Successful recipient organisations will receive payment electronically and an emailed notification letter, or at the discretion of the Manager or by Board directive; a payment may be made at a later date.

6. Eligibility criteria

Grants may be made for general administrative purposes (operating costs) 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 amateur music, arts, history and sport.
- Health, well-being and social services.

There are some purposes we may not fund including but not limited to:

- Earthquake strengthening
- Fundraising
- Insurance
- Accounting

7. Determination criteria

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

- Applicants must be not-for-profit local organisations.
- Sports clubs should be affiliated to a recognised national organisation. Grants can only be made to amateur sports through sports clubs or local Regional Sport Organisations.
- **Scholarships for NZ Representatives:** Applicants applying for sporting and other scholarships 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. [Refer to separate policy]
- **Arts and/or Cultural scholarships:** Applicants applying for these scholarships are required to demonstrate that they are achieving to the highest level in New Zealand in their chosen field and that the activity or event for which the scholarship application applies will provide a very clear opportunity for them to improve their skills in their chosen pursuit. The application must come from a club or national body, whenever possible. (Refer to separate policy)
- Trustees will consider grant applications for administration costs and salaries. These are likely to only be considered to meet a recognised need within the community.
- All uniforms and 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, centenaries, or jubilees.
- Social activities that benefit disadvantaged groups may be considered.
- Grant requests for fundraising for another organisation are generally not provided.
- Grant applications cannot be retrospective. (i.e. for any costs incurred prior to meeting date)
- In regard to events, tournaments or conferences held outside of Invercargill, grants may be considered outside the criteria for travel and accommodation, unless meeting criteria under another separate policy i.e. Arts & Cultural Scholarship policy.
- 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 and the community. 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.
- Grants for the purchase of raffle prizes / prize money cannot be provided.

8. Information to Support a Grant Application

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

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

8.1 Application form

The applicant must fully complete an application form, with electronic signatures acceptable for online applications.

Grant application forms are available from each of the gaming venues listed. They are also available from the ILT Foundation office. Alternatively, a form can be requested from the Manager (PO Box 1771, Invercargill), phone (03) 2113751 or downloaded from the web site, www.iltfoundation.org.nz

8.2 Minute [A resolution passed at a recent meeting]

A Minute must be provided approving that the organisation is applying for funding through the ILT Foundation and the purpose to which this funding, if received, will be used. If reserves are being utilised for a project or part-funding this should be noted in the resolution.

8.3 Organisation overview / entity structure / governance.

8.4 Outline of project / overview of event

The applicant must provide an outline of the organisation's project, stating the objectives, evidence of need, timeframe to completion and a summary / budget of expected costs.

8.5 If for wages, please provide an employment contract.

8.6 Financial Statements / Budget

The applicant **must** provide a copy of the organisation's latest financial accounts and/or audited financial accounts. Also a copy of the approved budget for the organisation for 12 months.

8.7 Quotes

Any grant application involving purchase or hire of goods and/or services must include at least two competitive quotes. If this is not possible, and only one provider for the specific goods/services is available, then a written explanation to this effect must be included.

8.8 Accountability details of previous grant

If the applicant organisation has been a recipient of a previous ILT Foundation grant, the specified accountability documentation must have been received, reviewed and completed 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 - Dip. Teaching Adv,
- Sean Peter Bellew - Real Estate
- Louise Elizabeth Evans -BDes
- Angela Mary Newell - BA, PG Dip. Arts, Dip. Teaching, LTCL
- Suzanne Lena Prentice - OBE
- Patric Denis O'Brien - ONZM
- Christopher William Ward - LLB, FNZTA, Registered Trustee
- Jason Lester McKenzie - BSR Mgmt, PG Dip. Tchg, Grad Cert Career Couns, M. Couns