



# GRANT APPLICATION FORM

**BLUESKY COMMUNITY TRUST LTD**

PO Box 128 049, Remuera, Auckland 1541 | [www.bluesky.org.nz](http://www.bluesky.org.nz)

# BLUESKY COMMUNITY TRUST LTD

## GRANT APPLICATION FORM

### 1. Organisation Name

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### 2. Type of Organisation

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

### 3. Purpose of Organisation

(e.g. Sports club)

### 4. Organisation Incorporation Number

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### 5. Charities Registration No.

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### 6. Address

(Street Address & PO Box Number)

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### 7. Main Contact Person

Name

Position

Address

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Telephone work

Telephone home

Mobile

Fax

### 8. Correspondence Email Address

(Notification & correspondence will be through email, please print clearly)

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### 9. Specific reason for grant application

(Use additional sheet if required)

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### 10. Total Amount Requested

\$ \_\_\_\_\_  GST Incl.  GST Excl.

GST Registered? Yes  No

GST Number \_\_\_\_\_

### 11. Has the application organisation applied for funds for the same purpose from any other source

Yes  No

If yes, give full details, e.g. names of the trusts and amount applied for, using separate sheet if necessary

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## **GRANTS CAN BE MADE FOR**

- General public education.
- Education scholarships (provided the students are selected in a fair and open manner after public advertising, and are overseen by a recognised educational authority or school board, and provided that they are limited to primary and secondary level).
- Non-profit community cultural or arts festivals.
- The promotion of public amenities such as parks or museums.
- Grants to recognised charitable organisations (e.g. Plunket, Salvation Army or Red Cross) to further the objectives of these groups.
- Public sports facilities (e.g. a stadium) provided that the facilities are not used primarily for professional sport.
- Supporting non-commercial emergency rescue services.
- Amateur sport.
- Amateur sports coaches for specific short-term coaching courses and coaching clinics for junior sports people.
- Ground maintenance for amateur sporting facilities.
- Overseas travel to genuine amateur sporting tournaments.
- Trophies and modest non-cash prizes.
- Wages and salaries where the employing body has an entirely non-commercial community or charitable purpose and provided that the payment of a wage is necessary to achieve the authorised purpose.

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## **GRANTS CANNOT BE MADE FOR**

- Groups or individuals standing for an election to public office.
- 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.
- Lobby groups or action/pressure groups (e.g. Greenpeace, or Sensible Sentencing Trust).
- Personal or commercial gain.
- Professional sport.
- “Social” sports clubs (such as corporate leagues).

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## **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 BlueSky Community Trust 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 BlueSky Community Trust within 3 months of the grant being made. We agree to reimburse BlueSky Community Trust for all costs incurred (including legal costs on a solicitor/client basis) in recovering any outstanding grant money.

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## **CONSENT TO AUDIT**

We agree to comply with any request from an officer of the Department of Internal Affairs and/or a representative from BlueSky Community Trust for additional information in relation to how the monies received from BlueSky Community Trust 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.

# DECLARATION

We declare that:

- The information provided in this application form is true and correct to the best of our knowledge.
- We have the authority to make this application on behalf of the applicant.
- This application has not been completed by a person who has any management or ownership interest in a BlueSky Community Trust venue that hosts gaming machines (“a gaming machine venue key person”).
- When any grant money is obtained the persons who decide how that money is spent will not be BlueSky Community Trust gaming machine venue key persons.

- When any grant money is obtained a check will be undertaken and no payment will be made from grant money to any BlueSky Community Trust gaming machine venue key person for any goods or service.

We (the undersigned) make a solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signature 1 \_\_\_\_\_

Position \_\_\_\_\_

Date / /

Signature 2 \_\_\_\_\_

Position \_\_\_\_\_

Date / /

# CHECKLIST

- Please ensure the application form is fully completed and signed by two senior members of your organisation.
- If your organisation is incorporated, please enclose a copy of the certificate of incorporation.
- If your organisation is a registered charity, please enclose evidence of registration on the charities register.
- Please enclose a list of your organisation’s board members, trustees or committee members.
- Please provide a list of cost breakdown details.
- Please ensure that you enclose a pre-printed bank deposit slip and that the account name is the same as the legal name of your organisation.
- Please enclose a copy of your meeting minutes/ resolution to apply for funding to BlueSky Community Trust.
- Please make sure the application is for costs which have not already been paid for by your organisation.
- If the application is for goods or services, please make sure you enclose two competitive quotes that are less than 3 months old, or where appropriate, other evidence

to show that the cost is reasonable. Email and website quotes are not acceptable. Quotes must be on supplier letterhead. The quote provider must be a current New Zealand registered company.

- If the application is for rent, please make sure you enclose a signed current lease agreement. If applicable, please enclose a rental valuation report or rental appraisal to show that the rent is reasonable.
- If the application is for wages or salary, please enclose a signed current employment agreement complete with a detailed job description. Contractor’s contract without any tax deduction will not be acceptable.
- If applicable, please enclose evidence that your organisation is affiliated to a recognised regional or national body.
- Please enclose a copy of the organisation’s financial accounts/audited accounts.
- Please ensure the application is sent by post. Applications sent by email or handed in by person will not be accepted.
- Please make sure you retain a copy of the application for your record.

## FOR BLUESKY COMMUNITY TRUST USE ONLY

Approved/Declined:	_____	_____
		(Net Proceeds Member)
Amount approved	_____	
Grant number	_____	
Date approved	_____	(Net Proceeds Member)
Date funds deposited	_____	
Cheque number/ Direct debit details	_____	(Net Proceeds Member)

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