



BASKETBALL New Zealand

GAMING TRUST FUNDING
Applications and Accountability

Gaming Trust Funding Applications and Accountability

How to apply to a Trust

Firstly, identify the items and/or purpose you want to apply for.

Identify which Trusts you want to apply to. It would help if you considered the pokie venues nearest to you and which Trust they are a member of. Then, via their websites;

- Check that the purpose you wish to apply for is within the Trust's 'Authorised Purposes';
- Download the application form or in the case of some trusts register online for online applications.

You can access a list of Trusts through this link;

https://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Services-Casino-and-Non-Casino-Gaming-Funding-For-Community-Groups?OpenDocument

Make sure that Management Committee or Board minutes are kept when agreeing the application.

If your funding application is for a large project, it is best that you make an appointment to see someone at the Trust about the application before you submit it. They can provide you with guidance.

What needs to be included with a grant application?

Different trusts have different requirements but they usually include some or all of the following:

- Funding resolution letter - most trusts will have examples of how this should look on their websites.

E.g. It was resolved that a request be made to the xxxx Trust for funding for the amount of xxxx to be used for the purpose of xxxx. I certify that the above is true and correct. Signed by xxxx

- Proof of bank account number- this can be in the form of a pre-printed deposit slip or a bank statement. Some trusts will request a copy of both.
- At least 2 competitive quotes. Some also ask for 3 (very rare). If only one quote is supplied you need to provide a reasonable written explanation for this.
- If applying for salaries, a signed employment agreement (should include the job description).
- Audited financials accounts (last year as a minimum).
- Certificate of incorporation.
- Charities Commission registration number if you are a charity.



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- Proof of affiliation- if your membership has been paid please contact us and we will issue an affiliation letter that will be valid to year end.
- Support letter- some Trusts require a support letter. If needed, please contact us and we will be more than happy to help.
- GST number if you are GST registered.
- Signed grant application form (always 2 signatures).
- Please ensure that you apply **at least** 8-12 weeks in advance of when you require the funds.
- Funding applications for a purpose that is 6-8 months away will generally not be successful. You are best to work within the above timeframes.
- Space on the form can be an issue sometimes so creating a separate spreadsheet and attaching it to the application is a good idea. You can also reference quotes e.g.

		Quote 1		REF	Quote 2		REF
		Supplier	Amount		Supplier	Amount	
XXXX							
XXXX	XXXX	XXXX	\$ -		XXXX	\$ -	
			\$ -			\$ -	
XXX							
XXXX	XXXX	XXXX	\$ -		XXXX	\$ -	
			\$ -			\$ -	
Summary							
XXXX		\$ -					
XXX		\$ -					
		\$ -					

- Make a copy of the full application for your files and file it in your grants folder. If the application is unsuccessful, file. If the application is successful, attach remittance advice to the application, complete audit and then file.
- All trust funding received **should** be entered into the balance sheet as a liability. This should be brought across to the balance sheet once the audit has been finalised.

After a successful application – accountability

Ensuring the money is properly accounted for is essential. This includes;



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- Making sure you return the required accountability documentation within the required timeframe (usually within 3 months of receiving the grant). This would usually include copies of invoices and bank statements to prove payment (sometimes this is also required to show the grant being received in the account).
- If the grant has not been fully expended by the accountability date, contact the Trust (in writing) requesting a time extension for the audit. Trusts are generally very accommodating if your request is for a valid reason.
- Making sure that any extended deadline does not lapse.

What to provide – accountability

Most Trusts have their own accountability form that you receive with the notification that your application has been successful. Trusts require that you complete this form and provide supporting evidence such as;

- Copies of invoice/(s).
- Copies of bank statements as proof of payment to the supplier.
- Salaries and wages- copy of the monthly employer schedule, bank statements showing salary and Inland Revenue Department payment.
- If there are too many items that you need to account for, please create a spreadsheet to complete the accountability. Referencing also helps.

If you haven't spent all the funds, you need to return the unused amount.

Tips

- If you cannot provide the documentation at the three month deadline, don't forget to contact the Trust to request an extension on accountability. Get this in writing.
- If you choose a different supplier or any of the circumstances change since you applied, contact the Trust to discuss this before making the change.
- Always remember what was approved and keep copies of the invoices in your grant file as they are received. This will save you the headache of rummaging through files later.
- Trusts will not accept retrospective accountability documents. Make sure that all payments are after the date the funding had been approved.
- Remember that the Department of Internal affairs can request an audit of the accountability document as well.
- If you intend to apply to any Trust on a regular basis it would help your chances of success if you clearly understood what the Trust requires of you and how they prefer to operate. Some Trusts only want to receive one application per year while others prefer smaller, regular applications. Some will have very tightly defined geographic boundaries and will



not fund activities outside these. Make an appointment and see your local or regional representative if there is one.

- As well as providing accountability documentation consider occasionally providing something visual that shows how successful the activity was - a photo of 100 smiling children enjoying basketball says a lot!

Frequently Asked Questions

- **How often do Trusts have a meeting**

You can check the meeting dates on their websites or by calling their office if information is not online. Allow 6-8 weeks from the application to the outcome.

- **What if the application gets declined**

Trusts receive a lot of applications and have limited funds to distribute. If there is no specific reason other than lack of available funds (such as the purpose you applied for is not within their authorised purpose) you can reapply.

- **Can I change the supplier that I originally provided?**

You can change the supplier as long as the stated purpose remains the same. It is recommended that you include a covering letter when supplying the accountability documents explaining the change (cheaper, cancellation etc.)

- **Can I change the purpose that I originally applied for?**

Generally it is a big **NO**. There are some situations though (like travel, when the flight was cancelled, accommodation was full etc.) when circumstances change radically but the end purpose remains the same, for example, you applied for airfares to take part in a tournament but the flights were cancelled due to bad weather so you drove to the event. In such cases, contact the Trust ASAP and explain the situation. Back it up with written communication and evidence.

- **What if you have not spent all the money?**

Return the unused funds!!!

Source - New Zealand Racing Board