



THE LION FOUNDATION

GRANT APPLICATION FORM



THE LION FOUNDATION WAS FOUNDED TO HELP GOOD CAUSES ALL AROUND NEW ZEALAND

As a Not-For-Profit Charitable Trust, we return millions of dollars every year to a huge range of clubs, charities and local community groups, from large to small, in areas as diverse as health, education, sports, arts and culture. What they all have in common is that they each make a real and lasting difference to the community around them.

Where does the money come from?

The Lion Foundation is licensed to operate Community Gaming Venues, solely for the purpose of raising money for distribution to the community for authorised purposes. Allocation of funds is an unconditional gift.

Where does the money go?

Funds are available for any charitable, philanthropic or cultural purpose that benefits the community.

The Lion Foundation aims to return 90% of the funds available for grants to the region from which they were raised.

The remaining 10% supports national causes that provide critical services across New Zealand. Our policy is to allocate funds across four categories:

- Sport 40%
- Community, arts, cultural 30%
- Health 15%
- Education 15%

Note: All applications are subject to availability of funds within the local community and compliance with authorised purposes. The Lion Foundation is not obliged to fund either this or any future applications, and has complete discretion in the allocation of funds.

Community Gaming Venues play no role in the grants process

It is illegal for a Community Gaming Venue to attempt to influence the grants process. Grants decisions are made by our independent Lion Foundation Regional Grants

Committees and The Lion Foundation Board of Trustees. Community Gaming Venues and their operators receive no financial benefit from grants.

If you are a venue operator or may be a "key person" in relation to a Lion Foundation venue, please do NOT submit this application, or help anyone else in submitting this application. To the extent permitted by law, The Lion Foundation accepts no liability or responsibility for applications submitted that do not comply with this requirement, or where the applicant has made a false declaration.

Where can you get more grant application forms?

- At your local Community Gaming Venue. See our website to find a local venue.
- Print out, download or apply online from our website www.lionfoundation.org.nz
- Email or call us on 0800 802 908 if you require a grant application form.

Checklist

☐ **Is there a Lion Foundation Community Gaming Venue in your area?**

Find out by going to www.lionfoundation.org.nz. If not, sorry we can't help you with funding at the moment. Please check our website from time to time in case a Lion Foundation Community Gaming Venue opens in your area. You could also check www.dia.govt.nz for a list of other Community Gaming Trusts that have venues in your area.

☐ **Is your organisation incorporated?**

In order to be eligible for a grant your organisation must be incorporated, either under the Incorporated Societies Act or other Act. Only not-for-profit bodies may apply e.g. any society, association or organisation that is incorporated and legally constituted, whose rules do not allow money, property or any other benefits to be distributed to any of its members. For more information please visit www.societies.govt.nz. Not applicable to Schools.

☐ **Do you have Charities Services registration OR attached an IRD income tax exemption letter?**

If you do not have at least one of these, we are unable to consider your application. For more information please visit either www.ird.govt.nz or www.charities.govt.nz. Not applicable to Schools.

☐ **Is your request something that we are able to fund?**

We fund a wide range of expenses, including for example, administration and operating expenses, capital expenditure, equipment, travel expenses and playing apparel. We are unable to consider grants for retrospective costs, training apparel, food, drink or catering, new salaries, fuel and mileage, bar renovations or fittings, cell phones and professional sport. Visit www.lionfoundation.org.nz for more details.

☐ **Have you attached verification of your governance to a regional or national body?**

If you are using the incorporation and not-for-profit status of your regional or national body, you must provide a governance letter stating that you are held financially accountable and, if dissolved, the regional/national body would assume all assets and liabilities.

☐ **Have you attached a cover letter?**

Your cover letter should tell us about your organisation and/or project, and who it will benefit.

☐ **Have you attached a signed resolution, or full minutes resolving to apply for funding?**

Resolutions must be signed and dated by a member of the committee or Board.

☐ **Have you attached a full set of your most recent annual financial accounts?**

These are not required to be audited. They must be less than 18 months old and include a profit and loss statement, and a balance sheet.

☐ **Have you attached a pre-printed deposit slip or bank statement so we can direct-credit funding into your account if approved?**

Hand written deposit slips and personal bank accounts will not be accepted. If you are new to The Lion Foundation it must be the original deposit slip or bank statement.

☐ **Have you attached cost evidence?**

Budgets are not acceptable cost evidence. Please provide:

- For capital expenditure – two quotes (these must be less than six months old, addressed to your organisation, show GST content and suppliers contact details). If you can't provide two quotes, please tell us why in your cover letter.
- For operating expenses – three months consecutive bills.
- For existing salaries and coaching – employment agreements and job descriptions.

☐ **Have you kept a photocopy of the application and all associated documents for your records?**

☐ **Have you answered every question on the application form?**

If you're the person filling out this form, you must belong to or be employed by the applicant organisation and have the authority to answer any questions we may have. Email address is critical.

☐ **Have you signed the Final Sign-Off and Consent to Audit?**

This should be signed by the two contacts named in the application form. Contacts listed on the application and those who have signed the 'Final Sign-Off and Consent to Audit' section should not benefit financially from the grant. Signatures must be written in pen.

HOW LONG IS THE APPLICATION PROCESS?

- We can usually respond within eight weeks of receiving a complete application.
- The Lion Foundation grants process is ongoing and there are no set cut-off times for receiving applications.
- Funds may be granted to successful applicants once every 12 months. Applications should not be submitted less than 10 months from the date of your last grant approval. This allows for the consideration time frame.

HOW CAN I ACKNOWLEDGE THE LION FOUNDATION?

The Lion Foundation would not be able to raise any funds in your community without the continued support of your local Lion Foundation venues and the people playing our gaming machines.

If your application is successful you may wish to acknowledge The Lion Foundation's support.

For example you might:

- Mention us in your newsletter, website or magazine
- Acknowledge us at your AGM, prize-giving or official opening
- Approach local newspapers/ radio stations about our support
- Place our logo on uniforms and/ or equipment
- Name an event, building, team, competition, piece of equipment or training programme after us
- Erect plaques, or signs with our logo around your premises/ facilities

Logos can be downloaded from our website www.lionfoundation.org.nz

IF YOU'VE TICKED ALL THE ABOVE, YOU'RE DONE!

If you need to clarify your grant eligibility or need more help, visit www.lionfoundation.org.nz or call us on 0800 802 908.

Physical address: **The Lion Foundation Grants Team, Level 2, Custom House, 50 Anzac Avenue, Auckland 1010**

Postal address: **The Lion Foundation Grants Team, Private Bag 106605, Auckland City, Auckland 1143**



THE LION FOUNDATION

GRANT APPLICATION FORM

1. Full name of your organisation:

(Use your legal name, that is, the name under which the organisation is incorporated)

2. Certificate of Incorporation number

Your application will not be processed without this (not applicable to schools).

3a. Please provide your Charities Services Registration number

Or

3b. Have you attached your IRD income tax exemption letter?

Yes | No (circle applicable)

Your application will not be processed without either Charities Services registration or an IRD income tax exemption letter (not applicable to schools).

4. If you are using the incorporation of your regional or national body, have you attached your Governance letter?

Yes | No (circle applicable)

5. Your organisation's address details:

Physical street address

Suburb/City

Postal Address

City/Town

Postcode

Daytime phone number

Mobile phone number

Website

6. Main Contact Person:

This is the person we'll call if we have questions.

Name

Position/Title

Physical street address

Suburb/City

Postcode

Daytime phone number

Mobile phone number

Email address (**Compulsory** - All correspondence will be sent via email)

LION FOUNDATION USE ONLY:

Grant Application No:

Date Received:

7. Second Contact Person:

Cannot be the same as main contact.

Name

Position/Title

Physical street address

Suburb/City

Postcode

Daytime phone number

Mobile phone number

Email address (**Compulsory** - All correspondence will be sent via email)

8. Is your organisation GST registered?

Yes | No GST No: _____

If your organisation is GST registered you should apply for goods and/or services exclusive of GST. If you are not GST registered our funding includes GST.

9. Is your organisation affiliated to a regional or national association?

Yes | No (circle applicable)

If yes, please attach verification of this.

10. What is the specific purpose the grant will be used for?

All grants must be used for goods and services that benefit the community within New Zealand.

11. What is the timing of your project? _____

Please tell us the actual date of an event or specific period of activity and attach proof of events, itineraries, selected team members or sports draw if applicable.

12. Amount requested? \$ _____

LION FOUNDATION USE ONLY:

NZBN: _____

Notes: _____

Approved amount: \$ _____

Approved | Declined (Circle) Date: _____

Date paid:

Signatures:

1. _____

2. _____

3. _____

4. _____

Grant audit:

Passed | Failed (Circle)

Signature:

Audit date: _____

Please do not use staples or binding.

13. What is the total cost of what you are applying for?

\$ _____

14. Approximately how many people will benefit from the funding?
e.g. How many members in your team/group? Or how many people will attend an event?

15. Have you applied to any other organisation for funding for the SAME purpose?

Yes | No (circle applicable)

(If so, please provide details: Name of funding organisation, date applied, amount requested, purpose and outcome)

16. Cost breakdown – Please show summary of cost evidence here:
(Continue on separate spreadsheet if required)

Items	Quote 1	Quote 2
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

17. Key person – any person with a significant interest in the management, ownership or operation of a Lion Foundation Class 4 gaming venue, must declare their association:

Is there a key person association with the Lion Foundation?

Yes | No (circle applicable)

If yes – please provide the individuals full name and their role within your organisation:

18. Gaming Machines – does your organisation operate gaming machines?

Yes | No (circle applicable)

19. Have you used a professional fundraiser to assist you with this application?

Yes | No (circle applicable)

FINAL SIGN-OFF AND CONSENT TO AUDIT

Note: This section is a legal requirement and must be completed.

- We confirm that any funds received as a result of this application will be used only for the purpose for which they were approved and that we will send copies of all invoices, and bank statements proving they have been paid. We will return any money we don't spend to The Lion Foundation.
- We agree to use funds within six months of receiving them unless written approval to exceed the time limit is received from The Lion Foundation.
- We agree to comply with requests from an officer of the Department of Internal Affairs (DIA) or from The Lion Foundation for further information regarding the receipt and use of funds received by this organisation from The Lion Foundation.
- We acknowledge that the Department of Internal Affairs may wish to audit or inspect our organisation's books, accounts and data systems. We agree to provide The Lion Foundation with the relevant proof of expenditure to satisfy their audit requirements.
- We authorise The Lion Foundation to store any of the information related to this application and to disclose that information as necessary in the national publication of grants, storage on a national database and compliance with DIA licence conditions and the Gambling Act 2003.
- We agree that in the event of any audit irregularity, breach of condition or sponsorship/financial arrangement with a Lion Foundation venue being discovered, we will immediately return part or all of the grant as required by The Lion Foundation at its absolute discretion (at our expense).
- We confirm that we are not a venue operator or a "key person" (as defined in the Gambling Act 2003) in relation to any of The Lion Foundation's venues.

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

Signature 1: _____ Date: / /

Full name: _____

Position: _____
(e.g CEO/Principal/Chairperson/Trustee)

Signature 2: _____ Date: / /

Full name: _____

Position: _____
(e.g Treasurer/Finance Administrator/Chairperson/Principal)

Signatures must be written in pen.

ONE LAST THING: IS YOUR APPLICATION COMPLETE?

Please tick the checklist to ensure you have attached everything we need.

Make sure you keep a complete copy of your entire application for your files, then send this completed form and all attachments directly to:

PHYSICAL:
**The Lion Foundation
Grants Team
Level 2, Custom House
50 Anzac Avenue
Auckland 1010**

POSTAL:
**The Lion Foundation
Grants Team
Private Bag 106605
Auckland City
Auckland 1143**

For help with this form or more information, please visit
www.lionfoundation.org.nz,
call **0800 802 908** or email
info@lionfoundation.org.nz