



## Morrinsville District Returned Services Association Inc. Gaming Machine Number Three Trust

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### GRANT APPLICATION

### INFORMATION NOTES

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Please read all information carefully and send complete document (all pages including these notes) together with attachments directly to the society to whom the application is being made.

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#### USE OF GAMING MACHINE PROCEEDS

Proceeds from Gaming Machines can only be utilised for the authorised purpose(s) approved by the Department of Internal Affairs and shown on the Licence of the Society and each Site Approval.

An authorised purpose is defined in the Gaming and Lotteries Act 1977 as "any charitable, philanthropic, cultural or party political purpose, or any other purpose that is beneficial to the community of any Section of it".

#### CONDITIONS OF ALLOCATION OF FUNDS

It is a condition that the proposed grant allocation will be applied for the purpose stated and for no other purpose and that acceptance of the payment will be deemed to confirm that the allocation has or will be applied accordingly. The allocation is made as a donation being an unconditional gift from trust funds and on the condition that no procurement fee, commission and/or discount has or will be paid to any person and that no identifiable direct benefit arises or may arise in the form of a supply of goods or services to any party involved as a result of the payment being made.

IN THE EVENT OF NON-COMPLIANCE WITH ANY OF THESE CONDITIONS AN AMOUNT EQUAL TO THE AMOUNT OF THE GRANT IS IMMEDIATELY REPAYABLE BY THE RECIPIENT TO THE SOCIETY.

#### OTHER RULES ABOUT GRANT APPLICATIONS AND PAYMENTS

- a. Grant applications must be supported by competitive quotes or other evidence;
- b. Grants cannot be retrospective (i.e. to reimburse funds already spent);
- c. All applications shall contain a signed "Consent to Audit";
- d. Grant applications shall not be forwarded to the society through or by a site operators;
- e. The Society shall make grants only to the authorised purposes stated on the face of the licence;
- f. Where the society obtains information that an applicant has received funding from another source for the same purpose, the society must require the applicant to repay any portion of the funding that exceeds the total amount required for the stated purpose;
- g. No grant shall be linked to, or be conditional on, any site -related arrangement;
- h. The society must pay grants directly to the applicant;
- i. Grants must not be made on a promissory basis;
- j. Grants must be of immediate and direct benefit to the applicant;
- k. Payments must be either in the form of a crossed cheque made out to the applicant organisation, or by a fully auditable direct bank payment;
- l. The society shall not forward grant payments through sites or site operators, or pay grant moneys to any third parties;
- m. The society shall take reasonable steps to ensure that grants are used for the purpose stated by the recipient in the application;
- n. The society shall not make grants that would provide pecuniary benefits to its principal officers, site operators, employees, gaming machine service contractors, representatives, or any associated person.

#### AUDIT AND INSPECTION

Records are liable to inspection by the Department of Internal Affairs or the society making the grant and are subject to audit. The society granting the funds may also request information and verification as to how the funds were used.

THE DEPARTMENT REQUIRES THAT ALL GRANT APPLICATIONS MUST INCLUDE A CONSENT TO AUDIT THE RECIPIENT'S ACCOUNTS TO VERIFY RECEIPT AND CORRECT USE OF FUNDS.