

Application for Funding: GROUP

1. Name of Applicant Organisation <i>(Should be the same as bank account name)</i>			
2. a) Type of Organisation		No. of members <input type="text"/>	
		No. of students who would benefit from this grant <input type="text"/>	
b) Name of Body to which you are affiliated <i>(If applicable)</i>		Date founded <input type="text"/>	
c) Is your Organisation a Non-Profit Body?	Yes	No	
3. Organisation's Street Address		Postal Address	
Street			
Suburb			
City	Postcode		Postcode
Region			
4. Main Contact Person			
Name Mr/Mrs/Miss/Ms		Tel <i>(Work)</i>	Fax
		Tel <i>(Home)</i>	Tel <i>(Mobile)</i>
Position		Email	
Organisation's Chairperson		Organisation's Secretary	
5. What is the grant to be used for? Please be specific and attach all relevant information			

Amount Requested \$

GST Inc. GST Excl.

6. Is your organisation GST registered? Yes No

If YES please supply GST number

7. Annual Member Subscriptions (if applicable) \$

8. Cost breakdown **COMPETITIVE QUOTES SHOULD BE ATTACHED*** If GST registered, exclude GST amount
 (email quotes are not acceptable)

(i)	\$
(ii)	\$
(iii)	\$
(iv)	\$
(v)	\$
(vi)	\$
(vii)	\$
(viii)	\$
(ix)	\$
(x)	\$
TOTAL COST	\$

- * a) Competitive quotes for all costs should accompany your application (minimum 2 quotes for each expense or reason why 1 quote is supplied)
- b) Quotes should be printed on suppliers letterhead with current date (maximum 3 months prior to receipt of application)
- c) Funds cannot cover costs incurred prior to the application being received
- d) Invoices and receipts must be kept for audit purposes.

9. Have you applied elsewhere for funding? Yes No

If YES please list

Applied to Approved Declined Pending Amount

Applied to	Approved	Declined	Pending	Amount
				\$
				\$
				\$

10. CONDITIONS OF GRANT

In the event that the grant is not used in a manner which complies with the conditions of this application, the grant shall be returned in full to U Leisure upon 7 days notice.

If the grant is not returned in full within 7 days, the recipient agrees to reimburse U Leisure for all costs incurred (including legal costs on a solicitor/client basis) in recovering the grant.

All grant money must be used for the purpose applied for and approved within 6 months of the grant being made (or any later date agreed by U Leisure in writing).

Copies of invoices, receipts and bank statements must be provided to U Leisure within 2 months of the grant being made to verify that the grant has been used in accordance with the purpose applied for and approved.

Any grant money which is not spent on the purpose applied for and approved must be returned to U Leisure within 2 months of the grant being made.

11. ENHANCING THE WAIKATO EXPERIENCE

U Leisure’s objective for the sponsorship fund is to help develop quality, innovative, sustainable and distinctive experiences that enhance the University of Waikato. How will your project achieve this?

12. BENEFITS

Please note below benefits that U Leisure may receive from this sponsorship.

Examples include: naming rights, use of our logo on uniforms and in marketing or advertising, hanging banners or signage at events, acknowledgement in speeches or prize givings, tickets and/or invitations etc.

For the U Leisure logo, or to discuss signage opportunities, please email info@uleisure.co.nz

13. CONSENT TO AUDIT

WE agree to comply with any request from U Leisure for additional information in relation to how the monies received from the grant has been spent.

WE, THE UNDERSIGNED, MAKE A SOLEMN DECLARATION THAT:

- i. The information provided in this application is true and correct to the best of our knowledge.
- ii. We have the authority to make this application on behalf of the applicant (if the applicant is not a natural person)

Signed by a representative of the Applicant:

Signed by a representative of the Applicant:

Date / /	Date / /
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This form must be signed by two representatives.

All decisions of U Leisure are **FINAL**.

14. Please note that U Leisure may require a grant applicant to provide further relevant information.

15. WHAT HAPPENS IF MY GRANT IS...

APPROVED

You will be notified in writing by the end of April or July. Monies will be paid into your organisation’s bank account by automatic payment.

DECLINED

You will be notified in writing by the end of April or July giving reasons why your grant has been declined. Your grant application form with all information provided will be returned to you if requested.

16. CHECK LIST – HAVE YOU REMEMBERED EVERYTHING?

Without this information your application cannot be considered. Before you send this form make sure that:

- You have attached copies of quotes, invitations to events or other supporting material (which must be addressed to the applicant organisation). Please ensure 2 quotes for each expense (dated no later than 3 months prior to receipt of application) are enclosed.
- Covering letter (on letterhead) providing brief details of the organisation and its objectives.
- A pre-printed or bank verified deposit slip or current bank statement is attached.
- You have included confirmation if your team/club/organisation is affiliated to another body.
- You have completed the GST sections (6).
- Copy of your organisation’s latest Audited Financial Accounts. If your organisation does not have Audited Financial Accounts, a copy of your latest Income & Expenditure Account is acceptable.
- You have retained a copy of the application for your records.

APPLICATION Criteria

- A Not-for-profit purpose;
- A non-commercial purpose that is beneficial to the whole or a section of the University community
- The following are examples of purposes that are deemed unauthorised for grant consideration. This list is not exhaustive but rather is intended as a sample. For more detailed information, please contact us directly.
 - Anything that can be deemed retrospective (has been paid for or completed prior to the completed application being received by the U Leisure.
 - Anything that will result in a commercial gain.
 - Anything intended to further the activities of professional sports persons or teams.
 - Family reunions.
 - Costs associated with staging “after match” functions for sporting groups.
 - Third party donor organisations (Service Clubs, for example).

PLEASE FORWARD THIS APPLICATION FORM TO:

Grant Administrator, U Leisure, Private Box 1326, Waikato Mail Centre, Hamilton 3240

Phone 07 838 4442 Fax 07 838 4153

Please check our website for more detailed information www.uleisure.co.nz

FOR OFFICE USE ONLY

U Leisure Sponsorship Fund **Approved / Declined**

	<input type="text"/>	<input type="text"/>
	Date Received	Date Approved/Declined
Cert of Inc	<input type="text"/>	<input type="text"/>
Affil. Conf.	Date Entered	Amounted Granted
Quotes	<input type="text"/>	<input type="text"/>
Bank Details	Authorised Signatory	Date Paid
Accounts	<input type="text"/>	<input type="text"/>
Signed	Authorised Signatory	Payment Details