



Grant Application Form

Section A: Contact details

Name:	
Organisation:	
Postal address:	
Email address:	
Phone number:	

Section B: Organisation details

- Number of members:**
- Legal Status (eg. Incorporated Society):**
- GST Status – Register for GST? Yes No**

GST Number: _____

- Does your organisation have Charitable Status? Yes No**

Charities Registration number: CC _____

- Does your organisation have IRD tax exemption status? Yes No**

- Bank details (Please attach bank deposit slip, bank statement or bank verification)**

Bank: _____ **Branch:** _____

Account Name: _____

Account Number: _____

Section C: Funding details

- Has your organisation applied for funds for the same purpose(s) to any funding trust or organisation? Yes No**

If yes please provide details in table below:

Organisation	Amount requested	Outcome (if known)
TOTAL		

Section D: Grant details

1. Please outline what the grant will be used for, when it will be used, and who it will target. (Please provide any documentation that may support your grant application)

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2. How much do you wish to apply for (Figure and Words)?

3. Budget

***Please provide quotes or other relevant information to support your budget.**

Item Description	Supplier	Cost excl GST
TOTAL COST		

4. When do you require funding by?.....

5. The Hockey Foundation’s charitable purposes are to educate New Zealanders and promote health benefits through participation in hockey. Which of the following outcomes will the grant be used for? (please tick)

- Promoting health through participation in hockey
- Educating the public through participation in hockey and/or about the health benefits of hockey
- Providing programmes to assist players, coaches, umpires and administrators
- Establishing scholarships/grants for those participating in hockey from grass roots to elite level.
- Assisting with improved facilities that will be available to the whole community. *(Applicants must show that the facility is a multi-purpose recreational use facility and the social impact of the facility).*
- Providing equipment and other forms of support to encourage participation in hockey.

6. What will success look like? Please be specific eg. x% increase in kids playing hockey, x number of coaching courses run, Small Sticks programmes run in x number of schools.

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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.
- We will return any money we don't spend to the Hockey Foundation.
- We agree to use funds within 3 months of receiving them unless written approval to exceed the time limit is received from the Hockey Foundation.
- We agree to comply with the requests from an officer of the New Zealand Hockey Federation Inc. for further information regarding the receipt and use of funds received by this organisation from the Hockey Foundation.
- We acknowledge that the New Zealand Hockey Federation Inc. may wish to audit or inspect our organisations books, accounts and data systems. We agree to provide the New Zealand Hockey Federation Inc. relevant proof of expenditure to satisfy their audit requirements, within the timeframe specified.
- We agree that in the event of any audit irregularity or breach of condition being discovered, we will return part or all of the grant within three months as required by the Hockey Foundation at its absolute discretion (at our expense).

Applicant signatory 1: **Signatory name:**

Signatory Position..... **Date**.....

Applicant signatory 2: **Signatory name:**

Signatory Position..... **Date**.....

Please email completed grant application forms to accounts@hockeynz.co.nz

Application Checklist

Please ensure you have complete all sections of the application form and included all of the following information:

- Certificate of Incorporation (If applicable).
- Proof of your Charities Services registration (If applicable).
- IRD income tax exemption letter (If applicable).
- Signed resolution, or full minutes resolving to apply for funding.
- Full set of your most recent annual financial accounts.
- Pre-printed deposit slip, bank statement or bank verification.
- Cost evidence.
- Have you answered every question on the application form.
- Have you signed the Final Sign-Off and Consent to Audit.
- Supporting info if relevant.
- Have you kept a photocopy of the application and all associated documents for your records?

Please note:

- Grant recipients will be asked to provide a summary at the end of the financial year reporting against the success measures outlined in the application. An accountability template will be sent with successful grant notification, and is also available on the website.
- The grant funding must be used for the purposes stated in the application, and the grant recipient acknowledges that public disclosure may be made about the application. If grant funding is not used for the charitable purposes stated in the application, the grant recipient must pay the funding back to the Hockey Foundation within 6 months.

Applicant Information

WHO CAN APPLY?

- Regional Hockey Organisations
- Hockey Associations
- Hockey New Zealand

APPLICANTS ARE ASKED TO OUTLINE:

- What the grant will be used for
- When it will be used
- Who it will target
- How much they are applying for
- What success will look like
- How the application aligns to the Hockey Foundation charitable purposes to educate New Zealanders and promote health benefits through participation in hockey.
- Which Hockey Foundation outcomes the grant will be used for

WHAT CAN YOU APPLY FOR?

Funds are available for any charitable purpose that helps to educate New Zealanders and promote health benefits through participation in hockey.

All grants must meet one or more of the following criteria:

- Promoting health through participation in hockey
- Educating the public through participation in hockey and/or about the health benefits of hockey
- Providing programmes to assist players, coaches, umpires and administrators
- Establishing scholarships/grants for those participating in hockey from grass roots to elite level.
- Assisting with improved facilities that will be available to the whole community. Applicants must show that the facility is a multi-purpose recreational use facility and the social impact of the facility.
- Providing equipment and other forms of support to encourage participation in hockey.

Grants can be for anything deemed to fit within the aforementioned criteria. Examples of approved costs can include, but not exclusively:

- Coaching and umpiring courses/programmes
- Small Sticks programmes
- Training and development programme costs
- Tournament participation costs
- Education resources
- Capital expenditure
- Facility development/improvement costs

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THINGS WE CAN'T FUND:

- Retrospective grants - All grants must be applied to specific and future based purposes, and we generally only fund cost that will be incurred during the next six months.
- We cannot fund any costs that are already incurred or pre-paid e.g. deposits and purchases made prior to approval of the grant.

We are unable to fund:

- Grants that further the activities of professional sports persons.
- Prizes for sporting events, except trophies or modest non-cash prizes for use in genuine community sporting events.
- Food and alcohol.
- Sporting trips for supporters and spectators.
- The provision of furniture, equipment, refurbishment or upgrade of a bar facility in clubrooms.
- Dress or training uniforms
- 'After match' function costs.

Please note: Travel and accommodation costs can only be approved where an official itinerary endorsed by the host body is supplied with an itemised breakdown of proposed costs.