

GRANTS POLICY

POLICY REVISED: 19 April 2018

This policy is applicable to all grant applications made to the ILT Foundation for the distribution of net proceeds from the Class 4 gaming venues where ILT Foundation is the holder of the operators licence.

1. Summary

ILT Foundation was incorporated under the Charitable Trusts Act 1957 on the 9th day of August 2005. The Trust was established primarily for charitable purposes. It distributes gaming machine profits back to community organisations that fall within the definition of authorised purposes.

Pursuant to Gambling Act 2003, ILT Foundation must distribute the net proceeds from its gaming machines only to or for an authorised purpose specified in its licence. It must also comply with the terms of its Trust Deed.

2. Authorised Purposes (as approved by the Department of Internal Affairs)

Funds available for distribution will be applied to any charitable or cultural objects or purposes that promote, advance, or encourage education, science, literature, art, physical welfare, religion or recreation, or any other authorised purpose that is beneficial to the community or any section of it. This shall include but not be limited to:

- i) The provision, or the assistance in the provision of facilities or playing uniforms, for amateur sporting clubs and amateur sporting teams playing in recognised, published amateur leagues or competition;
- ii) Grants for the relief of poverty or welfare assistance through grants to recognised social services or welfare agencies;
- iii) Grants to educational training organisations for the provision of scholarships or equipment administered by the recipient educational organisation;
- iv) Grants for recognised art and cultural activities or groups and the provision of scholarships for the advancement of art and/or cultural skills;
- v) Grants for promoting, controlling and conducting race meetings under the Racing Act 2003, including the payment of stakes.

3. Trustees

Schedule 1 lists the Trustees of the ILT Foundation.

4. Gaming venues

The ILT Foundation owns and operates gaming machines located exclusively in Invercargill Licensing Trust establishments as follows:

Ascot Tavern	-	Corner Racecourse Road and Tay Streets, Invercargill
Avenal Homestead	-	Corner Avenal and Dee Streets, Invercargill
Clifton Club Inn	-	Corner Armagh and Wicklow Streets, Invercargill
Eastern Suburbs	-	Glengarry Crescent, Invercargill
Kelvin Hotel	-	18 Kelvin Street, Invercargill
Newfield Tavern	-	Centre Street, Invercargill
Northern Tavern	-	Corner St Andrew and Sydney Streets, Invercargill
Southland Tavern	-	Elles Road, Invercargill
Waikiwi Tavern	-	35 Gimblett Street, Invercargill
Waxy O'Shea's	-	88 Dee Street, Invercargill

5. Distribution of Gaming Machine Net Proceeds

5.1 Who is eligible to apply?

The ILT Foundation distributes funds to what is referred to as "Authorised Purposes", these are purposes which have a benefit to the community and do not result in commercial or personal gain.

To be eligible for grants, applicants need to be a not for-profit bona fide organisation. The organisation can be active in the areas of community development, education, health and welfare, religion, arts and culture or amateur sport.

If the demand for gaming machine profits exceeds the funds actually available for distribution from time to time then in these instances, the ILT Foundation may make a contribution towards the total applied for, or may indicate which of the purposes applied for are to be met by the grant.

5.2. Timing of Grant Applications

Grant applications will normally only be accepted from a not for-profit organisation once each financial year.

This policy will ensure that a fairer mix of the community will be in a position to receive net proceeds from the Foundation.

It is accepted that some community groups may not be aware of this policy immediately or there may be compelling reasons for multiple applications. These reasons should be given by the applicant group.

Multi-Year Grants may be approved for a rolling two or three year period for major projects only.

Applications will be considered as soon as reasonably practicable, at monthly Board meetings.

5.3. Terms and Conditions of Grant Allocation

Approval will be subject to funds availability, applicant eligibility and the purpose(s) for the grant. The ILT Foundation is under no obligation to meet requests forwarded by potential applicants. The community funds are held by the ILT Foundation which has the final say on whether a grant will be approved.

5.4 Consent to Audit

Applications are made on the understanding that if the Department of Internal Affairs requests it, the applicant organisation/body shall agree to and participate in (at its' own expense) any inspection and/or audit by the Department. As such all applications must have a consent to audit signed by the applicant organisation.

5.5. Goods and Service Tax

All grants from the ILT Foundation are unconditional gifts. If the recipient's organisation is registered for GST, then no GST will be included in the grant amount and all issues regarding GST are for the recipient organisation's care in every respect.

The grant application form includes a declaration that the recipient organisation is/isn't registered for GST and the GST number is required (if registered).

5.6. Granted funds

All grants must be applied for the stated purpose and no other. Acceptance of payment will be deemed to be an acknowledgment that the allocation will be applied accordingly. All monies must be expended on the stated purpose. In circumstances where the grant cannot be applied to the purpose stated in the application then grant funds must be returned to ILT Foundation. The applicant can re-apply for a new purpose, however Trustees are not obligated to approve such a request.

5.7. Accountability

Recipient organisations will provide the appropriate accountabilities to prove grant monies have been expended on the specified project. Any such outstanding information will mean any further applications by the recipient organisation will not be considered until such information is received by the ILT Foundation.

5.8. Non-Compliance

In the event of non-compliance with any conditions of a grant, an equal amount of the grant is immediately repayable by the recipient organisation to the ILT Foundation.

Grant applications that do not contain *all relevant* information will not be considered and may be returned to the applicant organisation.

Please note: Applications with all the relevant material, must be mailed or delivered directly to the Manager, PO Box 1771, Invercargill or 252 Dee Street, Invercargill 9810
Email: info@iltfoundation.org.nz.

Staff at ILT Foundation gaming venues cannot and are instructed not to, accept applications for delivery to the Manager. This is a requirement of the Gambling Act 2003.

5.9. Method of payment

Successful recipient organisations will receive payment by cheque with their success notification letter, or at the discretion of the Manager or by Board directive; a grant cheque may be issued at a later date. Alternatively the grant may be deposited into the recipient organisation's bank account.

Unsuccessful applicants will be advised in writing with a brief explanation as to why their application was declined.

6. Specific eligibility criteria

Grants may be made for general administrative purposes to organisations that provide:

- Community support, including the development and wellbeing of the young and aged.
- Cultural activities and recreation, including the performance and development of music, the arts, history and sport.
- Welfare and social services for the prevention and/or rehabilitation of addiction.

7. Determination criteria

The following criteria will help Trustees and community groups determine eligibility to receive community grants and/or conditions that will be applied to grants.

- Applicants must be not-for-profit local organisations.
- Sports clubs should be affiliated to a recognised national organisation. Grants can only be made to amateur sports through sports clubs or local Regional Sport Organisations.
- **Scholarships for NZ Representatives:** Applicants applying for sporting and other scholarships will only be eligible for consideration upon selection to represent New Zealand. Confirmation of such selection must accompany any application. The application must come from a club or national body.
- **Arts and/or Cultural scholarships:** Applicants applying for these scholarships are required to demonstrate that they are achieving to the highest level in New Zealand in their chosen field and that the activity or event for which the scholarship application applies will provide a very clear opportunity for them to improve their skills in their chosen pursuit. The application must come from a club or national body, whenever possible.
- Trustees will consider grant applications for administration costs and salaries. These are likely to only be considered to meet a recognised need within the community.
- All uniforms and equipment must remain the property of the recipient organisation.
- Events or trips that are predominantly social by nature will not be funded. This includes family or group reunions.
- Grants for social activities to benefit disadvantaged groups only will be considered, e.g. A Christmas luncheon at the town community centre.
- Grant requests for fundraising for another organisation are generally not provided.
- Grant applications cannot be retrospective, they must be future focused.
- In regard to events, tournaments or conferences held outside of Invercargill, grants may be considered outside the criteria for travel and accommodation, unless meeting criteria under another separate policy i.e. Arts & Cultural Scholarship policy.
- Grants for public education, kindergartens, schools and the like will be considered. The ILT Foundation cannot fund educational purposes that would normally be funded by the Ministry of Education.
- Requests to assist with the purchase of vehicles may be provided only to disadvantaged groups who require mobility to assist their members and the community. Vehicle ownership must remain in the hands of the recipient organisation.
- Cultural purposes must be non-commercial and benefit the community. Some examples may include – amateur theatre groups, non-profit museums and art galleries, amateur cultural groups, and non-profit community cultural or arts festivals.
- Grants for the purchase of raffle prizes cannot be provided.

8. Information to Support a Grant Application

Applicants for an ILT Foundation grant should supply the following information to support their application. If this information is not supplied, the ILT Foundation may request the information and reserves the right to not consider the application until the information is at hand.

8.1 Application form

The applicant must fully complete both sides of the application form, with electronic signatures acceptable for online applications.

Grant application forms are available from each of the gaming venues listed earlier. They are also available from the ILT Foundation office. Alternatively, a form can be requested from the Manager (PO Box 1771, Invercargill), phone (03) 2113751 or downloaded from the web site, www.iltfoundation.org.nz

8.2 Outline of project

The applicant must provide an outline of the organisation's project, stating the objectives, evidence of need, timeframe to completion and a summary of expected costs. A separate budget specific to the project will be useful also.

8.3 Financial Statements

The applicant must provide a copy of the organisation's latest financial accounts and/or audited financial accounts.

8.4 Quotes

Any Grant Application involving purchase of goods and/or services must include at least two competitive quotes. If this is not possible, if only one provider for the specific goods/services is available, then a written explanation to this effect must be included.

8.5 Accountability details of previous grant

If the applicant organisation has been a recipient of a previous ILT Foundation grant, the specified accountability documentation must have been received by the ILT Foundation before any further applications will be considered (except under exceptional circumstances).

Schedule 1

Decisions on grant applications will be made by the ILT Foundation Trustees:

- **Alan Geoffrey Dennis** - **Dip. Teaching Adv,**
- **Sean Peter Bellew** - **Real Estate**
- **Michael Alaitfatu Mika** - **LLB, BA (History)**
- **Angela Mary Newell** - **BA, PG Dip. Arts, Dip. Teaching, LTCL**
- **Suzanne Lena Prentice** - **OBE**
- **Patric Denis O'Brien** - **ONZM**
- **Christopher William Ward** - **LLB, FNZTA, Registered Trustee**
- **Jason Lester McKenzie** - **BSR Mgmt, PG Dip. Tchg, Grad Cert Career Couns, M. Couns**