

Whitehouse Tavern Trust

DONATION APPLICATION FORM

Trust Objectives:

To distribute funds in accordance with its deed of trust. Funds raised from the operating of Gaming Machines are distributed to Authorised Purposes in compliance with the requirements of the Gambling Act 2003.

Whitehouse Tavern Trust's Authorised Purposes are:

"To pay, apply, appropriate, or distribute, net proceeds for such charitable purposes as may for the time being be charitable in accordance with the law of New Zealand, including: -

- * In support of amateur sporting groups (such as rugby, soccer, netball and the like) throughout the south Auckland area in their specific sporting pursuits;
- * Funding and supporting charitable purposes and organisations (such as St Johns, IHC and the like) in the provision of welfare, health and medical assistance;
- * The assistance of bona fide community cultural groups (such as school kapa haka and the like);
- * Donations to bona fide organisations that provide youth development, education and training (such as the Scouts, Church groups and the like);
- * The relief of poverty;
- * The advancement of religion;
- * The advancement of education
- * The provision, or assistance in the provision, of facilities for recreation or other leisure-time occupation, if the facilities are provided in the interest of social welfare and for the public benefit; (that is to say the facilities provided with the purpose of improving the conditions of life for the persons for whom the facilities are primarily intended and either:
 - I. Those persons are in need of such facilities by reason of their youth, age, infirmity, disablement, poverty, race, occupation, or social or economic circumstance; or
 - II. The facilities are to be available to the members of public at large, or to the male or female members of the public at large;

And without limiting the generality of the foregoing, includes the provision of facilities at public halls, community centers, and the provision and maintenance of grounds and buildings to be used for purposes of recreation or leisure time occupation, and extends to the provision of facilities for those purposes by the organising of any activity);

- * Any non-commercial purpose that is beneficial to the whole or a section of the community so long as it is *charitable*; and
- * To the extent that they are *charitable*, to any philanthropic, cultural, or any other purpose that is beneficial to the community, or any section of it, which may, from time to time, include the provision of equipment, or playing or training uniforms for sporting clubs, and amateur sporting teams playing in recognised, registered, published, leagues or competitions, and/or donations to recognised social service or welfare agencies, educational or training organisations (whether through the provision of scholarships or equipment which is administered by the recipient education organisation or otherwise).

No payment, commission, or any other kind of financial reward or remuneration can be attached to, or demanded as a precondition for either: the issuing of any authorised purpose donation application form, or the payment of any authorised purpose donations by the Whitehouse Tavern Trust. No donation and/or application or distribution or payment will be made to any professional sports person or team or any other organisation or individual which may result in commercial or personal advantage, either directly or indirectly, to any commercial entity, professional team, or individual. All funds distributed shall be for expenditure within New Zealand.

For the avoidance of doubt, and subject to the foregoing, the Whitehouse Tavern Trust may apply funds to any of the purposes outlined above and contained in its Trust Deed, which may include, but are not limited to:

- * The purchase of land; the development and maintenance of religious, educational, sporting, recreational or other facilities that benefit the community at large or male or female members of the community at large;
- * The establishment of academic or sporting or other scholarships (that are fair, open, and equitably assessed) for the education and/or recreation and/or benefit of young persons;
- * The payment of capitation or other levies to any not for profit national body or association for the welfare, recreation or other benefit of persons who have need for the payment of such capitation or other levies by reason of their youth, age, infirmity, disablement, poverty, race, occupation, or social or economic circumstances.

Generally funds will be applied and distributed in the Papakura community area (typically defined by territorial local authority boundaries) from which they were generated. However, the Whitehouse Tavern Trust may, in its discretion, apply and distribute funds to the wider community areas encompassing outlying and adjoining (to Papakura) districts Whitehouse Tavern Trust may, in its discretion, apply and distribute a portion, to be determined by the Whitehouse Tavern Trust in its discretion from time to time, of the total funds available to national societies, agencies, or causes."

I understand and accept the legal requirements of this application	
Secretary (or executive member) of Applicant Group	Other executive member of Applicant Group
.....
Printed Name of Above Signatory	Printed Name of Above Signatory
.....
Date:/...../.....	Date:/...../.....

DONATION APPLICATION

INFORMATION NOTES

Please read all information carefully as these are legally enforceable requirements and send complete document (all pages including these notes) together with the attachments direct to the Whitehouse Tavern Trust.

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 venue licence.

An authorised purpose is defined in the Gambling Act 2003 as “a charitable purpose: a non-commercial purpose that is beneficial to the whole or a section of the community: promoting, controlling, and conducting race meetings under the Racing Act 2003, including the payment of stakes”.

CONDITIONS OF ALLOCATION OF FUNDS

It is a condition that the proposed donations 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 A NON-COMPLIANCE WITH ANY OF THESE CONDITIONS AN AMOUNT EQUAL TO THE AMOUNT OF THE DONATION IS IMMEDIATELY REPAYABLE BY THE RECIPIENT TO THE WHITEHOUSE TAVERN TRUST.

DONATION CRITERIA

1. All applications must meet the Department of Internal Affairs’ criteria and the definition of *authorised purposes* in the Gambling Act 2003.
2. All applications must be only for **charitable** purposes in accordance with the Whitehouse Tavern Trust Deed of Trust.
3. All applicants shall be non-profit organisations correctly incorporated either as **charitable** organisations or other associations promoting *charitable* purposes and shall have a valid constitution and a set of rules and be able to provide credible financial statements.
4. All funds applied for shall be for expenditure for **charitable** purposes in New Zealand.
5. Generally donations paid shall provide some enduring or demonstrable community benefit. As an example this may be asset or facilities funding or contributing towards community or sports development projects.
6. Applications shall not be approved where the applicant is not the beneficiary.
7. Applications may not be considered where the applicant operates their own gaming machines.
8. Applications for property maintenance or purchase costs will be required to have supporting information as to the tenure or ownership of the relevant property.
9. Whitehouse Tavern Trust donations criteria exclude, in most instances, donations to applicants for general administration and operating expense (i.e. power, telephone, rent etc.).
10. Generally funds will be applied and distributed in the general community (Papakura District Council) from which they were generated. However, the Trustees may, in their discretion, apply and distribute funds available to national societies, agencies, or causes or to community areas adjoining the Papakura District Council area.
11. Applications will need to be within one of the following generic donation distribution groups:
 - I. A community/welfare group/organisation;
 - II. Education (including pre-school, kindergartens, playgroups,);
 - III. Fire brigade, ambulance, life saving;
 - IV. Health, and health related purposes;
 - V. Youth;
 - VI. Sport, recreation, leisure.
12. To comply with the class four operator’s licence condition 7 (d) promulgated by the Department of Internal Affairs there is a prohibition for donations money to be approved for expenditure that has been incurred prior to the application being considered (i.e. retrospective payments).

AUDIT AND INSPECTION

Records are liable to inspection by the Department of Internal Affairs or the Whitehouse Tavern Trust and are subject to audit, at the recipient’s cost. The Whitehouse Tavern Trust may also request information and verification as to how the funds were used.

THE GAMBLING ACT 2003 REQUIRES THAT ALL APPLICANTS MUST SIGN A CONSENT TO AUDIT.

- * As the Whitehouse Tavern Trust donations are unequivocal donations in terms of income tax legislation they contain no GST component – accordingly a recipient organisation does not have to pay GST on the amount it received from the Whitehouse Tavern Trust. A GST registered applicant, if successful, will be paid a donation exclusive of GST.
- * Where an applicant organisation has indicated that they have applied to more than one source for amounts that exceed the total required, this application will be declined.

APPLICATION FORM

PART 1

TO

Whitehouse Tavern Trust P. O. Box 554 PAPAKURA
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Date

/ /

PLEASE USE BLOCK LETTERS

Name of Applicant Organisation

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Type of Organisation

(e.g. Charitable Trust, Non Profit body, Sports Club, Community Organisation etc...)

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Is your organisation GST registered? *

(if yes please provide GST registration number)

No / Yes:

--

Physical Address

(of your organisations clubroom, office, etc)

E-mail Address

--

PO Box No

(If applicable)

--

Telephone Numbers

--

Business

--

After Hours

Contact Person

--

Personal Street Address

Telephone Numbers

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Business

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After Hours

Reason for Application- I.e. What is the donation to be used for? *(Details purpose(s) - Please be specific)*

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.....

Cost Breakdown *(Please use separate sheet if necessary)*

NB. Competitive quotes and/or other evidence must also be included with this application

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Has the applicant organisation applied for funds for the same purpose from any other source?* *(Please use separate sheet if necessary)*

Yes/No

Organisation

Amount

Outcome

.....
.....

Total amount requested *(words and figures)*

.....
.....

\$

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PART 2

CONSENT TO AUDIT (Legal Requirement)

We agree to **comply** with a request from an officer of the Department of Internal Affairs or the Whitehouse Tavern Trust for additional information in relation to the receipt and use of gaming machine funds received as a result of this application.

We agree that an officer of the Department of Internal Affairs or a representative of the Whitehouse Tavern Trust may direct an audit or inspection of the books, accounts, or data systems into which funds received as a result of this application have been deposited. This may be conducted by:

- I. A chartered accountant in public practice, or
- II. A person appointed by the Department of Internal Affairs

We agree that the audit or inspection will be carried out in a manner approved by the Department or the Whitehouse Tavern Trust, within the timeframe specified by the Department or the Whitehouse Tavern Trust. This organisation shall pay for the cost of such an audit.

Signature of Secretary:		Date:	
(or other executive member of your organisations committee)			
Printed Name of Above Signatory:			

Impress common seal (if incorporated)

<u>APPLICANT'S BANK ACCOUNT DETAILS</u>
Bank & Branch:.....
Account Number:.....
Name of Account:
- Attach printed bank deposit slip or other verification, e.g. bank statement -

CHECKLIST	
Have you:	
• Taken a full photocopy of everything that is sent in? The Whitehouse Tavern Trust must keep all original applications and attachments	
• Provided a pre-printed bank deposit slip, or a stamped and verified bank deposit slip, Or a bank statement in the name of your organisation?	
• Provided credible financial statements	
• Attached copies of quotes, incorporation certificate and/or other supporting information?	
• Attached your organisations resolution to apply to WHITEHOUSE TAVERN TRUST for a SPECIFIC PURPOSE	
• Attached a resolution signed and certified as being true and correct by your organisations Secretary or other executive member of your committee?	
• Attached any additional paper where there has been insufficient space to provide all details?	
• Fully completed all preceding sections of Parts One and Two of the Application Form?	
• Read and understood the <i>Information Notes</i> included in this application?	