



## BEFORE YOU GET STARTED: TTCF GRANT APPLICATION INFORMATION

### **STEP ONE: Is your organisation eligible to apply to TTCF for a grant?**

#### **1. Is there a TTCF gaming venue in your community?**

Find out by going to [www.ttcfltd.org.nz](http://www.ttcfltd.org.nz) and clicking on 'Gaming Venues.' If there is not a TTCF gaming venue in your community we cannot help you at the moment, but please check our website from time to time to see if the situation has changed.

#### **2. Are you registered as an Incorporated Society or a Charitable Trust?**

TTCF does not make grants to individuals, but to not-for-profit groups registered as a charitable organisation, or to amateur sports groups affiliated to a Sport New Zealand regional or national body, to or schools that can provide a letter from the Principal on school letterhead endorsing the application for funding.

#### **3. Is your application for a date specific event or a future based purpose?**

Retrospective applications will not be funded – for example, deposits and purchases already made, travel or accommodation paid for prior to a grant being approved by the Net Proceeds Committee (NPC). To view closing dates, NPC meeting dates and payment of approved grants dates go to [www.ttcfltd.org.nz](http://www.ttcfltd.org.nz) and click on 'Funding Rounds.'

#### **4. Is your application for funding for an 'Authorised Purpose'?**

Proceeds from gaming machines can only be used for what is termed an 'Authorised Purpose' as defined by the Gambling Act 2003 and as administered by the Department of Internal Affairs. To view the TTCF Authorised Purposes go to [www.ttcfltd.org.nz](http://www.ttcfltd.org.nz) and click on 'Authorised Purposes.' Alternatively, phone our Grants Office on 0800 882 3583, extn 2 to discuss whether your project is an Authorised Purpose.

#### **5. Do you intend spending an approved grant within three months of receipt?**

There is an expectation that grants approved for projects will be expended within three months of receipt, at which time an Accountability Report needs to be provided. Organisations that have grants approved for operating costs or for salaries/wages over the course of a year need to provide 'Interim Accountability Reports' every three months until the grant has been fully expended.

#### **6. Have you completed accountability requirements for any previous TTCF grant?**

A new application will not be tabled for consideration until accountability documentation for a previous TTCF grant has been completed.

## **STEP TWO:**

### **Supporting documentation required for a TTCF grant application:**

#### **1. Legal Status**

#### **Requirements:**

Incorporated Society	Certificate of Incorporation Number
Incorporated as a Charitable Trust	Certificate of Incorporation Number
	Charities Commission Number
Amateur Sports Group	Proof of current affiliation to a Sport New Zealand regional or national organisation
School	Letter of endorsement from Principal on school letterhead
Other	Proof of tax exemption status or proof of affiliation to a regional or national body

#### **2. Resolution**

#### **Requirements:**

A resolution to apply to The Trusts Community Foundation for funding	Clearly state the amount requested and the purpose for which funding is sought
	Include the date and the names of all members who approved the resolution
	Be signed by the Secretary/Chairperson or other Executive Member
	Be printed on the organisation's letterhead

#### **3. Project Documentation**

#### **Requirements:**

Specific Items	Two competitive quotes (or a reason for only one)
Operating costs – rent, power, telephone	Copies of invoices for the past three months
Existing salary or contracted position	Copy of signed employment contract
	Position description
Travel & Accommodation for an event	Copy of official itinerary or invitation to attend the event together with a list of the members who are travelling
Capital work project	Successful tender document

#### 4. Financial Documentation Requirements

Latest financial statements	Preferably audited
Original bank verification	A bank statement, or a bank encoded deposit slip, or hand written or printed bank details which have been stamped as verified by the bank.
GST Registered?	GST Number

#### 5. Consent to be audited & declaration Requirements

Completion of Consent to be audited & declaration form	Two original authorised signatures (not photocopied or scanned signatures).

#### **STEP THREE:**

Download a TTCF Application Form from the website [www.ttcfltd.org.nz](http://www.ttcfltd.org.nz) or phone the Grants Office on 0800 882 3583, extn 2

Ensure that you answer all the questions on the TTCF Application Form

#### **STEP FOUR**

Send your completed **Application Form & All Supporting Documentation** to TTCF:

<b>By NZ Post</b>	TTCF, Private Bag 93108, Henderson, Auckland 0650
<b>By Courier</b>	TTCF, Level 3 Lincoln Manor, 295 Lincoln Road, Henderson, Auckland 0610
<b>By Email</b>	<a href="mailto:grants@ttcfltd.org.nz">grants@ttcfltd.org.nz</a>  Please note: The 'Consent to Audit & Declaration,' with <b>original signatures, must be posted separately.</b>