

AUCKLAND SOFTBALL FOUNDATION CHARITABLE TRUST

P O Box 82-197, Highland Park, Manukau City, Auckland 2143
Email: asfct.trust@xtra.co.nz Telephone: 021-590-914
CC41469

The Auckland Softball Foundation Charitable Trust was formed in June 2009. It is the primary aim of the Trust to make grants to organisations (including schools or other charities) so that the physical well-being of pupils and students as well as the public at large, is enhanced through the playing of softball. [Further details of the objects of the Trust are listed later in the Application Form]

APPLICATION FOR CHARITABLE GRANT

All Sections of this Form to be completed:

APPLICANT DETAILS

FULL LEGAL NAME OF ORGANISATION: _____

WHAT TYPE OF ORGANISATION? _____
(e.g. Incorporated Society, Community Group, School, Sports Group, Charitable Trust)

REGISTERED NUMBER:
(e.g. If Incorporated Society, Community Group, School, Sports Group, Charitable Trust)

PHYSICAL ADDRESS: _____

POSTAL ADDRESS: _____

TELEPHONE: BUSINESS: _____ AFTER HOURS: _____

EMAIL: _____

NAME OF ORGANISATION TO WHOM YOU ARE AFFILIATED TO: _____

CONTACT PERSON

NAME: _____ POSITION: _____

PERSONAL ADDRESS: _____

POSTAL ADDRESS: _____

TELEPHONE: DAYTIME: _____ AFTER HOURS: _____

MOBILE: _____

EMAIL: _____

GRANT DETAILS:

WHAT IS THE GRANT TO BE USED FOR? Please be specific – use a separate sheet if necessary

AMOUNT REQUESTED: \$ _____ **GST EXCLUSIVE** (If you are GST Registered)

AMOUNT REQUESTED: \$ _____ **GST INCLUSIVE** (If you are NOT GST Registered)

COST BREAKDOWN: Please attach two quotes for each item – quotes must be less than 3 months old and on supplier's letterhead. They should be addressed to your organisation and show GST.

Description of Item:	Quote 1	Quote 2
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Please use additional sheet if necessary.

HAVE YOU ASKED ANY OTHER ORGANISATION FOR FUNDING FOR THE SAME PURPOSE?

Yes No

If yes, please attach a separate sheet outlining the Date/Organisation Name/How much you applied for/and Outcome.

IS YOUR ORGANISATION GST REGISTERED? Yes No

If yes, please enter your GST Number:

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FINAL SIGN-OFF & CONSENT TO AUDIT

- We confirm that any funds received as a result of this application will be used only for the purpose and quotes for which they were approved.
- We will forward all audit documentation that includes paid invoices, bank statements showing deposit of grant funds and payments of invoices and any other documentation as required by the ASFCT within 3 months of receipt of Grant.
- Should there be a surplus of funds granted once expenses have been paid, these are to be returned to the ASFCT with the above audit documentation
- We acknowledge that ASFCT may wish to audit our accounts in respect of funds granted and agree to such an audit taking place.

We declare that the information provided in this application is true and correct to the best of our knowledge and that we have the authority to make this application on behalf of our organisation.

Signature 1 _____ **Date** _____

Full name in Capitals & Title e.g. CEO/Board Member/Treasurer

Signature 2 _____ **Date** _____

Full name in Capitals & Title e.g. CEO/Board Member/Treasurer

DOCUMENTS TO BE FORWARDED WITH APPLICATION

- A Signed certified copy of the resolution to apply for funding from your Minutes
- A copy of your most recent Financial Accounts
- An original pre-printed bank deposit slip
- A copy of your Certificate of Incorporation or Charitable Status
- Two competitive quotes for each item being applied for
- A list of all Grants received (from any source and for any project) since last Balance Date

HELPFUL HINTS FOR APPLICANTS

Who Can Apply?

Any Society, Association, Charitable Trust or Organisation that is incorporated or legally constituted, and whose rules do not allow money, property, or any other benefits to be distributed to any of its members.

What Can Be Applied For?

Funds are available for any Charitable purpose that benefits the Community and is in accordance with the Objects of the Auckland Softball Foundation Charitable Trust, the full detail of which can be seen in the Trust Deed on the Charities Website.

In brief these purposes are:

- To encourage pupils and students and the public at large to play Softball;
- To provide lectures, demonstrations and coaching of softball;
- To provide facilities and equipment of every kind related to the playing of Softball;
- To enhance the development of the game of softball throughout New Zealand.

Will the ASFCT fund multi-year projects?

The Foundation will only fund multiple period projects if the full amount of the project through to completion is applied for in the initial application and the ASFCT had those full funds available at the time of application.

What Detail is Required in the Application?

The ASFCT will require sufficient detail so as to be able to ascertain how the project fits within the 'plans' for your organisation and how benefits will accrue to your organisation. It will be important to show how the success of your project is going to be measured.

What Sort of Resolution is Required?

A typical resolution, would be along the lines of: - "It was resolved that an application be submitted to The Auckland Softball Foundation Charitable Trust for funding of \$xxx, towards the cost of"

A copy of the resolution is then certified by the Secretary or other authorised signatory as being a true and correct copy extracted from the Minutes of the Organisation.

Where Can the Applications be Lodged?

Applications must be posted to the Postal Box Address: P. O. Box 82-197, Highland Park, Manukau City, Auckland 2143

Email applications may be received before cut off time, but original must be received within 5 working days of close off date.