

LOTTERY COMMUNITY FACILITIES FUND

Te Tahua Hapori Ngā Whakaurunga

Application Form



NZ Lottery Grants Board
TE PUNA TAHUA
Distributor of NZ Lottery Profits

Before starting to fill in the Application Form please read the following information from www.cdgo.govt.nz or contact the Department of Internal Affairs on **freephone 0800 824 824** weekdays 8am – 5pm and ask for a Lottery Community Facilities Fund Application Pack.

Information in these documents will help you complete the application process.

- Lottery Grants Board General Information Sheet
- Lottery Community Facilities Fund Information Sheet
- Lottery Community Facilities Fund Application Guide
- Lottery Community Facilities Fund Frequently Asked Questions
- Registration Form (Combined COGS/Lottery Form)
- Lottery Community Facilities Fund Feasibility Study Guide
- Lottery Closing and Meeting Dates Sheet
- Lottery Client Agreement Form.

SOME GENERAL INFORMATION


Please register as a Lottery client online at www.cdgo.govt.nz or on the paper COGS / Lottery Registration Form. The Registration Form is a separate form that applies to all Lottery committees. Your organisation only needs to register once. Guidelines about the Registration Form are on page 2 of the Lottery Community Facilities Fund Application Guide.

You can make an application online or on the paper form. We prefer you to apply online.

If you are applying online, you need to complete the registration process before you submit your application online. If you are applying on paper, you can include the completed Registration Form with your Application Form and other documentation when you send them to us.

If you are applying on paper, it is a good idea to use a black or dark blue pen and to print clearly so your application is legible.

All questions must be answered in the appropriate boxes. Please do not answer with 'refer to' or 'see attached'. We reserve the right to return any incomplete application forms.

Notes in the Application Guide will help you understand the questions. Wherever you see this symbol  on the Application Form please refer to the note with the same section number in the Application Guide for further information. Notes relating to the Application Form can be found in Part II of the Application Guide. If you still have difficulty with any of the questions, call **freephone 0800 824 824** weekdays 8am – 5pm and one of the Department's Client Information Officers will help you.

A note appears next to some questions that require documentary evidence to support your answers. There is a checklist at the end of this Application Form giving more details of the documentation required.

A glossary on pages 10 and 11 of the Application Guide explains terms used in the documents.

Check your Application Form carefully before submitting. Changes cannot be made to the form after it has been submitted on our system. To change a submitted application you have to copy the application, edit it, then submit the new version. The original application can be withdrawn at your request. Call **freephone 0800 824 824** weekdays 8am – 5pm and one of the Department's Client Information Officers will help you. Please note, the subsequent application will be considered at the same committee meeting only if it is received before the application closing date.

In submitting this application you and the organisation you represent (the applicant), acknowledge and agree that the Department of Internal Affairs may disclose to or obtain from any other government department or agency, private person or organisation, any information about the applicant for the purposes of gaining or providing information related to the funding of the applicant.

All successful Lottery grants may be used for publicity purposes by the New Zealand Lottery Grants Board and/or the New Zealand Lotteries Commission. The successful applicants must identify a spokesperson by name along with their contact details. This nominated spokesperson may be contacted by the above agencies and also by the media.

To view any personal information held by the Department of Internal Affairs, or if you have any concerns about personal information that we hold, please write to: The Privacy Officer, The Department of Internal Affairs, PO Box 805, Wellington 6140.

OFFICE USE ONLY:

Client number:

Application number:

Date received:

Date acknowledged:

 SECTION A: CONTACT DETAILS

A1. What is your organisation's name?

Please note, if you have a registered name please use this and if you are a local branch of a national organisation indicate this.

Full name of organisation

A2. What is your organisation's address?

Postal address

City/Town

Post Code

Physical address

(if different from above)

City/Town

Post Code

A3. What are your organisation's contact details?

Phone number

Email address

Fax number

Website address

A4. Who is your organisation's main contact/spokesperson for **this** Lottery application?

First name

Last name

Position

Daytime phone number

Alternative phone number

Fax number

Email address

A5. Who is your organisation's second contact for **this** application?

First name

Last name

Position

Daytime phone number

Alternative phone number

Fax number

Email address


A6. Has your organisation made a Lottery application before?

YES

NO

 SECTION B: PROJECT DETAILS

B1. Please select one item that best describes the purpose of this application.

Please note, you cannot apply for funding for a feasibility study and the related building project in the same funding round. 

- | | |
|--|--|
| <input type="checkbox"/> Feasibility study | <input type="checkbox"/> Land only for proposed facility |
| <input type="checkbox"/> New facility | <input type="checkbox"/> Upgrading an existing facility |

B2. Please describe briefly (up to 500 characters) the facility your organisation wants to build or improve.

You will be asked for a more detailed description in question C4. 

B3. Please describe briefly (up to 500 characters) the community benefit of your project and the difference the new or improved facility will make to your community.

You will be asked for a more detailed description in question C5. 

B4. If your organisation has already identified the site for the new facility where is it, or where will it be, located?

Address			
City/Town		Post Code	

B5. Does your organisation currently own the land the facility is on, or will be on? YES NO

If no, does the current owner approve of your project?  YES NO

Please note, you need to include evidence of this approval when posting your supporting documentation to us.

B6. Does your organisation currently lease the land the facility is on, or will be on? YES NO

If yes, in what year does the lease expire?

Do you have the right of renewal on the lease? YES NO

If yes, what are the renewal rights of the lease?

Please note, you need to include evidence of the above when posting your supporting documentation to us.

B7. Will your organisation own the facility once it has been built or upgraded? YES NO

If no, who will own the facility once it has been built or upgraded?

B8. What is the start date for your project?

B9. When does your organisation expect the project to be finished?

If applying for a grant to build or improve a facility, please complete questions B10 – B16.

If applying for a feasibility study please go to question B17.

B10. Most building projects will require a feasibility study, but there are some exceptions set out in the Application Guide page 4.

Does your organisation have a feasibility study for the project? YES NO

Please note, you need to include evidence of this when posting your supporting documentation to us.

If no, please explain (up to 500 characters) why not.

Please note, the lack of a feasibility study could affect the outcome of your application.

If yes, who prepared your feasibility study?

B11. Has your organisation obtained all the necessary consents and permits for your project? 

YES

NO

Please note, you need to include evidence of these when posting your supporting documentation to us.

If no, please explain (up to 500 characters) why not.

Please note, the lack of necessary consents and permits could affect the outcome of your application. Please identify the consents and permits required (e.g. resource consent, building consent) and give details of when your organisation expects to obtain each permit or consent.

B12. If your project relates to an existing facility, is it insured?

YES

NO

B13. Is your facility subject to any special restrictions or requirements?

YES

NO

If yes, please list (up to 500 characters) these special restrictions or requirements below.

B14. Who is, or will be, responsible for managing your organisation's building project?

Name

Organisation


Address

City/Town

Post Code

Website address

A large rectangular area with a light pink border and a dark blue vertical line on the left side. The interior is filled with horizontal blue lines, providing a space for writing.

C4. Tell us in more detail (up to 4,000 characters) about the facility your organisation wants to build or improve. 

A large rectangular area with a light pink border and a dark blue vertical line on the left side. The interior is filled with horizontal blue lines, providing a space for writing.

Note A Ethnic Groups

Main Ethnic Group	Specific Category
New Zealand European	Pakeha/NZ European
Māori	Māori
Pacific	Cook Islander Fijian (Note: Fijian Indian is listed under Asian) Niuean Samoan Tokelauan Tongan Tuvaluan/Elice Islander Other Pacific (eg Kiribati, Solomon Islands) Various Pacific (3 or more Pacific ethnicities)
Asian	Bangladeshi Chinese Fijian Indian Filipino Indian Indonesian Japanese Khmer/Kampuchean/Cambodian Korean Pakistani Sri Lankan Taiwanese Chinese Vietnamese Other Asian
African	Eritrean Ethiopian Somali South African Sudanese Zimbabwean Other African
European	Anglo-Celtic Continental European Other European
Latin American	Latin American
Middle Eastern	Afghani Assyrian Iraqi Iranian/Persian Kurd Lebanese Palestinian Turkish Other Middle Eastern
All ethnic groups	

Note B Region

Please select one of the following regions from the list below. You may enter as many local authority area(s) within this region as appropriate.

Region	Local Authority Area(s)
Northland	Kaipara District Far North District Whangarei District
Auckland	Auckland City Rodney District Franklin District Papakura District Manukau City Waitakere City North Shore City
Waikato	Franklin District Otorohanga District Waipa District Matamata-Piako District Taupo District Waitomo District Hauraki District South Waikato District Thames-Coromandel District Hamilton City Rotorua District Waikato District
Bay of Plenty	Kawerau District Tauranga District Opotiki District Western Bay of Plenty District Rotorua District Whakatane District Taupo District
Gisborne	Gisborne District
Hawke's Bay	Napier City Hastings District Wairoa District Taupo District Rangitikei District Central Hawke's Bay District
Taranaki	New Plymouth District Ruapehu District South Taranaki District Stratford District
Manawatu-Wanganui	Horowhenua District Ruapehu District Wanganui District Rangitikei District Taupo District Palmerston North City Tararua District Manawatu District Stratford District Waitomo District
Wellington-Wairarapa	Carterton District Porirua City Wellington City Masterton District Upper Hutt City Kapiti Coast District South Wairarapa District (Lower) Hutt City Tararua District
Nelson-Marlborough-Tasman	Marlborough District Nelson City Tasman District
West Coast	Buller District Grey District Westland District
Canterbury	Ashburton District Kaikoura District Waimakariri District Banks Peninsula District Mackenzie District Waimate District Christchurch City Selwyn District Waitaki District Hurunui District Timaru District
Chatham Islands	Chatham Islands District
Otago	Central Otago District Waitaki District Queenstown-Lakes District Dunedin City Clutha District
Southland	Gore District Invercargill City Southland District
Nationwide	

 SECTION D: SECTOR BENEFITS

D1. Which of the following age groups will your project primarily provide services for? Please tick the appropriate box(es).

- 12 years and under 13-25 years 26-64 years
 65 years and older All ages

D2. Which main ethnic group will most benefit from the services your organisation will provide as a result of the Lottery grant you are applying for? *(Please see Note A on the facing page.)*

Which specific ethnic group within this main group will most benefit from the services your organisation will provide as a result of the Lottery grant you are applying for? *(Please see Note A on the facing page.)*

D3. Which other main ethnic group will most benefit from the services your organisation will provide as a result of the Lottery grant you are applying for? *(Please see Note A on the facing page.)*

Which specific ethnic group within this main group will most benefit from the services your organisation will provide as a result of the Lottery grant you are applying for? *(Please see Note A on the facing page.)*

D4. Will a Lottery grant be used mostly to provide services for people in

- Rural areas Urban areas Both

Which region will your project primarily provide services in? *(Please see Note B on the facing page.)*

Which local authority area or areas, within this region, will your project provide services in?

Please note, if your project provides services in all local authorities within this region, select 'All'.

D5. Which of the following groups will your project primarily provide services for? Please tick the appropriate box(es).

- People with disabilities Youth Family violence prevention
 Family/whānau Women Older people
 New migrants/refugees Unemployed No specific sector
 Youth at risk/disadvantaged Children

SECTION F: FUNDING FOR YOUR PROJECT

If your application is for a feasibility study, please go to F10.

If your application is not for a feasibility study please go to F1.

F1. What is the total cost of your project?

A Total cost of project

\$

F2. Please provide details of any costs associated with this project that your organisation has paid for in the last two years. **G**

Item	Cost	Date
	\$	
	\$	
	\$	
	\$	
	\$	
Total	\$	

Please note, you need to include evidence of this when posting your supporting documentation to us.

F3. What in-kind support (discounts or donations of goods and services) has your project received? **G**

Source	Contribution	Amount/Value
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

F4. Please identify the 'total remaining cost' of your project by filling in the following table. Total remaining cost refers to the amount your organisation has yet to pay. **G**

Project to Date	Date	Value
Donated goods and services*		\$
Value of any work completed**		\$
Purchased land (actual original purchase price)		\$
Total	B	\$

*Please note, details of these costs are asked for in E1 and evidence needs to be provided.

** Please note, details of these costs are asked for in F2 and evidence needs to be provided.

Subtract B 'project to date costs' of your project from the total cost of your project (A in F1), to identify the total remaining cost, C.

Total cost of your project	\$	A
Subtract project to date	\$	-B
= Total remaining cost	\$	=C

F5. Please indicate in the following table the funds held towards the total remaining cost of your project.

Funds held towards the total remaining costs	Item	Amount
Grants*(please detail below)		
		\$
		\$
		\$
		\$
		\$
Loans (please detail below)		
		\$
		\$
Local Authority contributions (please detail below)		
		\$
		\$
Funds committed towards the project from your organisation's resources (please detail below)		
		\$
		\$
		\$
Other (please specify and list below)		
		\$
		\$
		\$
Total	D	\$

Please note, you will need to include evidence of these funds when posting your supporting documentation.

* Please note, only include grants received. Details of other funding that you have sought but not received yet are asked for in F7.

Prerequisite funding G

Applicant organisations must have secured at least 33.3% of the total remaining cost in prerequisite funds before they apply to the Committee. If the organisation does not have at least 33.3% of the total remaining costs the Committee is almost certain to decline the application at its distribution meeting.

In the table shown on the previous page Total D needs to be at least 33.3 % of Total C.

Please indicate what percentage D (funds held towards the total remaining cost) is of C (total remaining costs). G

D as a % of total remaining cost C %

F6. How much does your organisation still have to raise?

Total remaining cost (Total C) \$	<input type="text"/>	C
Subtract funds held (Total D) \$	<input type="text"/>	-D
= Funds still to be raised \$	<input type="text"/>	=E

F7. What funding has your organisation applied for, where the result of your application is not yet known?

Organisation/individual	Amount	Date result expected
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Total	\$ <input type="text"/>	

F8. What is the amount your organisation is requesting in this application? \$

Please provide a detailed breakdown of the costs you are requesting funding for on the following table. G

The funding requested cannot include any aspects of the project already completed before the application closing date. G

If your organisation is registered for GST, all amounts must be GST exclusive.

If your organisation is not GST registered, all amounts must be GST inclusive.

Item	Amount
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
Total amount requested	F \$ <input type="text"/>

Please note, you need to include quotes for the items requested when posting your supporting documentation to us. G You are expected to have obtained at least three quotes for the various aspects of your project. Please submit the ones you have chosen. Tell us why these are your preferred options.

Please complete the table below, the items should correspond to those listed in the table above.

Item	Cost of quote chosen	Reason this quote has been chosen	Cost of quote 2	Cost of quote 3
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$

F9. If your organisation does not receive the full amount requested from the Lottery Community Facilities Fund, tell us (up to 500 characters) how your organisation will make up the difference, and what will happen to your project.

If your application is for a feasibility study, please answer questions F10 - F11.


Please refer to separate Feasibility Study Guide. 

F10. What is the actual cost of your feasibility study?

F11. What amount are you requesting in your application for the feasibility study?

 SECTION G: FINANCIAL POSITION

G1. What is your organisation's most recently completed financial year?

Please note, you need to include evidence of this when posting your supporting documentation to us. 

Start date
DAY MONTH YEAR


End date
DAY MONTH YEAR

What was your organisation's total income for that period?

What was your organisation's total expenditure for that period?

At that balance date, what were your organisation's total *current* assets (e.g. bank accounts, term deposits, accounts receivable)?

At that balance date, what were your organisation's total *current* liabilities (e.g. money you owe others in the next financial year, bank overdrafts, accounts payable)?

G2. Please tell us why any money held by your organisation will not be used for this project. 


G3. Who will make decisions on paying your project's bills?

How will this person or these persons report project expenditure to the committee overseeing the project? 

G4. Tell us (up to 1,000 characters) about your maintenance plan and how the organisation plans to fund the ongoing maintenance and operating costs for the new/improved facility.

A large rectangular area with a light pink border and a dark blue left margin. The interior is filled with horizontal blue lines, resembling a writing template.

 SECTION H: PREVIOUS FUNDING

H1. If your organisation received any Lottery grants during the past five years, has an accountability report been submitted for every grant received? 

YES NO

If no, please explain why not?

H2. Have your organisation's previous Lottery grants been fully spent?

YES NO

If no, when do you expect them to be fully spent?




H3. Has your organisation been granted Lottery money that you have not yet uplifted?

YES NO

If yes, please tell us why you have not done so, and when you expect to uplift it.



SUPPORTING DOCUMENTATION CHECKLISTS

- the signed Client Agreement Form  see page 9 of the Application Guide
- a copy of your rules or constitution or trust deed  see page 2 of the Application Guide
- proof of your legal entity status (if required)  see page 2 of the Application Guide.

SUPPORTING DOCUMENTATION FOR PART II SECTION B

Please provide evidence that you either own the building or land being utilised for your project, or that you have a lease and the approval of the owner to undertake your project.

If your organisation owns the land under the building/facility and/or the building, please include

- a copy of the Certificate of Title.

If using Māori land

- a copy of the Māori land order or a letter from the iwi authority to prove the legal status of the land.

If the Crown owns the land

- a copy of the Gazette notice for the land.

If your organisation leases the land or building please include

- copies of the original lease agreement and any amendments
- a letter showing that the owner(s) approve(s) of your project.

If your application is for a building project please also send us

- a feasibility study (if required by the Lottery Community Facilities Committee – see page 4 of the Application Guide)
- a concept drawing showing what the new/improved facility will look like and/or a set of plans
- a timeline and/or a project plan
- copies of relevant resource consents, building consents
- the Building Warrant of Fitness if required by the Building Act 2004
- details of the project manager, including qualifications, experience and job description
- a copy of the most recent invoice from your insurance company.

ADDITIONAL SUPPORTING DOCUMENTATION FOR FEASIBILITY STUDY REQUESTS

- the brief for the feasibility study
- a copy of the quote you intend to accept, supported by approval from your governing body, or a copy of the signed contract from the author of the proposed feasibility study
- a Curriculum Vitae of the person who will undertake the study.

SUPPORTING DOCUMENTATION FOR SECTION C

Examples of optional supporting documentation that you could include are

- the condition of the building e.g. building assessment, earthquake risk
- the present use of the building e.g. user surveys, letters from users referring to any issues impacting on use, trends in usage
- identified community needs e.g. extracts from relevant community planning documents
- summarised results of consultation processes e.g. records of notes taken at meetings with users, other stakeholders

- your organisation's strategic or business plan
- your consultation plan for consulting with the local community and other stakeholders
- your monitoring and evaluation plan to track the use of your facility over the coming years
- photographs
- documents referring to likely demographic changes in your community's population over the next 40 years.

SUPPORTING DOCUMENTATION FOR SECTION E

- all applicants should include at least two letters of support for your project, less than six months old, from individuals or representatives of organisations in your community who are not directly involved in your organisation's activities
- where your project involves land that is subject to a Treaty of Waitangi claim or Māori land, property or information, please include documentary evidence that the affected whānau, hapū and/or iwi are supportive of your project.

If you are a Council Advisory Committee, Community Board, Domain Board, Reserve Board or committee with delegated authority, please include a written statement from the Local Authority Chief Executive stating

- your committee/board has the delegated authority to carry out the project and to apply for/spend any Lottery grant.

Where possible, please include evidence of other forms of support such as company letters advising of discounts.

SUPPORTING DOCUMENTATION FOR SECTION F

Please include the following financial information about the project

- a full project budget (except for applications for feasibility studies)
- a copy of the quantity surveyor's report and/or quotes from contractors and suppliers to support each of the items in your funding request, or a signed building contract for all proposed work
- copies of minutes or a letter signed by two office holders from your organisation confirming the funding that your governing body has formally committed to this project
- proof of cash-in-hand e.g. up-to-date bank statements, investment statements
- letters of approved funding to show us you have access to the money you listed in question F5 e.g. grants, loan or overdraft agreements
- audited income and expenditure statements for previous years as proof of money already spent
- evidence of any in-kind support such as discounts or donations of goods and services
- if the application is for the purchase of land and/or buildings, a copy of the most recent Quotable Value (QV) valuation of the property.

SUPPORTING DOCUMENTATION FOR SECTION G

Please include

- your organisation's most recent audited annual financial report (see next page for further details) and annual report (Chairperson's Report).

Grants to groups without legal status are limited to a total from all committees of no more than \$10,000 to any group in any financial year (the New Zealand Lottery Grants Board financial year is 1 July - 30 June.)

There are different financial reporting requirements depending on your organisation's legal status and application request.

ANNUAL ACCOUNTS

Annual accounts supplied in support of an application should be no older than 16 months at the time of the application closing date.

Applications for less than \$40,000

1. Applicants for amounts of less than \$40,000 where the group has been in existence for 16 months or more at the application closing date, are required to submit their most recent signed annual accounts.
2. Applicants for amounts of less than \$40,000 where the group has been in existence for less than 16 months at the application closing date are required to submit

(a) (i) the most recent Statement of Financial Performance, verified by a suitably qualified person¹

Note: For applications from groups that have only supplied a Statement of Financial Performance, the end date of the Statement should be no older than three months at the application closing date.

(ii) a bank statement less than one month old at the time of application,

(b) (i) a bank statement less than one month old at the time of application, if the group has not yet commenced operations.

Applications for \$40,000 and over

3. Applicants for amounts of \$40,000 or over, where the group has been in existence for 16 months or more at the application closing date, are required to submit their most recent signed annual accounts audited by a person who has recognised accounting qualifications.
4. Applicants for amounts of \$40,000 or over, where the group has been in existence for less than 16 months at the application closing date, are required to submit

(a) the most recent annual audited accounts, or

(b) (i) the most recent Statement of Financial Performance available, verified by a person with recognised accounting qualifications² and

Note: For applications from groups that have only supplied a Statement of Financial Performance, the end date of the Statement should be no older than three months at the application closing date.

(ii) a bank statement less than one month old at the time of application, or

(c) (i) a budget, verified by a person with recognised accounting qualifications, and

(ii) a bank statement less than one month old at the time of application

Receipt of Grant Funds

5. The receipt of grant funds must be acknowledged as a separate entry in the group's accounts, or in a note to the group's accounts, in the group's annual report and in any media publicity resulting from the grant.

1 A suitably qualified person is someone independent of the organisation and has reasonable knowledge of finance and accounting, for example is a bank manager or retired accountant or is a person who holds recognised accounting qualifications as listed below.

2 Recognised accounting qualifications means an accounting graduate (B.Com Accounting or equivalent), an Associate Chartered Accountant, Chartered Accountant or Accounting Technician or some other specified accounting or auditing qualification and experience.

SUBMITTING YOUR APPLICATION

The postal address for all documents associated with your application is

The Committee Coordinator
Lottery Community Facilities Fund
New Zealand Lottery Grants Board
Department of Internal Affairs
PO Box 805
WELLINGTON 6140

The street address for courier or personal delivery is

Lottery Community Facilities Fund
C/- Reception
Level One
Department of Internal Affairs
46 Waring Taylor Street
WELLINGTON

Applications must reach the above office by 4pm on the closing date, regardless of the method of delivery, if they are to be considered by the Committee at its next advertised meeting. Faxed application forms and/or accompanying documentation will not be accepted.

Applications will almost certainly be declined if

- they are received after the closing time on the closing date
- they are not filled out and completed on the designated Application Form
- the required supporting documentation has not been supplied within the timeframe set
- supporting documentation has not been signed and/or verified where required.