

# YOUR GUIDE TO COMPLETING AN APPLICATION FOR LOTTERY MARAE HERITAGE AND FACILITIES

## SOME GENERAL TIPS

Read the form right through before you begin filling it out.

Use a black ink pen to fill out the form as we have to photocopy it and black shows up better.

Answer all the questions. We may return any applications which are not complete. If you have difficulty with any of the questions, **ring our freephone 0800 824 824.**

Make sure you have included all the signatures required.

Only attach the support information we ask for.

Use as few staples as possible!

## OVERVIEW

Questions to give us a brief summary of you and your request

# QUESTION

A3. We need to be sure your organisation:

- is non-profit making
- is legally able to carry out the project. Your project needs to fall within the activities allowed in your legal documents, i.e. your constitution charter or Act of Parliament.. For example, if you plan to erect a building, your constitution charter must allow it, otherwise you need to change your constitution before making your application
- will be legally responsible for the money
- has arrangements in place to distribute assets if it winds up. This should be covered in your legal documents. The winding up clause should state that the assets remain available for community use and be owned by a non profit-making organisation.

A recognised legal status usually protects individual committee members from having to personally cover the organisation's debts. Only incorporated societies, registered charitable trusts and certain other bodies need to provide proof - see below.

### If you are a legal entity

Many legal bodies are registered with the Ministry of Economic Development and will have an identifying registration number. Enter this number in the space provided.

Please include with your application proof of your legal status as outlined on the next page.

A4. If you are GST registered all costs you quote in Section D must exclude GST. If your are not registered all costs you quote in Sction D must include GST.

## CONTINUED...

LEGAL STATUS	PROOF NEEDED
Māori Trust Board (established under the Māori Trust Boards Act 1955) and District Māori Council (established under the Māori Community Developments Act 1962)	No proof needed
Māori Committee or Māori Executive Committee, established under the Māori Community Development Act 1992	A letter from your District Māori Council confirming you are a Māori Association constituted under the Māori Community Developments Act 1962 *
Section 439 Trust, established under the Māori Affairs Act 1953	Copy of the complete Māori Land Court order, if you have not provided the Lottery Grants Board with one before *
Whenua Tōpū Trust, established under the Te Ture Whenua Act 1953	Copy of the complete Māori Land Court order, if you have not provided the Lottery Grants Board with one before *
Ahu Whenua Trust, established under the Te Ture Whenua Act 1953	Copy of the complete Māori Land Court order, if you have not provided the Lottery Grants Board with one before *
Incorporated society	Ministry of Economic Development Registration Number
Registered charitable trust	Ministry of Economic Development Registration Number
Anglican, Catholic, Methodist or Presbyterian Church of New Zealand	Covered by a special agreement with Lottery Grants Board. Anglican, Catholic and Presbyterian church groups must include a letter from the Anglican or Catholic Diocese, or Presbyterian Church's Board, approving the project



CONTINUED...

QUESTION

**No legal status**

If you do not have any legal status you may apply for a grant of up to a total maximum of \$5,000 from all Lottery committees in any one financial year.

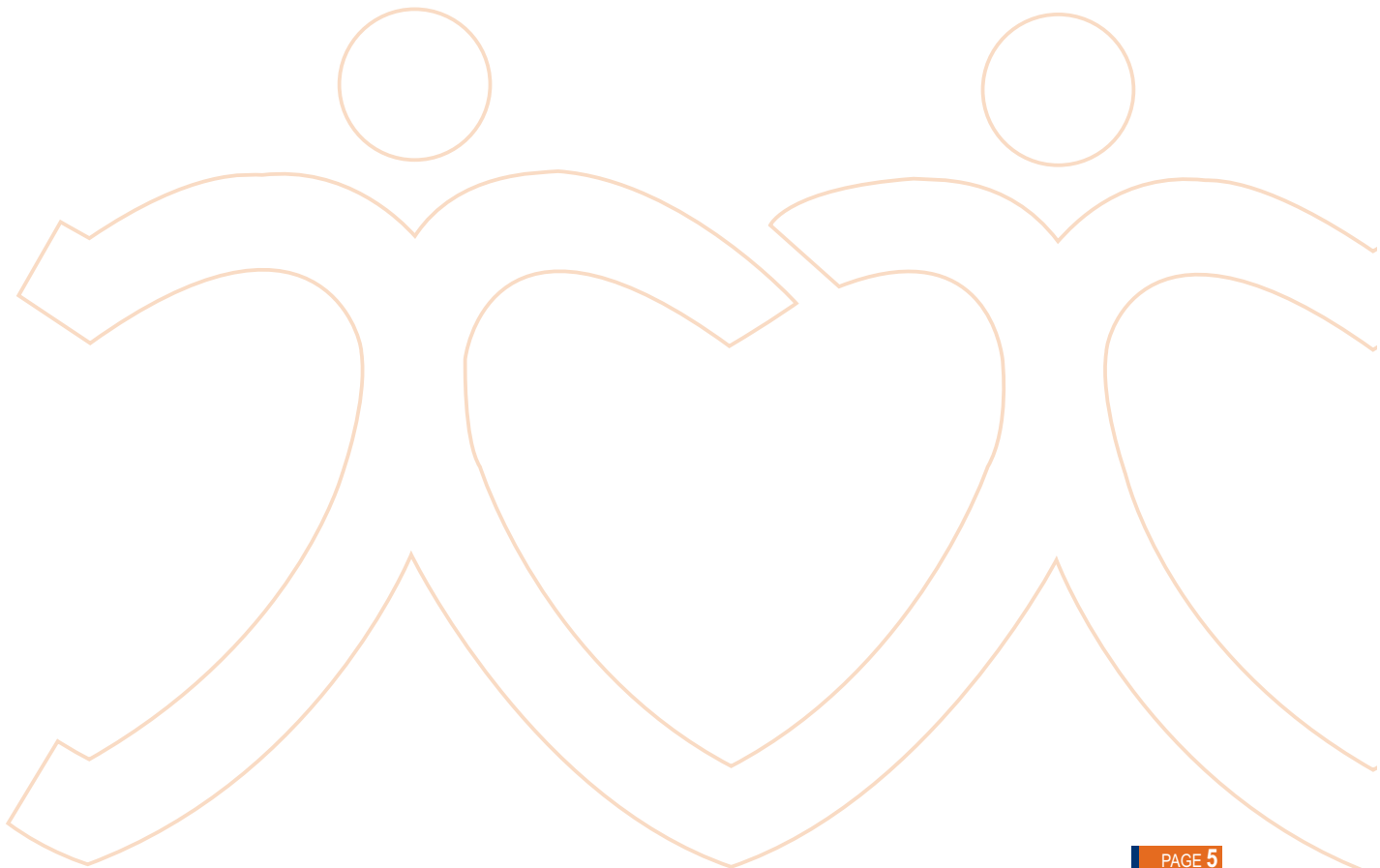
A5.

The main contact person must be someone from your organisation who can talk about this application with us in detail. The second contact is your back up and they also need to know about the application.

## ABOUT YOUR ORGANISATION

### Questions about your organisation

- B1. We need to know the people who hold the positions of responsibility in your organisation.
- B2. Historical background includes Iwi, Hapu, Whanau, names of wharenui, wharekai etc.



## ABOUT YOUR PROJECT

Questions about what you want funding for

# QUESTION

- Project Description**
- C1. Please briefly describe the project(s)/facility and give us some basic information about what is involved.
- C2. We need information so that we can report on where Lottery profits go. Include aspects such as age and gender.
- C3. The Marae Committee will need to have the approval of all the Marae Trustees for the project. You are required to provide evidence of their approval, this can be by way of minutes of the Trustees' meeting or a letter signed by all the Trustees that they approve of the project.
- C4. Attach at least two letters less than six months old that show community support for your project. These should be from people who are not directly involved with your group and should be about the project you want funding for i.e. mana whenua.
- Project Management**
- C9. Any capital works project for \$50,000 and over requires a Project Manager. Individuals appointed to this role cannot have another financial interest or benefit financially from involvement elsewhere in the project, i.e. The Project Manager may not be the supplier of goods and services to the building project as well. You will need to outline the suitability, qualifications and experience of this person to carry out the management of the project.
- Land and Project Location**
- C12. Please send us:
- Certificate of Title - proof you own the land
  - Gazette Notice - if it is Crown/Reserve land
  - Maori Land Court Order - if it is Maori land.



## PAST FINANCIAL INFORMATION - MINIMUM REQUIREMENTS

<b>Applying for \$5,000 or under</b>	<p><b>Groups that are not incorporated or have been incorporated for less than 16 months (at the closing date):</b> a bank statement less than 1 month old at the application closing date.</p> <p><b>Groups that have been incorporated for more than 16 months (at the closing date):</b> your most recent annual accounts* which must meet the requirements of your Constitution or Trust Deed. Groups that have been incorporated for less than 16 months (at the closing date): a year to date statement of income and expenditure. This DOES NOT need to be prepared by a suitably qualified person**.</p>
<b>Applying for \$5,001 to \$24,999</b>	<p><b>Groups that have been incorporated for more than 16 months (at the closing date):</b> your most recent annual accounts*</p> <p><i>EITHER</i></p> <ul style="list-style-type: none"><li>- audited and signed by an independent and suitably qualified person**</li></ul> <p><i>OR</i></p> <ul style="list-style-type: none"><li>- having undergone a Review Engagement performed by an independent and suitably qualified person**</li></ul> <p><i>OR</i></p> <ul style="list-style-type: none"><li>- prepared and signed by an Accounting Technician, Chartered Accountant (CA) or Associate Chartered Accountant (ACA).</li></ul> <p>NB: your accounts must meet the requirements of your Constitution or Trust Deed.</p>
<b>Applying for \$25,000 and over</b>	<p><b>Groups that have been incorporated for less than 16 months (at the closing date):</b> a year to date statement of income and expenditure. It DOES NOT need to be prepared by a suitably qualified person**.</p> <p>Groups that have been incorporated for more than 16 months (at the closing date): annual accounts* audited by a Chartered Accountant (CA) holding a Certificate of Public Practice</p>

### \* Age and date of accounts

Accounts must be no more than 16 months old at the application closing date. For example, if your balance date is 30 June 2001 and you are applying to an August 2001 meeting, then your 1999/2000 accounts are acceptable. However, if you are applying to November 2001 meeting then your year ended 2000/2001 accounts are required. The accounts must state the period covered and the auditor's qualification/s. In exceptional circumstances an application may be allowed to go forward with a written explanation from an organisation explaining why accounts which are over 16 months old are all that can be supplied.

### \*\* A suitably qualified person

A suitably qualified person is a: bank manager; accounting graduate; retired accountant; Accounting Technician; CA or ACA; or a person with specified or auditing experience (details must be provided).

## ABOUT THE FUNDS YOU ARE APPLYING FOR

### Questions about your existing and proposed funding

- About your project funds**
- D1. Please tell us:
- how much your total project will cost
  - how much you want from the Lottery Marae Heritage and Facilities Committee
  - how much you have to contribute to the project.
- D3. Tell us the total cost. You need to attach a detailed budget setting out your income and expenditure for the project.  
This needs to show the total costs with copies of quotes from contractors or suppliers.
- Tell us how much money you raised at the time of your application. This includes any grants or other money that has already been confirmed, such as local authority grants, grants from Trusts, etc., and the amounts. Please also list your own fundraising. This could include money from donations, subscriptions, other fundraising, loans, or debentures.

### About your organisation's finances

- D7. We are looking to see that you have planned to meet the future costs of the project or facility for expenses, such as providing for maintenance.
- D8. For example, the money you already hold may be needed to fund the running of your organisation or other projects.
- D9. We need the accounts to see accurately the financial position of your organisation and that you have proper systems in place. If your organisation is less than two years old, please provide an up-to-date statement of income and expenditure and copies of bank statements covering the last three months. If you are a new organisation, you can send us your proposed annual budget.

See table on left-hand page opposite.

### About your financial systems

- D13. Reports on spending could be in the form of monthly financial reports at committee meetings.



## ATTACHMENTS

### Additional information you need to supply with your application

In addition to the attachments explained in Section C you also need to check that you have attached the following before sending us your application:

- A copy of your current constitution or trust deed, and certificate of incorporation, or other proof of your legal status, if you have not provided these to us before (see A3).
- At least two recent letters of community support (see C3).
- Financial information - see requirements below:

#### Annual accounts

Annual accounts must be no more than 16 months old as at the application closing date. The accounts must say the period they cover and, where appropriate, include the auditor's qualifications. In exceptional circumstances we may accept accounts over 16 months old but you will need to tell us why this is all you can give us.

#### Current financial information

A statement of income and expenditure covering the period between the date of your organisation's last annual accounts and the time of completing the application. This statement can be prepared by the person who prepares the financial information or accounts within your organisation. You will need to include details of any new contingent liabilities which have arisen since the date of the annual accounts provided. (A contingent liability refers to a future event with an unknown outcome that is not part of the normal operation of the business. An example is a court case for the hearing of an employee's personal grievance).

#### Projected financial information

The application form asks for a budget for your project. If your project does not cover all aspects of your annual operation, the Committee requires a budget for your group's overall operation showing both income and expenditure. This should ideally cover the period for which you are applying for funding. However, if the timing of this application means that your group has not yet prepared its budget for this period, then the current budget that your group is working with will generally be acceptable. Groups applying for \$50,000 or more may be required to provide an independent opinion on the adequacy of the project from a Chartered Accountant (CA) holding a Certificate of Public Practice. You will be advised if this is required.

## CONTINUED...

**Past financial information****Applying for \$5,000 and under**

If you are not incorporated, or have been incorporated for less than 16 months as at the application closing date, you need to give us a bank statement no more than three months old (at the application closing date), and your most recent treasurer's report.

If you have been incorporated for over 16 months you need to give us your latest annual accounts, which must meet the requirements of your Constitution or Trust Deed.

**Applying for over \$5,000 and under \$25,000**

If you have been incorporated for less than 16 months as at the application closing date, you need to give us a statement of income and expenditure for the period you have been operating. Your treasurer can prepare this.

If you have been incorporated for over 16 months you need to give us your latest annual accounts, which must meet the requirements of your Constitution or Trust Deed. Your accounts must be:

- audited and signed by an independent and suitably qualified person (such as a bank manager, accounting graduate, retired accountant, accounting technician or someone with specified or auditing experience - details must be provided  
or
- have undergone a Review Engagement performed by an independent and suitably qualified person (as above)  
or
- be prepared and signed by an Accounting Technician (AT), Chartered Accountant (CA) or Associated Chartered Accountant (ACA).

**Applying for \$25,000 and over**

If you have been incorporated for more than 16 months you need to give us your latest annual accounts audited by a Chartered Accountant holding a Certificate of Public Practice.

## YOUR DECLARATION

Please make sure your application is signed by two people who have the authority to commit your organisation.

For Section 439 Trusts, at least two signatures must be those of current trustees.

For Anglican and Catholic church organisations, one signature must be that of the bishop of the diocese or an authorised diocesan officer.

Please check to see the application is signed before sending it to us. Unsigned applications will be returned to you and therefore may miss our next meeting.

