

## Fact Sheet – Donation Application Form

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### **Pub Charity Limited distributes proceeds from gaming machines situated in venues throughout New Zealand. Pub Charity Limited provides enduring community benefit through providing donations to grass root community organisations to make them more capable and sustainable, therefore making communities stronger.**

Thank you for your interest in applying for a donation with Pub Charity Limited. Please take some time to read this fact sheet before completing a Donation Application Form. It will explain why the questions on the form are being asked, and will help you understand why we require this information. The sections below provide an explanation for each of the questions in the form.

Pub Charity Limited receives requests from many organisations each year seeking support for worthwhile initiatives. We maintain guidelines against which each proposal is assessed, and applications which otherwise have great merit are not always able to be accommodated. It should be noted that applications matching Pub Charity Limited's criteria for selection may still be declined due to existing activities of a similar nature, other applications being considered at the same time or available funds constraints. Our Net Proceeds Committee (NPC) are final arbitrators and sole decision makers for all applications received.

#### **NAME OF APPLICANT ORGANISATION**

Pub Charity Limited requires this information to ensure that the entity applying for a donation is identified correctly.

#### **TYPE OF ORGANISATION**

We require knowing what type of legal structure the organisation is i.e. Non-Profit Charitable Trust, Incorporated Society, National, Regional or Local organisation.

#### **GST REGISTERED?**

All Donations provided by Pub Charity Limited are provided without GST. Pub Charity Limited requires to know if your organisation is GST registered. If it is registered, then please provide the GST Number of the organisation.

Organisations are not required to pay GST on receipt. For those organisations that are GST registered, donations received are to be treated as GST exempt/exclusive. The GST portion of invoices for expenses of the donation are able to be reclaimed from IRD. For those organisations not registered for GST, then the donation is treated as inclusive of GST with no claims made from IRD.

#### **CONTACT DETAILS**

Pub Charity Limited keeps accurate and up to date contact details of your organisation. This information will be used to contact you with regards to this application.

- a. Physical address of the organisation is used to identify the location of the community that your organisation serves. This address is used to identify what venue(s) serve that community and from what 'pot of money raised' is available for distribution. Those regional or national organisations are required to identify themselves in 'Type of Organisation' above.
- b. Mailing address is where all the correspondence is addressed. (Mail is delivered to email address by default if provided.) Please include your post codes. Pub Charity Limited accepts no responsibility for additional costs or delays in correspondence due to applicants not providing a post code.
- c. Email address is used where possible so as to speed up correspondence and reduce postage costs. If no email address is provided, correspondence will be mailed to mailing address above.
- d. Telephone numbers: Pub Charity Limited needs these numbers to contact the organisation incase of queries.
- e. Contact Person: Should any query over the application arise, Pub Charity Limited requires being able to talk to someone who knows about the application. A street address and phone number are also required.

## **PURPOSE**

A BRIEF description of what the donation is to be used for is required. This should be the same as the resolution purpose.

It is wise to be general. If the purpose is very specific, such as for the purchase of a 'tile roof' or for 'bus hire' and accountability information comes back showing a 'tin roof' or 'van hire' instead, there is a difference in the use of the donation, requiring you to return funds.

Additional information can be contained within the 'pitch document' expanding your description.

## **COST BREAKDOWN**

A detailed breakdown is required so Pub Charity Limited is able to fully understand the application. See 'Clear Cost Breakdown' below.

## **APPLIED TO OTHER ORGANISATIONS FOR SAME PURPOSE**

Pub Charity Limited requires to know if you have sought funds from other organisations for the same purpose, building a picture of what community support has been generated for this particular application.

It is important to realise that Pub Charity Limited will not support applications that are, for the want of a better description, 'double dipping'. That is when an application seeks more funds than what is required. The reasoning behind this is simply that, should a donation be made, unspent funds will be required to be returned. In the mean time, some other needy applicant will miss out.

## **AMOUNT REQUESTED**

The amount that you are actually requesting from Pub Charity Limited – in words and digits, just as you would when you write out a cheque. We do not accept wording such as 'any contribution'.

There is no such thing as the right time to apply, when there are more available funds than at other times. Pub Charity Limited encourages you to apply for what you need to get the 'job done'. To this end we encourage people to provide the whole project detail and the contribution required from Pub Charity Limited entered here.

## **CONSENT TO AUDIT**

The Department of Internal Affairs (DIA) and Pub Charity Limited may require additional information, an audit or an inspection of records. This section provides formal authority to Pub Charity Limited or the Department of Internal Affairs to undertake action if needed.

It is a formal consent requiring the Secretary or an executive member of the committee to sign and, if available, an impress of the common seal.

Pub Charity Limited seeks information as to what bar you obtained the application form for marketing reasons. Forms are available from our venues, web page or office. If you obtained the form from the internet, please write 'web page' or 'office'.

## **VERIFY SIGNATORIES**

Two signatories are required to verify the application information and accepting the legal requirements that come with the application such as public information of the application outcome, costs of audit, information release and obligations of accountability. These signatories are not to be taken lightly and independent legal advice should be sought should you be in any doubt. It is usual that the Chair and Secretary sign for the organisation.

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# **Putting an Application together**

## **BANK DEPOSIT SLIP**

A bank verified deposit slip is required so that we can deposit successful applications into the correct organisation's bank account. Pre-printed deposit slips are accepted however a bank verification of manual handwritten deposit slips are required. Please provide originals, preferably attached to the organisation resolution.

## **RESOLUTION**

A proper certified true and correct resolution is required from the organisation stating that the organisation seeks a donation from Pub Charity Limited for the stated purpose of the application.

It is important to Pub Charity Limited that the organisation's executive knows that the funds are being solicited from Pub Charity Limited and for what purpose they are sought.

## **An example of required resolution:**

It was agreed at the committee meeting held on the 1<sup>st</sup> of August 2006 of the Lakeside Writing Club to apply to PUB CHARITY LIMITED for a donation to cover the costs of a NEW COMPUTER

I certify that this is a true and correct record of a resolution passed at this meeting.



William Wordsworth  
Secretary  
Lakeside Writing Club

## PITCH DOCUMENT

This document is optional to include in your application. It gives a full overview of your application. It addresses all the aspects of the application in summary. It:

- provides clear information on the purpose of the application
- gives detailed profile of target audience
- briefly backgrounds your organisation, track record, credentials
- summarises how you are regarded by the public – your community support, media profile, public perception and support
- details the benefits of your purpose
- specifies how much money you require to accomplish the purpose and how much you need from Pub Charity Limited to make it happen – state GST inclusive and exclusive.

Seeking support does cost, no matter who you are approaching. Be sure to include in your costing any additional costs that maybe involved such as signage and printing costs.

The thought of fancy folders and flowery words are appreciated but are wasted upon us. As soon as we receive the application we rip it apart, sort it into order and write our notes all over it. You will understand the volume of applications we deal with is large (30% more than Lotto last year) and we operate lean and mean staff levels so speed reading becomes a second nature. Plain and simple is good.

### Meeting with Pub Charity Limited

No executive of Pub Charity Limited or any of its venue operators are involved with the NPC decision making. It is important to Pub Charity Limited that members of the NPC are not influenced in their decision making and therefore applicant meetings with NPC members are discouraged.

The Donations Team is located in Wellington and is happy to meet with community organisations to assist their understanding of the process and application requirements. Contact details are at the end of this document.

## CLEAR COST BREAKDOWN

Providing a **cost breakdown** is vital if you wish Pub Charity Limited to understand your application requirements. Below is a sample of a good cost breakdown:

Needs	Supplier 1 "Preferred Quote"	Cost	Supplier 2 "Competing Quote"	Cost
<b>Building materials</b>				
<b>Glass for windows</b>	Bob's Glass	\$500.00	Glass class	\$525.00
<b>Ceiling tiles</b>	AB1 Supplies	\$899.45	No other supplier in town	-
<b>Wall panels</b>	AB1 Supplies	\$1134.39	Floyd's Ltd	\$1325.00
<b>Painting</b>				
<b>Repainting</b>	D Hurst Ltd	\$1780.00	C Monet Ltd	\$1920.00
<b>Drapes</b>				
<b>Curtains</b>	Curtain Call	\$850.00	Kurt's-Curtains	\$915.00
<b>Furnishings</b>				
<b>Desks</b>	Silver Furniture	\$786.21	No other supplier in town	-
<b>Chairs</b>	Silver Furniture	\$468.24	No other supplier in town	-
<b>Total request</b>		\$5418.29		

## QUOTES

Applications need to have quotes enabling proof of costs which:

- total or exceed the amount requested on the application
- are addressed to your organisation (unless they are from a brochure)
- are less than 3 months old at the time of applying
- clearly show the name and address of the intended supplier
- are not in email format
- are 'Quotes' rather than 'invoices' or 'estimates'.

Pub Charity Limited also requires an application to have competing quotes for the goods or services applied for. To help Pub Charity Limited identify which quotes you prefer, please write "Preferred Quote" or "Competing Quote" at the top of each quote. If you can't find another supplier for the items you need, please explain this in a pitch document (above).

## LEGAL STRUCTURE

Legal structure of the entity is important to enable a full understanding of the organisation, its purpose, etc.

For an incorporated organisation, a certificate of incorporation is required (download from companies office web page), copy of Charities Commission certificate, Charitable status from IRD, copy of Deed of Trust, etc.

Alternatively, proof of **affiliation to an incorporated society** could be registration details or a letter from the relevant national or regional body, copy of registration invoice also showing amount paid within financial accounts.

## FINANCIAL ACCOUNTS

Pub Charity Limited prefers to view audited financial accounts. There are four levels of 'audit' available and depending on the scale of the organisation applying, depends upon the audit – and associated costs. Pub Charity Limited seeks verification from the auditor that appropriate systems of accountability are in place. Financials accounts will include a Performance Report, Position Report and Cash Flow Statement.

If your organisation does not have these you should provide your treasurer's financial records. If you cannot provide a treasurer's report then provide a series of bank statement showing the financial activity over the last 6 months or so. NB: if you do not have audited accounts please make sure you indicate this when you send in either of the alternatives.

Organisations that have not been operating for twelve months are required to have a budget and actual in comparison to budget to provide Pub Charity Limited with an appreciation of operations of the organisation.

Pub Charity Limited expects that revenue will itemise grants received, thus identifying Pub Charity Limited has provided a donation in the past, itemised within accounts provided.

## PHOTOCOPY

Remember to keep a copy of everything you send in to Pub Charity Limited. Pub Charity Limited must retain all information for DIA audit reference at a later date.

**We do not return applications and we do not provide copies of applications.**

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# The Application Process

## TIMING

Applications for funds already spent prior to consideration are treated as 'retrospective'. That is, applications for a donation are for funds that have not been spent. Pub Charity Limited operates that applications will be considered as at NPC Meeting Date – not the date of receipt like some other funding organisations.

Pub Charity Limited publishes forthcoming application deadlines online at [www.pubcharitylimited.org.nz](http://www.pubcharitylimited.org.nz). Pub Charity Limited meets at least four times a year to consider applications. This schedule assists organisations to plan ahead.

It is important that applications are received well in advance of cut-off dates in case there are any queries that need to be obtained or information provided. Those applications that are rushed at the last minute either are held over to the next cycle due to being incomplete or are put through 'as is', competing with applications fully reviewed. It is in your best interest to allow plenty of time and get your applications in at the beginning of the collection period as opposed to close to cut off date.

## ASSESSMENT / REVIEW

Your application is reviewed for completeness, then recorded and filed to be put forward to the next NPC meeting. You maybe contacted for more information or clarification by Pub Charity Limited Donation staff.

A one page summary of the application documentation, the history of the applicant and assessment findings is produced for the NPC.

## NET PROCEEDS COMMITTEE

The NPC meets at least four times a year and considers all applications placed before it. Applications are considered by the NPC member allocated to that specific community. The member lives within the general area and is charged with the responsibility of knowing what is happening within the communities allocated. The available funding is collated and compared to applications.

## NOTIFICATION OF OUTCOMES

Outcomes from the meeting are advised directly to the applicant following the week of the meeting.

Applications that are declined will be advised of the reason for the application being declined. The NPC details the specific reason for declining any application and consider it vital that this is communicated to the applicant.

Applications that are approved are notified at the same time. Payments are Direct Debited straight to the bank account provided.

Outcomes from the cycle are posted online at [www.pubcharitylimited.org.nz](http://www.pubcharitylimited.org.nz) and also published six monthly in national newspapers.

## Complaints

If you feel that the NPC has made a mistake, you are able to complain via our complaints process. This is where decisions are reviewed by our NPC. You are required to request a review of your application in writing<sup>1</sup> providing detailed reasoning as to why you are requesting a review. This is a formal and complex process. You will receive direct communication from the NPC regarding the outcome of the review.

## ACKNOWLEDGEMENT

Pub Charity Limited provides donations (not sponsorship) and therefore provides donations with 'no strings' attached. Pub Charity Limited does aim however to inform the wider community of its support of your organisation, especially:

- so that local authorities are aware of organisations it helps, and
- so that other local organisation are aware of Pub Charity Limited donations.

It is also important to us that our venues know who they have assisted.

To enable the wider community to be aware requires your organisation to promote its benefits to the community. Your acknowledgment of Pub Charity Limited within your own organisation simply promotes the fact that Pub Charity was able to support your organisation. Our logo is available for insertion in Annual accounts, signage, etc.

Refer: [www.pubcharitylimited.org.nz](http://www.pubcharitylimited.org.nz)

Contact: [info@pubcharitylimited.org.nz](mailto:info@pubcharitylimited.org.nz)

Acknowledgment of the donation is important from your organisation's perspective as a fund seeker. If your organisation wishes to be able to obtain future funds through the gaming industry (not just Pub Charity Limited) then policy makers such as central and local governments need to be convinced that the gaming industry provides 'more good than harm'. They need to know that the wider community benefits from your services and that Pub Charity Limited's involvement assisted in you being able to provide this service. In addition, local venue operators need to be aware that the money they have raised is going to good community causes so that they will stay with Pub Charity Limited and not move to another gaming organisation that may not be so happy to support your organisation.

Pub Charity Limited's expectation is that your organisation will:

1. Itemise Pub Charity Limited donation within the revenue section of your Annual Accounts.
2. At least verbally acknowledge Pub Charity Limited's contribution to your organisation to your members and to the wider community – Pub Charity Limited target key stakeholders as:
  - a. other local organisations and community at large – to ensure they are aware funds are available for them to apply for,
  - b. politicians at central and local government level – enabling them to be aware of what is happening within their constituent and
  - c. local venue operators – enabling them to know the actual effect of their hard work within the community.
3. Encourage organisation membership to make a submission (what ever the opinion) to your local council Gambling Policy Review<sup>2</sup> when council call for submissions.

We attempt to keep [www.pubcharitylimited.org.nz](http://www.pubcharitylimited.org.nz) updated with ideas that may help you.

<sup>1</sup> A letter addressed to Donations Team, Pub Charity Limited, 190 Taranaki St., P O Box 27-009, Wellington or email: [info@pubcharitylimited.org.nz](mailto:info@pubcharitylimited.org.nz)

<sup>2</sup> Local Councils are required to undertake Gambling Policy Reviews, initially every three years and then 'as required'. This is where councils decide the number of machines allowed to operate and where in the community that machines are able to operate.

**ACCOUNTABILITY**

Pub Charity Limited requires an accountability report<sup>3</sup> showing that donations allocated have been spent on the purpose that they were intended for within three months of payment. This report requires invoices showing the purpose of expenditure and bank statements showing the purpose of expenditure and bank statements showing the invoice paid (dated after the donation was received). Any unspent funds are required to be returned.

In addition we ask for optional information with regard to your evaluation of the outcome from the donation for your organisation and the community. This feedback information is used by Pub Charity Limited for learning and publicity. Any photographs or memorabilia are most welcome so that we are able to share with our stakeholders.

Electronic pictures (greater than 1 meg) can be sent to email: [info@pubcharitylimited.org.nz](mailto:info@pubcharitylimited.org.nz)

**QUERIES**

Please contact:

Donations Team  
Pub Charity Limited  
190 Taranaki Street  
P O Box 27-009  
WELLINGTON

Ph: 04-385-6100

Fax: 04-384-1630

Email: [info@pubcharitylimited.org.nz](mailto:info@pubcharitylimited.org.nz)