

NET PROCEEDS COMMITTEE GRANT FUNDING POLICY AND PROCEDURES

Application

Grant Applicants, and the Net Proceeds Committee and Grant Administrators of Pub Charity Limited

Purpose

To provide grant applicants with a clear and transparent framework of how to apply to Pub Charity Limited (PCL) for a grant, and how applications to PCL are received and processed. It includes the applicable statutory and regulatory obligations, and the decision-making policies set by the PCL Board for its Net Proceeds Committee (NPC).

To support the PCL Net Proceeds Committee and Grants Administrators in processing grant applications and allocating grant funding.

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POLICY

1. Pub Charity Limited's purpose is to raise and distribute funds for Authorised Purposes (see page 4), and to provide an enduring benefit to the host communities where those funds are raised.
2. Applicant organisations should be an incorporated society or affiliated to one and operating as a charity or not for profit company. The applicant and its members should be the immediate beneficiary of the grant application.
3. In support of an application PCL requires contemporary and verified financial information from the applicant including financial management reports, and up to date and where applicable competitive quotes for the goods and services to be funded.
4. PCL does not fund start-up organisations.
5. PCL will decline applications where an applicant has outstanding accountabilities from a previously approved grant or has an outstanding application with another funder for the same Authorised Purpose [Double-dipping]¹.
6. All decisions to allocate PCL net proceeds are at the sole discretion of the PCL NPC whether or not the application meets any or all PCL policies and criteria. Reasons for partial funding or declining an application will be notified to the applicant.
7. PCL sets aside Net Proceeds Funds raised within each Territorial Licensing Authority (TLA) boundary that operates PCL gaming machines and prioritises in the first instance applications that benefit the local communities that host PCL gaming machines within that TLA. To find out if we have any venues in your area, [click here](#). Because our goal is to support the local communities where the funds are raised, even within a council area applications have a greater chance of being successful if they are in or near the suburb(s) or towns(s) where our venues are located.
8. All successful, partially successful and declined grant outcomes will be published on PCL's website within 30 days of decisions, or at intervals of no more than 6 months.
9. The PCL NPC will convene not less than 4 times and not more than 11 times per year. Applications will be made via the PCL Website Grant portal. Dates of NPC meetings and applicable cut-off dates for submitting applications will be posted on the PCL website.
10. To be considered applications must be complete, i.e. contain all the required up to date information detailed in the online application form. Applications must comply with the applicable regulations, and PCL policies and criteria.
11. PCL reserves the right to cancel and remove incomplete or expired applications.
12. Grants will **not be approved** in any circumstances for overseas travel, retrospective funding, alcohol, or for the sole benefit of an individual person.
13. While there are no limits on the number of applications an organisation can make over a 12-month period, in the interests of fairness to others, a stay may be applied on subsequent approvals for up to 4 months after a successful application.
14. All grant recipients must spend any approved grant on the specific Authorised Purpose applied for and must provide all required proof of expenditure within the specified timeframe.
15. Any failure to spend a PCL grant on the specific approved Authorised Purpose, or failure to provide complete accountabilities for an allocated grant, will result in PCL seeking a refund of part or all of the grant provided.

1. Double dipping does not suggest the applicant is acting unlawfully or improperly. However, PCL has no ability to verify other applications

RELATED PROCEDURES

Grant Accountabilities

1. The following documentation is required to satisfy the accountability process following a successful grant application:
 - a. Tax Invoice(s)
 - b. Payroll (Confidential)
 - c. Bank Statement
 - d. Evidence of the payment reflecting supplier bank details
 - e. Declaration, if required by the NPC or GM: Finance & Grants
 - f. Any other documentation requested by the Auditor.
2. PCL may request underspent grants or grants diverted to another purpose not originally approved.
3. Extensions on grants exceeding a period of 12 months require the approval of the Net Proceeds Committee.
4. Grant Auditors can only accept accountability for service periods allowed and any request for changing these service dates requires approval from the NPC
5. Approval to write off outstanding grants requires approval from the NPC. The applicant's account will be placed in suspense until such time the accountability is resolved.
6. Where grant accountability has not been submitted after an extended period, PCL may request a refund and further submit an application to Debt Collection, if the refund is not actioned by the applicant.

Complaints Process

If you wish to make a complaint, please outline your complaint in writing and, if your complaint is about a declined application, please state that you would like the decision to be reviewed and why you think the decision is incorrect.

You will be advised of the outcome following a review of the complaint.



COMPLAINTS SHOULD BE SENT TO:

Complaints
Pub Charity Limited
PO Box 27-009
WELLINGTON 6141

complaints@pubcharity.nz

PUB CHARITY LIMITED AUTHORISED PURPOSE

Grants must be for an Authorised Purpose. The following constitute Authorised Purposes for grants under Pub Charity Limited's constitution:

- (a) any purpose which for the time being constitutes a charitable purpose in New Zealand, including, without limitation:
 - (i) the advancement of education;
 - (ii) the promotion of scientific research and learning;
 - (iii) the promotion and support of the relief of poverty, including physical welfare;
 - (iv) the promotion and support of other purposes beneficial to the community, including literature and the arts;
- (b) the promotion and support of all codes of amateur sport
- (c) a non-commercial purpose that is beneficial to the whole or a section of the community.

PUB CHARITY LIMITED GRANTS CRITERIA

1. All applications must meet the Department of Internal Affairs' criteria and the definition of Authorised Purposes in the Gambling Act 2003.
2. All approved applications must be consistent with and be in accordance with the Authorised Purposes outlined in the constitution of Pub Charity Limited.
3. All applicants shall be non-profit organisations correctly incorporated either as charitable organisations or other associations promoting charitable purposes or amateur sport, and shall have a valid constitution and a set of rules and provide credible financial statements.
4. All funds applied for shall be for expenditure consistent with and in accordance with the Authorised Purposes outlined in the constitution of Pub Charity Limited and for purposes in New Zealand.
5. Generally, grants paid should provide some enduring or demonstrable community benefit. As an example, this may be asset or facilities funding or contributing towards community or sports development projects.
6. In most instances applications for salaries and wages, catering, operating costs, and certain vehicles will not be supported.
7. Applications shall not be approved where the applicant is not the beneficiary.
8. Applications may not be considered where the applicant operates their own gaming machines.
9. Applications for property maintenance or purchase costs will be required to have supporting information as to the tenure or ownership of the relevant property.
10. Generally, funds will be applied and distributed in the area (typically defined by territorial local authority boundaries or in some cases the local area or district in which the venue is located) from which they were generated.

PUB CHARITY LIMITED GRANTS CRITERIA (CONTINUED)

11. The NPC may, in their discretion, apply and distribute funds generated from one area into another area where it is considered that there is a community of interest between the two areas. Further, the NPC may, in their discretion, apply and distribute funds available to national or regional societies, agencies, or any other causes.
12. Applications will need to be within one of the following generic grant distribution groups:
 - (i) a community/ welfare group/organisation;
 - (ii) education (including pre-school, kindergartens, playgroups, Ngā kōhanga reo);
 - (iii) fire brigade, ambulance, lifesaving;
 - (iv) health, and health related purposes;
 - (v) youth;
 - (vi) community sport.
13. To comply with the Gambling (Class 4 Net Proceeds) Regulations R16(e) promulgated by the Department of Internal Affairs there is a prohibition for grant money to be approved for expenditure that has been incurred prior to the application being considered (i.e. retrospective payments).
14. PCL cannot fund any purpose considered by the Department of Internal Affairs to be a 'non-authorized' purpose
15. The Pub Charity NPC are the final arbitrators as to the success or otherwise of any grant application irrespective of such application meeting all or any of the published Authorised Purpose and/or grant funding criteria.
16. Applications from an applicant with outstanding accountabilities from a previous Pub Charity Limited grant will not be put forward for consideration.

RESOLUTION

A grant application must be accompanied by a properly worded resolution from your organisation.

The resolution must:

- be specific about what you are going to use the funding for
- mention Pub Charity Limited
- show the amount of funding you are applying for
- be dated no more than 3 months before the date you submitted your application
- be signed by your secretary or another executive committee member.

Example of a Properly Worded Resolution

It was agreed at the committee meeting held on the 1st of August 2026 of the Lakeside Writing Club to apply to Pub Charity Limited for a Grant of \$1,500.00 to cover the costs of a **new computer**.

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

W Wordsworth

William Wordsworth
Secretary, Lakeside Writing Club

DECLARATION

A grant application must be accompanied by a Declaration signed by at least two executive members of your organisation.

The declaration must be on your organisation's letterhead.

The declaration includes the following undertakings.

We (the undersigned) declare, to the best of our knowledge, that:

1. [insert name of person completing online application] has the authority to make this application on our organisation's behalf.
2. All the information presented in this application about the applicant organisation and the specific proposal/project for which grant funds are requested is true and correct.
3. This application has not been completed by the venue manager or any person who has any ownership interest in a Pub Charity Limited venue that hosts gaming machines ("a Key Person" for the purposes of the Gambling Act 2003).
4. If our application is successful, the person or people who decide how the grant money is spent will not be the venue manager or any person who has any ownership interest in a Pub Charity Limited venue that hosts gaming machines ("a Key Person" for the purposes of the Gambling Act 2003).
5. If our application is successful, a check will be undertaken, and no payment will be made from the grant money to the venue manager or any person who has any ownership interest in a Pub Charity Limited venue that hosts gaming machines ("a Key Person" for the purposes of the Gambling Act 2003) for any goods or service.
6. No officer of the applicant organisation, including the person completing this application, is a member or employee of the organisation providing the services or goods for which funding is sought.
7. This application includes complete information relating to other sources of funding that our organisation has received, been pledged, applied for, or intends for future application for this project.
8. All prices and quotes included in this application represent the actual costs that will be incurred by our organisation.
9. We have read, understood and will comply with the full terms and conditions, including Pub Charity Limited's accountability and audit requirements, relating to the online application for which this declaration is submitted. We also agree to participate in, at our organisation's own expense, any inspection or audit by the Department of Internal Affairs if the Department so requests.
10. We have the authority to sign this declaration on behalf of the applicant organisation.

GRANT APPLICATION DECLINE CODES

Pub Charity Limited is required to provide grant applicants, where applicable, with the reason for a partial funding or decline decision.

The following is a schedule of the current reasons for a decline or partial funding of a grant application:

- A** There are no Pub Charity Limited gaming machines operating in your local community or another corporate society is operating gaming machines
- B** Funds available exceeded in your local community area
- C** Grants criteria exclude in most instances grants for salaries, operating costs, certain vehicles, and catering
- D** Overseas expenditure included in application
- E** Includes retrospective costs
- F** Applicant appears to be double dipping
- G** Does not fully comply with our grants criteria – holds sufficient funds to meet purpose applied for
- H** Does not fully comply with our grants criteria – new startup entity with limited financials
- I** Applicant is not the final beneficiary
- J** Applicant has supplied incomplete or inadequate information
- K** Funds for this purpose are fully subscribed
- L** Applicant has recently benefited from Pub Charity funding
- M** It is the NPC’s discretion to partially fund this application
- N** The NPC chose to support other organisations in this funding round
- O** Amount approved is exclusive of GST
- P** Unique to specific application
- Q** Applicant has a failed or incomplete audit from a previous application
- R** Purpose applied for is considered by the Department of Internal Affairs to be a ‘non-authorized’ purpose
- Y** Full Approval

POLICY MANAGEMENT CONTROL

Owner: GM: Grants & Finance

Content manager: Team Leader, Grants

Approved by: PCL NPC Chair

Approval date: 23 October 2024

Review date: 22 October 2025



MORE INFORMATION:

More information about our grant policies and criteria can be found at:
www.pubcharitylimited.org.nz/grants/policies-and-criteria/