

**MAINLAND  
FOUNDATION**  
*Proud to Support Our Community*

**GRANT APPLICATION GUIDELINES**

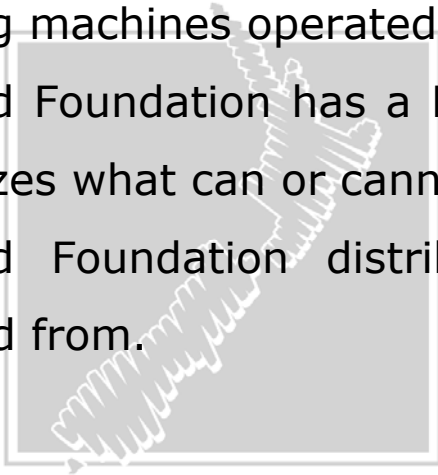
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## About The Mainland Foundation

- Mainland Foundation distributes funding to the communities from the proceeds of gaming machines operated at its sites.
- Mainland Foundation has a DIA approved "Authorised Purpose Statement" this summarizes what can or cannot be funded.
- Mainland Foundation distributes funds back into the area where it was generated from.



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## How to apply to Mainland Foundation - Preparation?

- Identify the items, purpose you want to apply for
- Check the website of Mainland Foundation (<http://www.mainlandfoundation.co.nz/information-about-us-and-our-venues>) and identify which ones you want to apply for:
  - Check the nearest venue to you
  - Check that the purpose that you wish to apply for is within the Mainland Foundation's Authorised purpose
  - Download the Application Form (<http://www.mainlandfoundation.co.nz/applications-received>)
- Make sure that on your Meeting **Minutes** are kept when discussing the proposed application.

## Tips:

***LARGER PROJECTS (\$15,000 or more): It is highly recommended to contact the Foundation (0800 624 652) and organise an appointment to present the project that you need funding for.***

## **What needs to be included with an Application?**

1. **Resolution** - see next chapter
2. **Bank Deposit Slip** – if you don't have printed the bank can certify it.
3. At least **2 different** (competitive) **quotes** for each item
4. Job Description and **signed Employment Agreement** indicating the salary or Contract, if you apply for wages, salaries.
5. **Audited Financial accounts**
6. **Certificate of Incorporation**
7. **Proof of Affiliation**
8. **GST number** if you are GST registered
9. **Signed Application form** (2 signatures: Secretary and an Executive Member)
10. If there are more items, **a detailed Cost Breakdown**

## What's the Resolution?

The resolution is an extract from the meeting minutes of your club. You should print this on your organisation's letterhead.

### Example:

Resolved that a request be made to the ***Mainland Foundation*** for funding for ·  
**the amount of \$ xxxx ·** to be used for the **purpose of xxxxxxxxxxxxxx**

I certify that the above is a true and correct copy of a resolution of the  
**committee of yyyyyyyyyyyy**

**Dated: dd/mmm/yyyy**

**Secretary: xxxxxxxx yyyyyy**

## Example Cost Breakdown

Item	Preferred Supplier	Competitive Supplier	Request
20 x T-Shirt	Cant. Teamwear \$ 2,545.00	Rebel Sport \$ 2,867.00	<b>\$ 2,500.00</b>
30 x Balls	Cant. Teamwear \$ 785.00	Rebel Sport \$ 844.00	<b>\$ 750.00</b>
12 x Caps	Cant. Teamwear \$ 212.00	Rebel Sport \$ 315.00	<b>\$ 200.00</b>
Airfares	Air NZ \$ 3,450.00	Qantas \$ 3,600.00	<b>\$ 3,450.00</b>
Accommodation	Highway Motel \$ 210.00	Green Motel \$ 215.00	<b>\$ 200.00</b>
<b>Total</b>			
<b>Exc:</b>	\$ 7,202.00	\$ 7,841.00	<b>\$ 7,100.00</b>

## After the successful application – Accountability

### Most Important:

- *Make sure that you return the required accountability documentation within the required timeframe. (3 months)*

### What to provide?

1. **Invoices** supported with **bank statements** or Receipts
2. Mainland Foundation has its own **Donation Receipt** (that states you received the funds). Please have this signed and returned
3. If there are more items, provide a clear **cost breakdown summary** GST exclusive, if you are GST registered
4. If you haven't spent all the funds provided, you need to return the residual amount to us.



## **Tips:**

- ***If you cannot provide the documentation, don't forget to contact the Mainland Foundation to ask for an extension.***
- ***If you choose a different supplier or any of the circumstances have changed since you applied, definitely contact the Mainland Foundation to discuss changes.***
- ***Make sure that all receipts are dated after the application has been approved because Mainland Foundation cannot fund anything retrospective.***



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## Accountability Example

**Grant Number: #**

**Date approved**

15/02/2008

**Amount approved:**      \$    5,000.00

<b>Item applied for</b>	<b>Supplier</b>		<b>Cheque #</b>
Van Hire	Johnstone	\$ 2,500.00	3256
Venue Hire	Council	\$ 1,220.00	3257
30 x Balls	Rebel Sport	\$ 1,570.00	3260
<b>Total GST Exc:</b>		<b>\$ 5,290.00</b>	

### What copies do you need to keep?

- Make sure you keep a copy of the whole application
- Make sure you keep a copy of the original invoices, receipts

## FAQ

### **1. How often does Mainland Foundation have a meeting?**

Generally Mainland Foundation has a meeting at least once a month. You can check the meeting dates on the website (<http://www.mainlandfoundation.co.nz/meeting-dates>). The website is constantly updated.

You need to make sure that you submit your application at least a couple of weeks before a meeting if you want to make it sure that it will be considered.

### **2. What if the application gets declined?**

Quite often Mainland Foundation receives a lot of applications and has limited money to give away. If there is no specific reason (such as the purpose you applied for is not within their authorized purpose, etc.) you can reapply. It is recommended to create a proposal that can be presented by the organisation to the Board Members of the Mainland Foundation.

### **3.Can I change the supplier that I originally provided?**

You can change the suppliers as long as the stated purpose remains the same. It is recommended that you attach a cover letter when supplying the accountability and explain the change (cheaper, cancelled, etc)

### **4.Can I change the purpose that I originally applied for?**

Generally it is a BIG NO. There are some situations though (like travel, when the flight was cancelled, accommodation was full, etc.) when circumstances change radically but the end purpose remains the same. *Such as you wanted to take part on a Tournament and you applied for airfares but the flights were cancelled due to bad weather so you drove to the event.* In such cases ASAP you should contact the Mainland Foundation and explain the situation in writing.

### **5.What if I haven't spent all the money that I was granted?**

If you manage to find a cheaper supplier or you get a discount, etc. you should always return the difference between the grant donated and money spent!

## CONTACT DETAILS

### We are available by:

Telephone: 03-366-7426

Fax: 03-366-7425

Free phone: 0800-624-652 (0800-MAINLAND)

Email: [info@mainlandfoundation.co.nz](mailto:info@mainlandfoundation.co.nz)

### If you are using the mail:

PO Box 1982  
CHRISTCHURCH

MAINLAND  
FOUNDATION

### And if you want to visit us we are located at:

1st Floor, Broadway

62 Riccarton Road  
CHRISTCHURCH