



General Information Sheet

NEW ZEALAND LOTTERY GRANTS BOARD

Te Puna Tahua

Before you apply for funding, please read this information, together with the specific Information Sheet of the Lottery Committee to which you are applying. This will help you to get a full overview of what we fund, whether you or your group are eligible to apply, how to submit an application, and your responsibilities should you, or your group, receive a grant.

WHY WE ARE HERE

The New Zealand Lottery Grants Board is governed by the Gambling Act 2003. Its purpose is to benefit the New Zealand community by distributing the profits from state lotteries run by the New Zealand Lotteries Commission. It does this through a system of distribution agencies and committees that support a wide range of community purposes.

Lottery grants may be given for projects that contribute to the building of strong sustainable communities enabling them to be self-reliant; to build their ability and to ensure their stability, to create opportunities for social, civil or cultural participation, to reduce or overcome barriers to such participation, and to encourage community or environmental health.

The Department of Internal Affairs' Local Government and Community Branch administers the New Zealand Lottery Grants Board and its lottery distribution committees. There are advisors to assist applicants in 16 regional offices and the National Office in Wellington.

MISSION/TE WHAKATAKANGA

To ensure empowered communities, community well-being and a sense of nationhood; and to ensure Treaty of Waitangi obligations are fulfilled.

KAUPAPA

The New Zealand Lottery Grants Board recognises the aspirations and needs of Māori, and their protocols.

E whakatau ana Te Puna Tahua i ngā wawata me ngā hiahia o te iwi Māori, me ō rātou tikanga.

WHAT WE FUND

Each year the New Zealand Lottery Grants Board allocates at least 42% of the lottery profits it receives to three statutory bodies (Sport and Recreation New Zealand, Creative New Zealand, and the New Zealand Film Commission). The remaining profits are allocated to 18 lottery distribution committees and subcommittees, each with a specific funding focus (Lottery National Community and 11 Regional Community Committees, Environment and Heritage, Health Research, Individuals with Disabilities, Marae Heritage and Facilities, Outdoor Safety, and Pacific Provider Development). Information sheets outlining these committees and their funding criteria are available from the Department of Internal Affairs website, www.dia.govt.nz. You can also apply for lottery grants online at www.cdgo.govt.nz.

The Gambling Act 2003 (under which the Lottery Grants Board and its committees operate) requires that consideration of applications take into account the needs of Māori. Distribution Committees must also, as appropriate, have regard to the needs of older people; Pacific people and other ethnic communities; women; youth; and people with disabilities. Although all eligible applications will be considered, an application is more likely to succeed if it addresses the needs of one or more of these priority groups.

New initiatives

New initiatives are encouraged. It is suggested, however, that new lottery applicants, and applicants seeking funding for new projects or initiatives, apply initially for eligible purposes other than salaries. Salaries are more likely to be granted to ongoing projects, once a programme has proven benefit and established itself in the community. New groups, that have not received lottery funding before, are also less likely to be granted large amounts.

Ongoing and one-off projects

Projects of a one-off, short-term nature and those that are ongoing are welcome. Please note though that if a lottery committee decides to support a project in any particular year, it should not be regarded as an ongoing commitment or obligation to provide funding in any subsequent year.

WHAT WE DON'T FUND

The demands on lottery funds are far greater than the amount available for distribution. Therefore, the New Zealand Lottery Grants Board has excluded some types of projects from receiving funding from all lottery distribution committees. They are:

- overseas aid and disaster relief
- alcohol and drug treatment, education and support services
- medical expenses, operations and treatment
- the purchase of major items of health equipment
- vehicles - except as set out in the policy statement of the Lottery Community Individuals with Disabilities Subcommittee
- capital investment or trust funds
- individuals - with the exception of applicants to the Lottery Community Individuals with Disabilities Subcommittee, Lottery Minister's Discretionary Fund and Lottery Health Research
- services or projects that are considered to be the responsibility of local or central government, or other funding bodies – this includes other lottery distribution committees, sport and recreation (Sport and Recreation New Zealand), arts projects (Creative New Zealand) and film projects (the New Zealand Film Commission)
- retrospective funding for projects or items completed or acquired before the committee's application closing date (please note, that for the Lottery Community and Lottery Environment and Heritage committees, retrospective funding refers to projects or items completed before the committee meeting date. From 1 July 2006 all committees will use the application closing date as the cut-off point for retrospective funding)
- debt repayment, refinancing of existing loans, deposits, or underwriting projects
- projects seeking to promote commercial, political or religious objectives, including political advocacy projects, employment and/or business initiatives, and commercial enterprises

- fund-raisers and projects which seek to raise funds in or for a specific sector, or which provide training for fund-raisers
- projects which seek to redistribute, at their own discretion, funds to recipients.

The following areas are excluded from receiving funding from all distribution committees except the Lottery Minister's Discretionary Fund:

- volunteer fire-fighting services
- overseas travel
- animal welfare.

HOW WE ASSESS YOUR APPLICATION

The lottery distribution committees are discretionary funding bodies that take the following factors into account when considering applications:

- whether the application complies with the New Zealand Lottery Grants Board's general policies, the committee's policies, and whether it would contribute to the achievement of the Board's and the committee's desired outcomes.
- the applicant's level of compliance with the approved purposes, terms and conditions of any previous lottery grant, and the outcome achieved through the expenditure of that grant
- an assessment of the merits of the project, the need for it, and the extent to which the community would benefit
- the extent to which the community supports an application
- an assessment of the organisation's ability to achieve the project – in particular, the adequacy of its structures (for example, experienced and well-organised voluntary or paid staff, effective networks, access to all necessary equipment and other resources), its financial and management practices, and accountability compliance on past projects
- the financial situation of the group (see the Financial Information Requirements Section)
- any independent assessment or comment obtained from relevant government or community agencies
- past precedents for funding such applications and any precedents that would be set by funding a particular application
- other sources of funding available and the applicant's fund-raising capabilities
- compliance with all relevant legislative requirements and standards of good safe practice.

From 1 July 2006, to be eligible, applications for projects requiring building or resource consents must have the necessary approvals prior to the application closing date, unless exceptional circumstances make this impracticable. If exceptional circumstances are accepted, an application will be considered but payment of any grant will be conditional on building consents being obtained.

Some lottery distribution committees, particularly Lottery Health Research and the Lottery Community Individuals with Disabilities Subcommittee, use additional criteria. Please refer to specific Committee Information Sheets for further information.

FREQUENCY OF APPLICATION

Committees prefer to consider a group's national and regional needs for the whole year, in one application. If a group submits more than one application per financial year to either a national or any regional committee, the later application/s will be considered a low priority. This lower priority also applies if a declined application is resubmitted.

HOW MUCH TO APPLY FOR

There is no limit to the amount that your organisation can apply for. Because of pressure on funds, however, lottery distribution committees are rarely able to provide funding to the level requested. They are more likely to consider only a contribution towards the project.

New groups, that have not received lottery funding before, are less likely to be granted large amounts, and they are less likely to receive funding for salaries. It is recommended that these groups apply for eligible purposes other than salaries. The committee is less likely to fund low priority activities or projects. Applicants are encouraged to seek out other funding bodies that may also be able to assist with funds for their project.

All grants are made exclusive of Goods and Service Tax (GST). GST is added if the applicant has indicated that they are registered for GST and have provided a GST number.

Financial Information Requirements

All applicants to Lottery Community, Lottery Environment and Heritage, Lottery Marae Heritage and Facilities, Lottery Outdoor Safety, and some Lottery Health Research clients must provide information about their group's finances before an application can be processed. The type of information required depends on how much money is being requested and how long

your group has been in existence. The Supporting Financial Documentation Information Sheet (available in your Application Pack or online at www.cdgo.govt.nz) sets out more fully the financial information required.

It is preferable that audited accounts be provided if available. The financial information provided must meet the requirements of your group's constitution or trust deed. For example, if your trust deed requires that your accounts be audited, then audited accounts must be provided.

Legal Status

Regardless of the amount applied for, grants over \$10,000 can only be made to legal entities (e.g. incorporated societies, charitable trusts and companies with charitable status).

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).

A group with no legal status of its own applying for amounts over \$10,000, which is a branch of a national organisation that has legal status, may be granted more than \$10,000 if the Client Agreement and Accountability Reports are co-signed by a person from the national body with authority to sign on its behalf. The Supporting Financial Documentation requirements are those that apply to the body with legal status.

WHAT WE REQUIRE OF YOU

The New Zealand Lottery Grants Board is responsible to Parliament, and therefore to every New Zealander, for where and how it distributes lottery profits, so there are a number of requirements of organisations receiving lottery grants.

Using the grant

- You must use the grant only for the purpose and amounts for which it was given, and you must meet any conditions the committee may decide on.
- If you wish to use the grant for a purpose different from that approved, the committee must first give its written permission for a change of purpose.
- If you find you have funds left over from the grant, you must return them to the New Zealand Lottery Grants Board.
- If you spend your grant, in whole or part, on anything other than the purposes approved by the committee, you will be required to repay the funds.

Your responsibilities

- You must sign and return the Client Agreement Form (available in your Application Pack or online at www.cdgo.govt.nz). This agreement sets out all the conditions you must meet if you are granted funds. You must send it in, signed, before your project can be considered for funding. If you are a national organisation, a branch of a national organisation applying nationally, or if you are applying for funds for a national project, send your Client Agreement Form to the New Zealand Lottery Grants Board, c/- Local Government and Community Branch, Department of Internal Affairs, PO Box 805, Wellington. All other Client Agreements should be sent to the relevant regional community committee through your nearest Department of Internal Affairs, Local Government and Community Branch office (see the last page of this information sheet for a list of contact details).
- You must complete an Accountability Report in respect of any funds granted to you or your organisation. You must do this when the project is completed, the grant has been fully spent, or 12 months after the grant is approved, whichever date comes first.
- In signing the Client Agreement Form, you are agreeing to meet the following requirements on behalf of your group:
 - You will tell the granting committee by contacting the Local Government and Community Branch if any problems arise which could place the project or your organisation at risk, such as a change in financial situation, change of CEO or intention to wind up or cease operations.
 - You will tell the granting committee of any changes to your group's details, including:
 - name
 - address (physical, postal and/or email)
 - telephone and fax numbers
 - the people who signed the Client Agreement (for example, if they leave your organisation).
 - You undertake to inform the granting committee as soon as possible, and to lay an immediate complaint with the Police if you believe any grant money has been stolen or misappropriated.
- The Client Agreement Form and Accountability Report must be signed by people with authority to sign on behalf of your organisation who are 16 years of age or over. Signatories cannot be related, cannot be partners, and cannot live at the same address. They must have a daytime contact telephone number and be contactable during normal business hours. If the application or grant relates to a salary for yourself, you

cannot be a signatory and you must get other appropriate people with authority to sign on behalf of your organisation, to sign the above forms and report.

Financial management

As outlined in the Client Agreement Form, organisations must have the following set of minimum financial controls in place:

- two signatories to bank accounts
- maintenance of a cashbook or equivalent
- appointment of a treasurer as specified in the group's constitution or trust deed
- tracking of different funding e.g. through a spreadsheet or journal entry
- regular financial reporting to every full meeting of the governing committee.

Annual accounts must show the New Zealand Lottery Grants Board grant, and expenditure of grant funds, as separate entries or in a note to their accounts.

Where practical, if supplying audited accounts a note should be included explaining how the grant money has been spent, and detailing the amount and source of any other funds used for your project.

Audits

- Carrying out audits on grant recipients is simply the New Zealand Lottery Grants Board being responsible in the way it distributes its funds.
- Each year a certain number of grant recipients are selected at random for auditing.
- Audits are also carried out on any grant recipients who do not submit required accountability reports or where other concerns have been raised about how the grant has been spent.
- In signing the Client Agreement Form, you agree to allow the Board to audit grant expenditure, and to cooperate with on-site audits and investigations by making available all records and accounts relating to the grant.

Promoting New Zealand Lottery Grants Board support

Grant recipient groups must acknowledge the New Zealand Lottery Grants Board's support in publicity materials, such as event programmes, and in annual reports. Where a building project has been assisted, involving grant funding of more than \$30,000, a plaque will be provided to be displayed prominently on the facility.

Information about your grant may be utilised in publicity material by the New Zealand Lottery Grants Board or the New Zealand Lotteries Commission (except for personal information supplied as part of an application to the Lottery Community Individuals with Disabilities Subcommittee). Other application information may be released, if required, under the Official Information Act. After 10 years, your application and details will be transferred to the National Archives, where it will be available to members of the public.

- The names and grant details of all lottery grant recipients (except those receiving grants from the Lottery Community Individuals with Disabilities Subcommittee) will appear online in the record of grants available at www.dia.govt.nz, or in a print version available from Lotto sales outlets.
- In submitting your application you and/or the organisation you represent (the applicant) acknowledge and agree that the Department 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.
- You may access your information details and amend them at any time. To view any personal information held by us, or if you have any concerns about personal information that we hold, please write to: The Privacy Officer, Department of Internal Affairs, P.O. Box 805, Wellington.

OTHER FUNDING OPTIONS

Lottery distribution committees fund a wide range of community initiatives, but they are not always able to provide funding to the level requested, or for the full

range of projects that the community is involved in. This does not necessarily mean that projects, which miss out on funding are unworthy of support, rather that there is simply not enough money to accommodate all funding requests.

You may wish to refer to the other funding options listed on www.dia.govt.nz or consult FundView, a database run by the Funding Information Service listing other organisations that may be able to assist you with funds for your project. The website address is www.allaboutfunding.org.nz. This database can be accessed free of charge at a number of public libraries, district councils and Citizens Advice Bureaux, and at your nearest Department of Internal Affairs' Local Government and Community Branch office. These providers pay the database registration fee to enable community groups to gain free access.

CLOSING DATES

Information about application closing dates (and committee meeting dates) is included in a separate sheet available at www.cdgo.govt.nz or by calling the freephone 0800 824 824. Applications must be received in our office or online at www.cdgo.govt.nz by 5pm on the closing date. Late applications will not be accepted.

IF YOU WOULD LIKE FURTHER ASSISTANCE

Funding advisors are available to answer any questions you may have about making an application for lottery funds. You can contact lottery staff through the freephone **0800 824 824**; by emailing grantsonline@dia.govt.nz; or by liaising directly with the relevant office. (See the last page of this Information Sheet for a list of contact details, or www.cdgo.govt.nz.)

WHERE TO SEND YOUR APPLICATION

If you are a national organisation or applying for funds for a national project, send your application to:

New Zealand Lottery Grants Board
c/- Department of Internal Affairs
46 Waring Taylor Street,
PO Box 805,
WELLINGTON

Freephone 0800 824 824
Fax (04) 495 7225

Send all other applications to the nearest Local Government and Community Branch office:

Te Tai Tokerau/Northland:

26 Puckey Avenue, KAITIARA
Ph (09) 408 6677
Fax (09) 408 0923

1 Robert Street
PO Box 1755, WHANGAREI
Ph (09) 430 2205
Fax (09) 430 2209

Tamaki Makaurau/Auckland:

Level 1, All Seasons Centre
288 Te Atatu Road
Te Atatu South
PO Box 83 209, Edmonton
WAITAKERE CITY
Ph (09) 834 9701
Fax (09) 834 9705

Level 1, ANZ Bldg
3 Osterley Way
PO Box 76 451, MANUKAU CITY
Ph (09) 263 7372
Fax (09) 262 0606

Waikato-Hauraki:

5th floor, Westpac House
430 Victoria Street
PO Box 19 230, HAMILTON
Ph (07) 839 9960
Fax (07) 839 9955

Waiariki/Bay of Plenty:

Cnr Biak and Giltrap Streets
Private Bag 3041, ROTORUA
Ph: (07) 343 1680
Fax (07) 343 1689

Tairāwhiti-Mataatua/East Coast - Eastern Bay of Plenty

Level 2, Wilson James Centre
77 Peel St
PO Box 254, GISBORNE
Ph (06) 868 1915
Fax (06) 868 1964

Takitimu/Hawkes Bay:

2nd floor, East Tower, Dalton Building
Hastings Street
PO Box 1042, NAPIER
Ph (06) 834 1350
Fax (06) 834 1274

Taranaki:

Roebuck House
4 Powderham Street
PO Box 331, NEW PLYMOUTH
Ph (06) 759 8246
Fax (06) 759 8094

Whanganui-Manawatu-Wairarapa:

36 Victoria Avenue
PO Box 247, PALMERSTON NORTH
Ph: (06) 355 8088
Fax (06) 355 8084

Te Whanganui a Tara/Wellington:

4th Floor, Riverside Towers
15 Daly Street
PO Box 30 454, LOWER HUTT
Ph: (04) 570 5386
Fax (04) 570 5381

Te Wai Pounamu/ The South Island:

31 New Street (Cnr Halstead St)
PO Box 1149, NELSON
Ph (03) 546 0904
Fax (03) 548 2488

109 Mackay Street
PO Box 33, GREYMOOUTH
Ph (03) 768 1001
Fax (03) 768 4200

Level 8, NZI House
96 Hereford St
PO Box 4033, CHRISTCHURCH
Ph (03) 353 8294
Fax (03) 353 8299

First floor, 10 George Street
PO Box 5341, DUNEDIN
Ph (03) 479 6515
Fax (03) 479 6519

120b Leet Street
PO Box 501, INVERCARGILL
Ph: (03) 218 0701
Fax (03) 218 6411

To email known individual staff anywhere in the country:
firstname.lastname@dia.govt.nz

Or, email grantsonline@dia.govt.nz

Department of Internal Affairs website:
www.dia.govt.nz

Grants Online website: www.cdgo.govt.nz

NZ Lottery Grants Board

TE PUNA TAHUA

Distributor of NZ Lottery profits