

Grassroots Trust Limited
Salary / Wage Declaration Form



Organisation Name (Grant Recipient)			
Date Approved		Grant Number	
Approved Specific Purpose (including non-salary/wage component)			
Salary / Wage Approved Amount	\$	Total Approved Amount	\$

IMPORTANT NOTES:

- If there was a change in staff member during the approved timeframe, **prior written approval** must have been sought. If prior written approval was not sought, a refund of these funds will be required.
- If the approved salary / wage contribution was paid by invoice and the Grant Recipient is GST registered, the grant must only be applied to the GST exclusive total.
- If a funding surplus exists, the surplus must be returned to Grassroots Trust Limited by direct credit within 5 working days of becoming aware of the surplus.
- If a funded role was vacant at the time of approval, you must attach a copy of the new staff members employment agreement and position description to this form.

SALARY / WAGE CLAIM: A separate schedule can be attached if necessary; however, the information must match the table below.

Funded Position	Employee Name	Timeframe Funds Claimed (start and end date)	Amount Approved for Position	Grant Funding Claimed	Amount Refunded (if applicable)

DECLARATION: We, the undersigned declare that (please tick):

- We have authority to submit this declaration on behalf of the Grant Recipient Organisation.
- The information provided is true and correct in all matters reported on and is the full content and detail requested. It is acknowledged and agreed that Grassroots Trust has the right to seek further information and that our Organisation agrees to fully support any such request by providing that material in a swift and full manner.
- We have no personal interest in the positions(s), or service(s) funded.
- Funds granted have been used for the Approved Specific Purpose only and all legal obligations including IRD deductions have been met.
- It is acknowledged and understood that if funds have not been spent on the specific purpose approved (and have not been returned), and/or the grant conditions have not been adhered to, our Organisation commits a breach of section 115A of the Gambling Act 2003.
- No funds granted have been applied retrospectively (paid prior to the Date Approved).
- We have not received funding from another source for the same Approved Specific Purpose. This includes the Government Wage Subsidy paid under the COVID-19 response.
- We agree to comply with any request to audit by either Grassroots Trust Limited or the Department of Internal Affairs (DIA) for any information in relation to how funds have been spent. We also agree that an officer from the DIA may direct an audit or inspection of the books or data systems of the Grant Recipient.
- We have read and understand the audit and accountability information on Grassroots Trust Limited’s website as it applies to this funding: <http://www.grassrootstrust.co.nz/accountability>. This includes the Conditions for Allocation of Funds, Audit and Inspection Requirements.

Full Name of Authorised Signatory 1*		Full Name of Authorised Signatory 2*	
Position		Position	
Email Address		Email Address	
Phone Number		Phone Number	
Signed		Signed	
Dated		Dated	

*An authorised signatory is a person elected or appointed by the Grant Recipient in accordance with their Constitution to act and sign documentation on behalf of the entity. One of the signatories may be a Chief Executive Officer provided that person has no interest in the grant, e.g. by way of salary or contract services paid.