

**1.0 Purpose**

This policy sets out Grassroots Trust Limited’s (Grassroots Trust) grant decision-making criteria.

As a Corporate Society that operates to distribute net proceeds to the community, Grassroots Trust must, at least annually, review the criteria, methods, systems, and policies it uses for consideration of applications for the distribution of net proceeds (section 109, Gambling Act, 2003). The results of the review must be advertised via Grassroots Trust’s website.

**2.0 Revision History**

Date	Revision No.	
March 2012	1.0	New Document – Grants Policy
March 2014 – 2019	1.1	Annually Reviewed
October 2019	1.7	Additional clauses 4.4.4, 4.11.13 & 4.12.2
March – June 2020	1.8-1.9	Annual Review
April 2022	2.0	Annual Review
August 2023	2.1	Annual Review

**3.0 People/Areas Affected**

- The Board of Directors
- All employees/contractors working for or on behalf of Grassroots Trust
- Grant Applicants/Recipients
- Department of Internal Affairs

**4.0 Policy**

**4.1 Compliance**

Grassroots Trust will comply with all aspects of the Gambling Act 2003.

**4.2 Authorised Purpose**

4.2.1 Grants will only be made in accordance with Grassroots Trust’s authorised purpose. The authorised purpose of Grassroots Trust is set out in the Authorised Purpose Policy.

**4.3 Decision by Net Proceeds Committee**

4.3.1 The Grassroots Trust Board of Directors acts as the net proceeds committee responsible for distributing net proceeds for authorised purposes as defined in the Authorised Purpose Policy.

4.3.2 The Grassroots Trust Board of Directors meet at least monthly to consider compliant grant applications.

- l. Whether the Applicant is registered for GST and, if so, their GST number.
- m. The Applicant's bank account details including bank generated account details verified by the bank or a pre-printed deposit slip.
- n. A declaration by two authorised signatories confirming that:
  - The information provided in the application is true and correct to the best of their knowledge.
  - They have the authority to make the application on behalf of the Applicant.
  - The application has not been completed by a person who has any management or ownership interest in a Grassroots Trust Limited venue that hosts gaming machines ("a gaming machine venue key person").
  - When any grant money is obtained, the persons who decides how that money is spent will not be a Grassroots Trust Limited gaming machine venue key person.
  - If for any reason funds granted are required to be refunded to Grassroots Trust, that the Applicant will be liable for any debt collection costs incurred.
  - They have read, understand, and agree to adhere to the Conditions for Allocation of Funds, Audit and Inspection Requirements, Privacy Act Declaration and the Consent to Audit.
  - That they agree to allow Grassroots Trust to use their Organisations' name, logo, and images; associated with the activity or project the grant would be supporting.
- o. Current photo identification of both authorised signatories in the form of a New Zealand drivers licence (both sides) or a New Zealand passport.

4.4.2 All applications will be assessed using Grassroots Trust's internal grant compliance process.

4.4.3 Grassroots Trust or employees/contractors working on behalf of the Trust may at any time request further documentation to ensure an application is compliant.

4.4.4 Grassroots Trust or employees/contractors working on behalf of the Trust may at any stage during the application process, randomly select applications to verify supplier quotes. If it is found that supplier quotes have been unlawfully obtained or edited, the following process will be followed:

- a. All incidents will be considered on a case by case basis.
- b. Minor incidents are likely to result in both the applying person and/or Organisation being declined for future funding.
- c. If the incident is of a serious nature, the incident will be referred to the Police and Department of Internal Affairs.

4.4.5 The grant application form is accessible via Grassroots Trust's website – [www.grassrootstrust.co.nz](http://www.grassrootstrust.co.nz)

## 4.5 Record Keeping

4.5.1 The following records will be kept in a database format and published on Grassroots Trust's website:

- The Organisation's Name
- The amount of the grant
- Whether the grant has been accepted in full or declined in full
- Whether the grant has been accepted in full, declined in full, accepted in part or declined in part
- Any "interest" that a Grassroots Trust's net proceeds committee member has in relation to any successful grant application

## **4.7 Payments**

4.7.1 Generally, grants will be paid directly to the Grant Recipient by direct credit within one month of the application being approved. In instances where the funds have been provided for activities/projects that will not occur within the ensuing six months, these funds may be held until written confirmation is received to show that the project/activity is nearly underway. If these funds are not requested within the financial year that they were approved, the grant may be withdrawn.

## **4.8 GST**

4.8.1 When a Grant Recipient is GST registered, a grant will only be made for the GST exclusive component.

4.8.2 When a Grant Recipient is not GST registered, a grant may be made for the full GST inclusive cost of the good or service.

## **4.9 Reasons**

4.9.1 Grant Applicant's will be provided with reasons for Grassroots Trust's decision if Grassroots Trust decides to decline the application in full or only approve part of the application.

## **4.10 Complaints**

4.10.1 Complaints can be made to Grassroots Trust's Executive Chairman in writing to PO Box 9019, Hamilton or by email [info@grassrootstrust.co.nz](mailto:info@grassrootstrust.co.nz)

4.10.2 Grassroots Trust will acknowledge receipt of all complaints, advising complainants of their rights to complain to the Department of Internal Affairs if they are unsatisfied with the way their complaint has been handled.

4.10.3 Grassroots Trust will investigate all complaints and will respond in writing within 15 working days of receipt.

4.10.4 Complaints about the conduct of Grassroots Trust may also be made direct to the Secretary of the Department of Internal Affairs at: PO Box 10-095, Wellington or by email [gambling@dia.govt.nz](mailto:gambling@dia.govt.nz)

## **4.11 Accountability and Audit Requirements**

4.11.1 The accountability and audit requirements for grants made by Grassroots Trust are set out in the [Grants Accountability and Audit Policy](#).

## **4.12 Grant Promises Prohibited**

4.12.1 Agreements promising to provide grants to potential Grant Recipients from proceeds that have not yet been generated will not be entered into (except as set out in paragraph 4.15).

4.12.2 Board members and all employees/contractors working on behalf of the Trust will not promise or imply the approval of particular grant applications prior to their proper consideration.

8. We agree to allow Grassroots Trust to use our Organisations' name, logo, and images; associated with the activity or project the grant would be supporting.

#### 4.15 Grant Commitments – Multi Instalment Grants

- 4.15.1 Grants shall only be made from available net proceeds. However, grants may be made by instalments in one or more years, if the following conditions are met:
- a. The grant commitment must not exceed 4 years; and
  - b. The grant Applicant must be made aware, on or before the time that the first instalment of the grant is paid, that payment of any future instalments of the grant is conditional on –
    - i. Grassroots Trust continuing to hold a licence; and
    - ii. Grassroots Trust continuing to have available net proceeds; and
    - iii. The specific approved purpose for which the grant was made continuing to be lawful and any surplus funds refunded to Grassroots Trust; and
  - c. Each instalment of the grant must be re-confirmed by the Board of Directors before payment; and
  - d. The grant Applicant must provide the Board of Directors with documentary evidence that previous instalments of the grant have been spent for their intended purpose; and
  - e. Grassroots Trust must disclose the existence of multi instalment grants it has entered into in its financial accounts and publish the details of its multi instalment grants with its other grant information on its website.
- 4.15.2 Subsequent instalments are made in principle, i.e. the existence of the future instalments is strictly conditional upon the criteria being met.



Approved by Grassroots Trust Limited Board

