

BOWLS NORTH HARBOUR INCORPORATED

BIAS FUND

BACKGROUND

A Bowls North Harbour Incorporated (“BNH”) holds a fund called Bowling Initiatives Accenting Success and known as the BIAS fund

B This memorandum outlines the purpose of the fund and the terms on which it is administered

1. PURPOSE OF THE BIAS FUND

1.1 The fund shall be held by BNH in a separate account and applied to the benefit of bowlers who are full members of BNH including:

- (a) encouraging and assisting in the promotion of excellence, advancement, development, participation, and improvement in the game of bowls in the North Harbour area (“NH”); and
- (b) to that end, provide financial assistance to individuals, teams, umpires, administrators, coaches, selectors, clubs, and greenkeepers ; and
- (c) establish and maintain a committee independent of BNH to administer the fund.

1.2 Although the fund is intended principally for the benefit of bowlers who are full members of BNH, the fund may be applied to assist a person who is not a member if the circumstances justify it (for example, to assist in training a greenkeeper of a NH club).

2 BIAS COMMITTEE

2.1 The BIAS fund will be administered by a committee (“the BIAS committee”) appointed by BNH comprising two BNH board members, two other bowlers who are NH members, and one further independent member who need not be a NH member.

2.2 The BIAS committee shall establish its own procedures including when it meets, and how it manages the BIAS fund.

3 APPLICATIONS AND GRANTS

3.1 Any application for a grant from the BIAS fund must be made in writing addressed to the BIAS fund c/o Bowls North Harbour, PO Box 82, Orewa 0946.

3.2 The BIAS committee may establish specific dates by which applications for grants must be received, but retains a discretion to deal with an application received outside stipulated dates.

3.3 The BIAS committee has full discretion to grant or refuse any application and its decision will be final. By lodging an application the applicant and any other parties who might benefit waive any right to review or appeal any decision of the BIAS committee.

4. DURATION AND WINDING UP OF BIAS FUND

4.1 It is the intention of those people establishing the BIAS fund that it continue in the long term and that it grow to enhance its ability to meet its purposes. Nevertheless, BNH has the power to bring to an end the BIAS fund. Before doing so, it shall notify and consult with its members and shall give due consideration to their views.



Donation Application Form

NOTES ON DONATION APPLICATIONS (AND PAYMENT OF)

1. You can't apply for things you will have bought, or events which will have passed, prior to when your application is considered by our committee;
2. If the applicant is an individual, the applicant must be a full financial member of a Bowls North Harbour club and the application form must be signed by an officer holder of the applicant's club;
3. You have to use a donation for the purpose(s) stated in your application
4. Receipts and proof of payment will need to be provided within 90 days of any donations received from the BIAS Fund;
5. If you receive other funds for the same purpose(s) you apply for, you must return any leftover money;
6. If your club is GST registered you should apply for goods and/or services exclusive of GST.
(NB: Our donations do not contain GST – we do not claim any portion of the donation as deductions on GST paid).

I/We, the undersigned, verify that the information provided in this application is true and correct to the best of my/our knowledge and that I/we have the authority to make the application on behalf of the applicant entity. I/We also understand and accept the legal requirements of this application.

Individual or Secretary of Applicant Group

Chairperson or President of Applicant Group

Printed Name of Above Signatory

Printed Name of Above Signatory

Date: ____/____/____

Date: ____/____/____

Before you send in this application please check through the following list:

CHECKLIST HAVE YOU:

- Taken a full photocopy of everything that is to be sent in?
- Provided a preprinted bank deposit slip, or a stamped and verified bank deposit slip, or a bank statement in the name of yourself of your club?
- If this application is on behalf of a club, attach your club's resolution to apply to the Bowls North Harbour BIAS Fund for a SPECIFIC PURPOSE, which is SIGNED and CERTIFIED as being true and correct by your club's secretary or other executive committee member?
- Attached competing quotes, indicating which is the preferred quote for each item requested (or provided a letter explaining why you can't get more than one quote for each item)?
- Provided quotes (not invoices/estimates) that are less than 3 months old; are addressed to your organisation; are not in an email format; and which clearly show the supplier's details?
- Provided a clear cost breakdown with subtotals for all items requested in your application?

PART 2

To: Bowls North Harbour - BIAS
PO Box 82
Orewa 0946

Date: / /

Name of Applicant organisation
(as it appears on your organisation's deposit slip)

OR Name of Individual

Is your organisation GST registered?
(if yes please provide GST registration number)

NO YES

Physical Address

Mailing Address

Email Address

Telephone Numbers

Office/clubroom etc. After hours

Contact Person

Contact Person's Street Address

Contact Person's Telephone Numbers

Work After hours

What is the donation to be used for and when? (summarise here, but also use separate sheet if longer explanation is needed)

Cost breakdown (summarise here, but also use separate sheet if longer explanation is needed. Attach quote evidence)

Has the applicant/organisation applied for funds for the same purpose from any other source?

(Summarise here, but also use separate sheet if necessary)

YES NO

Other organisation applied to:

Amount

Outcome

Total amount requested
from BNH BIAS Fund
(words and figures)

\$

Empty box for additional information or signature.