

Please staple bank account details here PART 1

Bowls North Harbour

Donation Application Form

BIAS Fund

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
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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 copy of everything that is to be sent in?
- Provided a bank deposit slip or the Bank Statement details in the name of the applicant ?
- If this application is on behalf of a club, attach the club resolution to apply to the Bowls North Harbour BIAS FUND for a specific purpose. The resolution must be SIGNED and CERTIFIED by the club's secretary or other executive committee member as being true and correct.
- Where appropriate, competing quotes, indicating which is the preferred quote for each item requested (or provided a letter explaining why you cannot get more than one quote for each item.)
- Provided quotes (not invoices/estimates) that are less than 3 months old, are addressed to you or 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 Fund Committee

DATE / /

Name of Applicant	----------
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 Telephone Numbers	_____

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) ---------- $