

TERMS AND CONDITIONS

Date: *(Date submitted)*

Reference: *(Organisation Name)*

In submitting this request for funding, the *(organisation name)* formally accepts these Terms and Conditions set by Foundation North Grants Limited

DECLARATION

I declare:

- I am the Chairperson/President/Other Authorised Person of the organisation, given the authority to complete this application, and to the best of my knowledge the information contained herein is true and correct
- I authorise Foundation North to seek such information as they may require to complete the consideration of this application
- This organisation will comply with any laws and regulations relating to a grant for this project
- The organisation acknowledges any decision made by Foundation North is final and no correspondence will be entered into
- If there are special terms and conditions attached to the grant, you will be advise of these once a decision has been made and how you will need to meet them or to withdraw the grant if you are unable to do so

If a grant from Foundation North is approved we agree to and note the following:

PAYMENT OF GRANT

Our current bank account: The grant will be paid to the bank account which we have provided and which you hold on our Organisation Record – *(from Foundation North records)*

If for any reason this is not the correct bank account number or we would like the grant paid to another account, we will supply an original pre-printed bank deposit slip or ask our bank to provide original documentation confirming our account details. We understand that this bank account number will need to be forwarded to Foundation North for verification, before the grant will be paid.

CONDITIONS ON THE GRANT

We agree the grant is made for specific purposes and any funding will be used for the project for which it is approved. We agree to notify Foundation North as soon as possible, if there are any relevant changes to the project(s) for which funding has been granted. If the grant is not used for the specific purposes for which it is approved, then we may be required to refund, to Foundation North, the unused portion of the grant.

ACKNOWLEDGE THE GRANT

We agree to acknowledge the grant separately in our Annual Report and Annual Financial Statements or Audited Accounts. **Note:** The Foundation North logo is available for download from the website – www.foundationnorth.org.nz.

FINAL REPORT – IMPACT REPORT

We agree to provide a final report to Foundation North (Impact Report) when the grant has been expended or the project has been completed. This report will give details on how the grant was used. A template will be made available to in our portal at www.foundationnorth.fluxx.io. We understand until we have filed a satisfactory report, we will not be eligible to apply for another grant.

TIMEFRAME FOR THE GRANT

We acknowledge the time period for this grant is for 12 months from the date of the approval letter and this will expire after this 12 month period. *(Note: if there is a possibility the project is likely to exceed the 12-month time frame, we will contact the Foundation in writing giving full details of the situation).*

AUDIT

We agree Foundation North Grants Limited may, at its cost and after notification to our Chairperson or other authorised person, undertake an audit of our organisation. We agree to fully co-operate with the auditors and provide them with any information or explanation that may be requested.

PRIVACY ACT

Any personal information about an identifiable individual which you provide in this application will be used only to assist with the administration and assessment of your organisation's application, and to communicate with your organisation. Foundation North will take all reasonable steps to ensure that confidential information held about your organisation and any information held about an identifiable individual is protected against loss, unauthorised use or disclosure. Individuals have the right to check and correct any personal information held by Foundation North.

By submitting your organisation's application you acknowledge, if successful, that publication by Foundation North of that fact is permitted.

GOODS AND SERVICES TAX

Foundation North grants are unconditional gifts. Based on the advice Foundation North has received, no GST is payable on any grant. Should we have any concerns regarding taxation, we are free to contact our tax advisor.