**Terms and Conditions**

The Craters of the Moon Trust (CMT) makes grants to projects or activities that may be beneficial to the whole, or a section of the Taupō community.

**Guidelines for Grant Eligibility**

The Trust’s objective in managing both Huka Falls and Craters of the Moon sites is to reinvest monies surplus to our operating expenses back into the Taupo community via any programme, service or structure that:

* Promotes public safety and security for local residents and visitors to the district.
* Furthers or improves community facilities within the Taupō District
* Furthers or improves community well-being within the Taupō District

**Qualifying Appicants**

* Applicant organisations should be based within the Taupō District Council boundary.   Applicants from Reporoa will be considered on a case by case basis.
* Applicants must be:
1. an incorporated society, a formally constituted organisation, a charitable body recognised by the IRD and/or Charities Commission, or
2. a registered or formally constituted sports club and is affiliated to a national body, or
3. a recognised educational institution such as a kindergarten, school or kohanga reo.

**Conditions of allocation of funds:**

* Within six months of the date of deposit of funds into the Applicant’s account, a written report with details of invoicing and receipts must be supplied to the Craters of the Moon Trust. Any unaccounted funds shall be returned to the Trust. In the event that the grant has not been spent within 6 months of the date received it shall be returned to the Craters of the Moon Trust. If the grant has not been uplifted within 6 months of the date of approval it will lapse.
* It is a condition that the proposed grant allocation will be applied for the purpose stated and for no other purpose and that acceptance of the payment will be deemed to confirm that the allocation has or will be applied accordingly.
* The allocation is made as a grant from the Trust and on the condition that no procurement fee, commission and/or discount has or will be paid to any person and that no identifiable direct benefit arises or may arise in the form of a supply of goods or services to any party involved as a result of the payment being made.
* In the event of non-compliance with any of these conditions, an amount equal to the amount of the grant is immediately repayable to the Craters of the Moon Trust.
* If an applicant has received funding from multiple sources for the same purpose the Trust requires that the applicant repays CMT any portion of the grant that exceeds the total amount required for the stated purpose

**Applications may be declined for the following reasons:**

* Grants for events that have already occurred or for items that have already been purchased at the date of the application.
* Grants will not be considered if the applicant group has not accounted for the spending from any previous grant. The reporting requirements are included in documentation sent to applicants when notified of the success of an application.
* All declined applications are held by the Craters of the Moon Trust for administrative and auditing purposes. Applicants are informed of the Trust’s decision as soon as is practicable.

*The following are examples of activities that will not be funded:*

* Where there is commercial gain for an applicant or related party
* To further the activities of professional sports persons or teams
* To an individual (unless the grant is made to, and administered by, an incorporated body to which the individual is affiliated)
* Affiliation/registration fees
* Social events or trips
* Family reunions
* Costs relating to entertainment, food or refreshment
* Subsidies to vehicles intended for purposes associated with social functions
* Prizes and trophies

**Application Requirements**

1. At least two quotes are required for goods or services which require funding:
2. Quotes must be less than three months old, be addressed to the applicant group and contain full supplier details (name, address, telephone, GST status, etc).
3. Minutes of the applicant organisation’s committee/executive meeting including:
4. Full names of all members attending meeting.
5. A resolution to apply for funding from the Craters of the Moon Trust for the purpose and amount for which the funding is required.
6. Minutes and resolution must be certified as true and correct, and signed by the Secretary/Chairperson or other executive member.
7. For Sporting Groups:
8. Proof of current affiliation to a national or regional body.
9. Incorporated Societies must provide:
10. Common Seal and Certification of Incorporation.
11. If not, then a copy of the organisation’s constitution.
12. Charitable Trusts must provide:
13. Certificate of Incorporation and Proof of non-profit status.
14. Charities Registered number (if applicable)
15. IRD Tax Certificate (if applicable).

And may also be asked to provide:

1. A copy of their Trust Deed.
2. Other organisations must provide:
3. Proof of non-profit status.
4. In the case of an educational institution, endorsement from the Principal/Board chairperson on school letterhead.
5. Bank account details for the applicant organisation must be:
6. Bank-generated account details verified by the bank.
7. The application must be signed and dated by two authorised persons.
8. The Consent to Audit and Authorisation for Application of funding must be signed and returned.