

HARNESS RACING NEW ZEALAND INC

INFRASTRUCTURE GRANT TERMS AND CONDITIONS & APPLICATION FORM

MARCH 2025



INTRODUCTION

Harness Racing New Zealand's (HRNZ) Property Investment Strategy (Strategy) sets out how HRNZ proposes to manage the assets and venues transferred to the Code following the provisions of the Racing Industry Act 2020.

The Strategy outlines HRNZ's priorities regarding the use of funds generated from the sale of surplus assets and venues, for the refurbishment of retained racing venues owned or leased by Harness Racing Clubs in New Zealand and for other purposes.

S33 of the Act states: *Racing codes must prepare a Property Investment Strategy in respect of transferred assets and venues.*

HRNZ has established a Grants Committee to review the applications submitted by Clubs for their respective infrastructure related projects and to determine the amount of grant awarded to a Club. The Grants Committee will comprise the following:

- HRNZ Chair
- HRNZ Audit & Risk Chair
- A Southern Regional Forum appointee or nominee

There will be two rounds for grant applications with cut-off for application each year being:

- **Round 1:** 30th September
- **Round 2:** 31st March

Clubs will be updated on their application within 30 days of the grant application cut-off date.

FUNDS AVAILABLE

Net proceeds from sales of surplus venues will be transferred to ring-fenced investments held by HRNZ (Fund).

The investment income and potentially capital is available to be used for the refurbishment of retained venues, and for other purposes for the benefit of harness racing in New Zealand.

Clubs can also apply to the Racing Safety Development Fund (RSDF) for funding for their projects that meet the RSDF's criteria.

HRNZ has ringfenced a portion of the Fund for the Infrastructure Grant Scheme. The Grant Scheme is specifically to assist Clubs with funding for infrastructure related projects in both the region that the surplus venue came from and nationally. Priority will be given to the refurbishment of retained harness racing and training venues. For the Purposes of the Grant Scheme, "Infrastructure" includes, but is not limited to, on course facilities, stables, race tracks, audio and visual related broadcasting equipment, equipment associated with track maintenance and equipment used for racing.

The maximum budget for Grants from the Fund is \$250,000 per annum. A review of the Grant Scheme will be undertaken after a year to assess whether any changes should be made to the Grant Scheme.

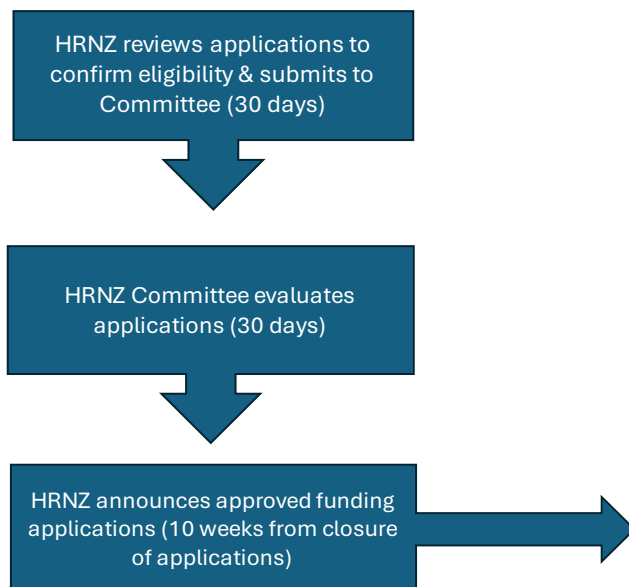
PROJECT CRITERIA

Applications may be made to the Grant Scheme for assistance in funding projects that meet the relevant criteria. The project criteria are set out as follows. Infrastructure projects:

1. Should meet the strategic objectives outlined in HRNZ's Statement of Intent and Business Plan
2. Should relate specifically to infrastructure at a venue owned or leased by a Club and used for harness racing or training purposes
3. Can be funded up to a maximum of \$50,000 (excluding GST if applicable)
4. Must be funded at least 50% by the Club
5. Cannot be commenced by a Club before the application is approved by the Grants Committee
6. Should be completed within six months of the date the grant is awarded unless agreed otherwise by the Grants Committee
7. Must not include salaries or wages for Club staff, any retrospective expenditure not previously approved or promotional related activity (e.g. marketing, signage)
8. Applications shall not be approved where the applicant Club is not the beneficiary.
9. Should highlight if they include sustainability and/or social licence considerations
10. Clubs are responsible for providing a cost estimate and where appropriate a quotation for budget pricing. Two quotes should be provided for all projects or project components with a cost of more than \$10,000, unless only one quote can be obtained due to the nature/specialism of the services provided.
11. Will not be approved where expenditure has been incurred prior to the application being considered (i.e. retrospective payments).

PROJECT APPLICATION AND SELECTION PROCESS

The project application process is set out as follows:





The Club should submit the attached application form (**Appendix A**) together with supporting information for their project to HRNZ for the attention of Liz Bishop:

Email: Grants@hrnz.co.nz

The terms and conditions of the Grant Scheme are attached at (**Appendix B**).

PAYMENT OF GRANTS

HRNZ will pay the Club their grant awarded on completion of their Project, and on the provision of invoices and photos of the works showing the finished project.

Funding will be paid retrospectively, although HRNZ will consider making on account payments to Clubs to ease cashflow, on the provision of relevant invoices. Any arrangement for on account payments must be agreed with HRNZ in advance.

The grant is awarded exclusive of GST.



APPENDIX A - INFRASTRUCTURE FUND GRANT APPLICATION

Date:

CLUB DETAILS

Club Name:

Address:

Phone Number:

Email:

Club Contact Person:

Role of Club Contact Person:

Declaration of any potential conflicts of Interest:

PROJECT DESCRIPTION

Project Title:

Project Summary: Provide a brief summary of the infrastructure related project, including the need it addresses and how it aligns with HRNZ's strategic objectives.

Project Goals: Outline the goals and objectives of the project. Be specific about the outcomes you expect to achieve.

Project Timeline: Describe the timeline, including the start and end dates and any key milestones.

Project Budget (all amounts exclude GST):

Total Project Cost:



Grant Amount Requested: Supporting information for grant: Provide copies of quotes and other information

Budget Breakdown: Provide a detailed budget breakdown, including expenses for personnel, materials, equipment, facilities, and other relevant categories

Other Funding Sources: List any other confirmed or pending funding sources, if applicable

Evaluation Plan:

Methods of Evaluation: Explain how the project's success will be measured and what evaluation methods will be used

Reporting Plan: Outline how you plan to report progress on the project to HRNZ

Attachments:

Include any additional documentation to support the application

Signature:

Name:

APPENDIX B - HRNZ INFRASTRUCTURE FUND TERMS AND CONDITIONS

1. HRNZ may decline applications where an applicant has outstanding accountabilities from a previously approved grant, or has an outstanding application with another funder for the same funding component of a project (Double-dipping). *
2. HRNZ will consider applications where the application is for up to 50% of the total project costs and the remaining 50% is from another funding source.
3. All decisions to allocate a grant are at the sole discretion of HRNZ whether or not the application meets all HRNZ project criteria. Reasons for partial funding or declining an application will be notified to the applicant.
4. The HRNZ Grants Committee will convene twice per year. Applications to the Grant Scheme are to be made via email to Grants@hrnz.co.nz. Dates of HRNZ Grants Committee meetings and applicable cut-off dates for submitting applications will be posted on the HRNZ website.
5. Applications must be complete to be considered, i.e. contain all the required up to date information detailed in the application form (Appendix A). Applications must comply with HRNZ project criteria.
6. HRNZ reserves the right to cancel and remove incomplete or expired applications.
7. Grants will not be approved in any circumstances for overseas travel, retrospective funding, alcohol, or for the sole benefit of an individual person.
8. While there are no limits on the number of applications an organisation can make over a 12-month period, in the interests of fairness to others, a stay may be applied on subsequent approvals for up to six months after a successful application.
9. All grant recipients must spend any approved grant on the specific project applied for and must provide all required proof of expenditure within the specified timeframe.
10. Extensions on the timeframe for completion of projects that have been approved exceeding a period of six months require the approval of the HRNZ Grants Committee.
11. Approval to write off outstanding grant accountability requires approval from the HRNZ Grants Committee. The applicant's account will be placed in suspense until such time the accountability is resolved.
12. The HRNZ Grants Committee are the final arbitrators as to the success or otherwise of any grant application irrespective of such application meeting all or any of the project criteria and grant funding criteria. The amount of any grant approved, the timing of such payment and the accountabilities required is in the sole and absolute discretion of the HRNZ Grants Committee. The HRNZ Grants Committee is not required to approve any minimum amount of funding or applications at any time.
13. Applications from an applicant with outstanding accountabilities from a previous HRNZ grant will not be put forward for consideration.
14. HRNZ reserves the right to amend the project criteria, Grant Scheme funding criteria, Grant Scheme budget and the terms and conditions applicable to the Grant Scheme from time to time in its absolute discretion.

** Double dipping does not suggest the applicant is acting unlawfully or improperly. However, HRNZ has no ability to verify other applications*

RELATED PROCEDURES GRANT ACCOUNTABILITIES

The following documentation is required to satisfy the accountability process following a successful grant application:

- Tax Invoice(s)
- Bank Statement
- Evidence that the applicant has paid the relevant invoices and/or costs of the approved project
- Photos of the completed project
- Declaration, if required by the HRNZ Grants Committee
- Any other documentation requested by HRNZ

COMPLAINTS PROCESS

If you wish to make a complaint, please outline your complaint in writing and, if your complaint is about a declined application, please state that you would like the decision to be reviewed and why you think the decision is incorrect.

You will be advised of the outcome following a review of the complaint.

Complaints should be emailed to: Grants@hrnz.co.nz

RESOLUTION

A grant application must be accompanied by a properly worded resolution from your organisation. The resolution must:

- Be specific about what you are going to use the funding for
- Mention Harness Racing New Zealand
- Show the amount of funding you are applying for
- Be dated no more than three months before the date you submitted your application
- Be signed by your secretary or another executive committee member.

DECLARATION

A grant application must be accompanied by a Declaration signed by at least two committee members of your organisation.

The declaration must be on your organisation's letterhead. The declaration includes the following undertakings.

We (the undersigned) declare, to the best of our knowledge, that:

- [insert name of person completing online application] has the authority to make this application on our organisation's behalf.
- All the information presented in this application about the applicant organisation and the specific proposal/project for which grant funds are requested is true and correct.
- No officer of the applicant organisation, including the person completing this application, is a member or employee of the organisation providing the services or goods for which funding is sought.
- This application includes complete information relating to other sources of funding that our organisation has received, been pledged, applied for, or intends for future application for this project.
- All prices and quotes included in this application represent the actual costs that will be incurred by our organisation.

We have read, understood and will comply with the full terms and conditions, including HRNZ's accountability and audit requirements, relating to the application for which this declaration is submitted.

We have the authority to sign this declaration on behalf of the applicant organisation.

Name

Signed

Date

Name

Signed

Date