



A QUICK GUIDE FOR CLUBS ON THE PROCESS OF FILLING IN GAMING TRUST APPLICATIONS

1. Allocate the task to one person
2. Ask what you need the money for
3. Check these websites for sources of funding:
 - SPARC
 - Council
 - Dept of Internal Affairs
4. Check closing dates of applications
5. Fill in the Gaming Trust application (*use clear writing or type it*)
6. Get two quotes (*if needed*)
7. Applications have a checklist, follow it exactly and get someone else to check the application. (*One of the regular mistakes is sending in a photocopy of the bank deposit slip instead of an original!*)
8. Copy everything for your own records then send
9. Tell your members what you are doing
10. If approved, send receipts then thank the trust with a letter and if possible include photos

Sport Wellington runs Gaming Trust and Fundraising workshops during the year. Keep an eye on the home page or email info@sportwellington.org.nz and ask to receive our three weekly "Sport Connector" newsletter which keeps the sporting community up to date.