



## Terms and conditions for Sponsorship Application

### General provisions in relation to any support provided by Aspiring Law Limited

Organisations must complete the relevant application questionnaire on-line and nominate one suitable contact person.

All questions on the application form must be completed and the organisation's latest set of financial accounts must be included along with all other requested support material.

All applications must meet the outlined funding criteria and funding principles and be for projects/events within New Zealand.

**GST** - If your organisation is GST registered you should apply for 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).

A successful application does not set a precedent for any future funding or legal assistance from Aspiring Law Limited.

Applicant organisations must be prepared to assist with any enquiries made by Aspiring Law Limited. If an applicant organisation does not provide the information within the requested timeframe, Aspiring Law Limited reserves the right to terminate the sponsorship application.

All applicant organisations must be non-commercial and not-for-profit which has a constitution or set of formal rules and keeps financial records.

Organisations must have been established for a minimum of 12 months.

The applicant organisation must offer non-exclusive membership and comply with New Zealand law.

There must be no conflict of interest existing between the applicant group and the provider of the goods and services.

Applications must be for the benefit of the applicant organisation (not another organisation or third party. No individual in the applicant organisation can profit financially from the approved support.

All decisions made by Aspiring Law Limited are final. Information, whether written or oral, regarding the deliberations and the decision-making process on applications will remain solely within the possession of Aspiring Law Limited and will not be made available either to the applicant or the public.

Aspiring Law Limited reserves the right to undertake an audit of the organisation including all financial information if it believes there has been a breach of these terms and conditions in relation to the application and the use of funding or legal services.

Aspiring Law Limited reserves the right to approve the use of its brand on any advertising or other materials the applicant may use in promoting the support provided by Aspiring Law Limited. On the termination or expiration of the relationship, the applicant shall cease to use the Aspiring Law Limited brand unless consent is obtained.

In accepting these terms, the applicant organisation consents to Aspiring Law Limited using the organisation's brand designs, logos or other trademarks for its own purposes in promoting the successful application and support being provided to the applicant organisation.

### **Applications in relation to legal services only**

Any legal assistance is capped at the hours allocated. Any increase in hours over and above the initial allocation is at Aspiring Law Limited's sole discretion and maybe payable by the applicant organisation.

Aspiring Law Limited reserves the right to perform the legal services in any manner it deems appropriate (and may contract out those services if it is suitable). In some instances, Aspiring Law Limited may only provide subsidised services depending on the circumstances.

A letter of engagement expressly stating the terms of the legal assistance must be signed by the applicant organisation before Aspiring Law Limited renders any legal services.

While Aspiring Law Limited undertakes to provide legal services in accordance with Letter of Engagement, Terms of Engagement and Client Care Sheet, neither Aspiring Law Limited nor any of its Directors or employees will be liable for any damages or losses incurred in connection with the legal services provided.

Legal assistance does not include any third-party disbursement or charges. Any costs associated with the legal services must be paid in advance by the applicant.

Before Aspiring Law Limited may provide legal assistance or sends a Letter of Engagement, the applicant must provide identity and address information in accordance with New Zealand's Anti-Money Laundering and Countering Financing of Terrorism legislation and Aspiring Law Limited's AML/CFT Compliance Programme. Additional information, such as source of wealth / source of funds information may also be required. Failure to provide all required information within the requested timeframe will result in the termination of the organisation's legal assistance application.

### **Applications in relation to the provision of any cash grants only (if applicable)**

You are not permitted to apply for items you have already purchased, or events which will have passed before the date of your application.

Any grant must be used for the purpose(s) stated in the application. Receipts, etc. must be provided.

Any expenditure of the funds must be within New Zealand, except for items purchased overseas that are not available in New Zealand.

**Should you fail to comply with any of the above conditions, Aspiring Law reserves the right to seek full payment for services rendered on your matter at the firm's usual hourly rates.**