

Local Grant Application Form



Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website www.fndc.govt.nz
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- **Send your completed form** to governance@fndc.govt.nz or to any Council service centre

The following **must** be submitted along with this application form:

- ☐ Quotes (or evidence of costs) for all items listed as total costs on pg 3
- ☐ Most recent bank statements and (signed) annual financial statements
- ☐ Programme/event/project outline
- ☐ A health and safety plan
- ☐ Your organisation's business plan (if applicable)
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☐ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	<input type="text" value="Volunteering Northland"/>	Number of Members	<input type="text"/>
Postal Address	<input type="text" value="Suite 11, 71 Bank Street, Whangarei"/>	Post Code	<input type="text" value="0110"/>
Physical Address	<input type="text" value="Suite 11, 71 Bank Street, Whangarei"/>	Post Code	<input type="text" value="0110"/>
Contact Person	<input type="text" value="Bart van der Meer"/>	Position	<input type="text" value="Manager"/>
Phone Number	<input type="text" value="09-9454984"/>	Mobile Number	<input type="text" value="021-2390101"/>
Email Address	<input type="text" value="mgr@volunteeringnorthland.nz"/>		

Please briefly describe the purpose of the organisation.

Volunteer centre in Northland, recruitment and referral of volunteers. Promoting, celebrating, supporting and advocating for volunteering. Providing training and support for coordinators.

Local Grant Application Form



Project Details

Which Community Board is your organisation applying to (see map Schedule A)?

☐ Te Hiku ☒ Kaikohe-Hokianga ☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Date

Location Time

Will there be a charge for the public to attend or participate in the project or event? ☐ Yes ☒ No

If so, how much?

Outline your activity and the services it will provide. Tell us:

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

Volunteering Northland, one of 17 volunteer centers in NZ, grows participation and inclusion by encouraging and assisting organisations who involve volunteers to advertise available opportunities for volunteers. Most volunteers do so because they were asked. Therefore it is essential to have a wide variety of options available, different arrangements, so all can find something that fits.

We support the volunteer leaders/coordinators, promote volunteering and provide advice, advocacy plus recognition for the volunteer. The centre provides opportunities for all who are looking to find their place in the community, to get connected, to contribute to a cause, to participate and give back to the community. Individuals, non-profits and the community as a whole benefit. Without volunteers many services would come to a standstill.

We work with 54 organisations in the Far North District and another 28 on a casual basis. We recently organised subsidised (80%) Professional Development training/workshops (First Aid, Governance, Communication) for paid and volunteer staff from non-profits. We advertise in the Northern Advocate and Northland Age weekly. We target the area using social media, promoted volunteering using our stall and at events/meetings for non-profits.

Local Grant Application Form



Project Cost

Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.

Total Cost - provide the **total** amount of the estimated quoted cost against the appropriate item.

Amount Requested - provide (against the item) the amount the Board is being requested to contribute.

Please Note:

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents – round the values up or down to the nearest dollar
- Do not use the dollar sign (\$) – just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	3,500	500
Advertising/Promotion	8,500	1,275
Facilitator/Professional Fees ²	0	0
Administration (incl. stationery/copying)	1,350	200
Equipment Hire	0	0
Equipment Purchase (describe)	0	0
	-	-
Utilities	0	0
Hardware (e.g. cement, timber, nails, paint)	0	0
Consumable materials (craft supplies, books)	0	0
Refreshments	0	0
Travel/Mileage	2,500	375
Volunteer Expenses Reimbursement	300	50
Wages/Salary	101,500	not applicable
Volunteer Value (\$20/hr)	24,000	not applicable
Other (describe) A. Workshops/Consultancy	20,000	0
B. Staff training/Memberships/Accounting charges	3,350	500
C. Phone and Internet / Depreciation	14,000	2,100
TOTALS	179,000	5,000

² If the application is for professional or facilitator fees, a job description or scope of work must be attached.

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 110-683-650

How much money does your organisation currently have? as per 18 Feb: 117,477

Includes accounts receivable, payable and GST balance

How much of this money is already committed to specific purposes? 117,477

List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
Reserves	60,000
Towards the remaining of our current financial year Aug 2018-Jul 2019	57,477
TOTAL	117,477

Please list details of all other funding secured or pending approval for this project (minimum 50%):

Funding Source	Amount	Approved
In our current financial year we received:		Yes / Pending
Grants from WDC, DIA, COGS, Northland Foundation, Foundation North, Pub Charity	97,291	Yes / Pending
Contributions/consultancy	11,586	Yes / Pending
About to receive:		Yes / Pending
Lottery Grant Board (2019-2020)	25,000	Yes / Pending

Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
Developing service	17,500	30 May 2015	Y / N
Operating cost	3,000	3 Jul 2017	Y / N
Operating cost	1,200	5 Jul 2017	Y / N
Operating cost	1,500	6 Jul 2017	Y / N



Local Grant Application Form

Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal or personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

Applicant Declaration

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

On behalf of: (full name of organisation)

Volunteering Northland

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry
 - Regular financial reporting to every full meeting of the governing body

Signatory One

Signatory Two

Local Grant Application Form



We agree to the following conditions if we are funded by Local Community Grant Funding:

1. To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained **in advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Signatory One

Name	<input type="text"/>	Position	<input type="text"/>
Postal Address	<input type="text"/>		Post Code <input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text"/>
Signature	<input type="text"/>		Date <input type="text"/>

Signatory Two

Name	<input type="text"/>	Position	<input type="text"/>
Postal Address	<input type="text"/>		Post Code <input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text"/>
Signature	<input type="text"/>		Date <input type="text"/>