

# Local Grant Application Form

Rawene Service Centre

27 JUN 2019

RECEIVED



## 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](http://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](mailto:governance@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [governance@fndc.govt.nz](mailto: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 - *Did not attach as did not want our details made public. If needed to be viewed can send separately.*
- 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	Francher Ltd	Number of Members	2
Postal Address	PO Box 54 Rawene	Post Code	0443
Physical Address	42 Manning St Rawene	Post Code	0443
Contact Person	Te-Ata Smith	Position	Manager of Park.
Phone Number	(09) 4057720	Mobile Number	
Email Address	info@raweneholidaypark.co.nz		

Please briefly describe the purpose of the organisation.

camping ground (Holiday park.)

# 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 Rawene Good Vibes Date 27.10.19

Location Rawene Holiday Park. Time 11am - 6pm

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

If so, how much? Koha. All koha collected to go to Rawene

Outline your activity and the services it will provide. Tell us: Primary School Sports academy.

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

Rawene Primary School Sports academy,  
Locals and visitors to the area.  
Scheduled to take place on 27/10/19  
Labour Weekend Sunday, providing  
a family day out with live music,  
food, stalls, arts + crafts.  
Also creates an opportunity for  
the community members to promote,  
share their talents or to have  
a stall.



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## 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	135	NIL
Advertising/Promotion	60	NIL
Facilitator/Professional Fees <sup>2</sup>	500	NIL
Administration (incl. stationery/copying)	120	120
Equipment Hire	2430.83	1430.83
Equipment Purchase (describe)		
Utilities	500	NIL
Hardware (e.g. cement, timber, nails, paint)	2000	NIL
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage	800	800
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	3060	not applicable
Other (describe)	450 Accommodation	450
<b>TOTALS</b>	<b>10055.83</b>	<b>2800.83.</b>

<sup>2</sup> 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

How much money does your organisation currently have?

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

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

Purpose	Amount
We are a Holiday Park.	
Monies stated above is	
the Holiday Parks for	
Annual running costs.	
eg: Rates, wages, maintenance +	
day to day running.	
TOTAL	NIL

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

Funding Source	Amount	Approved
NIL		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
NIL			Y / N
			Y / N
			Y / N
			Y / N



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**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  Position

Postal Address  Post Code

Phone Number  Mobile Number

Signature  Date

**Signatory Two**

Name  Position

Postal Address  Post Code

Phone Number  Mobile Number

Signature  Date

# 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) , - Francher Ltd.

 X 

**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**

X 

# Rawene Good Vibes

## Annual Community Entertainment Fundraiser

Sunday 27<sup>th</sup> October 2019.

Start time	End time	Task	Duration
11:00:00	11.30am	Welcome and Opening Karakia	30 mins
11.30am	12.30pm	First Band	1 HR
12.30pm	12.40pm	MC entertain	10 mins
12.40pm	13.40pm	Second band	1 HR
13.40pm	13.50pm	Raffle/giveaway	10 mins
13.50pm	14.50pm	Third Band	1 HR
14.50pm	15.00pm	MC Entertain	10 mins
15.00pm	16.00pm	Fourth Band	1 Hr
16.00pm	16.10pm	Raffle/giveaway	10 mins
16.10pm	17.10pm	Fifth Band	1 HR
17.10pm	17.30pm	Thanks and closing Karakia	20 mins
17.30pm	18.00pm	Pack up/ clean up	

Our event, Rawene Good Vibes is an annual community event that focuses on bringing people together through a common interest of music, crafts and food. It is a family friendly day out that caters for all age groups and encourages participation from people passing through our small coastal township.

The event has been running for the past two years and has grown steadily in this time. Attending Good Vibes gives musicians and local craft people the opportunity to share their talents with others. The musicians come from all over the North Island at this stage they are not paid for their services. However, we would like to be able to at least pay for their travel costs. This event has received so much positive feedback from the community, so our intention is to continue putting the event on.

This for us, is a not for profit event, we gift all koha to a community organisation. The Koha this year will be gifted to the Rawene Primary School Sports academy. It is their first year of having a sports academy, and it would be great to be able to support them and help with the purchases of the items they need.