



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	KAIKOHE BUSINESS ASSOCIATION	Number of Members	20+
Postal Address	P O BOX 497	Post Code	0440
Physical Address	KAIKOHE	Post Code	
Contact Person	TAUNAHA SMITH	Position	ADMINISTRATOR
Phone Number		Mobile Number	021 1600168
Email Address	admin@kaikohe.town		

Please briefly describe the purpose of the organisation.

The Kaikohe Business Association aims to develop a dynamic positive role contributing towards a better community and promoting the town of Kaikohe.



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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 Te Wairua O Kaikohe - The Spirit of Kaikohe Date 07 Sept 2019

Location Kaikohe Memorial Hall Time 6pm - 11pm

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

If so, how much? \$75 per head

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.

— This event will be the first of many of this kind that the Kaikohe Business Association wish to
— hold. The KBA would like to acknowledge past and present business owners of Kaikohe who
— contributed to a once thriving community through stories, photos' and dance. In
— acknowledging these past and present business owners', the KBA would like to use this
— event as a positive get together for the whole community to enjoy and to celebrate all the
— good that our community has to offer.
— This will be a formal evening black tie event OR guests can choose to dress to the era. For
— this particular event, the KBA will be focusing on the 1940's & 50's era. A time where
— business was booming in the town. A 2-course silver service meal will be provided along
— with a platter of nibbles to start. A special key-note speaker with connections to Kaikohe
— will be invited to speak to guests during the evening. There will also be a live band playing
— music of the 1940's & 50's mixed with more modern contemporary style music also.
— Many stories of this era are currently being compiled Kaikohe local's who grew up during
— this time. Some of these stories will be shared during the event with guests and displayed
— on story boards at the venue along with a booklet which will be displayed on tables. The
— KBA see this as an opportunity for people to share more stories or their "own" stories of this
— era.
— The benefits of this event to the whole community and business community alike are huge.
— It will bring a sense of pride and a sense of community spirit back to Kaikohe, which is so
— desperately needed at this point and time. The KBA are committed to working towards
— supporting, encouraging and unlocking potential in our community.



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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	350	350
Advertising/Promotion	1500	1500
Facilitator/Professional Fees ²	4000	—
Administration (incl. stationery/copying)	2000	1500
Equipment Hire	1000	1000
Equipment Purchase (describe)	—	—
Utilities	—	—
Hardware (e.g. cement, timber, nails, paint)	250	250
Consumable materials (craft supplies, books)	7500	—
Refreshments	500	—
Travel/Mileage	200	—
Volunteer Expenses Reimbursement	500	300
Wages/Salary	—	not applicable
Volunteer Value (\$20/hr) 20 per/h @ 400 hrs	8000	not applicable
Other (describe) Accommodation for guest speaker	350	—
TOTALS	26150	4900

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



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Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 103-589-665

How much money does your organisation currently have? \$3119.00

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

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

Purpose	Amount
Ongoing admin / event costs	2974
CCTV rental	30
Internet access	115
TOTAL	3119

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

Funding Source	Amount	Approved
COGS	8000	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
Community Patrol costs paid over 3 yrs	3000	10/04/17	Yes
CCTV system upgrade & maintenance	17153	11/07/16	Yes
Blackboard and seat in library square	439	10/11/14	Yes
Town Manager	4443	20/10/14	Yes
Community Patrol costs paid over 2 yrs	3000	03/10/14	Yes
Main St beautification	3050	12/09/14	Yes
Kaikohe beautification proposal	627	27/06/14	Yes
Town Manager	6650	29/04/14	Yes
Cycle racks	348	01/02/14	Yes

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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)

Kaikohe Business Association

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

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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 MIKE KANTO Position CHAIRMAN
Postal Address P.O. BOX 125000, ST HELENS PARK Post Code 1740
Phone Number Mobile Number 0211599915
Signature [Signature] Date

Signatory Two

Name PETER PETERSEN Position SECRETARY
Postal Address P.O. Box 303, KAIKOHE Post Code 0440
Phone Number 09 401 0388 Mobile Number 021 755120
Signature [Signature] Date 15-7-19