



Local Community Grant Fund 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.
- If there's anything on this form you're not sure of, please contact the Governance team at DDI (09) 401 5188, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- 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.
- **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.

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

- Signed applicant declaration
- Two quotes for purchases where practicable, or evidence of expected purchases
- Business plan (including project costs)
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Programme outline (if applying for operating costs) N/A no operating costs funding sought
- A health and safety plan It is understood that H&S plan not required unless the funding is for an event.

Applicant details

Organisation	Kerikeri Sports Complex Incorporated	Number of Members	1,163
Postal Address	P.O. Box 452, Remarie Kapa Drive, Kerikeri	Post Code	0245
Physical Address	71 Waipapa Road, Kerikeri	Post Code	
Contact Person	Ange Barker	Position	Committee Member
Phone Number	021 495 117	Mobile Number	021 495 117
Email Address	benandange@gmail.com		

Please briefly describe the purpose of the organisation.

The purpose of the Kerikeri Sports Complex is to be a premium provider for sport, recreation and leisure in the Mid-North. Both Kerikeri Netball Centre and Kerikeri Rugby Club operate from this Complex.

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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 Event Date

Location Time

Are you applying for annual funding for the remaining years of the triennium¹? Yes No

If so, how much?

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

- How it will enhance access to facilities and for whom
- How it will broaden the range of activities and experiences available to the community
- How it will enhance/communities or volunteer capability to provide services.

Kerikeri Sports Complex (KKSC), supported by Kerikeri Netball Club (KKNC) and Kerikeri Rugby Club (KKRC), seeks funding to enable sufficient consultation and design to be carried out for a proposed new playground, intended to be constructed at the KKSC grounds.

Please refer to the attached Kerikeri Sports Complex Playground Stage 1 Consultation and Design Business Plan dated 27 August 2019, for details relating to the proposal including enhanced access to facilities, range of activities available to the community, and enhancement of communities capability to provide a service. Detailed project cost information, professional scope of works, letters of support, and Health and Safety information, along with approval from Far North District Council, as land owner, is also included within the attached Business Plan.

¹The triennium refers to the three-year period between local elections.

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Project Cost

Provide a detailed costs estimate for the project or event. Funding requested may not exceed 50% of the total project 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:

- 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	\$540	
Advertising/Promotion	Nil	
Facilitator/Professional Fees ²	\$32,225	\$20,000
Administration (incl. stationery/copying)	Nil	
Equipment Hire	Nil	
Equipment Purchase (describe)	Nil	
Utilities	Nil	
Hardware (e.g. cement, timber, nails, paint)	Nil	
Consumable materials (craft supplies, books)	Nil	
Refreshments	Nil	
Travel/Mileage	Nil	
Volunteer Expenses Reimbursement	Nil	
Wages/Salary	Nil	not applicable
Volunteer Value	\$13,150	not applicable
Other (describe)	N/A	
TOTALS	\$45,915	\$20,000

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

What are your organisation's currently accessible financial resources?

How much of this is tagged or committed for specific purposes?

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

Purpose	Amount
Normal operating expenses, no capital projects	Various, annually
TOTAL	

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

Funding Source	Amount	Approved
Donation of venue hire by KKSC	\$540	Yes / Pending
Donation of volunteer hours	\$13,150	Yes / Pending
KKSC, KKNC and KKRC cash donations	\$1,230	Yes / Pending
Donation by VISION	\$11,000	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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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)

Kerikeri Sports Complex Incorporated

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

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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.
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.
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.
11. To notify the Far North District Council immediately if our GST status changes.

Signatory One

Name Position

Postal Address Post Code

Phone Number Mobile Number

Signature Date

Signatory Two (if applicable)

Name Position

Postal Address Post Code

Phone Number Mobile Number

Signature Date