



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 *not available*
- Your organisation's business plan (if applicable) *attach exec. summary*
- If your event is taking place on Council land or road/s, evidence of permission to do so *N/A*
- Signed declarations on pgs 5-6 of this form

Applicant details

Organisation: Number of Members:

Postal Address: Post Code:

Physical Address: Post Code:

Contact Person: Position:

Phone Number: Mobile Number:

Email Address:

Please briefly describe the purpose of the organisation.

ATTACHMENT 1

The function of the museum is to collect and preserve artifacts and natural history objects, to exhibit and interpret them, and to undertake research on the social and natural history of Kororareka/Russell and its environs. The museum develops and cares for its collection for present and future generations.

As a Charitable Trust operating a Museum that preserves and shares significant heritage objects and stories of our town and area, we fully meet the Far North District Council's Museum Services Policy 2.C:

Making funds available to the Community Board administered Community Grants scheme for application by Museums and private collection holders with legal charitable or community purpose structure, with priority given to organisations already established to conserve Far North cultural heritage.

Attachment 2

Name of Activity _____

Review and redevelop policies and procedures for Russell Museum Te Whare Taonga o Kororāreka

Date Starts October 2019, completed by the end of March 2020

Location Russell Museum Te Whare Taonga o Kororāreka, 2 York Street, Russell 0202

Outline your activity and the services it will provide.

Funding is needed to contract a museum professional to ensure that Russell Museum meets New Zealand Museums Standards: <https://www.tepapa.govt.nz/learn/for-museums-and-galleries/help-and-support-for-museums-and-galleries/new-zealand-museums>

The New Zealand Museum Standards Scheme Ngā Kaupapa Whaimana a Ngā Whare Taonga o Aotearoa, is a process to benchmark best practice in museums in this country. This scheme recognises that all museums are unique yet each aims to achieve high standards within its own situation.

The Standards Scheme enables museums to measure their performance against accepted standards of museum practice. It provides an assurance of quality and accountability, an appreciation of the roles and responsibilities of those museums offering services, and a commitment to best museum practice.

- **Who will benefit from the activity and how, and**

Russell Museum, trustees, staff, volunteers and community gain confidence in knowing that we are doing a good job, and awareness of where improvements need to be made.

Donors and lenders gain confidence that our organisation can properly care for our collections

Funders and sponsors gain confidence that our organisation manages its resources responsibly.

There is reassurance that our organisation is committed to honouring the responsibilities of **Te Tiriti o Waitangi The Treaty of Waitangi**.

As the Russell Museum redevelopment project progresses plans to rebuild, rehouse our collections and create new, exciting exhibitions we will be applying to government organisations for substantial funding. As well as being able to provide evidence of Resource Consent and Business Planning, we will be expected to be participating in, or have completed, the National Museum Standards Scheme.

How will it broaden the range of activities and experiences available to the community

It will help Russell Museum meet the FNDC Objectives: *1. To protect and preserve the Far North District's cultural heritage for future generations so it may enrich our lives and build a sense of belonging and identity, and 2. To support museum services that promote economic and/or community development (FNDC Museum Services Policy)*

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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		
Advertising/Promotion		
Facilitator/Professional Fees ²	15,000.00	15,000.00
Administration (incl. stationery/copying) A	10,000.00	
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage	3722.00	
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr) 100 hr	2000.00	not applicable
Other (describe)		
A		
TOTALS	30,722.00	15,000.00

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

How much money does your organisation currently have? *as of 30/6/19*

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
Yearbury Panels to purchase	2800.00
Phase 1 of Redevelopment Costs for consultants + Resource consent	8848.00
TOTAL	11,648.00

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

Funding Source	Amount	Approved
None		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
Optg cost coverage	5754.00	2019	(Y) / N
Shelving, p+e	12,663.00	2017	(Y) / N
Optg costs	20,000.00	2016	(Y) / N
Tamret i Naka Nene Project	10,000.00	2014	(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)

RUSSELL CENTENNIAL TRUST BOARD

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

Geoffrey Pye

John Innes



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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