



# 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](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
- 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="Waimamaku Community Garden"/>	Number of Members	<input type="text" value="20"/>
Postal Address	<input type="text" value="7233 SH 12, Waimamaku"/>	Post Code	<input type="text" value="0473"/>
Physical Address	<input type="text" value="7233 SH 12, Waimamaku"/>	Post Code	<input type="text" value="0473"/>
Contact Person	<input type="text" value="Courtney Davis"/>	Position	<input type="text" value="Secretary"/>
Phone Number	<input type="text" value="09 4396443"/>	Mobile Number	<input type="text" value="0220809675"/>
Email Address	<input type="text" value="cdavis@teraroa.iwi.nz"/>		

**Please briefly describe the purpose of the organisation.**

see attached sheet



## Community Fund Application

The Waimamaku Community Garden is a relatively recent addition to the landscape of the small community of Waimamaku, only being established in the middle of last year after initial talks last year as part of a wider conversation on community development. The Waimamaku Community Garden Group is umbrellaed by the South Hokianga Ginger Group. Our group consists of a core team of people who are passionate about the environment and about good quality, healthy, organic food. We believe that this group will expand as the mahi begins and the garden grows. Currently our group consists of experienced, seasoned gardeners, expert ecologists and people with horticultural qualifications and rangatahi keen to learn. So far we have established raised beds and a community composting area and have secured funding for the establishment of a food forest within the village and the development of a pataka kai (food cupboard) on site.

We are also engaged in the holding of regular gardening workshops where we provide an educational space for learning horticultural skills in order to encourage whanau within our area to use these skills to provide healthy kai for themselves and their families. These skills can also be used to develop small-scale horticultural enterprises that can provide income and financial security for these whanau, something that would be incredibly beneficial in an area with high unemployment and limited employment opportunities.

In order to assist us in this kaupapa we seek funding to facilitate us in providing more educational resources as well as infrastructure and tools to enable us to produce high quality kai to distribute to those in need within our area. Some of these tools are out of reach of our average community member, so we hope to establish a tool library that can be loaned out to members of our community for them to be able to better produce better food or take care of themselves. The educational resources will enable us to teach a wider range of skills and a more holistic approach to gardening that is mindful of the environment.

We also require a range of health and safety materials that will keep our people safe while working with machinery, equipment and gear. These include items such as earmuffs, safety gloves and a first aid kit.

We live in a low socio-economic area with some of the highest levels of unemployment in New Zealand. By teaching skills that can generate income and reduce living costs as well as improve health outcomes we hope to have a significant impact on the health of our community as a whole and improve our resiliency and become more self-sufficient.

## **The items:**

The following is a list of items we are requesting funding for to enable us to grow and continue our work. We have chosen them because they are of high quality and good price point and best suited to our work. Because of their quality construction, they will serve us well into the future as we continue in our mission to provide quality kai and the knowledge to grow it to the community of Waimamaku.

We selected the Promax 1000L tank as we know that sufficient water is key to the growing of food. We currently receive water courtesy of a supportive local business, but to ensure that we provide adequate water over the hot, dry Summer months, it is essential that we develop a water supply system of our own that we can rely upon. We selected this tank as Promax is known to have high quality products and is the closest supplier to our area.

We have selected a worm farm because as part of our educational work we are seeking to develop a range of food-waste reduction systems within our community composting centre. With this we can effectively demonstrate a range of food-waste production techniques that can turn unwanted food waste and organic matter into nutrient rich fertiliser for producing quality food. Food-waste going to landfill is a significant contributor to climate change as it creates methane gas. By educating people about this we are not only mitigating climate change, we are helping whanau grow healthy food for themselves.

A Compost Tumbler will be another valuable addition to our community composting centre where we seek to educate about and demonstrate the reduction of food waste and recycle organic matter into productive compost that can be distributed back to the community or used in the community garden.

The Masport Biowizz 5.0hp Chipper Shredder will be a valuable addition to our community tool library. It would enable both the community garden and the community as a whole to effectively turn valuable organic matter, in the form of small logs, twigs, etc, into woodchip that could be recycled into compost in our composting system or used as mulch to protect the orchard we will be planting or suppress weeds in our garden. This unit is produced by a reputable manufacturer and has a superior price point. Because of its' quality construction it will serve our community well into the future. Its' price puts this kind of tool out of reach of the vast majority of our community, but if it is communally held in trust it will be able to serve many people.

The greenhouse we have selected is from Redpath NZ. This is a very reputable supplier of greenhouses and nurseries. We have chosen this particular one because it is heavy duty and easy to assemble. The cost of shipping is also included in the quote which makes it a very economical option.

We have chosen a compliant first aid kit from Trade Workwear. We selected this one as it is a high quality and compliant first aid kit from a reputable supplier that also engages in health and safety training. This will ensure that whilst engaging in our work we can provide adequate first aid in the case of an accident. This one is also wall mounted so we can ensure it is well looked after. We also understand that we need to provide health and safety equipment for using machinery in order to keep volunteers safe so have included gloves and earmuffs. We have selected these from Bunnings as we are hoping to purchase a number of other equipment from there.

We have decided to purchase as much of the equipment as possible from the same supplier to reduce the cost and environmental impact of shipping things from around the county. We live in a very isolated area and are quite far from any main business districts. This is why we have not provided competing quotes, as we are very limited with where we can actually source items from without paying a lot in shipping.



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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 <sup>2</sup>		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
<b>TOTALS</b>	See budget	\$6,451

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

## Budget

ITEM	COST	AMOUNT REQUESTED FROM FNDC	SUPPLIER	PURPOSE
Broadfork	\$352.00	\$352.00	Crafty Gatherer	Gardening
First Aid Kit	\$115.00	\$115.00	Trade Workwear	Health and Safety
Greenhouse	\$1,325.00	\$1,325.00	Redpath	Propagation
Compost Bins and safety gear	\$527.00	\$527.00	Bunnings	Education
Watertank	\$810.00	\$810.00	Promax	Water storage
Machinery	\$3322.00	\$3322.00	Stihl	Gardening
Workshop hours	30hrs@ \$20p/h - \$600.00	In kind	Waimamaku Community Garden	Education
Volunteer hours in garden	250hrs@\$20p/h - \$5000.00	In kind	Waimamaku Community Garden	Gardening
Promotion education hours	15hrs@\$20p/h - \$300.00	In kind	Waimamaku Community Garden	Gardening
Administration	52hrs@\$21p/h \$1040.00	In Kind	Waimamaku Community Garden	Administration
<b>TOTAL</b>	<b>\$13391.00</b>	<b>\$6451.00</b>		



# 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
Pataka Kai	\$750
Educational display boards	\$750
Free community workshops	\$1500
Raised beds	\$500
Food forest	\$1000
<b>TOTAL</b>	<b>\$4500.00</b>

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

Funding Source	Amount	Approved
Pub Charity Ltd	\$11,000.00	Yes / <u>Pending</u>
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
			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)**

South Hokianga Ginger Group

**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**

*[Handwritten signature]*

**Signatory Two**

[Empty signature box]



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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