



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	<u>Friends of the School (OAS)</u>	Number of Members	<u>10</u>
Postal Address	<u>Private bag 759 Kaikohe</u>	Post Code	
Physical Address	<u>SH 12 Omapere</u>	Post Code	
Contact Person	<u>Christine Gamman</u>	Position	<u>Secretary</u>
Phone Number	<u>09405 8500</u>	Mobile Number	<u>0211204471</u>
Email Address	<u>cnrissyg@opononi.school.nz</u>		

Please briefly describe the purpose of the organisation.

Nonprofit organisation: That works alongside the school to create fundraising opportunities and to provide volunteer hours to these events.



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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 Date

Location Time

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

If so, how much?

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 project is to provide much needed shade at Opononi Area School. The overall project is valued at 25,955 but stage 1 of the project is to replace the shade sails on the tiger turf area where existing poles are already situated at a value of 5,727.

We as a committee will continue our fundraising efforts along side the school to raise funds for the rest of the shade sail project.

This area ~~is~~ of the school is used by other community members during the weekends and school holidays eg Hokianga Soccer Club, Lions club & marathon, Church groups, Kapahaka and many more.



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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		
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)	Overall shadesail project for playground 17,590+GST \$ 4980+GST	Stage 1 of the project replacing shadesails 4980+GST
TOTALS	25,955	\$5,727

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



label:school-gala



3 of 21

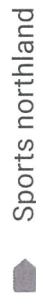
Compose



School



Gala



Sports northland



Tournaments



Ki-o-rahi



Touch



Chrissy



Alex Gamman

Sent a message

Below is my email I sent to Anita and Janna, in December last year, and attached Quote for the Playground shade and Courtyard shade Structures

Many Thanks Stephanie

Hello Anita and Janna

Thank you for the opportunity to quote on some shade for areas at Opononi Area School, much appreciated, and taking the time discuss the areas.

As discussed, Please see attached Quote for these options

Also mentioned was the replacement shade sails in the Junior Block Courtyard where it has been astro turfed, to install 2 new sails to existing Timber poles already standing out of our seriously strong Monotec 370 fabric, would be **\$4980.00 + GST**, this would have to take place at the same time as any of the other structures are installed, for this price to be remain.

And in the same courtyard area, to install a C.O.L.A Canopy over top of the whole courtyard (please see attached Profiles for this type structure/or in hand booklet I gave Anita) , an **estimate** for this structure at 26.0m x 20m wide = **\$230,000.00 + GST**

Anita and Janna, I trust the attached is acceptable, please feel free to call me to discuss anything, or if anything is unclear

I look forward to hearing from you regarding these options, and working with you further...



- Your 'turn-key' investment options are...for 6 Sails

STRUCTURE	FABRIC Colour	FINISH	INVESTMENT
Base: Shade Sails <i>Shadetec 320</i> Fabric	TBA	Timber Poles	\$ 25,590.00 + GST
Recommended: Shade Sails <i>Shadetec 320</i> Fabric	TBA	Hot Dipped Galvanised Poles	\$ 28,390.00 + GST
Premium: Shade Sails <i>Monotec 370</i> Fabric	TBA	Hot Dipped Galvanised Poles	\$ 30,990.00 + GST

Or alternatively option #2 – to shade the playground only, not the add on Swing set & Playset.

- Your 'turn-key' investment options are...for 3 Sails

STRUCTURE	FABRIC Colour	FINISH	INVESTMENT
Base: Shade Sails <i>Shadetec 320</i> Fabric	TBA	Timber Poles	\$ 15,890.00 + GST
Recommended: Shade Sails <i>Shadetec 320</i> Fabric	TBA	Hot Dipped Galvanised Poles	\$ 17,590.00 + GST
Premium: Shade Sails <i>Monotec 370</i> Fabric	TBA	Hot Dipped Galvanised Poles	\$ 18,590.00 + GST

Please see overleaf for some project profile options...



30 August 2019

Friends of the School
 C/- Opononi Area School
 Private Bag 759
 Kaikohe 0440



Non - Profit Organisation

Account name: **Opononi Area School Support Group**

Account number: **03 0334 0123043-00**
 Last summary date: **30 July 2019**
 This summary date: **30 August 2019**
 Summary number: **313**

At a glance

your current balance

\$537.74

Current credit interest rates

These are the current per annum interest rates. They are subject to change without notice.

BALANCE	INTEREST RATE
Under \$5,000	0.00%
\$5,000 to \$9,999	0.10%
\$10,000 and over	0.10%

The interest you earned for this period was calculated on your daily credit balance and paid to you monthly.

Opononi Area School Support Group

Account number: 03 0334 0123043-00
This summary date: 30 August 2019
Summary number: 313

Your transactions

TYPE NAME OF OTHER PARTY

TRANSACTION PARTICULARS

There has not been any money in or money out since your last summary

OPENING BALANCE

MONEY OUT \$

MONEY IN \$

DATE

537.74

BALANCE \$

CLOSING BALANCE

537.74

To report lost or stolen cards or PINs (Personal Identification Number) phone 0800 888 111, 24 hours a day.

You can get a copy of the current disclosure statement for Westpac New Zealand Limited from
westpac.co.nz or any Westpac branch in New Zealand free of charge.

Westpac New Zealand Limited





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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
TOTAL	

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

Funding Source	Amount	Approved
		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
			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)

Friends of the School (Opononi Area School)

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 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