



# 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	Dynamo Cycling + Sports Club Inc.	Number of Members	1125.
Postal Address	PO Box 8068, Ulrich Ave Hamilton 3241	Post Code	3245
Physical Address	476 Peacocks Road RD2, Hamilton	Post Code	3282
Contact Person	Stephen Cox.	Position	General Manager
Phone Number	07-8436215	Mobile Number	0274 925 672.
Email Address	Stephen @dynamoevents.co.nz.		

Please briefly describe the purpose of the organisation.

To provide events that are fun, friendly, affordable, safe, to people of all ages and abilities



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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 Tour of Northland Cycle Challenge Date 19<sup>th</sup> - 22<sup>nd</sup> March 2020

Location Whangarei - Paikia, Opononi - Dargaville Time 9am - 2pm each day

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

If so, how much? Competitors \$219 spectators, supporters FREE.

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.

2020 will be the 20<sup>th</sup> Edition of this event which has become an iconic Northland event. We expect in excess of 300 competitors and along with their supporters means in excess of 500 people staying in the Paikia/Russell area for 1 night and then in Opononi area the next night. This obviously provides a big economic benefit for these 2 regions.

It is the only major event for Northland competitors in the region.



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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:** *See full attached event Budget.*

- 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) <i>Finishers Medals &amp; Trophies.</i>	<i>3637</i>	<i>\$ 1650</i>
<b>TOTALS</b>	<i>3637</i>	<i>1650</i>

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

(1)



P O BOX 8068, Urlich Ave, Hamilton

19<sup>th</sup> August 2019.

## **Information for FNDC Local Grant application.**

### **Tour of Northland Cycle Challenge "The 20<sup>th</sup> Edition" 19<sup>th</sup> to 22<sup>nd</sup> March 2020**

We have made application to two of the community boards for \$160 each as for the 2019 event the 3 Councils contributed \$3330 +gst each towards the event. This year we need to make application to the various councils funds to obtain this amount for the 2020 event.

#### **Event background:**

The event was first held in 2001 and next year will be the 20<sup>th</sup> Edition of the event. It has continued to be held because of the popular demand for the event and it has become an icon event for Northland.

Funding for the event is always a challenge and most funding comes from entry fees, sponsorship from BDO Northland, and then we apply for funding from various organizations. The 3 Northland Councils provided \$10,000 in funding for this year's event, which took a huge strain of the battle to fund this event. We are seeking that same support from different funds via all 3 councils again this year.

#### **Community benefits.**

The event makes a big contribution to the various local communities that its visits. We are told that it is one of the biggest days in Opononi each year. Generally, the local community is very supportive of the event. Day 1 has its finish in Russell and then the days presentation is in the Village Green in Paihia, prior to leaving the next morning to may our way to Opononi.

There is obviously a big economic benefit to the local communities we visit as there is some 500 people staying a night in each of these communities.

#### **Health & Safety and Traffic management.**

Attached is a copy of the 2019 H&S document. The TMP for the 2020 event has not been submitted to the various councils as yet but will be identical to the 2019 events so no problems are expected to achieve sign off of this.

(2)



### **Financial Information:**

**Enclosed are the Club's Audited 2018 accounts: The club has an independent accountant and meets all its obligations as an incorporated society. We have good processes in place and use the myob/banklink systems. In general, the Club has good cash follow as we have a number of events on all of the time.**

### **Budget Notes:**

**The attached budget is based on the 2019 event.**

**At this stage we have not updated quotes for major costs as we do that as we start to confirm all aspect of the event. There are only a few items that we get quotes for as in most cases we have set suppliers for event items.**

**We are expecting to use a new provider for the traffic management in 2020.**

Event.	Tour of Northland 2020	
<b>Income;</b>	<b>Budget</b>	<b>Notes</b>
Entry Fees	\$ 60,000.00	
Grant funding		
Sponsorship BDO	\$ 8,000.00	
Council Funding	\$ 10,000.00	Expect the 3 Councils to contribute in total \$10,000 approx FNDC, KDC, WDC.
Volunteer hours	\$ 7,000.00	contra
<b>TOTAL INCOME</b>	<b>\$ 85,000.00</b>	exclusive of GST
<b>Expenses</b>	<b>Budget</b>	<b>Notes</b>
Accom & Meals	\$ 4,000.00	During event all support team
Administration	\$ 400.00	office expenses
Advertising & Reach Media flyer	\$ 2,100.00	
Competitors Drinks /snacks	\$ 4,000.00	drink /fruit after each day
Contingency	\$ 1,000.00	
Presentation Dinner		
Entry Form / Poster	\$ 1,700.00	printing & postage
General Expenses	\$ 500.00	
Hirage/ Truck x2 & van	\$ 1,500.00	truck, baggage, truck stage equipment, van delivery equipment
Marshals Donations	\$ 2,000.00	
Mechanics Service	\$ 3,000.00	3 people & vehicles over 4 days.
Merchandise		
Finishers Medals 20th Edition	\$ 3,255.00	300 as per 2019.
Trophies 20th Edition.	\$ 2,578.00	38 as per 2019 @\$59
PRIZES	\$ 5,000.00	15% of entry fee
Race numbers	\$ 750.00	competitors numbers
Race Packs	\$ 2,400.00	1 pack per rider
Medical cover	\$ 4,945.00	Triple Care
Traffic Management	\$ 10,500.00	supplier TBC
Timing service	\$ 7,000.00	Electronic timing required
Vehicle expenses	\$ 1,000.00	Race week costs
Venue hire	\$ 750.00	
Wages	\$ 15,000.00	Event management contract
Wages Admin	\$ 4,000.00	GM allocation of time
Website	\$ 500.00	update
pre event trips	\$ 1,000.00	4 trips petrol & accommodation
Event only wages	\$ 4,000.00	additional staff for event
Event lease fee	\$ 4,000.00	
Merchant Fee on \$60K	\$ 1,200.00	
Volunteer hours @\$20per hour	\$ 7,000.00	12 volunteers which = 350hr in total over the 4 days.
<b>Total Expenses</b>	<b>\$ 95,078.00</b>	
<b>Nett loss.</b>	<b>-\$ 10,078.00</b>	

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### Financial Information

Is your organisation registered for GST?

Yes  No

GST Number

72-899-776

How much money does your organisation currently have?

\$49,000

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

\$49,000

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

Purpose	Amount
Te Akau Gravel Grinder event.	\$7,000
Team Championship Series.	\$28,000
Crossfit Team Nationals.	\$9,000
General Managers Wages - Sept.	\$5,000
TOTAL	

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

Funding Source	Amount	Approved
Sponsorship.	\$8,000	(Yes) / Pending
WD Council.	\$3500	Yes / (Pending)
Kaipara Development Board	\$3500	Yes (Pending)
Oxford Trust. (yet to apply).	\$5000	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
There was a joint funding agreement with the 3 Northland Councils for the 2019 event.			(Y) / N
			Y / N
			Y / N
			Y / N



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## Application Form

### 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)**

*Dynamo Cycling & Sports Club 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

**Signatory One**

[Empty signature box for Signatory One]

**Signatory Two**

[Handwritten signature in signature box for 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