



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 Kohukohu Community Trust
The Herald Building (under Kohukohu Community Trust) Number of Members 6
 Postal Address Po Box 7, Kohukohu Post Code 0453
 Physical Address 1366 Kohukohu Road, Kohukohu Post Code 0491
 Contact Person Wally Hicks Position Co-Chair
 Phone Number 929 5922 Mobile Number 021 0514294
 Email Address wallyhicks56@gmail.com

Please briefly describe the purpose of the organisation.

Please refer 'Aims, Objectives & Core Values' of attached Herald Building information (pg 3)



Local Grant Application Form

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 The Herald Building - Community Resource Centre Date Opens 1 Nov 2019
 Location 1366 Kohukohu Road Time Daily 5-7 hours

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

If so, how much? Various nominal venue hire, printing & other fees (see attached 'functions')

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.

NB

• The people of Kohukohu & North Hokianga (see attached Kaupapa, Method & Functions)
 We estimate potential participant numbers = 3,170*
 • The Herald Building Resource Centre is expected to coordinate, pool and 'nest' existing activities plus provide numerous opportunities for new and expanded community activities and experiences (see attached Kaupapa, Method & Functions)
 *Participant numbers include local residents and visitors to the Herald Building information & resource centre open 5 or 7 hours 360 days per year.
 • The Herald Building project fulfills numerous goals in Tirihanga/Vision Kohukohu-Pantaki Hapori/Community Plan



Local Grant Application Form

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	3000	3000
Advertising/Promotion <i>Newsletter printing</i>	480	320
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)	172	172
Equipment Hire		
Equipment Purchase (describe) <i>Printer, computers, light bulbs, fire extinguishers & smoke alarms</i>	1343	885
Utilities <i>Electricity & Internet w phone</i>	2640	1908
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	1020	
Refreshments	1321	660
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	43680 <i>see also attached method</i>	not applicable
Other (describe)		
TOTALS	53656	6945

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

Notes on Project total costs and amount requested:

Advertising - we are only requesting 2 months of printing costs in anticipation that the printer will be purchased earlier than 3 months.

Equipment purchase – we've reduced the amount asked for to off-set the chair that's already been donated, and the hope of another being forthcoming from the community so have subtracted \$458.

Utilities - are currently approx. \$120 p/month for both power & internet. We anticipate that the power usage will go up when the centre is used, so this has been budgeted for \$100 p/month and we would hope to increase our internet to an unlimited plan which would be \$120 p/month, but we will have a koha for the community internet use, so we are only seeking funding for the cost of power and the current capped rate of \$59 for internet.

Consumables - we are looking to purchase a colour laser printer for the cost effectiveness, we believe the newspaper production and charging the community printing at cost will cover the price of the toner consumables.

Refreshments - we have budgeted \$25.40 p/week on the purchase of tea & coffee & as with the internet service we look to provide, we will have a koha jar in the centre to offset this cost and are only seeking half of this amount to be funded.



Local Grant Application Form

Financial Information

Is your organisation registered for GST? Yes No GST Number

How much money does your organisation currently have? Kohukohu Community Trust 116092
Herald Building 4590

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

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

Purpose	Amount
* Kohukohu Community Trust - Heritage preservation & restoration activities	116092
* Herald Building - Kai Ora Fund - Healthy food access, self-sufficiency & community resilience	4590
TOTAL	120682

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

Funding Source	Amount	Approved
Kai Ora Fund	\$5000	<u>Yes</u> / Pending
Give-a-Little Page (1 Oct)	???	<u>Yes</u> / Pending
NZ Lotteries Environment & Heritage (Conservation Plan)		Yes / Pending
Architect's Report (6 Nov) plus Kaha at Location	20000 ???	Yes / <u>Pending</u> <u>Yes</u>

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



Local Grant 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)


Kohukohu Community Trust (Umbrella for The Herald Building)

We, the undersigned, declare the following:

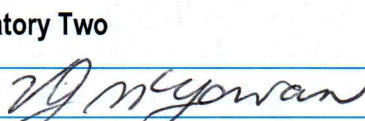
In submitting this application:

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





Local Grant Application Form

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

Applicant: Te Ropu Herara - The Hokianga Herald Building Group

Name of activity: The Herald Building Community Resource Centre

Location: Old Herald Building, Main street, Kohukohu.

Note: This project will initiate and co-ordinate many of the elements proposed in the 2019 updated Kohukohu Community plan, now part of the FNDC District Plan.

The kaupapa is to provide opportunities for the community to increase: - its capacity for resilience - food security in tough times - business development - sharing of local skills, services, goods, knowledge - strengthening the social and practical connections between communities and generations.

The method is to open a community resource centre in the old Herald Building. This is in the main street in Kohukohu on the waterfront, with easy access and roadside parking for locals and visitors. It is owned by the Kohukohu Community trust, the governing body for the Herald Group. The resource centre will be open 7 days a week, with summer hours being 9am to 4pm and winter hours 10am to 3pm. These hours comprise 49hrs p/week in summer, & 35hrs p/week in winter equating to 2184 total hours annually, or a volunteer cost of \$ 43 680 annually - this will be staffed by a roster of timebank volunteers.

We aim to open on the 1st November, 2019.

The functions of the centre will include:

1. Monthly newsletter production for rural delivery to all North Hokianga households. Many homes are without cellphone or internet connectivity. The newsletter will help to overcome isolation, share information, and support other organisations eg. sports groups, & the Panguru-based Hokianga Community Development Group.
2. Timebank office - this will provide staff & workers for most proposals here, and encourage and co-ordinate the system of sharing skills, services, & goods between individuals, generations and communities that leads to resilience.
3. Community venue for meetings, workshops, education, & drop-ins. To be charged at nominal community appropriate rates when applicable.
4. Support and promote local business by:

- a) A board for business notices, brochures, information, contacts, photographs.
 - b) Offer appropriate experienced support contacts via the timebank.
 - c) Have a shop on the premises to showcase and sell local art, craft, whakairo, rongoa, honey, nuts.
 - d) Operate an online sales service for local products.
 - e) Internet facility for tech support, research, tuition.
5. Welcome and information centre for visitors - promotion of local activities and Accommodation.
6. Ecocentre - information on environmental issues, marine health, pests/weeds, disease, identification, and controls. Possible co-ordination for pest/weed control action groups.
7. Co-ordination for food security - community gardens, food forest, local produce market days, bulk-buying food co-op.

*These are the planned initial basic functions for the centre. It is probable they will adapt and evolve as the community does.

*Once the centre is strongly established and recognised as such, it is possible it may be used by government services eg. a co-ordination base for our local PD workers doing weed control?

*It is also planned to investigate the feasibility of establishing a local bio-fuel production plant, using the existing abundant weed growth in our area. The elephant grass rampant along our roadsides is considered one of the top bio-fuel species overseas.

*The uncertainties of climate change - the probability of increased wilder weather, flooding, slips, temporary isolation, power outages, food and fuel shortages etc, can be partially offset in a community that already has resilient systems in place.

Te Ropu Herara Hokianga – The Hokianga Herald Group

Aims

- Facilitate community development
- Support a resilient and sustainable local economy
- Provide educational opportunities
- Encourage and make possible income generation
- Seek and accept funding to fulfill these aims

Objectives

1. Make the Hokianga Herald building available to the North Hokianga Community
 - a) Maintain the building in a safe and insured condition
 - b) Ensure the availability of appropriate building services such as power and internet access
2. Restore the building to a condition compatible with its position in the Kohukohu Heritage Precinct
3. Use the building to provide a space for community activities and meetings:
 - a) A community distribution outlet for e.g., garden produce, healthy food, the work of local artisans
 - b) Public or private meetings
 - c) Educational activities both facilitated in person and online in subjects such as art, music, dance, writing, creativity, computer use and sustainability
4. Provide a community drop-in centre
5. Provide a clearing house for information and skills in areas such as:
 - a) Recycling and upcycling materials
 - b) Gardening and environmental subjects
 - c) Resilient local communities
 - d) Networking
6. Establish a community garden supported by the garden produce, healthy food, growing skills, seed bank, environmental networking and distribution activities
7. Apply for funding to meet these objectives

Core Values

Put the individual and the community at the centre of everything we do:

- Be open and inclusive
- Be receptive and responsive
- Act with honesty and integrity
- Have fun and enjoy
- Act within the law