

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 Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.
- **Send your completed form** to funding@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="Kaikohe Intermediate School"/>	Number of Members	<input type="text" value="143"/>
Postal Address	<input type="text" value="PO Box 252, Kaikohe"/>	Post Code	<input type="text" value="0440"/>
Physical Address	<input type="text" value="11 Park Road, Kaikohe"/>	Post Code	<input type="text" value="0405"/>
Contact Person	<input type="text" value="Freda Mocaraka"/>	Position	<input type="text" value="Principal"/>
Phone Number	<input type="text" value="09 4011 667"/>	Mobile Number	<input type="text" value="021 884 342"/>
Email Address	<input type="text" value="office@kaikoheint.school.nz"/>		

Please briefly describe the purpose of the organisation.

Intermediate School- Providing education for students aged from 11yrs to 13yrs (Year 7 + 8).

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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.

Who will benefit from the activity and how:

Kaikohe Intermediate School currently has a total roll of 128 students with 17 staff members.

Kaikohe Intermediate School are wanting to purchase a swimming pool cover and roller to stop the water in our pool from evaporating; and to prevent debris (such as leaves) from falling into the pool.

If we are successful in receiving the funding from the Kaikohe/Hokianga Community Board, we will be able to purchase the swimming pool cover, which in turn will ensure that our pool can be used by our students in Term 1 and Term 4 of the school year; regardless of if there is water restrictions or not.

As it means we will not have to empty (and re-fill) our pool every year to remove debris, as the cover will stop the debris from getting into the pool. It will also stop the evaporation of water over the summer months, which will reduce the number of top ups required to keep the pool at a safe water level so that it does not affect our pool pumps.

In the past, we have not been able to use the town supply to fill our pool so over the 2018/2019 summer season, our pool was not used.

This year, we have also been advised that we cannot use the town supply to top up the pool, but instead will have to truck in water (up to a cost of \$402.50 per top up).

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

The community will benefit from the success of this funding application as we will be able to ensure that the pool stays open. This will mean that we will be able to teach 128 (current roll) students how to swim with confidence.

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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) Swimming Pool Cover & Roller(s) x 2	\$10,821.22	\$7,383.36
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)		
TOTALS	\$10,821.22	\$7,383.36

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 52-638-089

How much money does your organisation currently have? \$216,823.73

How much of this money is already committed to specific purposes? \$216,823.73

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

Purpose	Amount
Administration	\$27,436.00
Property Maintenance	\$36,851.00
Learning Resources	\$37,983.00
Other Cash Outgoings (Lease & Loans)	\$5,982.00
Upgrade of Classrooms / Buildings	\$108,571.73
TOTAL	\$216,823.73

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

Funding Source	Amount	Approved
n/a		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
n/a			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)

Kaikohe Intermediate 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 FREDA MOKARAKA Position PRINCIPAL
Postal Address 11 PARK RD, KAIKOHE Post Code 0405
Phone Number 09 4011667 Mobile Number 021884342
Signature [Signature] Date 06/12/2019

Signatory Two

Name NICHOLE LEE ROBINSON Position Administrator
Postal Address PO Box 42, Omapere Post Code 0444
Phone Number 021 088 49757 Mobile Number
Signature [Signature] Date 4/12/2019