



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="Jacman Entertainment Ltd"/>	Number of Members	<input type="text" value="1"/>
Postal Address	<input type="text" value="154 Waipapa West Road, RD2, Kerikeri"/>	Post Code	<input type="text" value="0295"/>
Physical Address	<input type="text" value="154 Waipapa West Road, RD2, Kerikeri"/>	Post Code	<input type="text" value="0295"/>
Contact Person	<input type="text" value="Jackie Sanders"/>	Position	<input type="text" value="Director"/>
Phone Number	<input type="text" value="021 373739"/>	Mobile Number	<input type="text" value="021 373739"/>
Email Address	<input type="text" value="jackie@jacman.co.nz"/>		

Please briefly describe the purpose of the organisation.

Jacman Entertainment Ltd develops, presents and promotes events and festivals in NZ and Australia.
The company has been in operation for 12 years and is based in the Far North, New Zealand.



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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	Hullabaloo Children's Arts Festival (Outdoor Movies)	Date	4-5 October 2020
Location	The Village Green, Paihia	Time	6.30pm - 9.30pm
Will there be a charge for the public to attend or participate in the project or event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If so, how much?	\$12pp (\$1 from every ticket to Focus Paihia)		

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.

See following pages.

BOI - WHANGAROA LGA: HULLABALOO FESTIVAL 2020

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.

Thank you for the opportunity to re-submit this application for funding.

We felt that the overall significance of this event in the bigger picture of the festival was not effectively communicated in our previous application. This event is an anchor event in the festival programme and is imperative to the financial success this year and to the continuation of the festival in years to come.

Many of our events will not make a profit or may make a small profit in the case of a sell-out. This is the case with the Movies. As much as we would like to get a 1000 people to the movies, this is in no way a given and we take on that bigger risk with large events. Jacman Entertainment is investing a significant amounts into building this entire event for the region, with the view that it will be sustainable and self-funding in future years. We will be employing local staff, suppliers and creatives and enhancing the offering to the domestic tourism market at a critical time. Most importantly we are providing events for a local family market that are both of a high quality AND affordable.

We have proven our commitment to the region over several years. Initial funding was awarded to Jacman Entertainment in 2015 and 2016 to bring major events to the region. Once established we have requested no further funds and continued to bring major events each year, all of which represented huge economic benefit to our Northland communities. We are requesting support this year in light of world events and the subsequent impact not just on our business, but that of our suppliers and audiences. We have adapted our offerings to include more low-cost options.

This is another point we would like to clarify. There was some concern over the cost of food and drink at the event and the presence of alcohol. We will NOT have alcohol at a Children's Arts Festival event and this was never even considered. Attendees will have options to purchase a range of food on site

(we want to support our local food trucks) but we always actively encourage attendees to bring picnics, snack foods and water. That is part of the whole experience to bring a picnic, so we would like to clarify that this has been part of our planning and will form part of our communications. We will have access to free water on site as well, we do at every single event.

We have reduced our financial request to a level we think we could still operate on. If we are unable to obtain funding we may have to look at other options such as increased ticket price or reduction of the festival programme. We propose to announce with an 'Earlybird' price as discussed which gives us the option to increase price nearer the event.

In the event of bad weather or return to COVID restrictions, the event will be moved to a later date and all ticket-holders unable to attend the new date will be given full refunds.

Once again, we appreciate the opportunity to resubmit this application and hope we have allayed any concerns.

Previous Details Submitted:

The Hullabaloo Children's Arts Festival will present an 8day programme of high-quality kids entertainment set against the backdrop of the stunning Far North region.

Events and activities contribute greatly to a community, bringing vibrancy and a sense of place. The festival will cater to the local family market, bringing shows to the region that rarely make it past Whangarei. There will be special locations used as venues, such as Waitangi Treaty Grounds, Puketiki Forest and The Pioneer Village.

As well as creating unique experiences for Far North residents, the festival aims to appeal strongly to the domestic traveller, giving families yet another reason to choose Northland as a destination for their holidays. The Festival will work closely with local tourism providers to compliment, enhance or promote their offerings by way of hosting shows in their venues.

Hullabaloo at The Movies will be held in Paihia, 4-5 Oct and will feature NZ's biggest outdoor screen (128sqm), with 2 nights of family-friendly screenings, as well as roving entertainers, Capt Festus McBoyle and the puppets from Northlands' Imagination Workshop.

Local suppliers will also benefit. Jacman Entertainment has been a major hirer of equipment in the region over the last 4 years, presenting large and medium scale events each year that have required fencing, marquees, toilets, generators, printing and production. We have also hired and trained many local crew, participated in Gateway programmes to give youth event experience and also supported many local charities and organisations by utilising volunteers who are working on behalf of their cause. We are proud to have supported multiple local sports teams, Rotary clubs, Alzheimers Northland and Mai Lyfe Youth Group.

With the current world situation, we are unable to bring the international artists to NZ, yet we are extremely excited to be developing new and exciting events for the region and to continue to support our local communities, suppliers and crew.

For all the above reasons, we envisage that the Hullabaloo Children's Arts Festival will be a boost to the local economy, not only this year, but in subsequent years as we build the event to an annual offering and showcase all parts of our region.

We will present 2 days of outdoor movies at The Village Green, with different family-friendly screenings each night. We will utilise infrastructure (fencing / toilets) from The Paihia IT Festival to share costs and make the events more financially viable.

These events will be a key attraction in our festival programme.



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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		0
Advertising/Promotion	2300	0
Facilitator/Professional Fees ²	2300	0
Administration (incl. stationery/copying)	230	0
Equipment Hire (Screen + Production)	15,164	5,175
Equipment Purchase (describe)		
Utilities	173	0
Hardware (e.g. cement, timber, nails, paint)	0	0
Consumable materials (craft supplies, books)	0	0
Refreshments	460	0
Travel/Mileage	230	0
Volunteer Expenses Reimbursement	400	0
Wages/Salary	1150	not applicable
Volunteer Value (\$20/hr)	1600	not applicable
Other (describe) Artists Fees x 2 DAYS	2300	
TOTALS	26,307	5,175

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

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
Jacman Entertainment is investing in the development of the Hullabaloo Children's Arts Festival	
Brand development	1150
Website	2300
Artists Fees / Venue Deposits / Supplier Deposits	11500
Marketing	11500
TOTAL	26,450

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

Funding Source	Amount	Approved
Will be applying to other funders for different sections of the Festival		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
Deliver UB40 Concert, Kerikeri	9,200.00	17.12.2015	<input checked="" type="checkbox"/> Y / N
Deliver Event Series in Bay of Islands	11,500.00	3.11.2016	<input checked="" type="checkbox"/> 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)

Jacman Entertainment Ltd

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	<input type="text" value="Jackie Sanders"/>	Position	<input type="text" value="Director"/>
Postal Address	<input type="text" value="154 Waipapa West Road, RD2, Kerikeri"/>		Post Code <input type="text" value="0295"/>
Phone Number	<input type="text" value="021 373739"/>	Mobile Number	<input type="text" value="021 373739"/>
Signature	<input type="text" value="JSanders"/>	Date	<input type="text" value="11 August 2020"/>

Signatory Two

Name	<input type="text"/>	Position	<input type="text"/>
Postal Address	<input type="text"/>		Post Code <input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

Schedule of Supporting Documentation

Jacman Entertainment – Hullabaloo Children’s Art Festival (Outdoor Movies)

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

1	Financial Statements
2	AIG – Certificate of Insurance
3	Event Site Specific Safety Plan
4	Site Plans (Draft)
5	Contractor Acknowledgement of Health & Safety Obligations form
6	Jacman Entertainment – What is Hullabaloo?
7	Outline of Activity and Services
8	Quote - Belltech
9	Quote – Open-Air Cinema / The Travelling Cinema Company