



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	Kaeo Christmas Parade - Festival Committee		Number of Members	6
Postal Address	P.O. Box 357 KAEO		Post Code	0479
Physical Address	c/- 12 Lower Road RDI Whangara Kaeo		Post Code	0478
Contact Person	Eljon Fitzgerald	Position	Chairperson	
Phone Number	09 4050180	Mobile Number	021-02206851	
Email Address	Eljon.fitzgerald@gmail.com			

Please briefly describe the purpose of the organisation.

To organise and manage the annual Kaeo Christmas Parade - Festival in the park for families. Whānau.

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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 KAEO Christmas Parade + Festival Date 13-12-20

Location Whangaroa Sports field - Whangaroa College Time 12.00 noon

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

If so, how much? N/A

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.

The Town Christmas parade is the highlight of the social calendar for residents and visitors to KaEO. It provides an important role for groups, schools, and organisations to fundraise through stalls, showcase their organisations and recruit new members.

Games and entertainment are on offer for families and children to enjoy. Egg n' Spoon, Sack races and fun events are staged for the kids and for brave parents with prizes for everyone who participates.

This is an important event for 2020 given the impact of the Covid-19 virus lockdown for communities like ours. The opportunity to reconnect with neighbours and friends and 'check in' with how they are coping is a key component of living our town motto 'Small Town Big Spirit'. 2020 will be remembered for many things and community resilience and spirit will be amongst those.



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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 Northland Pipe Band	1000 - 00	1000 - 00
Advertising/Promotion	300 - 00	—
Facilitator/Professional Fees ² Public Liability Insurance	222 - 00	222 - 00
Administration (incl. stationery/copying)	20 - 00	—
Equipment Hire Bouncy Castles	575 - 00	575 - 00
Equipment Purchase (describe) Hire Sound System	200 - 00	200 - 00
Utilities Portaloos + delivery	300 - 00	300 - 00
Hardware (e.g. cement, timber, nails, paint) Santa's float	100 - 00	—
Consumable materials (craft supplies, books) Kona for trucks	50 - 00	—
Refreshments Water + Paper cups stage	100 - 00	—
Travel/Mileage Maori Wardens	300 - 00	—
Volunteer Expenses Reimbursement Kona for Marquee	100 - 00	—
Wages/Salary Festival Entertainmat Band	1000 - 00	not applicable
Volunteer Value (\$20/hr) 100 hrs	2000 - 00	not applicable
Other (describe) Prizes for floats + Business \$100, Community \$100, Schools \$100, Decorated Bikes/Tinks \$200	500 - 00	200 - 00
TOTALS	\$6,767 - 00	\$2500 - 00

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



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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)

Kaero Christmas Parade Festival Committee

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

[Signature]

Signatory Two

[Signature]

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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 Eljan Fitzgerald Position Chairperson
Postal Address P.O. Box 357 KAEO Post Code 0478
Phone Number 021-0220 6851 Mobile Number 021-0220 6851
Signature [Signature] Date 08/09/20

Signatory Two

Name Frances Matheos Goulton Position Kōmiti
Postal Address 12 Lever Road Post Code 0478
Phone Number 09 4050180 Mobile Number 021 831141
Signature [Signature] Date 8/09/2020

Schedule of Supporting Documentation

Kaeo Christmas Parade & Festival Committee

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

1	Profit & Loss Statement year ended 31 March 2020
2	Kiwibank Bank Statement as at 31 July 2020
3	Health & Safety Plan
4	Event Programme
5	Notes for Quotes
6	Quote – Adams Trimmer Insurance Brokers & Consultants
7	Quote – Carter’s Castles
8	Quote – John Argent
9	Quote – Portable Loo’s Northland