

# 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 Community Development team at freephone 0800 920 029, or [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [funding@fndc.govt.nz](mailto: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     | Mangonui Lions Club              | Number of Members | 34           |
| Postal Address   | P O Box 34, Mangonui             | Post Code         | 0442         |
| Physical Address |                                  | Post Code         |              |
| Contact Person   | Alan Dow                         | Position          | Treasurer    |
| Phone Number     | 09 406 0136                      | Mobile Number     | 021 217 0366 |
| Email Address    | mangonuifunrun@lionsclubs.org.nz |                   |              |

### Please briefly describe the purpose of the organisation.

The Lions' motto is 'We Serve'. We work on projects to improve our community and environment.  
We are part of 'Lions Clubs International'.

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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.

The Mangonui Lions Fun Run and Walk is a community exercise event where participants can walk or run along Coopers Beach, and/or the Taumarumaru Reserve at the western end of Coopers Beach.

Our event encourages families to participate in an outdoor physical activity, thus raising general fitness within the community. We also aim to promote Doubtless Bay and the Far North in this annual event.

This year, 2020, will be different due to the impact of Covid-19. We will not be asking participants for an entry fee, nor seeking donations of prizes from our local business community. We realise businesses and the community in general have had a tough year, so we aim to put on a free event to give local people the opportunity to get together in a fun activity. Local clubs are being asked to support us by holding their own stalls and activities on the day.

It will, of course, be dependant on any health department restrictions being at a suitably low level.





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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 | Notes |
|--|-------------------------------|------------------|-------|
| Rent/Venue Hire                              |                               |                  |       |
| Advertising/Promotion                        | \$92                          | \$92             | (a)   |
| Facilitator/Professional Fees <sup>2</sup>   |                               |                  |       |
| Administration (incl. stationery, copying)   | \$24                          | \$24             | (b)   |
| Equipment Hire                               |                               |                  |       |
| Equipment Purchase (describe)                |                               |                  |       |
| Utilities                                    |                               |                  |       |
| Hardware (e.g. cement, timber, nails, paint) | 2 cans paint @ \$13.50 = \$27 | \$27             | (c)   |
| Consumable materials (craft supplies, books) |                               |                  |       |
| Refreshments                                 | Cups \$39.96                  | \$39             | (d)   |
| Travel/Mileage                               | 220 @ 76¢                     | \$167.20         | (e)   |
| Volunteer Expenses Reimbursement             |                               |                  |       |
| Wages/Salary                                 |                               | not applicable   |       |
| Volunteer Value (\$20/hr)                    | 20 hours @ 4hr \$1600         | not applicable   |       |
| Other (describe)                             | Engrave plaque on trophy \$40 | \$40             | (f)   |
| <b>TOTALS</b>                                | <del>\$550</del> \$1990       | \$322            |       |

<sup>2</sup> 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        |
|--------------------------------------|---------------|
| STORAGE FACILITY                     | \$500 -       |
| PO BOX FEE                           | 175 -         |
| NZ & INTERNATIONAL SUBS/FEEs         | 2400 -        |
| R TUCKER THOMPSON SAILING TRUST      | 1890 -        |
| FUNDS TO BE DISTRIBUTED TO COMMUNITY | 7144 -        |
| <b>TOTAL</b>                         | <b>14,109</b> |

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 |
|------------------|--------|----------|--------------------------|
| FUN RUN EXPENSES | \$276  | 26/8/19  | Y / N                    |
| "                | \$311  | 11/10/18 | (Y) / N                  |
| "                | \$342  | 5/10/17  | (Y) / N                  |
| "                | \$500  | 26/11/15 | (Y) / N                  |
| "                | \$300  | 7/10/14  | (Y)                      |





# 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)**

Mangonui Lions Club

**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**

 20/8/20




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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           | Alan Dow  | Position      | Treasurer      |
| Postal Address | P O Box 109, Mangonui   |               | Post Code 0442 |
| Phone Number   | 09 406 0136   | Mobile Number | 021 217 0366   |
| Signature      |  |               | Date           |

### Signatory Two

|                |   |               |              |
|----------------|---|---------------|--------------|
| Name           | John Joseph Matthews  | Position      | Secretary    |
| Postal Address | PO Box 34, Mangonui   |               | Post Code    |
| Phone Number   | 027 568 2188  | Mobile Number | 09 406 1493  |
| Signature      |  |               | Date 20/8/20 |

**Funding Application from the Mangonui Lions Fun Run**

**Schedule of Supporting Documentation**

| <b>Page</b> | <b>Document</b>               |
|-------------|-------------------------------|
| <b>1</b>    | <b>Bay Signs Quote</b>        |
| <b>3</b>    | <b>Gloss Quote</b>            |
| <b>4</b>    | <b>Bio Cup Quote</b>          |
| <b>5</b>    | <b>Travel Estimates</b>       |
| <b>6</b>    | <b>Engraving Quote</b>        |
| <b>10</b>   | <b>Bank Account List</b>      |
| <b>12</b>   | <b>Cashbook Summary</b>       |
| <b>13</b>   | <b>Health and Safety Plan</b> |



**Subject:** Re: Mangonui Lions Fun Run  
**From:** Bay Signs Ltd <andy@baysigns.co.nz>  
**Date:** 24/06/2020, 3:37 pm  
**To:** Alan Dow <agdow54@gmail.com>

\* No worries! Just keep it the same as last time! \*

On Tue, 23 Jun 2020 at 09:04, Alan Dow <[agdow54@gmail.com](mailto:agdow54@gmail.com)> wrote:

Andy, the Mangonui Lions are aiming to hold their Annual Fun Run again this year. The date is still to be decided, but we would like a quote for replacing the dates on our large posters.

We are presuming that you are up and running following the lockdown.

Can you, please, quote for changing the dates? We will need four (4) and your email from last year replied as:

Hi Alan,

Sorry for the late replay!

Same as last time \$20+GST Each! Let us know if you want to go head!

(a)

With regards,

Alan Dow

Fun Run Committee

Ph 021 217 0366

$$\begin{array}{r} 4 \times \$20 = \$80 \\ + \text{GST} \quad \$12 \\ \hline \underline{\underline{\$92}} \end{array}$$



Virus-free. [www.avg.com](http://www.avg.com)

--  
Regards

Andy - Signage Production



Bay Signs Ltd - 2412B State Highway 10, Kerikeri, 0295

P. 09 407 3997 M. 021 103 1935 E. [andy@baysigns.co.nz](mailto:andy@baysigns.co.nz)



Quote



\*\*\* TAX INCLUSIVE GST INCLUSIVE \*\*\*

Call 08 406 0233

Collins Beach Marine Hardware  
122 State Highway 10  
PO Box 406 1928

6/10/2010 13:47 DUE 0011 RATED

6/10/2010 13:47 DUE 0011 RATED  
00485  
1 x \$13.50  
Total \$13.50

From \$13.50  
Entered \$13.50  
Rounding \$1.00  
Balance \$1.00

This sale includes GST of \$1.76

We are happy to refund an exchange  
Rto Coll. Ata Marine, North



(C)

2 cans  
required  
=\$27

TAX INVOICE / STATEMENT

Date

22/7/20 040886

To Mangonui Lions Club.

From Gloss LTD  
78 Waterfront Drive  
Mangonui

G.S.T. Reg. No. Ref. O/N

| Qty    | Unit | Description   | Unit Price | \$   | c  |
|--------|------|---------------|------------|------|----|
| 60-100 |      | COPYING A4    | 40         | each |    |
|        |      | OR            | 60         | 24   | 00 |
|        |      | A4 white card | 100        | 40   | 00 |
|        |      |               | 55         |      |    |

(b)

**GLOSS**

09 406 0233  
78 Waterfront Drive, Mangonui  
gloss@outlook.co.nz

Giftware Lotto Officemax Streetwear Sunhats

TOTAL EXCLUSIVE GST \$

NET % GST \$

TOTAL INCLUSIVE GST \$

Hello Alan,

We can source 'The Green Plant Eco vibe Bio Cup'

- \$9.99 for a pack of 50 (50mm 8oz)

①



200 = 4 packs of 50  
4 @ \$9.99 = \$39.96

Talk soon, Ben

## Travel Claim (estimates from previous events)

| Who            | Distance   | When  | Reason   |
|----------------|------------|-------|--|
| Alan           | 120        | 5 Oct | Pick up decals for roadside signs – from Bay Signs, Kerikeri |
| Committee      | 20         | 1 Oct | Distribute posters   |
| Alan,<br>Wayne | 30         | 7 Oct | Erect roadside signs, Taipa, Coopers Beach                   |
| Alan           | 20         | 5 Nov | Collect marquees, Coopers Beach, Mangonui                    |
| Alan,<br>Wayne | 30         | 9 Nov | Take down roadside signs, return materials to storage        |
| <b>Total:</b>  | <b>220</b> |       |  |




**Subject:** RE: Engraving quote please  
**From:** "Riders Sports" <riders.sports.kaitaia@gmail.com>  
**Date:** 23/07/2020, 12:58 pm  
**To:** "'Mangonui Fun Run'" <mangonuifunrun@lionsclubs.org.nz>

Hi Alan,

The shields measurement is from top to bottom,  
The two shields we have available are either 26mm or 24 mm  
The approximate price including engraving is \$ 40.00

Kind regards  
Char Ryan

Riders Sports Depot  
73 Commerce Street  
Kaitaia  
(09) 4080240  
[riders.sports.kaitaia@gmail.com](mailto:riders.sports.kaitaia@gmail.com)

-----Original Message-----

From: Mangonui Fun Run [<mailto:mangonuifunrun@lionsclubs.org.nz>]  
Sent: Wednesday, 22 July 2020 2:54 PM  
To: Riders Sports <[riders.sports.kaitaia@gmail.com](mailto:riders.sports.kaitaia@gmail.com)>  
Subject: Re: Engraving quote please

Char, the shield is 25mm x 25mm, and is coloured 'Gold'.

Regards,

Alan Dow

On 20/07/2020 11:52 am, Riders Sports wrote:

Hi Alan,

Can you please measure the shield width and height as they come in different sizes.

Kind regards  
Char Ryan

Riders Sports Depot  
73 Commerce Street  
Kaitaia  
(09) 4080240  
[riders.sports.kaitaia@gmail.com](mailto:riders.sports.kaitaia@gmail.com)

-----Original Message-----

From: Mangonui Fun Run [<mailto:mangonuifunrun@lionsclubs.org.nz>]  
Sent: Monday, 20 July 2020 11:37 AM  
To: [riders.sports.kaitaia@gmail.com](mailto:riders.sports.kaitaia@gmail.com)  
Subject: Engraving quote please

May the Mangonui Lions Club have a quote for engraving a gold shield, please? This is for our Fun Run and Walk trophy, as completed for us in 2019.

I enclose a photo of last year's shield that you engraved for us.

A reply can be sent by a return email, but if more information is needed then please ring:

Alan Dow, 09 406 0136



**BANK ACCOUNT LIST**

| Account Name and Number  | Bank and Branch      | Current Balance     |
|--|----------------------|---------------------|
| Administration Account<br>Number: 38-9011-0125264-00<br>Reconciled to: 28/06/20  | Kiwibank<br>Mangonui | 4,370.92            |
| Trust Operating Account<br>Number: 38-9011-0125264-01<br>Reconciled to: 31/05/20 | Kiwibank<br>Mangonui | 11,034.87           |
| Notice Saver - Trust<br>Number: 38-9011-0125264-02<br>Reconciled to: 31/05/20    | Kiwibank<br>Mangonui | 3,734.70            |
| 202K Convention Account<br>Number: 38-9011-0125264-03<br>Reconciled to: 31/05/20 | Kiwibank<br>Mangonui | 1,352.00            |
| <b>Total</b>   |                      | <u>\$ 20,492.49</u> |

*APaw*  
*Treasurer*

|  |  |              |
|--|--|--------------|
| CashManager 2019.05                    | Lions Club of Mangonui                         | Page 1       |
| SUMMARY CASHBOOK: 01/07/19 TO 30/06/20 |  |              |
| All Bank Accounts                      |  |              |
| Opening balance                        |  | \$20,582.94  |
| Add: Deposits                          |  |              |
| ACCOUNT                                | TITLE  |              |
| 101                                    | Daffodill Day Receipts                         | \$8,244.70   |
| 102                                    | Waterfront Festival Receipts                   | \$2,315.30   |
| 105                                    | Donations from members (Scrappy Adams)         | \$250.00     |
| 107                                    | Donation for manpower                          | \$1,300.00   |
| 110                                    | Float (Daffodil Day)                           | \$350.00     |
| 199                                    | Other Sundry Donations Received                | \$3,036.66   |
| 201                                    | Subscriptions from Members Receive (see Notes) | \$1,855.00   |
| 202                                    | Meals (Dinner Meeting) Receipts (see Notes)    | \$5,176.00   |
| 203                                    | Sale of Uniform Receipts                       | \$166.50     |
| 204                                    | Raffle Proceeds (see Notes)                    | \$625.00     |
| 205                                    | Tail Twister Receipts                          | \$103.20     |
| 210                                    | Convention Subs                                | \$23,707.84  |
| 211                                    | Christmas Cake sales (see Notes)               | \$3,460.00   |
| 301                                    | Fishing Competition Grants Received            | \$3,200.00   |
| 304                                    | Notice Board Receipts                          | \$335.70     |
| 305                                    | Fun Run Receipts                               | \$1,794.50   |
| 306                                    | Sale of Sundry Items Receipts                  | \$42.00      |
| 308                                    | Oxford Trust Grants Rec'd (Convention)         | \$4,411.00   |
| 309                                    | FN District Council Grants Rec'd (Convention)  | \$3,976.00   |
| 401                                    | Interest Received                              | \$64.33      |
| 956                                    | Sundry Operating Expense                       | \$21.51      |
| 999                                    | Bank Account Transfers                         | \$16,729.70  |
| Total Deposits                         |  | 81,164.94    |
|  |  | \$101,747.88 |

*K. Dow*  
Treasurer.



**SUMMARY CASHBOOK: 01/07/19 TO 30/06/20****All Bank Accounts****Less: Payments**

| ACCOUNT | TITLE                               |                |                     |
|---------|-------------------------------------|----------------|---------------------|
| 110     | Float                               | (Daffodil Day) | -\$350.00           |
| 210     | Convention Subs                     |                | -\$855.00           |
| 211     | Christmas Cake sales                | (see Notes)    | -\$2,429.83         |
| 601     | Daffodill Day Expenses              |                | -\$318.70           |
| 605     | Payment to other Lions Clubs        |                | -\$20.00            |
| 606     | Convention Expenses                 |                | -\$29,695.14        |
| 699     | Sundry Fundraising Expenses         |                | -\$34.50            |
| 704     | Meals (Dinner Meetings) Expense     | (see Notes)    | -\$5,473.00         |
| 705     | Raffle Prizes (members) Expense     | (see Notes)    | -\$289.25           |
| 706     | Name Badge Expense                  |                | -\$38.40            |
| 709     | Uniform Purchase Expense            |                | -\$353.31           |
| 714     | Cruising Club Koha                  |                | -\$176.00           |
| 802     | Fun Run Expenses                    |                | -\$207.60           |
| 899     | Other Goods & Services Payments     |                | -\$575.00           |
| 901     | Cancer Society - Daffodill Day Paid |                | -\$8,064.00         |
| 902     | R Tucker Thompson Paid              |                | -\$1,920.00         |
| 906     | Donations to Local Organisations    |                | -\$6,520.00         |
| 908     | Lloyd Morgan Donations Paid         |                | -\$400.00           |
| 912     | Almaner expenses                    |                | -\$39.25            |
| 949     | Change of Officers Expenses         |                | -\$50.00            |
| 951     | Stationery, Postage & P/copy Exp    |                | -\$47.59            |
| 952     | Charities Commission Expense        |                | -\$51.11            |
| 953     | Storage Expense                     |                | -\$500.00           |
| 956     | Sundry Operating Expense            |                | -\$181.02           |
| 957     | Bank Fees                           |                | -\$5.00             |
| 958     | International Dues Paid             |                | -\$2,736.40         |
| 959     | District/National Dues Paid         |                | -\$2,792.52         |
| 960     | Post Box Rental                     |                | -\$195.00           |
| 998     | Purchase of Resources/Assets Paid   |                | -\$208.07           |
| 999     | Bank Account Transfers              |                | -\$16,729.70        |
|         | <b>Total Payments</b>               |                | <b>-\$81,255.39</b> |
|         | <b>Closing balance</b>              |                | <b>\$20,492.49</b>  |

*JPaw*  
*Treasurer*

# Health and Safety Management Plan 2020

| <b>Event:</b>          |                                   | <b>Mangonui Lions Fun Run and Walk</b>                |   |
|------------------------|-----------------------------------|---|---|
| <b>Hazard</b>          | <b>Hazard Consequences</b>        | <b>Eliminate (E)<br/>Isolate (I)<br/>Minimise (M)</b> | <b>Control</b>                                |
| UV Exposure            | Sun burn                          | M   | Promote use of sunhats and sunscreens         |
| Dehydration            | Heat stroke                       | M   | Provide shade and water                       |
| Heavy rain, high winds | Slipping, hit by debris           | E   | Cancel event                                  |
| Man-handling equipment | Sprains, etc.                     | M   | Use extra manpower, or assistance             |
| Unruly public          | Vandalism, violence               | M   | Remain calm, call for assistance              |
| Vehicle movements      | Struck by vehicle                 | M   | Wardens and marshals to wear Hi-Viz vests     |
| Exposed creek          | Drowning                          | M   | Wardens to patrol area, public to be advised  |
| Uneven ground          | Muscle or joint strains, tripping | M   | Advise caution at Safety Briefing, and online |