

# 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	Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (EcoCentre Kaitiaa)	Number of Members	300 plus
Postal Address	Shop 5, 42 Commerce Street, Kaitiaa	Post Code	0410
Physical Address	Shop 5, 42 Commerce Street, Kaitiaa (entrance off Bank Street)	Post Code	0410
Contact Person	Donna King	Position	Funding & Finance Officer
Phone Number	09 408 1086	Mobile Number	022 458 2313
Email Address	info@ecocentre.co.nz		

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

The EcoCentre Kaitiaa works at the grassroots, aiming to provide environmental education to encourage protection of the environment, to work towards zero waste, to build community capacity to adapt, empower ourselves with info & skills, achieve food security for all & organise for community resilience.

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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 Tai Tokerau Timebank has members located throughout the Far North Region, we currently have over 300 registered members and are currently the fifth largest Timebank in New Zealand. To service our members we have one Regional Coordinator and four Membership Support Coordinators (MSC).

Locally based MSC's service each of the three wards of the FNDC, with the fourth MSC servicing Whangarei. All Coordinators are contracted for 10 - 15 hours per week.

The Timebank functions like a club, Membership is open to all residents of the Far North and currently involves people of a range of ages, ethnicities and qualifications. timebanking enables people to trade skills in a community without the need for money. It helps members to help each other and increase their feelings of self-worth and community involvement. Many of the services that members exchange could not be afforded at current market rates.

People who need help of any kind can telephone, text, email, zoom, or arrange to meet with the Timebank MSC. The MSC then finds someone within the timebank who can help the person concerned and assists with setting the exchange up, to the point where members are eventually able to arrange their own

trades. The Regional Coordinator is there to assist the MSC's, to look for new ways of communicating & to disseminate information to all members of Tai Tokerau Timebank.

Through encouraging Timebank trading, the MSC will support many volunteers who are part of the Tai Tokerau Timebank. By initially working alongside new members as they negotiate the website or the offline participation process, by identifying the help they need and the talents they have to offer and encouraging them to make contact with other members who can assist, the MSC helps people to help themselves.

During the last six months the Regional Coordinator and the MSC's have worked together to ensure that vulnerable members of the community are not forgotten and receive the additional assistance they require to live in an environment with COVID-19. In addition, Zoom meetings have been coordinated to help reduce the feelings of isolation that members may have been feeling. These Zoom meetings have included 'virtual' morning tea social events; craft workshops; and gardening advice. Members become more involved in the community, less socially isolated, and more independent through participation in Timebank.



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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	\$12,000	
Advertising/Promotion		
Facilitator/Professional Fees <sup>2</sup>	\$ 42,120	\$ 9,360
Administration (incl. stationery/copying)	\$ 2,706	\$ 468
Equipment Hire		
Equipment Purchase (describe)		
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)		
<b>TOTALS</b>	<b>\$ 56,826</b>	<b>\$ 9,828</b>

<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
Tai Tokerau Timebank Coordinators	\$ 22,712
Community Garden	\$ 14,628
Centre Manager & Finance Officer	\$ 29,315
Rent	\$ 2,000
Outstanding Invoices etc	\$ 733
<b>TOTAL</b>	<b>\$ 69,027</b>

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

Funding Source	Amount	Approved
Lotteries Northland Community Funding	\$ 12,900	<input checked="" type="radio"/> Yes / Pending
LW Nelson	\$ 900	<input checked="" type="radio"/> Yes / Pending
Oxford Sports Trust	\$ 1,000	<input checked="" type="radio"/> Yes / Pending
Oxford Sports Trust	\$ 11,000	Yes / <input checked="" type="radio"/> Pending
Pub Charities	\$ 2,880	Yes / <input checked="" type="radio"/> Pending

Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
Timebank Coordinator Fees	\$ 2,880	16/08/2019	<input checked="" type="radio"/> Y / N
Rent	\$ 9,382	18/01/18; 11/16; 6/16	<input checked="" type="radio"/> Y / N
Crafty Monday Workshops	\$ 990	16/07/2019	Y / <input checked="" type="radio"/> N
Kai Taia Kapu / Wai	\$ 2,173	06/2020; 06/2019	Y / <input checked="" type="radio"/> N





## 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)**

Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (EcoCentre Kaitaia)

**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  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



## **Schedule of Supporting Documentation**

**Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust – Timebank**

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

<b>1</b>	<b>ASB Bank Statement from 1 July 20 – 31 July 20</b>
<b>2</b>	<b>Performance Report year ended 31 March 2020</b>
<b>3</b>	<b>Programme Outline</b>
<b>4</b>	<b>Risk Rating Table</b>
<b>5</b>	<b>Hazard / Risk Register</b>
<b>6</b>	<b>Health &amp; Safety Manual</b>
<b>7</b>	<b>Induction Form</b>
<b>8</b>	<b>Job Description x 2</b>
<b>9</b>	<b>Independent Contractor Agreement – Anna Dunford</b>
<b>10</b>	<b>Independent Contractor Agreement – Paula Walker</b>