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	Be Free Inc Society	Number of Members	
Postal Address	c/- 188a Waipapa West Road, RD2 Kerikeri	Post Code	0295
Physical Address	c/- 188a Waipapa West Road, RD2 Kerikeri	Post Code	0295
Contact Person	Claire Gordon	Position	Chairperson
Phone Number	09 407 1506	Mobile Number	021 883 616
Email Address	musicplacekerikeri@gmail.com		

Please briefly describe the purpose of the organisation.

To provide a pathway to freedom from addictions and to provide a Youth programme that supports our Youth towards becoming resilient and confident youngsters that a positive part of and contributors to, our community.

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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	Mangonui Waterfront Festival 2021	Date	6th March 2021
Location	Mangonui Waterfront	Time	11am to 6pm

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

If so, how much? $10 per adult, however, no charge by Be Free Youth Stage

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 attached

Please note that we are hoping to be able to contribute towards the costs of the Youth Stage through funds raised at the Be Free Far North Summer Sounds Community Family Day to be held on 13th February 2021.

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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	n/a	
Advertising/Promotion	980	490
Facilitator/Professional Fees[2]	1790	1000
Administration (incl. stationery/copying)	voluntary	
Equipment Hire	3257	2230
Equipment Purchase (describe)	N/A	n/a
Utilities	N/A	
Hardware (e.g. cement, timber, nails, paint)	N/A	
Consumable materials (craft supplies, books)		
Refreshments	100	0
Travel/Mileage	120	0
Volunteer Expenses Reimbursement	100	0
Wages/Salary	N/A	not applicable
Volunteer Value ($20/hr)	1200	not applicable
Other (describe)		
TOTALS	7447	3720

[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? 29399

How much of this money is already committed to specific purposes? 29,256

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

Purpose	Amount
Be Free Youth Mentoring through Music Programme	26256
Be Free Family Fun Day Out : Far North Summer Sounds 2021	3000
TOTAL	

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

Funding Source	Amount	Approved
FNDC Community Board Te Hiku	3720	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
See Attached			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)

Be Free Incorporated

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

C Gordon

Signatory Two

Danilo

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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	Claire Gordon	Position	Chairperson
Postal Address	188a Waipapa West Road RD2 Kerikeri	Post Code	0295
Phone Number	09407 1506	Mobile Number	021883616
Signature	C Gordon	Date	22 October 2020

Signatory Two

Name	Jo Danilo	Position	Secretary
Postal Address	Macadamia Lane, Waipapa	Post Code	Text
Phone Number		Mobile Number	02102862708
Signature	J Danilo	Date	22 OCT 2020

Schedule of Supporting Documentation

Be Free Inc Society – Mangonui Waterfront Festival 2021

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

1	**ANZ Balance as at 22 October 2020**
2	**ANZ Statement of Accounts as at 30 September 2020**
3	**Performance Report for the year ended 30 June 2019**
4	**Quote – M Music**
5	**Quote – The Magic Playhouse**
6	**Quote – Take Five Agency**
7	**Quote – Play Guitar**
8	**Activity & Services**