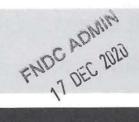
## **Local Grant Application Form**





#### 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:

$\checkmark$	Quotes (or evidence of costs) for all items listed as total costs on pg 3
$\checkmark$	Most recent bank statements and (signed) annual financial statements
abla	Programme/event/project outline
$\checkmark$	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
<b>4</b>	Signed declarations on pgs 5-6 of this form

#### Applicant details Number of Members Organisation 28 Houhora Bowls & Sports Club Inc Postal Address PO Box 24 Houhora, RD4, Kaitaia Post Code 0484 Post Code Physical Address 3920 Far North Road, RD4, Kaitaia 0484 Position **Contact Person** Joan Fletcher Treasurer Phone Number 09 409 8280 Mobile Number 027 4629737 Email Address lynda-joan@xtra.co.nz

Please briefly describe the purpose of the organisation.

To foster and promote the sport of lawn bowls in the Far North of New Zealand at all levels, providing opportunities for recreation, competition and community participation and well-being



## **Application Form**

## **Project Details** Which Community Board is your organisation applying to (see map Schedule A)? M Te Hiku Kaikohe-Hokianga Bay of Islands-Whangaroa Clearly describe the project or event: Name of Activity Greenkeeper's accommodation improvement Date January-February 2021 Location Houhora Bowls and Sports Club Time Will there be a charge for the public to attend or participate in the project or event? ☐ Yes ☐ No If so, how much? not applicable 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 greenkeeper's accommodation is unhealthy and needs improvement. The project is to add an extension to the sleep-out. This will provide a warm sleeping area, a shower, vanity and toilet. A plan is included with the quote. In winter the sleep-out is very cold and damp causing the greenkeeper to move out and stay with relatives He has indicated that he will leave the club if nothing is done to improve his living conditions. We have a grass green and there are very few greenkeepers in the area. The green is vital to ensuring the club is able to provide the community with an activity that is very popular. It also means that members of other clubs come to play tournaments. Without the green we would have no club. We have over 48 members of the community come to play Twilight bowls. They play bowls and enjoy an shared meal. The competition runs for 8 weeks before Christmas and has become so popular that another competition is run in the new year. Houhora is a small community and the bowling club provides for community well-being and involvement. We do not want to loose an excellent greenkeeper.





#### **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		
Advertising/Promotion		
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)		
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) Accommdation extension	\$8970.00	4485
TOTALS	\$8970.00	4485

<sup>&</sup>lt;sup>2</sup> If the application is for professional or facilitator fees, a job description or scope of work must be attached.

# Local Grant Application Form



Financial Information					為此是
Is your organisation registered for GST?	☐ Yes	☑ No	GST Numb	er	
How much money does your organisation of	currently hav	re?	[	22,675.45	
How much of this money is already commit	ted to specif	fic purposes	s? [	6485	

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

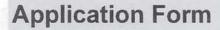
Purpose	Amount
Contribution towards extension of accommodation	4485
Estimate of cost of shower, vanity and toilet	2000
TOTAL	6485

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

Funding Source	Amount	Approved
		Yes / Pending

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

Purpose	urpose Amount Date		Project Report Submitted		
			Y / N		
			Y / N		
			Y / N		
			Y / N		





#### **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)

#### Houhora Bowls and Sports Club

#### We, the undersigned, declare the following:

In submitting this application:

- We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
- 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.
- 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.
- 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.
- 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

Joan Hetcher

A hashell



## **Application Form**

#### We agree to the following conditions if we are funded by Local Community Grant Funding:

- 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.
- To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far 7. 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	Joan Fletcher	Posit	ion [	Treasurer	
Postal Address	88B Houhora Heads Road RD4 Kaitaia	*! = 15		Post Code 0484	
Phone Number	09 409 8280	Mobile Number	027	4629737	
Signature	Joan Fetcher		Da	ate 11/12/209	40
Signatory Tv	vo				
Name	Lynda Maskell	Posit	ion S	Secretary	
Postal Address	88B Houhora Heads Road RD4 Kaitaia			Post Code 0484	
Phone Number	09 409 8280	Mobile Number	027	7 3479347	
Signature	Storastall.		] Da	ate 11/12/20/5	20

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 920 029

## **Schedule of Supporting Documentation**

# Houhora Bowls and Sports Club Inc – Greenkeepers accommodation improvement

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

etter of explanation – Club Treasurer
NZ Domestic Transactions AS AT 10 December 2020
NZ Transaction Report from 31 October 2020 to 03 November 2020 c 2 pages)
ssets as at 31 March 2020
Ionthly Totals – Cheque Account 2019 - 2020
lonthly Working 2019 - 2020
eceipts and Payments as at 31 March 2020
chedule of Assets as at 31 March 2020
ar Stocktake as at 31 March 2020
uote / Plans – Cox Contractors
ox Contractors Health and Safety Plan