

Local Grant Application Form

FAR NORTH DISTRICT



2018-2020

KAITAIA SERVICE CENTRE

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	St Clements Anglican Maori Church Ahipara	Number of Members	12
Postal Address	184 Roma Rd, Ahipara, RD1, Kaitaia	Post Code	0481
Physical Address	40 Roma Rd, Ahipara, RD1 Kaitaia	Post Code	0481
Contact Person	John Paitai	Position	Chairman
Phone Number	0275285373	Mobile Number	0275285373
Email Address	john.paitai@gmail.com		

Please briefly describe the purpose of the organisation.

We require funding for St Clement's urgent repair; we intend to restore our church to its original 19thC appearance, preserving a valuable historic reference site, providing an ongoing level of heritage conservation for future generations, and increasing and enriching mātauranga of St Clements and the region for both national and international interest.



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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.

We are requesting \$22,500 to replace doors, door frames and the porch at St Clements Anglican Māori, Ahipara, as part of our overall project to restore the church. After 146 years, St Clements requires significant repair. A May 2020 report from specialist Heritage firm Salmond Reed Architects on the state, restoration and conservation needs of the church has detailed over ~~\$700,000 of critical rebuilding work. NB: We have been informed that due to Covid 19, 2021 cost will increase.~~

The project timeline is 18 months; restoration building is planned to commence in June 2021 following a 12 month funding programme.

The proposed restoration works, when complete, will ensure the life of the building is significantly extended and require minimal future intervention. Our intention is to use the restoration to include and increase local community interaction:

First and foremost, we want to make the church and urupā safe and functional for future community and extended whanau services.

Second, we want to ensure the life of the church is significantly extended, requires minimal future building intervention, and church mātauranga is preserved.

Third, we want the church used more in the local and wider community, offering it as an ideal historical site for ceremony and study, and increasing local, national and international awareness of Ahipara and its surroundings.

Fourth, we aim to increase community knowledge and pride in its history and contribution to the development of early New Zealand.

Fifth, through traditional decoration we aim to contribute to the revivification of Māori Toi.

Finally, St Clements will position itself as an information marker for the NZ Northland Heritage and Te Araroa Trails, Ahipara Gumfields and Ahipara and Tauroa Conservation areas.

We aim to bring our communities together, enhancing skills and creativity and building a sense of pride in our diverse local whakapapa and rich history, the church and urupā. In doing so, improving overall wellbeing.

We aim to achieve this through the restoration, conservation and preservation of St Clements -a spiritual and historic focus point of our region.

Our project will connect local community and heritage professionals, restoring St Clements' historic position as a symbol of community peace, togetherness and concord.

Social changes we expect to contribute to are:

- increased inclusion and social cohesion, building connections between local, regional and national communities
- draw whānau (nationally and internationally) back to reclaim their place and connection with St Clements.
- recognise, celebrate and preserve our history and heritage- locally, nationally and internationally.
- accentuate not only our deep Māori whakapapa, also acknowledging and celebrating the cross-cultural heritage St Clements represents.



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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	NA	
Advertising/Promotion	NA	
Facilitator/Professional Fees ²		
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) Replace doors D1 & D4, replace doors & frame at D3 Upgrade porch at D4	\$10,000 \$12,500	\$22,500
TOTALS	\$22,500	\$22,500

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?

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
Replace roof, including all battens, barges, cappings and flashings. Remove sarking and refit tighter together using existing timber, fit ply infill above sarking, fit new R2.2 batts in ceiling cavity, new spouting & downpipes, scaffold hire	\$75,000
Replace Belfry on main roof	\$40,000
8 new timber windows, sill & head flashings Remove asbestos-cement sheets and dispose	\$100,000
Replace all eaves linings with timber boards as original Misc. electrical, lighting	\$10,000
Please refer to the St Clements Restoration Info Pack for more information on our budget and income plan	
TOTAL	\$225,000

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

Funding Source	Amount	Approved
Foundation North Trust	\$100,000	Yes / Pending
Cooper Family Charitable Trust	\$100,000	Yes / Pending
Private Donations	\$25,000	Yes / Pending
Four Winds Foundation	\$18,000	Yes / Pending
DIA Lottery Environment & Heritage Fund	\$480,000	Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
NA			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)

St Clements Anglican Maori Church Ahipara

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	John Paitai	Position	Chairman
Postal Address	184 Roma Rd, Ahipara, RD1 Kaitaia	Post Code	0481
Phone Number	0275285373	Mobile Number	0275285373
Signature		Date	20/12/20

Signatory Two

Name	Neta Frost	Position	Treasurer
Postal Address	121 Foreshore Rd, Ahipara	Post Code	0481
Phone Number	09 4094 886	Mobile Number	
Signature		Date	20/12/20

Schedule of Supporting Documentation

St Clements Anglican Maori Church Ahipara

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

1	ANZ Bank Statement as at 29 May 2020
2	ANZ Bank Deposit Slip
3	Performance Report for the year ended 31 August 2020
4	Restoration Report
5	Condition Report – Salmond Reed Architects Ltd
6	Site Health & Safety Plan 2021
7	Quote Support Letter – John Paitai
8	Quote – Kiwi Carpentry