

# 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	Guardians of the Bay of Islands Inc. /Project Island Song	Number of Members	130
Postal Address	PO Box 689, Kerikeri	Post Code	0230
Physical Address	62B Purerua Road, RD 1, Kerikeri	Post Code	0294
Contact Person	Laura Rumsey	Position	Engagement Manager
Phone Number	0220 420311	Mobile Number	0220 420311
Email Address	laura@projectislandsong.co.nz		

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

We protect, sustain and help restore the natural wildlife of the Ipipiri archipelago to enable our special place and people to thrive now and for future generations.



## **Attachment 1: Te rā nga Tamariki Day – Carnival Day – Activity outline**

### **Background:**

In partnership with Pompallier Mission (Heritage New Zealand), Project Island Song will be running Te rā o nga Tamariki Day. The day will have a carnival/circus theme and will be a free, all ages event, with entertainment, food, and a focus on whānau and community connection.

### **Goal:**

The goal is to provide an annual destination community event that involves and supports local businesses, charities, provides education and learning, and creates local ownership and engagement.

### **Benefit:**

The day will include free activities and entertainment for families to ensure it is not cost prohibitive and open to everyone.

Families will be able to pop in and out or decide to spend the entire day at the event. There will be several exhibitors, vendors and entertainment planned throughout the venue, these include:

- A Project Island Song native bird walk activity in the hillside parkland of Pompallier Mission
- Family focused short tours of Pompallier Mission
- Entertainment stage with a pop-up circus and roving entertainers throughout the day teaching circus skills
- Clendon Cottage lawn will become an enchanted lawn decorated with scattered picnic rugs, wooden toys and hula hoops and bunting
- Veranda Art Gallery showcasing the work of students from Russell School
- Flax weaving where you can learn to weave and take home what you make
- A petting zoo on the side lawn of Clendon Cottage
- Whanau tent, a covered soft space for young families
- A food court in the Pompallier Mission car park
- Vintage fire truck and St John's ambulance providing tours and demonstrations

The day will be promoted early in the New Year during the school holidays, with the intention that families will decide to come back to the Bay of Islands in March to attend the event. This will benefit local accommodation, tourism operators and small businesses with advance bookings.

### **Broadening activities & experiences in the community:**

The day aims to provide numerous activities and experiences which meet the five community outcomes which help to broaden activities and experiences in the community:

- **Communities that are healthy, safe, connected & sustainable**  
The event will have a carnival/circus theme which includes roving entertainers teaching circus skills to keep children and adults active.
- **Connected and engaged communities prepared for the unexpected**  
Both St John and the fire service will be in attendance and will be engaging with families to make sure children are not afraid when the unexpected happens. They will also be providing demonstrations to increase local's skill set in first aid.
- **Proud, vibrant communities**  
Weaving, local history and local wildlife will all feature as part of the day.
- **Prosperous communities supported by a sustainable economy**  
A zero-waste day, with sustainable products being sold. The day could also benefit local accommodation & tourism operators, seeing as those visiting for the day will likely be in the area for the weekend and support other local businesses and operators.
- **A wisely managed and treasured environment that recognises the special role of tangata whenua as kaitiaki**  
Te rā o nga Tamariki Day is being run in partnership between Project Island Song and Pompallier Mission. Both partners contribute to the guardianship of the local historic and natural environment.

# Local Grant Application Form



## 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	0	0
Advertising/Promotion	50	0
Facilitator/Professional Fees <sup>2</sup>	3275	1725
Administration (incl. stationery/copying)	0	0
Equipment Hire	1000	0
Equipment Purchase (describe)	0	0
Utilities	200	0
Hardware (e.g. cement, timber, nails, paint)	0	0
Consumable materials (craft supplies, books)	0	0
Refreshments	0	0
Travel/Mileage	700	700
Volunteer Expenses Reimbursement	0	0
Wages/Salary	1120	not applicable
Volunteer Value (\$20/hr)	780	not applicable
Other (describe) Road closure application	50	0
<b>TOTALS</b>	<b>7175</b>	<b>2425</b>

<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

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
See funding summary - attachment 3.2 & bank statement attachment 3.3	
<b>TOTAL</b>	

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

Funding Source	Amount	Approved
Pam Bain Regional Services	1000	<input checked="" type="checkbox"/> Yes / Pending
Northern Director Budget	2000	<input checked="" type="checkbox"/> Yes / Pending
Food court fees	400	<input checked="" type="checkbox"/> 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
Project Island Song education facility and visitor experience concept plan development.	\$3,750 (plus GST - total \$4,312.50)	2nd November 2017	<input checked="" type="checkbox"/> 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)**

Guardians of the Bay of Islands Inc. /Project Island Song

**We, the undersigned, declare the following:**

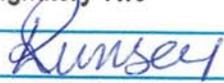
In submitting this application:

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**



# Local Grant Application Form



## 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	<input type="text" value="Richard Robbins"/>	Position	<input type="text" value="General Manager"/>
Postal Address	<input type="text" value="71 Te Akau Drive, Russell"/>	Post Code	<input type="text" value="0272"/>
Phone Number	<input type="text" value="027 336 1744"/>	Mobile Number	<input type="text" value="027 336 1744"/>
Signature	<input type="text" value="Richard Robbins"/>	Date	<input type="text" value="6 January 2021"/>

### Signatory Two

Name	<input type="text" value="Laura Rumsey"/>	Position	<input type="text" value="Engagement Manager"/>
Postal Address	<input type="text" value="5 Lichen Grove, Russell"/>	Post Code	<input type="text" value="0272"/>
Phone Number	<input type="text" value="0220 420 311"/>	Mobile Number	<input type="text" value="0220 420 311"/>
Signature	<input type="text" value="Laura Rumsey"/>	Date	<input type="text" value="6 January 2021"/>

## **Schedule of Supporting Documentation**

### **Guardians of the Bay Of Islands Inc – Te Ra o Nga Tamariki / Project Island Song**

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

<b>1</b>	<b>BNZ Bank Statement for the period 30 November to 31 December 2020</b>
<b>2</b>	<b>Performance Report for the year ended 30 June 2020</b>
<b>3</b>	<b>Annual Report for the year ended 30 June 2020</b>
<b>4</b>	<b>Carnival Day Budget</b>
<b>5</b>	<b>Funding as at 30 November 2020</b>
<b>6</b>	<b>Health and Safety Plan</b>
<b>7</b>	<b>Activity Outline</b>
<b>8</b>	<b>Quote – Circus in a flash</b>
<b>9</b>	<b>Pompallier Mission Site Service Map</b>