

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	BAY OF ISLANDS CANINE Association	Number of Members	40
Postal Address	255b Raihia Road, RD3 KAWAKAWA	Post Code	0282.
Physical Address	As above	Post Code	
Contact Person	Jim Northcoat	Position	Treasurer + Dog Trainer
Phone Number	09 4040065	Mobile Number	027 2920995
Email Address	northcoatextra.co.nz		

Please briefly describe the purpose of the organisation.

To promote Dog interests in Bay of Islands and wider Far North district communities including Dog education and Dog training of all dogs



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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 Pet Dog Training Date 2021-2022

Location At P Showgrounds, KAIKOHE Time 5-30-8

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

If so, how much? Required to join club, then offered training Per Free.

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.

It will benefit Pet Dog owners to learn about dog ownership and training at a very low cost.

Please see attached letter and also supporting documents.

Letter

Program Outline + Application split on work

Financial return from last years funds

Bank Statement showing all balances 23/4/21.

Canine Food Citizen Brochure Dogs NZ

Letters of Support - Jen Gabb

Lyn Lucas

Jo Healy

Jois Buchanan

Bay of Islands Animal Rescue.

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Note Application 50/50 between.
Two Com Boards, training held avail to both
① BOV/Whangarei.
② KAIKOHE/Hokiangā



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

② KAIKOHE/Hokiangā.

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	1180	590
Advertising/Promotion	100	50
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)	280	140
Equipment Hire		
Equipment Purchase (describe) Dog leads, collars, harness Dog treats, training Aids	200	100
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments	110	55
Travel/Mileage		
Volunteer Expenses Reimbursement (Mileage)	3608	1804
Wages/Salary	/	not applicable
Volunteer Value (\$20/hr)	5760	not applicable
Other (describe) Funds remaining from last funding	-550	-159
TOTALS	11,238	2580

App to KAIKOHE / Hokiangā.

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 N/A

How much money does your organisation currently have? 201421 6729.39

How much of this money is already committed to specific purposes? 5696.21

List the purpose and the amounts of money already tagged or committed (if any): bol 1966.82

Purpose	Amount
Club Reserves in hope of a base one day.	4546.00
A/C relating to recent CQC Event	
fees paid and A/C+returns required	600.00.
Last yrs funding not yet spent	550.21
TOTAL	5696.21

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

Funding Source	Amount	Approved
		Yes / Pending
		Yes / Pending
<u>N/A</u>		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
FNUC - Kaitake - Whangara	1500.00	1/6/20.	Y / <u>(N)</u>
Bol - Whangara	1732.00		Y / <u>(N)</u>
			Y / N

\$3232
16955

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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)

Bay of Islands Canine Association

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

Jim Northcott

Signatory Two

Jo Anne Heatley

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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 Jim KATHRY N Northcutt Position Treasurer, Dg Trainer
Postal Address 255b Pahia Road, RD2, KAWAKAWA Post Code 0282
Phone Number 09 4040065 Mobile Number 027 2920995
Signature Jim Northcutt Date 6/5/21

Signatory Two

Name Jo-Anne Heatley Position Vice President
Postal Address 7048 State Highway 1, R.D.2, Kaikohe Post Code 0472
Phone Number 0274 Mobile Number 0274 943235
Signature J Heatley Date 01.05.2021

Schedule of Supporting Documentation

Bay of Islands Canine Association

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

1	Westpac Bank Statement from 12 April 2021 to 23 April 2021
2	Program Outline costs 2021 to 2022 x2 pages
3	Summary of Revenue and costs 2020 to 2021
4	Annual Report for the year ended 30 June 2020 x4 pages
5	FNDC Letter of agreement 12 June 2020
6	The Project x4 pages
7	Support Letter – Bay of Islands Animal Rescue
8	Support Letter – Jo Heatly (Vice President B.O.I Canine Assoc)
9	Support Letter – Jen Z
10	Support Letter – Lois Buchanan
11	Support Letter – Lynne Lucas
12	Photos / Brochure x2 pages

BOICA CGC Program outline costs - 2021 TO 2022

Offer Pet Dog training to public for no Fee

just to join the club.

estimated costs from now thru to June next year.

				Rent/Hire Grounds		Trainers milage Equip Jill/Lise/person, \$82 pr admin	Station Cons	Advert	Total Direct Costs
				Kaikohe	Elsewhere				
Planned Training Classes				\$20	\$40				
Term2	11/05/2021	29/06/2021	8	160		\$ 656			
term 3	3/08/2021	14/09/2021	7		280	\$ 574			
term 4	19/10/2021	7/12/2021	8	160		\$ 656			
						\$ -			
term 1	8/02/2022	29/03/2022	8		320	\$ 656			
Term 2	2/05/2022	14/06/2022	7	140		\$ 574			
			38	\$ 460	\$ 600	\$ 3,116	\$ 200	\$ 200	\$ 50 \$ 100 \$ 4,726
Dog Talks/spec Dog Talks/special training sessio			6	\$ 120		\$ 492	\$ 80	\$ 60	\$ 752
Total Costs				\$ 580	\$ 600	\$ 3,608	\$ 200	\$ 280	\$ 110 \$ 100 \$ 5,478

Less Funding still unspent 2020 yr.

550

\$ 4,928

Vol Hours value hours

3 hours pp Training times 2

5 hours pp per talk

=38*2*3

228 20 \$ 4,560

=6*2*5

60 20 \$ 1,200

\$ 5,760

50% **\$ 11,238**

As pre FNDC Form layout and split across two Community Boards

rent/hirage facilities	\$ 1,180
Advertising/promotion	\$ 100
Administration/Stationery	\$ 280
Equipment Purchase	\$ 200
Hardware	
Consumables refreshments	\$ 110
travel Milage(2 Trainers)	\$ 3,608
Volunteer expenses reimbursement	

Volunteer Value (\$20ph)
\$ 5,760
\$ 11,238

Total costs (including Vol hrs)	\$ 5,619	\$ 5,619	\$ 11,238
Amount Requested (excl Vol Hours)	\$ 2,739	\$ 2,739	\$ 5,478
less funds still unspent	\$ 159	\$ 391	\$ 550
Amount Funding sought per Comm Board	\$ 2,580	\$ 2,348	\$ 4,928

Kaikohe Hokianga	BOI Whangaroa	
\$ 590	\$ 590	\$ 1,180
\$ 50	\$ 50	\$ 100
\$ 140	\$ 140	\$ 280
\$ 100	\$ 100	\$ 200
\$ -	\$ -	\$ -
\$ 55	\$ 55	\$ 110
\$ 1,804	\$ 1,804	\$ 3,608
\$ 2,880	\$ 2,880	\$ 5,760
\$ 5,619	\$ 5,619	\$ 11,238
\$ 2,739	\$ 2,739	\$ 5,478
\$ 159	\$ 391	\$ 550
\$ 2,580	\$ 2,348	\$ 4,928