

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	<input type="text" value="Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (EcoCentre Kaitaia)"/>	Number of Members	<input type="text" value="400 plus"/>
Postal Address	<input type="text" value="Shop 5, 42 Commerce Street, Kaitaia"/>	Post Code	<input type="text" value="0410"/>
Physical Address	<input type="text" value="Shop 5, 42 Commerce Street, Kaitaia (entrance off Bank Street)"/>	Post Code	<input type="text" value="0410"/>
Contact Person	<input type="text" value="Donna King"/>	Position	<input type="text" value="Funding & Finance Officer"/>
Phone Number	<input type="text" value="09 408 1086"/>	Mobile Number	<input type="text" value="022 458 2313"/>
Email Address	<input type="text" value="info@ecocentre.co.nz"/>		

Please briefly describe the purpose of the organisation.

The EcoCentre Kaitaia works at the grassroots, aiming to provide environmental education to encourage protection of the environment, to work towards zero waste, to build community capacity to adapt, empower ourselves with info and skills, achieve food security for all & organise for community resilience.

Local Grant Application Form



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.

The "Community Upcycling for the Environment" or "CUE" project is aimed at reducing the amount of discarded textiles from local Op Shops ending in landfill; and teaching individuals how to repair, reuse, and upcycle unused textiles found in their own homes.

Individuals will benefit: from having access to low cost items available for sale from the EcoCentre; learning how to sew; learning how to repair, reuse, and upcycle in their own homes; gaining the confidence and techniques to develop their own small businesses.

The community as a whole benefits: from the reduced amount of discarded textiles ending in landfill; proceeds from the sale of products are used to fund other EcoCentre initiatives such as Timebank; Kaitaia Cycle (commercial compost collection); and Community Gardens. Donations of products are also made to other charitable groups in the community, such as toys/beds for animal rescue groups.

Activities and experiences available to the community include:

1. Workshops on all aspects of how to repair, reuse, and recycle - already used by clients of the Kaitaia Womens Refuge and Kaitaia Community Budgeting Services, with interest also expressed by Corrections.
2. Sewing lessons, either one on one or in group settings.
3. Workshops and mentoring to support individuals in finding their own niche product and work on their business skills, such as: sales; invoicing; pricing; and, finding markets.
4. Space to display / sell products from your own efforts in the EcoCentre shop.
5. A safe place to learn new skills in a friendly and supportive 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	12,000	
Advertising/Promotion	7,800	
Facilitator/Professional Fees ²	39,000	4,050
Administration (incl. stationery/copying)	6,660	500
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	5,000	450
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	12,480	not applicable
Other (describe)		
TOTALS	82,940	5,000

² 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
Tai Tokerau Timebank Coordinators & equipment	58,648
EcoCentre Kaitaia Contractors	46,400
Rent	3,300
Community Garden & Zero Waste Contractors and Equipment	33,392
Workshops / Training	1,853
TOTAL	143,593

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

Funding Source	Amount	Approved
Foundation North	12,480	Yes / Pending
Akina Foundation	14,000	Yes / Pending
Oxford Sports Trust	1,000	Yes / Pending
Oxford Sports Trust	11,000	Yes / Pending
WINZ	6,624	Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Creative Communities - Workshops	1,500.00	December 2020	X / N
Te Hiku Ward - Timebank Coordinators	3,000.00	December 2020	Y / X
FNDC Kaikohe - Kohukohu rent	1,300.00	November 2020	X / N
Kai Taia Kapu / Wai	2,173	June 2019, 2020	X / N

Local Grant

Application Form



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)

Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (EcoCentre Kaitaia)

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 Position
 Postal Address Post Code
 Phone Number Mobile Number
 Signature Date

Signatory Two

Name Position
 Postal Address Post Code
 Phone Number Mobile Number
 Signature Date

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

Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (EcoCentre Kaitaia)

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

1	ASB Transaction History Report from 25 April 2021 to 30 April 2021 – 01 Account
2	ASB Transaction History Report from 25 April 2021 to 30 April 2021 – 02 Account
3	Performance Report for the year ended 31 March 2020 x16 pages
4	Tax Invoice – Day Brothers – Rent for shop
5	Independent Contractor Agreement dated 1 September 2020 – Gordon Mac Rae (The Contractor) x4 pages
6	OHSbox Health & Safety Manual x41 pages
7	Job Description – Ano Ano Facilitator January 2021
8	Job Description – Ano Ano Volunteer Coordinator January 2021