



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 (*see both this form & its attachments*)
- ☐ A health and safety plan
- ☐ Your organisation's business plan (if applicable) *see attached Supplementary Note*
- ☒ If your event is taking place on Council land or road/s, evidence of permission to do so *n/a*
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	<u>DUFFUS MEMORIAL TRUST</u>	Number of Members	<u> </u>
Postal Address	<u>24, POMARE ROAD, RUSSELL 0202</u>	Post Code	<u>0202</u>
Physical Address	<u>12, LONG BEACH ROAD, RUSSELL</u>	Post Code	<u>0202</u>
Contact Person	<u>DAVID SCOFFHAM</u>	Position	<u>Chairman of Trustees</u>
Phone Number	<u>021 506 237</u>	Mobile Number	<u>021 403 8104</u>
Email Address	<u>davidscoffham@ora.co.nz</u>		

Please briefly describe the purpose of the organisation.

To fulfill the intent of the Duffus Bequest of 1905 to care for elderly Russell residents through affordable housing.

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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 Refurbishment of exteriors of pensioner Date Q3 & Q4 2021
Location Cottages built in 1986. Time n/a
12 Long Beach Road, Russell
Will there be a charge for the public to attend or participate in the project or event? ☐ Yes ☒ No n/a
If so, how much? n/a

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.

a) Refurbishment of the exteriors of these cottages is vital maintenance that is long overdue since no maintenance whatsoever was managed by BoICC&FADC from 1986-2011. Ensuring their longevity will help both the existing tenants and the community more generally by 'smartening up the appearance of the Estate'. This will help the Trust in raising more funding to build more dwellings for needy tenants - we have a dozen or so on our waiting list!

b) Completion of the refurbishment of the 1986 cottages will provide work to local tradesmen and enable the Trust to progress further development that will result in more employment for Russell locals - see above.

Our trust aims to build "a village within a village" through which the Russell community will become more involved in the Duffus Estate and tenants, existing and future will benefit not only socially but in many other respects by becoming more involved in the wider community in which they live.

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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	n/a	
Advertising/Promotion	n/a	
Facilitator/Professional Fees ²	n/a	
Administration (incl. stationery/copying)	n/a	
Equipment Hire	n/a	
Equipment Purchase (describe)	n/a	
Utilities	n/a	Supplementary
Hardware (e.g. cement, timber, nails, paint)	see attached note	
Consumable materials (craft supplies, books)	" " "	
Refreshments	n/a	
Travel/Mileage	n/a	
Volunteer Expenses Reimbursement	n/a	none
Wages/Salary	n/a	not applicable
Volunteer Value (\$20/hr)	200	not applicable
Other (describe) see attached note with quotes	\$18,406	\$18,406
TOTALS	200	

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?

see attachment (page 2)

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

see attached note

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

Purpose	Amount
<i>Reimbursement of Diffus pensioner mortgage #4 (see below).</i>	<i>12 000</i>
TOTAL	

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

Funding Source	Amount	Approved
<i>L.W. Nelson Charitable Trust Grant</i>	<i>2000</i>	<input checked="" type="checkbox"/> Yes / Pending <i>spent</i>
<i>NZCGT grant</i>	<i>10 000</i>	<input checked="" type="checkbox"/> Yes / Pending <i>most spent*</i>
		Yes / Pending
		Yes / Pending
		Yes / Pending

** See attached note*

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

Purpose	Amount	Date	Project Report Submitted
<i>Refund for plants bought to reinstate damage to Estate land next to Long Beach Rd by FNDG contractor in Q4/2020</i>	<i>405</i>	<i>30/6/21</i>	<i>Y / (N) n/a</i>
			Y / N
			Y / N
			Y / N

[Handwritten signature]



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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)

The Duffus Memorial Trust, Russell

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

Bernard Anderson

Signatory Two

[Signature]

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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 DAVID SCOPHAM Position TRUSTEE & CHAIRMAN
Postal Address 18, KAHU PLACE, RD1 RUSSELL Post Code 0272
Phone Number 09 403 8104 Mobile Number 021 566 237
Signature David Scopham Date 8th July 2021.

Signatory Two

Name PETER SHARPE Position TRUSTEE
Postal Address 43A WAIARUHE WAY RUSSELL Post Code 0272
Phone Number Mobile Number 0272 515291
Signature Peter Sharpe Date 8th JULY 2021

Funding Application from Duffus Memorial Trust

Schedule of Supporting Documentation

Document	Title
1	Background Information
2	Photo of cottages (pre-painting)
3	Quotations for refurbishment works
4	History of Duffus Trust
5	Performance Report
6	Bank Statement
7	Photo – pre/post painting of cottages