



# 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
- N/a  Your organisation's business plan (if applicable)
- N/a  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	Friends of Rangikapiti Reserve	Number of Members	40
Postal Address	15b Berghan Road, Coopers Beach	Post Code	0420
Physical Address	1 Kotare Drive, Coopers Beach	Post Code	0420
Contact Person	Sue Ricketts	Position	Secretary
Phone Number	027 416 5816	Mobile Number	027 416 5816
Email Address	sue@ricketts.gen.nz		

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

To restore the mana to Rangikapiti Reserve by making it predator and weed free by 2029 so it becomes an inspiration to



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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.

Our request is to part fund the provision and placement of 4 large information boards and 7 smaller directional signs to provide walkers and visitors with a clear map of the walking tracks through Rangikapiti Reserve, 34 hectares of regenerating coastal forest/ngahere surrounding the mighty Rangikapiti Pa above Coopers Beach. This new resource will encourage and provide confidence to approximately 600 local people and visitors to use and enjoy the beauty of the Reserve for exercise and recreation.

Large map signs indicating the tracks, approximate length and walking time, together with locations of benches and stairways will be placed at the entrance to the Reserve from the Beach, the Pa and the Rangikapiti Road car parks as well as at the entrance to the Mill Bay track. Signage will also indicate dogs to be on leads and will acknowledge our funders. Small directional signs will be positioned at track junctions to indicate route ways and viewpoints.

This area has been transformed in recent years through the hard work of a skilled and enthusiastic group of volunteers who have successfully trapped predators, eradicated noxious weeds, and planted over 6,000 native trees and shrubs. In the past year, efforts have also succeeded, in liaison with Mangonui Lions Club and DOC, to install four sets of steps and gravel areas of track, where required, and install benches.

This volunteer effort has resulted in the upgrade of the Loop Track, the Kohekohe Track (including access from the beach) and the Mill Bay Track to a good quality. Currently many visitors are unaware of the full range of opportunities since there are no marked tracks. With the new signage, people will be encouraged to discover the further reaches of the Reserve – children, adults, dog walkers will feel free to safely explore, exercise and regenerate in the beautiful and uplifting environment.



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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	—	—
Advertising/Promotion	—	—
Facilitator/Professional Fees <sup>2</sup>	—	—
Administration (incl. stationery/copying)	—	—
Equipment Hire	—	—
Equipment Purchase (describe) signage (as per quote) Makita grass trimmer(")	3,237 (incl. GST) 1,049 (" ")	1,515 524
Utilities	—	—
Hardware (e.g. cement, timber, nails, paint)	350 ( " )	175
Consumable materials (craft supplies, books)	—	—
Refreshments	—	—
Travel/Mileage	—	—
Volunteer Expenses Reimbursement	—	—
Wages/Salary	—	not applicable
Volunteer Value (\$20/hr)	—	not applicable
Other (describe)	—	—
<b>TOTALS</b>	<b>4,636</b>	<b>2,214</b>

<sup>2</sup> 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
For maintaining current and future work commitments in the Reserve covering new plants, fertilizers, traps and contingencies	
<b>TOTAL</b>	3500

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

Funding Source	Amount	Approved
Pub charity	2214-00	<del>Yes</del> / <u>Pending</u>
		Yes / Pending
		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
Building and installing steps along paths in the Reserve	3699	2020	<del>Y</del> / <del>N</del>
			<del>Y</del> / <del>N</del>
			<u>Y</u> / <del>N</del>
			<del>Y</del> / <del>N</del>



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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)**

Friends of Rangikapiti Reserve Inc.

**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**



**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

**Schedule of Supporting Documentation**

**FRIENDS OF RANGIKAPITI RESERVE**

**PRODUCTION & INSTALLATION OF SIGNBOARD**

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

<b>1</b>	<b>ASB Bank statement 25 May 2021 to 25 June 2021 x 2 pages</b>
<b>2</b>	<b>Quotes Signs Design &amp; Print and McCarthy Mitre 10 x 2 pages</b>
<b>3</b>	<b>Meeting Notes 29 May 2021 x 1 page</b>
<b>4</b>	<b>Health &amp; Safety Plan x 2 pages</b>