

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	D' Vine Community Oasis / Russell Baptist Church	Number of Members	
Postal Address	PO Box 51, Russell, New Zealand	Post Code	0242
Physical Address	12 Wellington Street, Russell	Post Code	0202
Contact Person	Miles Frankum	Position	Pastor
Phone Number	09 403 7798	Mobile Number	027 959 7525
Email Address	frankum@slingshot.co.nz		

Please briefly describe the purpose of the organisation.

We provide community service and facilities to Russell and neighbouring community. Our centrally located community centre is running now for 4 years

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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.

Dear Board Members...

The D 'Vine Community Oasis has been successfully running for the last four years thanks to our incredible team of Volunteers. These past years have been incredible as we have welcomed many members, tourists in the community to our much-loved Oasis. There have been additions done to uphold and ensure the ongoing commitment to the Health and Safety of our facilities so that we may continue offering a safe, fun space for our community, of these additions include e.g.: heat pumps, updated windows, water tank, sterilizer in the kitchen. One of the biggest concerns we have noticed and has been a growing concern for many years now, due to the growth in the use of the facilities the absence of a carpark is of concern, we have many seniors in the community who are unable to parallel park, exit their vehicles parked along the curb quick enough before oncoming traffic approaches and vehicles when parked on the grass loose traction and slip down the slope, not ideal when you have families around trying to get out their vehicles. We have had email correspondence with the Community Council and they have returned by offering us \$8000 towards this project, these funds will be kept by the council until we have approved plans for our carpark. We respectfully request funding to the value of \$50 000 to begin this project. We have included images of the planned carpark in our motivational letter. The D 'Vine Oasis will cover the costs to have the concrete access way put in to make the facility wheelchair accessible, and will also offer a sturdy pathway entering the facility.

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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

Amount Requested

D'Vine Community Oasis Car park Estimated Budget 2021

Estimate for 8 carparks at 12 Wellington St		
		Costing
Note footpath access way will be paid for by D'vine Community Oasis		
Gabion Baskets		
Use 1050mm Cube Gabion Baskets to for retaining for carpark.		
PC Sum for 25 baskets		\$ 5,000.00
PC Sum Rock for baskets		\$ 3,000.00
Hard Fill		
PC Sum for hard fill		\$ 8,000.00
PC Sum for Fines		\$2,000.00
Machine Hire		
PC Sum for Digger Hire		\$ 5,000.00
PC Sum for Trucks Hire		\$ 4,000.00
Drainage		
PC Sum For Drainage		\$9,000.00
Tar sealing		
PC Sum for Tar sealing		\$14,000.00
		\$50,000.00

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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
The community Council have granted us \$8000 towards this project but they will hold these funds until a plan for the carpark has been approved.	\$8000.00
TOTAL	\$8000.00

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

Funding Source	Amount	Approved
none		Yes / Pending
		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
Water Tank	\$3450.00		✓ / 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)

D' Vine Community Oasis / Russell Baptist Church

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


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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	Miles Frankum	Position	Pastor
Postal Address	5475 Russell-Whakapara RD	Post Code	0272
Phone Number	0279597525	Mobile Number	0279597525
Signature		Date	05/09/2021

Signatory Two

Name	Karen Poole	Position	Treasurer
Postal Address	32 Titore Way Russell	Post Code	0202
Phone Number		Mobile Number	0210440556
Signature		Date	05/09/2021

Schedule of Supporting Documentation

D’VINE COMMUNITY OASIS / RUSSELL BAPTIST CHURCH

(D’VINE COMMUNITY OASIS CARPARK PROJECT)

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

1	Site/Concept plan x 2 pages
2	Project Estimated Budget x 1 page
3	Letter supporting application x 4 pages
4	Email thread re: CAR & TMP requests