



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
- 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	<input type="text" value="Te Whakaora Tangata"/>	Number of Members	<input type="text" value="n/a"/>
Postal Address	<input type="text" value="PO Box 497, Kaitaia"/>	Post Code	<input type="text" value="0441"/>
Physical Address	<input type="text" value="44 Puckey Avenue, Kaitaia"/>	Post Code	<input type="text" value="0410"/>
Contact Person	<input type="text" value="Simone Graham"/>	Position	<input type="text" value="Grants Manager"/>
Phone Number	<input type="text" value="(09) 408 0910 - Kaitaia Office"/>	Mobile Number	<input type="text" value="(021)1400625"/>
Email Address	<input type="text" value="simone@tewhakaora.org.nz"/>		

Please briefly describe the purpose of the organisation.

Te Whakaora Tangata works with vulnerable Far North whānau to identify the root causes of intergenerational dysfunction and help restore emotional resilience and wellbeing to vulnerable whanau, partnering with other community organisations to achieve significant, long-term, intergenerational transformation.



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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.

What we do:

Te Whakaora Tangata serves the highest-risk families in the Far North, working to break cycles of dysfunction for families in need of a better future. Our work addresses the deep-rooted issues of trauma that cause inter-generational family dysfunction, along with the multiple challenges facing our community including suicide, depression, drug & alcohol abuse, domestic violence, sexual abuse and family breakdown. Our programmes include: Family Restoration Courses, Whānau Coaching, One-on-One counselling, Kia Kaha workshops & group mentoring, crisis intervention and advocacy.

Broadening the range of services available to the community

We actively partner with other local community services for the benefit of high-risk families, including He Korowai Trust, He Tupua Waiora, Ngatikahu Social and Health Services, Te Rarawa Social Services and Korou Kore Marae. Our clients are often involved with multiple agencies and community services, as they are struggling with complex issues, including depression, drug addictions, criminal activity, and intergenerational welfare dependency. Our community partners have begun to rely on us to bring emotional stability to their clients, which helps their own programmes be more effective. They value the work we are doing in the Far North and see our work as a unique and vital addition to the community (*see letters attached*).

How they benefit:

We are not a big-name organisation, but we get massive results and make a difference long-term in the lives of high-risk families*, helping create home/family environments which are safe and healthy for children to grow up in. Our Impact Lab score of 753% ROI for Social Good puts us in the top 5% of the most effective social service organisations in New Zealand. As an essential service, we are continuing to work keeping families and children safe, throughout all alert levels, offering crisis intervention, counselling, mentoring and support to families who are under a huge amount of pressure and who are at a high risk* of escalating into serious difficulty without support. **(high-risk families are those in circumstances which put them at greater risk of family violence, suicide, drug and alcohol abuse, criminal activity and poor outcomes for their children).*

We survey clients before and after each Family Restoration Course – the first stage of their journey with us. In the past year 93% of clients stated they have experienced an improvement in at least one of the following through our work:

- Mental health: depression, anxiety, and suicidal thoughts.
- Social connectedness: social contact, domestic violence, and relationships with children.

Our Request:

We plan to run four Family Restoration Courses in the Far North in September 2021, February, April and July 2022. After each course we hold a Graduation event, with fully catered lunch, where whanau, community, and stakeholders come together to celebrate the achievement of course participants. We hire the local venue, Te Ahu Community Centre, at a cost of \$434.78 (excl GST) per graduation. We are requesting funding assistance from Te Hiku Community Board to cover the cost of venue hire for three graduation events - \$1304 excl. GST in total.



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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	Cost per Course (Grad)	Total Cost – 4 Courses	Amount Requested
Venue Hire: Te Ahu Community Centre	\$434.78	\$1739.12	\$1304
Advertising/Promotion	-	-	
Professional Fees: Cleaner	\$100	\$400	
Administration: Stationery/Printing	\$100	\$400	
Equipment Hire	-	-	
Equipment Purchase (describe)	-	-	
Utilities	-	-	
Hardware (e.g. cement, paint)	-	-	
Consumable materials: Flowers, venue decor	\$200	\$800	
Refreshments – Catering	\$2500	\$10,000	
Travel/Mileage	\$280	\$1,120	
Volunteer Expenses Reimbursement	\$100	\$400	
Wages/Salary	\$7074	\$28,296	not applicable
Volunteer Value (\$20/hr) 3 volunteers x 4 hours @\$20/hr	\$240	\$960	not applicable
Other (describe)	-	-	
TOTALS	\$11,028.78	\$44,115.12	\$1304

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?

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
(Monthly Payroll)	(\$84,923)
Rano Community Trust – Salary Service Delivery Manager AKL	\$5000
Lighthouse Foundation \$9k, Rotary Onehunga \$8k - Far North Salaries	\$17,000
Charis Foundation – Rent	\$15,000
MSD Covid Wage Subsidy	\$21,000
TOTAL	\$58,000

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

Funding Source	Amount	Approved
Lighthouse Foundation – salaries	\$9000	Yes
Rotary Onehunga - salaries	\$8000	Yes

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

Purpose	Amount	Date	Project Report Submitted
			Y / 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)

Te Whakaora Tangata

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

Simone Graham

Signatory Two

Jenilee Reddy



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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 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

TE WHAKAORA TANGATA

(FAMILY RESTORATION PROGRAMME GRADUATIONS – FAR NORTH)

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

1	Project Graduation Budget x 1 page
2	Invoice – Te Ahu Centre hire x 1 page
3	Westpac Bank Transaction list covering period 2 August to 31 August 2021 x 5 pages
4	Annual Financial Accounts FYE 31 March 2021 x 17
5	Applicant letter supporting application x 2 pages
6	Supporting information flyer x 2 pages
7	Application Supporting letter – He Tupua Waiora x 2 pages
8	Application Supporting letter – Heather Pearson x 1 page
9	Application Supporting letter – email Te Rarawa – Peter Campbell x 1 page
10	Health & Safety Manual X 55 pages