



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="Kororareka Marae"/>	Number of Members	<input type="text" value="242"/>
Postal Address	<input type="text" value="P.O. Box 20, Kororareka Russell"/>	Post Code	<input type="text" value="2042"/>
Physical Address	<input type="text" value="Kororareka Marae, Haratu, Corner of Pitt Street & The Strand, Russell"/>	Post Code	<input type="text" value="0202"/>
Contact Person	<input type="text" value="Richard Robbins"/>	Position	<input type="text" value="Treasurer"/>
Phone Number	<input type="text" value="027 336 1744"/>	Mobile Number	<input type="text" value="027 336 1744"/>
Email Address	<input type="text" value="marae@kororareka.nz"/>		

Please briefly describe the purpose of the organisation.

Kororareka Marae represents the people of the Russell Peninsula and beyond who have family and historic connections to this rohe. We hold kaitiakitanga for the Kororareka Russell peninsula with support for hapu in Taumarere and wider.

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	<input type="text" value="toitu te Hohourongo - Toitu te whenua (The Peace remains - the Land remains)"/>	Date	<input type="text" value="16th January 2022"/>
Location	<input type="text" value="Kororareka Russell - Te Maiki Maunga/Flagstaff Hill & Russell Wharf"/>	Time	<input type="text" value="5:30am until 11:30am"/>
Will there be a charge for the public to attend or participate in the project or event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If so, how much?	<input type="text"/>		

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.

Toitu te Hohourongo - Toitu te whenua (The Peace remains - The Land remains) is a nationally significant event to be held in Kororareka Russell on the 16th of January 2022. On this significant day in 1858, the flagstaff at Te Maiki was re-erected by Maihi Paraone Kawiti, a son of the famous chief Kawiti, and 400 specially selected men, as a voluntary gesture of goodwill. This event marks the acknowledgement and ongoing reconciliation through collaborative mana whenua, community, and crown agency action. This commemorative event is the culmination of considerable project collaboration that has enable the carving and strategic placement of Waharoa and Wero in Kororareka Russell. It's long been lamented that arriving in Kororareka Russell is underwhelming with nothing distinctive or special to the area to greet visitors and nothing to honour its rich Maori history. Overall, this project has promoted community cohesion and cultural identity, and will help people feel that they belong and can take part in their community. This project will enable Kororareka Marae to support the need of Maori, whanau, and hapu, and rangatiratanga will be asserted. Additionally, we will continue to strengthen our connection to each other through our wider Rohe Hapu and the broader vision of our respective communities to achieve long-term sustainable outcomes for the future.

The unveiling event hosted by Kororareka Marae will be attended by mana whenua, local communities, crown agencies, and dignitaries including kuia, kaumatua, and the Governor General. This free event will attract local, regional, and national attention that will raise the cultural and historic significance of the Kororareka Peninsula in recognition of its importance to Te Tiriti o Waitangi and the upcoming bicentenary.



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 - Road closure fee	\$100	
Advertising/Promotion - Commemorative Book	\$1,460	\$1,250
Facilitator/Professional Fees ² MC	\$420	
Administration (incl. stationery/copying)		
Equipment Hire - Toilet, seats & marquee	\$2,763	\$2,763
Equipment Purchase (describe)		
Utilities Traffic management & security	\$2,200	\$2,200
Hardware (e.g. cement, timber, nails, paint)	\$91,000 (waharoa & wero carving)	
Consumable materials (craft supplies, books)	\$1,620 for accommodation	\$1,620
Refreshments	\$5,000	\$5,000
Travel/Mileage	\$860	\$860
Volunteer Expenses Reimbursement	\$420	\$200
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Kapa haka koha & entertainment	\$960	\$500
TOTALS	\$109,043	\$14,393

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
Te Maiki/Flagstaff Hill Waharoa consultation and carving	\$23,000
Kororareka Russell wharf Wero and Waharoa carving	\$38,000
Marae operational costs and hou ora	\$5,200
TOTAL	\$66,200

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

Funding Source	Amount	Approved
DOC Bay of Islands (\$12,000) and Heritage Fund (\$15,000)	\$27,000	Yes / Pending
Pub Charity Limited	\$10,000	Yes / Pending
Te Au Marie Trust	\$10,000	Yes / Pending
Lottery Northland Community (\$20,000) Lottery Covid Wellbeing Fund (\$16,276)	\$36,276	Yes / Pending
Kororareka Marae funds	\$5,420	Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
N/A			Y / N
			Y / N
			Y / N
			Y / 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)

Kororareka Marae Society Incorporated

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	Richard Robbins	Position	Treasurer
Postal Address	71 Te Akau Drive, RD1, Kororareka Russell	Post Code	0274
Phone Number	027 336 1744	Mobile Number	027 336 1744
Signature		Date	14th October 2021

Signatory Two

Name	Deb Rewiri	Position	Chair
Postal Address	27 Pomare Road, Kororareka Russell	Post Code	0202
Phone Number	027 289 4044	Mobile Number	027 289 4044
Signature		Date	14th October 2021

Schedule of Supporting Documentation

Kororareka Marae

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

1	Programme Outline
2	Statement of Accounts
3	Bank Statement
4	Quote – Kerikeri Hire
5	Quote – Rawiri’s Kihini
6	Quote – Tents and Events Party Hire
7	Quote – Studio Eighty - printing
8	Quote – Seaport Village Holiday Accommodation
9	Health and Safety Plan