



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="Ngāwhiri Hōkanga Kite Reki Inc."/>	Number of Members	<input type="text"/>
Postal Address	<input type="text" value="RD 2 Okahau"/>	Post Code	<input type="text" value="0476"/>
Physical Address	<input type="text"/>	Post Code	<input type="text"/>
Contact Person	<input type="text" value="May Nielson"/>	Position	<input type="text" value="Manager"/>
Phone Number	<input type="text" value="021416238"/>	Mobile Number	<input type="text"/>
Email Address	<input type="text" value="teaki1@xtra.co.nz"/>		

Please briefly describe the purpose of the organisation.

To be responsive to the needs & aspirations of our communities through appropriate & accessible information, education & support services



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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.

Schools

Community Whanau

Parents

local business

please find attached print out.

Appendix!

__In 2019 we wanted to find a way to engage with our Takiwa (hapu groups in our area) so introduced the idea of Xmas in the Park using our local primary schools as the pilot. It proved so successful and popular that we are going to continue running this annual event for as long as we can. Schools are asked and contribute an item or performance on the day which usually incorporates kapahaka; waiata; skits and the like and are allocated a 15-20minute time slot, followed by games involving balls, balloons, (4) or so; as well have a bouncy castles and face painting. We then share a lunch together (schools have donated fruit, bread and sausages to the kai) Santa turns up; faces are painted and kids teachers and parents are brought together for an awesome happy day. The schools involved are rotating between themselves and this year its Horeke Primary turn to host the other schools (Umawera; Mangamuka and Broadwood Area School). We started off at Umawera with 120 participants. last year at Mangamuka we had 160 participants, so this year in Horeke its likely to hit 180-200. Next year Broadwood Area School will be the host and while it involves the schools and there children and parents it is our organisation that puts it all together, all the schools need to do is turn up and present there performance and then enjoy the day sharing with each other kai and there is a real sense of whanaungatanga happening throught the day and leading up to the event its widely broadcast by the schools, kids and whanau alike. It also includes Mangataniwha kohanga reo and the Umawera Kindy kids.

The local radio station also supports us with the use of staff to run the PA and video supports as well as promotion on-air. We are now having to consider growing even more with other schools in our area asking to join the event from Kohukohu primary and Okaihau.

Without our network of volunteers this event would be impossible for us to put on so we do value them the most and try to incorporate them into the day as much as possible. Eg they can bring there own children who don't attend these schools; petrol vouchers; or meal vouchers _

Appendix 1.



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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	100.00	
Advertising/Promotion	100.00	
Facilitator/Professional Fees ² MC	100.00	
Administration (incl. stationery/copying)		
Equipment Hire Barney Castle	350.00	350.00
Equipment Purchase (describe) Games equipment & prizes	900.00	900.00
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments : Food		
Travel/Mileage : Volunteers x10	1000.00	1000.00
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	2250	2250

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 053-659-047

How much money does your organisation currently have? 95441.69

How much of this money is already committed to specific purposes? 67,297.00

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

Purpose	Amount
TPK - Youth Suicide	39,200
MSD - Holiday Programs	8514
ALE ^{Adegoa} - Adult Learners Day	500
TEC - Adult Community Education	8083
att. - Wages / Training	10000
TOTAL	67,297

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

Funding Source	Amount	Approved
<u>NIL</u>		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
<u>Xmas In Park 2020</u>	<u>\$2320.00</u>	<u>11-11-2020</u>	<u>(Y) / N</u>
			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)

Nigoppahi Hoto Kōwhiri Kōwhiri Society

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 agency, 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

[Signature]

Signatory Two

[Signature]

Schedule of Supporting Documentation

Ngapuhi Hokianga Ki O Rahi

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

1	Bank Statement
2	Financial Statements