

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 Hokianga Sailing Trust, Hokianga Gym Number of Members 173 total

Postal Address PO Box 82, Omapere 0444 Post Code 0444

Physical Address 26 Clendon Esplanade, Rawene Post Code 0473

Contact Person Rene de Vries Position President Hokianga Sailing Club

Phone Number 09 4058842 Mobile Number 021 02393844

Email Address devriesrene@xtra.co.nz

Please briefly describe the purpose of the organisation.

Combined application - Hokianga Sailing Trust -
Hokianga Gym - provision of gym facilities

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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 tarsealing accessway to sailing

Date

Location gym building
Rawene Domain entranceway

Time

Will there be a charge for the public to attend or participate in the project or event?

☐ Yes

☒ No

If so, how much?

No

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.

Please see attached

The Hokianga Sailing Trust (HST) and the Hokianga Community Gym (HCG) are both located in Clendon Esplanade in Rawene, and operate from the same shared building - the Hokianga Community Shed. The shed is located on Rawene Recreational Reserve land owned by the FNDC and leased from the Council by the Hokianga Sailing Trust.

Both facilities share the same accessway and parking area. The area (see attached map) is roughly gravelled with overgrown grass edges, and becomes muddy in winter and very dusty in summer. The general appearance of the driveway area plus the dust nuisance and bogging difficulties prompted us to put in an RFS to the Council last July to request improvements.

We received two responses to the RFS - the first (see attached) was from Rob Stewart, Senior Facilities Technical Officer, who advised us to apply to the Community Board for funding to assist, hence this application to you.

The second response (also attached), was from Estee Rapatini, Facilities Property Technical Officer, promising to provide information about funding, and appropriate staff to help. We never heard back from her again.

The area needs to be tarsealed. The present metalled accessway is an unattractive entrance to the only recreational community building in Rawene, a building that serves the sporting and exercise needs of the whole of South Hokianga.

Who will benefit and how, and how will this broaden the range of activities and experiences available to the community?

This area is the sporting and recreational hub of Rawene.

If the access way was tarsealed, the Hokianga Community Gym (membership 143), would benefit from easier parking and a reduction in mud and dust tracked in across the floor, as well as a reduction in dust on the gym equipment. Because of the heat in summer, most people exercising in the gym open all the doors, and experience constant dust blowing in. Mud tracked in in winter makes for a dirty environment, especially for people exercising on the floor.

The Hokianga Sailing Trust would also benefit. It has a core membership of 30, but offers sailing lessons twice a week to a much larger number of people - children from Rawene School during school hours, and the whole community on Sundays. As such, there are frequently a lot of people around the sailing shed area, again bringing mud and dust into the building. The club uses vehicles and trailers to tow boats to the water for launching, and these have got bogged after rain.

The Hokianga Horse Club, run by Rob Pink, also uses the same area for riding lessons.

In addition, the driveway provides direct access to the Rawene Domain, part of the recreational reserve, potentially benefitting all of Rawene.

And finally, if the area was to be tarsealed, it could double as a basketball court, offering some positive activity for our youth, now that the netball court at the school has been fenced off and is inaccessible. Being right outside the gym, but also accessible to the whole community, it would also provide a dry area for a number of other outdoor activities such as cross-fit training.

We have attached a quote from Downer NZ, for the work. This is the only quote we have been able to obtain.

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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 ²	—	—
Administration (incl. stationery/copying)	—	—
Equipment Hire	—	—
Equipment Purchase (describe)	—	—
Utilities	\$86,873 + GST	\$86,873 + GST
Hardware (e.g. cement, timber, nails, paint)	—	—
Consumable materials (craft supplies, books)	—	—
Refreshments	—	—
Travel/Mileage	—	—
Volunteer Expenses Reimbursement	—	—
Wages/Salary	—	not applicable
Volunteer Value (\$20/hr)	—	not applicable
Other (describe)	—	—
TOTALS	\$86,873 + GST	\$86,873 + GST

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

113822546

How much money does your organisation currently have?

\$18,568-09

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

\$14,740-00

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

Purpose	Amount
2 Optimist Boats (Sport Northland)	\$7840
Trailers (Lottery Community)	\$6900
TOTAL	

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
Life Vests	\$645-87	29/4/19	Y / N
2 Shower Heaters	\$1800-00	Oct 2020	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)

Holmanga Sailing Trust

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

[Signature]

Signatory Two

[Signature]

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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
HOKIANGA SAILING TRUST AND MANAKI TINANA TRUST
(Tar-sealing Accessway to Sailing and Gym Building)

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

1	Quote/Pricing: Downer x 2 pages
2	Area Layout and Photos x 3 pages
3	Emails from Council Staff x 2 pages
4	Statement of Financial Performance to March 2021 x 3 pages
5	Bank Statement x 1 page