



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

Location

Date/Time : **TBD - ongoing**

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.

Te Whakaora Tangata has now been serving the highest-risk families in the Far North for nearly 3 years and have been welcomed into the community and built some great partnerships with local organisations. Our partners have begun to rely on us to bring emotional stability to their clients – including He Korowai Trust, He Tupua Waiora, Ngatikahu Social & Health Services, Te Rarawa Social Services & Korou Kore Marae. They say that our work to bring emotional stability helps their programmes be more effective, so, together, we are working to see significant long-term change in the community. Our Family Restoration (Emotional Healing) Courses have helped over 1800 vulnerable whānau since Te Whakaora began more than ten years ago. In the 2021-2022 Financial Year, we worked with 201 whānau in the Far North – including whanau from Hokianga.

Emotional Healing workshops for Hokianga whanau: Our Emotional Healing workshops look at how pain from the past keeps us trapped – things like violence, depression, suicide, and sexual abuse. Participants will learn how they can heal and let go of the past to create a better future for them and their whānau. The workshop is completely free of charge for participants. At our workshops, we create a beautiful, welcoming and safe environment for the community to come into, where they feel valued and cared for. Participants receive a beautiful gift bag and enjoy a delicious catered morning tea and lunch. On the day, trained volunteers join our team to serve the participants, welcoming them, serving them food and beverages, chatting to them, and making them feel comfortable as we explore some deep topics. Following the workshops our facilitators provide free follow-up counselling and group mentoring. We train the local organisations in how to continue this process long-term.

Our Request: After the success of our 'Free Woman' Emotional Healing workshop in April, and the impact it had on several notable Hokianga community members, a group of marae from Hokianga have invited us to come and work with them. They want us to deliver more Emotional Healing workshops in the community and also to train their teams in our methods of supporting vulnerable whanau to build emotional resilience and break negative intergenerational cycles. We have met with these groups and are making plans to hold volunteer training sessions and workshops in Hokianga. We have secured funding to help cover the cost of facilitation, transport, venue hire, resources/stationery and catering so we can provide these workshops to the Hokianga community free of charge but need funding assistance to purchase the equipment we need to host the workshops in a mobile setting.

For this Mobile Workshop Initiative, we are asking for funding to help us purchase:

- 4 x Folding tables - for setting up buffet food and hot drink stations at workshops
- 2 x Caterlite Water Boiler hot water urns for providing tea and coffee at workshops
- 2 x Small Tear Drop Flags with logo and base to help direct participants to the workshops

We request \$1,951 in funding assistance from the Hokianga-Kaikohe Community Board to help us cover the cost of delivering our programmes free of charge to the Hokianga community.



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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

² If the application is for professional or facilitator fees, a job description or scope of work must be attached.

Expenditure	Detail	Cost Excl GST	Amount Requested
Marketing and Printing	Graphic Design, Printed Materials Lanyards, Social Media Advertising	\$1050	
Venue Hire	Local Marae	\$500	
Catering	Lunch and morning tea for 50 @ \$42 pp	\$2100	
Incidentals	Bottled Water, Hot drinks & Disposable cups, plates, Napkins etc	\$179	
Technical Services	Sound & Video	\$600	
Decor	e.g. Flowers for venue	\$200	
Gift Bags	Resources and Gifts for 50 participants	\$2250	
Stationery	Pens and Notebooks for 50 participants	\$250	
Facilitation Costs	2 x Facilitators @\$48/hour for 100 hours each - includes counselling & mentoring	\$9600	
Logistical Support	2 x support workers @\$25/hour for 40 hours each - includes planning & admin	\$2000	
Volunteer Koha	Thank you' gifts for volunteers	\$300	
Travel & Accommodation	Travel to & from the district & overnight stays for the team	\$2500	
SUBTOTAL		\$21,529	
Volunteer Value (\$20/hr)	8 volunteers x 8 hours @\$21.20/hr	\$1356.80	not applicable
Other (describe)			
Secure Covered Trailer	For transporting equipment for mobile delivery	\$7941.00	
Equipment needed for Mobile Delivery	1 x Mobile Magnetic Double-Sided Whiteboard On Stand – for use in workshops & counselling sessions to display visual content	\$499.00	
	1 x Foam padded whiteboard cover to protect whiteboard in transit	\$367.90	
	4 x Folding tables - for setting up buffet food and hot drink stations at workshops	\$804.48	\$804.48
	2 x Caterlite Water Boiler hot water urns for providing tea and coffee at workshops	\$448.00	\$448.00
	2 x Small Tear Drop Flags with logo and base to help direct participants to the workshops	\$698.72	\$698.52
TOTALS		\$31,570.10	\$1,951.00



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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
(Monthly Payroll)	(\$98,206.33)
(Monthly Rent Far North)	(1,880.00)
(Monthly Rent AKL)	(\$8145.83)
Auckland Council – Manurewa Local Board - Salaries	\$4,400.00
Pub Charity Grant for trailer (AKL)	\$7,941.63
Charis Foundation Grant – Far North Rent	\$15,000.00
Lighthouse Foundation Grant – Far North Salaries	\$3,000.00
TOTAL – tagged grants & monthly commitments	\$138,573.79

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

Funding Source	Amount	Approved
Caleb No. 2 Trust	\$4200.00	Yes
Frimley Foundation	\$2300.00	Yes
Scotlands Te Kiteroa Trust	\$750.00	pending
Genesis Foundation	\$13,779.00	Yes
Community Contribution – in kind (use of venue)	\$500.00	Yes
Pub Charity (trailer)	\$7,941.00	pending
Other Grants Funding (Application pending)	\$866.90	pending

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

Purpose	Amount	Date	Project Report Submitted
Venue Hire for FRC Graduation Events – <i>interim report submitted; final report due 2023</i>	\$1304	October 2021	<u>Y</u> / 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 Pearce



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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

Emotional Healing workshop – Mobile Delivery (Hokianga)

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

1	Cover Letter x 2 pages
2	Further information for Mobile Programme Delivery x 3 pages
3	Quotes x 4 pages
4	Support letters x 4 pages
5	Bank deposit x 1 page
6	Bank statement x 2 pages
7	Annual Audited x 17 pages