

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/L
- Your organisation's business plan (if applicable) N/L
- 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="Hokianga Arts Community Trust"/>	Number of Members	<input type="text"/>
Postal Address	<input type="text" value="27 Hokianga Harbour Drive"/>	Post Code	<input type="text" value="0473"/>
Physical Address	<input type="text" value="Kai Ihe - Onopare"/>	Post Code	<input type="text"/>
Contact Person	<input type="text" value="Jan Barratt"/>	Position	<input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="021 02366424"/>
Email Address	<input type="text" value="Janbarratt@outlook.com"/>		

Please briefly describe the purpose of the organisation.

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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.

please see attached additional page.

The Purpose of the Organisation:

The Toibox Hokianga is to promote and develop the arts within the Hokianga and associated communities and showcase the rich diversity of local art and culture. The Toibox operates as a social enterprise to provide a platform for community artists and groups to exhibit their work and projects. It also provides a two way conversation between the viewers and artists, therefore community members, tourists, local organisations can interact together. The Toibox encourages people that a new to exhibiting the opportunity to do so.

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.**

Hokianga Community Arts Trust - operates the Toibox Hokianga, a Shipping container located in Opononi that is intended to be a venue for local artists and community groups to showcase and sell their work.

Following on from the successful kaupapa of Toibox Hokianga the Trust wishes to expand and build on our diverse arts space.

The current Trust Members who have been organising the exhibition space after 6 years volunteering and managing the Toibox, would like to retire, and feel they are no longer able to service the speed and need this vibrant community space evokes.

Therefore we wish to enlist a younger facilitator to oversee and manage the exhibition space initially for the upcoming December - February Summer Season and for sustainability purposes this opportunity would ensure the future stability of the Art Space.

The Summer Season runs from 12th Dec to 29th February - approximately 12 weeks.

Additionally the Toibox is also in urgent need of a new solar panel and battery as the life of the first one is rapidly coming to an end and the deck requires a new stain along with new white paint for the walls of the exhibition space. Also we would like to provide a Gazebo for shade and potential workshop space from the outside summer weather.

Facilitation fee and quotes for solar and paint are attached.

Learning all aspects of the Toibox, the Facilitator will engage with local artists and community members to execute the exhibitions and will generally oversee the ToiBox. This includes being available to support the management and coordination of the facility, housekeeping, administration, supplies and tools etc.

We have a local Hokianga person in mind to facilitate the planned scheduled exhibitions for the season. The benefits from having this person involved means that better and wider engagement will happen between community organisations and artists.

The facilitator will also be able to talk with schools, art groups and centres in the area, engage with the community and artists through any social media platforms, send out invitations to exhibit, enlist new and emerging artists and art groups to participate, exhibit and host workshops.

As this is a Community art space the facilitator for the summer season will collaborate with Northland Artists and the wider Community, this will involve partnerships with the Hokianga Community Education Trust at the Rawene Arts Campus, Waimamaku Resource Centre and other Community and Youth groups.

The Toibox Hokianga has a large following in the local, regional and international visitor space. People of all ages in our community have been and will continue to be offered the opportunity and support to use the space. The Toibox has a philosophy to be an inclusive accessible space for all. It provides the confidence and belief to young and emerging artists, older and less confident community members as well as established artist to exhibit and discuss their work.

In order to broaden the range of activities the facilitator will be able to seek new and exciting works from diverse groups, marginalised communities, Maori and Pacific artists or groups that are not otherwise given opportunities to exhibit or participate in workshops.

Along side the the co-ordination of the Summer Season, the facilitator will be able to manage the upkeep of the gallery space, including restoring the decking with new stain and painting the exhibition walls of the gallery, and most importantly oversee the installation of the venue receiving a new Solar Panel and Battery.

Please see the attached Toibox “Summer Season Exhibition Programme”

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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 ¹	3,600	
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe) Solar Panel & Battery	303.00	
Utilities		
Hardware (e.g. cement, timber, nails, paint)	168 149	
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr) 168 hrs	3,360	not applicable
Other (describe) Carzeto	249	
TOTALS	7,829.00	\$ 3,915.00

(NB: please see page outlining scope of work.)

¹ 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
New Signage : Sandwich Board	\$ 600.00
: Signage above door	
& metal Rust Repairs	
TOTAL	\$ 600.00

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

Funding Source	Amount	Approved
		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
Creative Communities	\$ 2,000	Aug 2021	(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)

Hokianga Arts Community 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

J. I. Barwick

Signatory Two

Reel

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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 ARTS COMMUNITY TRUST

(Facilitation of the Summer Season)

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

1	Quotes – x 2 pages
2	Breakdown of Volunteer and Facilitations costs – x 1 page
3	Exhibition Programme – x 1 page
4	Annual Return as of March 2022 – x 5 pages