



# 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](http://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](mailto:funding@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [funding@fndc.govt.nz](mailto: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	BAY OF ISLANDS HOCKEY ASSOCIATION		Number of Members	FOOTBALL 100 LEAGUE 350
Postal Address	PO BOX 8 KAIKOHE		Post Code	0440
Physical Address	TOPENERGY HOCKEY TURF 11 PENNY CREES		Post Code	0405
Contact Person	Susan (Suzee) Ross	Position	TREASURER	
Phone Number	09 4010 332	Mobile Number	021 298 72 90	
Email Address	boihockeyassociation@gmail.com			

#### Please briefly describe the purpose of the organisation.

TO PROVIDE HOCKEY TO NORTHLANDERS IN THE FAR NORTH INCLUDING KAIKOHE, HOKIANGA, KAITAIA, KAWAKAWA, KAEO & KERIKERI



## 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 LED LIGHTING @ LINDIART PARK Date 31st MARCH 23

Location TOP ENERGY HOCKEY TURF & OUTER GRASS AREA Time

Will there be a charge for the public to attend or participate in the project or event?  Yes  No

If so, how much? HOCKEY FEES & POWER COSTS FOR OTHER USERS.

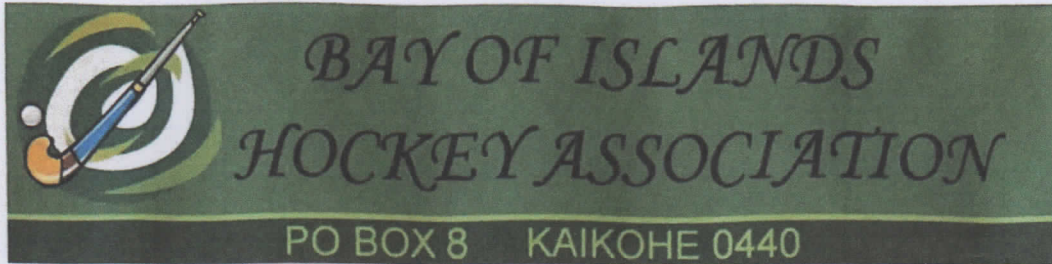
Outline your activity and the services it will provide. Tell us:

- 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 LETTER FROM OUR CHAIR PERSON

SUPPORTING LETTER FROM KAIKOHE FOOTBALL CLUB CHAIRPERSON

SUPPORTING LETTER FROM KAIKOHE & DISTRICTS SPORTSVILLE.



Juliette Bavister  
Chairperson  
Bay of Islands Hockey Association

6<sup>th</sup> October 2022

To the Board Members of Kaikohe Hokianga Community Board

Re: Application for LED Lighting at Top Energy Hockey Turf in Kaikohe

Kia Ora

We are writing to apply for \$40,000.00 to upgrade the lights at the Bay of Islands Hockey Turf in Kaikohe. We are in desperate need of your help to ensure that our night hockey competitions during the winter hockey season can continue.

We have players travelling from as far north as Kaitaia, Kohukohu, Kaeo, Kerikeri, Kawakawa and the surrounding areas like Okaihau, Ohaeawai who all travel here to Kaikohe to play. Currently we have four divisions of hockey being played: Primary and Intermediate that takes place on Saturday, Collegiate Grade that takes place on Wednesday night and Open Grade (Adults) that takes place on Thursday nights. The rest of the week is filled with teams training.

Eight years ago with the assistance of FNDC and Top Energy we had Halide lights installed to the value of \$220,000 to allow us to provide night games. At the time flood lights were installed, little did we know that these kind of lights would end up being a huge cost for our association as they started blowing within a year. The bulbs are expensive and haven't lasted as long as we expected or it was promised, and now we are being told that the bulbs are also getting harder to source as they come from Germany. Our electrician has told us that with so many sporting organisations currently changing to LED the company will stop making them as everyone moves to the new cheaper lighting system. We have already been told we are on borrowed time.

You will see on the attached quote that new lights system will also include \$20,000 worth of lights that will be attached to the back of the hockey poles, to provide lighting for football and other codes for night training at Lindvart Park.

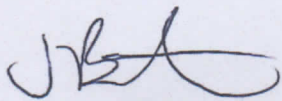
We have just received wonderful news from Grassroots Trust that they have supported our project with \$100,000.00, and this is already in our bank. We have also put in an application to Oxford Sports Trust, but are unsure at this stage of what they will contribute. Our deadline is the 31<sup>st</sup> March 2023 or we will have to return all the money that we have. With the money that we have in our account, we are currently \$90,000.000 short to complete the project.

The cost of maintaining LED lights will be more affordable for our association. LED lights have a long life of up to 50,000 hours, are 50% cheaper to run, are low maintenance and come with a 5 year warranty.

We are very grateful to Tiger Turf Lumosa LED Sports Lighting for providing us with the best price possible, however this is more money than we as an organisation can gather through fees.

Thank you for your time and we hope you look upon us kindly at your next scheduled board meeting.

Nga mihi

A handwritten signature in black ink, appearing to be 'JB' with a flourish.

Juliette Bavister  
Chairperson  
Bay of Islands Hockey Association



## 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		
Advertising/Promotion		
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)	LED LIGHTING. \$201,353.50	\$40,000.00
Utilities		
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)		
<b>TOTALS</b>	<b>\$201,353.50</b>	<b>\$40,000.00</b>

<sup>2</sup> 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
TOTAL	

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

Funding Source	Amount	Approved
Oxford Sports Trust	Hoping for \$50K	Yes / <u>Pending</u>
		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
Nil			Y / N
			Y / N
			Y / N
			Y / N



## 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)**

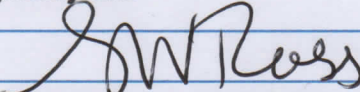
BAY OF ISLANDS HOCKEY ASSOCIATION

**We, the undersigned, declare the following:**

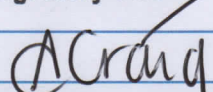
In submitting this application:

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**





## 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  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**

**BAY OF ISLANDS HOCKEY ASSOCIATION**

**(LED Lighting at Lindvart Park)**

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

<b>1</b>	<b>Cover Letter – x 2 pages</b>
<b>2</b>	<b>Support Letters – x 2 pages</b>
<b>3</b>	<b>Committee Details – x 1 page</b>
<b>4</b>	<b>Statement of Financial Performance – x 4 pages</b>
<b>5</b>	<b>Bank Statement – x 1 page</b>
<b>6</b>	<b>Deposit Slip – x 1 page</b>