



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	The Centre At Kerikeri Ltd (Turner Centre)	Number of Members	30, 000 PA
Postal Address	PO BOX 922, Kerikeri 0230	Post Code	
Physical Address	43 Cobham Rd, Kerikeri 0230	Post Code	
Contact Person	Gerry Paul	Position	General Manager
Phone Number	027 600 3369	Mobile Number	027 600 3369
Email Address	gerry.paul@turnercentre.co.nz		

Please briefly describe the purpose of the organisation.

The vision of the centre is to be an inclusive place that connects people with arts and culture - Te Ranga Toi Waka.



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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:

Trouble in Paradise - Photography Exhibition

Name of Activity		Date	Nov - Dec 2023
Location	Turner Centre	Time	9AM - 2PM

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

If so, how much? **If full funding is awarded, there will be no charge**

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

Text

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

With Northland being hit hard with extreme weather patterns this past year, it has made us stop and think about Climate Change in a very serious way. Climate change has reached code red for humanity, and we have responsibilities, both as individuals and as a community to address these.

Trouble in Paradise presents the 60 winning photographs of a competition run by the UK Government to document the effects of the climate crisis in the Pacific.

This photographic exhibition has already been displayed at the National Library, Festival of the Future, it is presently in Parliament and next it goes to Otago museum and we would like to bring it to Kerikeri. The exhibition will be free to view for all of our community. We will invite schools to come and experience the exhibition and respond to the works.

The photographs in Trouble in Paradise paint a stark picture of the challenges island nations face. But they also offer hope, showing the resilience of Pacific peoples and their determination to leave the environment in a better state for the next generation. Through arts and culture and education we can innovate real change.

In conjunction with the exhibition, we have engaged with Track Zero to book James Renwick or Tim Naish as a guest speaker at the auditorium, for a school presentation and also a public conversation on the topic of Climate Change. They are both passionate Climate Change experts.

The exhibition will:

- Allow access for thousands of community members to experience a high quality exhibition without financial barriers to entry
- Expose our community to high quality, diverse, international art
- Build community spirit
- Build resilience and cohesion within our community
- Highlight the need for climate change action
- Educate around climate change and practical steps we can take in Te Tai Tokerau
- Build connections with international embassies (enhances chance for future funding)
- Encourage volunteer participation

The British High Commission has indicated that High Commissioner Iona Thomas OBE would like to attend the opening event at the Centre.

We are requesting funding to cover the freight, install, marketing and launch of the exhibition and the school presentation on Climate Change and associated travel and accom costs.



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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	\$2000	
Advertising/Promotion	\$1000	\$1000
Facilitator/Professional Fees ² Climate Change Presentations	\$3000	\$1500
Administration (incl. stationery/copying) Coordination & Logistics	\$2000	\$1000
Equipment Hire		
Equipment Purchase (describe)		
Utilities Install and Pack Out	\$1920	\$1920
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments Launch	\$1000	\$1000
Travel/Mileage	\$750	\$750
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr) For Fri & Sat Openings	\$1280	not applicable
Other (describe) Freight	\$1295	\$1295
TOTALS	\$14,245	\$8,465

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

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
NA	
TOTAL	

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

Funding Source	Amount	Approved
The Turner Centre will commit to covering venue rental, 50% coordination, guest speaker evening presentation, exhibition attendants	\$4500	Yes / Pending
Volunteer Contribution	\$1280	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
Future Planning and Sustainability	\$50, 000	2022	Y / N
COVID WAR CHEST	\$50, 000	2021	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)

The Centre At Kerikeri Limited

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





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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	<input type="text" value="Gerry Paul"/>	Position	<input type="text" value="General Manager"/>
Postal Address	<input type="text" value="324 Onekura Rd, Waipapa"/>	Post Code	<input type="text" value="0295"/>
Phone Number	<input type="text" value="027 600 3369"/>	Mobile Number	<input type="text"/>
Signature	<input type="text" value="Gerry Paul"/>	Date	<input type="text" value="24 - Nov - 2022"/>

Signatory Two

Name	<input type="text" value="Carol White"/>	Position	<input type="text" value="Board Chair"/>
Postal Address	<input type="text" value="17 Rarere Terrace, Kerikeri"/>	Post Code	<input type="text" value="0230"/>
Phone Number	<input type="text" value="027 223 0386"/>	Mobile Number	<input type="text"/>
Signature	<input type="text" value="Carol White"/>	Date	<input type="text" value="24 - Nov - 2022"/>