

# Bay of Islands-Whangaroa Community Board Grants 2022-2023

## Local Grant Application Form

Application No. BWCB1222/23 From Volunteering Northland

Form Submitted 15 May 2023, 6:04PM NZST

## Applicant Details

**\* indicates a required field**

### Instructions

#### Please read carefully:

- Read this application 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. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- 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.

#### The following *must* be submitted along with this application form:

- Two quote for purchases where practicable, **or** evidence of expected purchases
- Business plan (including project costs)
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Programme outline (if applying for operating costs)
- A health and safety plan.

## Applicant details

**Applicant \***

Volunteering Northland

## Contact details

### Purpose of organisation

**Please briefly describe the purpose of the organisation \***

The purpose of Volunteering Northland is to promote and support volunteering throughout the Te Tai Tokerau region of New Zealand. The organization works to create connected communities that actively engage in volunteering by collaborating with not-for-profit organizations, community groups, local businesses, and individual volunteers. The goal is to match volunteers with opportunities that align with their interests and skills to create a stronger and more vibrant community for everyone. Volunteering Northland also focuses on providing training, resources, and support for volunteers and organizations to ensure they have the tools and knowledge necessary to make a positive impact. Overall, the organization aims to increase the quality of life in the community by addressing social issues and needs through volunteerism.

**Number of Members \***

208 community organisations/groups

### Project Details

**\* indicates a required field**

#### Project Details

Clearly describe the project or event:

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### Name of Activity \*

Operational Costs for Supporting Volunteer Engagement and Community Resilience

### Location \*

Bay of Islands- Whangaroa

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

Yes

No

### Entry Cost

#### If yes, how much?

\$30.00

Must be a dollar amount.

### Project dates:

Start Date

End Date:

**Date \***

**Date: \***

01/08/2023

31/07/2024

Must be a date.

Must be a date.

### Project Outline

#### 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.

#### Project outline: \*

We are seeking funding for support to provide first aid training and for operational costs related to increasing volunteer engagement and providing support to community organizations in the Bay of Islands-Whangaroa region. In recent years, the region has faced a range of challenges, including weather-related disasters and the COVID-19 pandemic, which has made it difficult for many community organizations that rely on volunteers to maintain their services.

Our goal is to support the Bay of Islands-Whangaroa communities by providing resources and support to enhance capability building and resilience among these organizations and volunteers. To achieve this, we plan to:

- Provide face-to-face visits to the Bay of Islands-Whangaroa region for pop-up stalls, events, network meetings, and presentations. This will help to build awareness around volunteering and how community members can support their community.
- Provide online and telephone support to volunteers to help them find a volunteer opportunity that meets their needs.
- Advertise volunteering opportunities through a variety of channels, including social media, newspapers, websites, and events.
- Offer referral and recruitment services through our website application.

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- Provide telephone, online, and in-person support to community organizations to give advice and support around volunteer best practices.
- Provide subsidized first aid training to at least five volunteer coordinators or volunteers in the Bay of Islands-Whangaroa region.
- apply for funding from other sources for additional training opportunities for the area

Additionally, we aim to reach out to organizations in the region and set up a volunteering display in at least one community to showcase the opportunities available and encourage community members to get involved.

Our service will provide numerous benefits to the Bay of Islands-Whangaroa communities, including empowering volunteers to contribute to the region's growth and well-being, supporting community organizations in utilizing best practices for volunteers and achieving their programs' goals, enhancing the volunteer sector by increasing engagement and improving volunteer services, and building strong relationships between volunteers, community organizations, and the wider community.

To provide this service we will employ a community navigator who will provide these services throughout all of Te Tai Tokerau. We are requesting a fair proportional amount of funding for these services from the Bay of Islands-Whangaroa Fund.

In summary, with your support, we can ensure that volunteers in the Bay of Islands-Whangaroa region are empowered to contribute to their community's growth and well-being despite the challenges faced in recent years. Our service will help build capability and resilience among community organizations and enhance the volunteer sector in the region, ultimately benefiting communities.

## Project Cost

**Provide a detailed cost 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 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

## Budget

| Expenditure | Total Cost               | Amount Requested         | Quotes |
|-------------|--------------------------|--------------------------|--------|
|             | Must be a dollar amount. | Must be a dollar amount. |        |

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|  |             |          |   |
|--|-------------|----------|---|
| Advertising/Promotion                        | \$8,000.00  | \$889.00 | Filename: 2023-2024 Budget.pdf<br>File size: 206.0 kB |
| Facilitator/Professional Fees                | \$645.00    | \$495.00 | No files have been uploaded                           |
| Administration (inc. stationery/copying etc) | \$3,300.00  | \$116.00 | No files have been uploaded                           |
| wages for community navigator                | \$25,272.00 | \$0.00   | No files have been uploaded                           |
| Utilities                                    | \$          | \$       | No files have been uploaded                           |
| Hardware (e.g cement, timber, nails, paint)  | \$          | \$       | No files have been uploaded                           |
| Consumable materials (craft supplies, books) | \$          | \$       | No files have been uploaded                           |
| Refreshments                                 | \$          | \$       | No files have been uploaded                           |
| Travel/Mileage                               | \$4,200.00  | \$500.00 | No files have been uploaded                           |
|  |             |          | No files have been uploaded                           |
| Other (describe)                             | \$          | \$       | No files have been uploaded                           |
| Other (describe)                             | \$          | \$       | No files have been uploaded                           |

## Financial Information

\* indicates a required field

### Financial Information

If your organisation registered for GST \*

Yes  No

### GST Number

GST Number

101-683-650

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### Current Funding

How much money does your organisation currently have? \*

\$167,000.00

Must be a dollar amount.

How much of this money is already committed to a specific purpose? \*

\$167,000.00

Must be a dollar amount.

### Tagged Funds

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

| Purpose                 | Amount      |
|-------------------------|-------------|
| emergency reserves      | \$84,000.00 |
| operations and projects | \$83,000.00 |
|                         | \$          |
|                         | \$          |
|                         | \$          |

### Total Tagged Funds

Total Tagged Amount

\$167,000.00

This number/amount is calculated.

### Other Funding

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

| Funding Source            | Amount                   | Decision |
|---------------------------|--------------------------|----------|
|                           | Must be a dollar amount. |          |
| workshop participant fees | \$150.00                 | Pending  |
| grants from othr sources  | \$39,567.00              | Pending  |

### Previous Funding from FNDC

Have you previously received funding from FNDC? \*

Yes  No

### Previous Funding from FNDC

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| Purpose | Amount                   | Date            | Project Report Submitted |
|---------|--------------------------|-----------------|--------------------------|
|         | Must be a dollar amount. | Must be a date. |                          |
|         | \$                       |                 |                          |
|         | \$                       |                 |                          |

## Declaration

**\* indicates a required field**

### 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 of 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.*

#### **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 organisations 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)

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- 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 journey entry
- regular financial reporting to every full meeting of the governing body

#### **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 of 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 the Far North District Council unless written approval for a change of purpose(s) is obtained **an 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 the Funding Team 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.

## Signatures



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**Date**

15/05/2023

Must be a date.

**Date**

15/05/2023

Must be a date.