

# Kaikohe-Hokianga Community Board Fund 2022-2023

## Local Grant Application Form

Application No. KHCB1122/23 From Volunteering Northland

Form Submitted 15 May 2023, 8:38PM 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

### Postal Address \*

37 Bank St

Whangarei Whangarei 0110 New Zealand

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be New Zealand

### Physical Address \*

37 Bank St

Whangarei Whangarei 0110 New Zealand

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be New Zealand

### Applicant Primary Website

<http://www.volunteeringnorthland.nz>

Must be a URL.

### Facebook page

<https://www.facebook.com/volunteeringnorthland/>

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### Contact details

Contact Person One:

**Applicant Project Contact \***

jessie manney

**Position \***

manager

**Phone Number**

**Mobile Number**

**Email \***

Must be an email address.

Contact Person Two:

**Applicant Admin Contact \***

Francoise Le Marrec

**Position \***

treasurer

**Phone Number**

**Mobile Number**

**Applicant Admin Contact Primary Email**

Must be an email address.

### Purpose of organisation

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

The purpose of Volunteering Northland is to promote and support volunteerism in Te Tai Tokerau. The organization aims to enhance the region's social and cultural development by facilitating volunteer involvement and building the capacity of community organizations to engage with volunteers effectively. Volunteering Northland works to connect volunteers with meaningful opportunities, provide resources and support to community organizations in utilizing volunteers effectively, and promote the value of volunteering to the wider community. By doing so, the organization aims to build stronger, more resilient communities in Te Tai Tokerau.

**Number of Members \***

208 member organisations

### Project Details

**\* indicates a required field**

#### Project Details

Clearly describe the project or event:

**Name of Activity \***

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Support for Volunteer Engagement and Community Organizations in the Kaikohe-Hokianga Region

### Location \*

Kaikoe-Hokianga

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

Yes

No

### If so, how much?

member organisations pay a small membership fee, workshop participants pay \$30-45 for training which is a reduced rate

### Start Date \*

01/08/2023

Must be a date.

### End Date \*

31/07/2024

Must be a date.

### Time

### 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:

Project Goal: To provide support to community organizations and enhance volunteer engagement in the Kaikohe-Hokianga region through the provision of resources, training, and support.

Objectives:

Provide face-to-face visits to the Kaikohe-Hokianga region for pop-up stalls, events, network meetings, and presentations.

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.

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 five volunteer coordinators or volunteers in the Kaikoh e-Hokianga region.

Try to source other funding to provide other training opportunities.

Additional Activities:

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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.

Expected Outcomes:

Empower volunteers to contribute to the region's growth and well-being.

Support community organizations in utilizing best practices for volunteers and achieving their programs' goals.

Enhance the volunteer sector by increasing engagement and improving volunteer services.

Build strong relationships between volunteers, community organizations, and the wider community.

Impact:

The project will help build capability and resilience among community organizations and enhance the volunteer sector in the Kaikohe-Hokianga region, ultimately benefiting communities.

We will employ a community Navigator to run this program throughout all of Te Tai Tokerau. Our funding application is for a portion of the costs and has been divided proportionally to ensure fairness to each region.

## 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 (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
- If you are applying for operating costs of a programme, please attach a programme outline

## Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount Must be a dollar amount.	Must be a dollar amount Must be a dollar amount.	
Advertising/Promotion	\$8,000.00	\$889.00	Filename: 2023-2024 Budget.pdf File size: 206.0 kB

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Facilitation/Professional Fees	\$645.00	\$495.00	Filename: 2022 signed and reviewed annual accounts (3).pdf File size: 587.5 kB
Administration	\$3,300.00	\$116.00	Filename: 2019-02 policy on health well-being and safety NEW.pdf File size: 234.7 kB
wages for community navigator	\$25,272.00	\$0.00	<i>No files have been uploaded</i>
travel/mileage	\$4,200.00	\$500.00	<i>No files have been uploaded</i>
Equipment Purchase	\$	\$	<i>No files have been uploaded</i>
Utilities	\$	\$	<i>No files have been uploaded</i>
Hardware (e.g cement, timber)	\$	\$	<i>No files have been uploaded</i>
Consumable materials	\$	\$	<i>No files have been uploaded</i>
Refreshments	\$	\$	<i>No files have been uploaded</i>
Travel/Mileage	\$	\$	<i>No files have been uploaded</i>
Volunteer Expenses Reimbursements	\$	\$	<i>No files have been uploaded</i>
Other (describe)	\$	\$	<i>No files have been uploaded</i>
Other (describe)	\$	\$	<i>No files have been uploaded</i>
Other (describe)	\$	\$	<i>No files have been uploaded</i>

## Financial Information

**\* indicates a required field**

**Is your organisation registered for GST? \***

Yes  No

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### GST Number

**GST Number \***

101-683-650

### 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
	Must be a dollar amount.
emergency reserves	\$84,000.00
operations and projects	\$83,000.00
	\$
	\$
	\$

### Total Tagged Funds

**Total Expenditure Amount**

\$39,717.00

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 fees	\$150.00	Approved
grants	\$39,567.00	Pending

### Previous Funding from FNDC

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Have you previously received funding from FNDC? \*

Yes  No

### Previous Funding from FNDC

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

## Declaration

### 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.*

**On behalf of: (full name of organisation)**

Volunteering Northland

### New Section

**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.

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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

#### **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.

## Signatory One

### Name

Jessie Manney

### Position



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Manager

### Date

15/05/2023

Must be a date.

## Signatory Two

### Name

Francoise Le Marrec

### Position

Treasurer

### New Question

15/05/2023

Must be a date.

**Funding Application – Volunteering Northland**

**Schedule of Supporting Documentation**

<b>Document</b>	<b>Title</b>
<b>1</b>	<b>Budget</b>
<b>2</b>	<b>Annual Accounts</b>
<b>3</b>	<b>Health and Well-being policy</b>