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 Whatu Creative Ltd Number of Members

Postal Address [redacted]

Physical Address

Contact Person

Phone Number

Email Address

Please briefly desc

To revive traditional maori art and the skills and matauranga to support its survival in to the future.

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

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

Whatu Creative Ltd in collaboration with FNDC Libraries and Te Ahu Museum would like to present the Matariki Puanga series to run from the 10th July – 21st July. The series will include workshops run by local artists, conservationists, wellbeing practitioners and whakapapa researchers. On the 13th and 14th of July there will be night markets showcasing local Maori artists held in Te Ahu Hall and Atrium, Kaitaia. There will also be a poetry competition with an awards night held on the 13th of July in Te Ahu Atrium, Kaitaia.

We have gathered local practitioners to run workshops within Kaitaia, Kaikohe, Kerikeri and Kawakawa libraries. All workshops will be free for public to attend and will be appropriate for all ages.

Workshops will include:

Whatu Creative Ltd, Awhina Murupaenga - (Kaitaia, Kaikohe Libraries) - an opportunity for the community to learn and practice the traditional art form of tukutuku in a contemporary medium.

Conservationist, Betsy Young - (Kaitaia Library) Will speak to her conservation work around Pingao and Toheroa. The public will get the opportunity to get up close and with Pingao and learn of it's revered use in raranga and tukutuku.

Mirimiri, Ellen Smith – (Kaikohe Library) Will speak about all aspects of Mirimiri and how the traditional practice uplifts and strengthens our taha tinana, taha hinengaro, taha wairua and taha whanau.

Whakapapa Whenua, Lorraine Cassidy & Adrianne Kereopa (Kaitaia, Kaikohe, Kerikeri Libraries) He Waka Tauihu e Pareparea Ana: Navigating Maori Land. A program put together by Joeann Walters to assist whānau in research around their whenua korero, with different agencies and online services. The community will have the opportunity to ask questions and learn about the many research tools available to reconnect them with their whenua.

Nga Taonga Takaro, Traditional Maori games, Harko Brown (Kaitaia, Kerikeri, Kawakawa Libraries)

Harko will share his extensive knowledge of Taonga Takaro and the practical use in our everyday lives to look after our wellbeing. Participants will also get the opportunity to be hands on and make traditional Maori kites.

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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	FNDC Libraries	—
Advertising/Promotion		
Facilitator/Professional Fees[2]	15,595.80	2000.00
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
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)		
TOTALS		$2000.00

[2] If the application is for professional or facilitator fees, a job description or scope of work must be attached.

Matariki Puanga 2023

"Whiria Te Aho - Weave the thread together"

Project information

Project Champions	
Owner name	
Payee GST number	
Bank Account	

If payee **is** registered for GST please make budget GST exclusive.

If payee **is not** registered for GST then please make budget GST inclusive.

Please list all the costs associated with this project.

Item\vendor	Description	Code	Total
Robert Sullivan	Judge for the Poetry Competition - travel, accomodation 15 hours work		1,700.00
Quinton Hita TBC	Te Reo Maori judge for the Poetry Competition - 15 hours work + travel		700.00
Briar Wood	Second judge for Secondary School and Open category - 15 hrs work		500.00
Catering	Poetry Competition Star Awards - Te Ahu Atrium		$ 700.00
Poetry prizes	Three catagories - 1st, 2nd and 3rd prize money		2,700.00
Whatu Creative	Tukutuku workshop x 2 KTA/KHO - travel, 16 hours + assistant 2x A4(spot prize)		2,150.28
Ellen Smith	Mirimiri workshop, 2x 60min mirimiri sessions (spot prize)		$ 856.52
Betsy Young	Pingao workshop, travel, 5 hours		$ 1,000.00
Lorraine Cassidy/ Adrianne Kereop	Whakapapa Whenua Workshop x 3 KHO, KTA, Kawakawa, travel, 9 hours		$ 2,289.00
Harko Brown	Kite making Workshop x 3 KTA, KK, Kawakawa		$ 3,000.00
Advertising/Promotion	Booklets, Media	$ 500.00	
		Total	**$ 15,595.80**

Included is grants and sponsorship funding to be spent on project

Fund (code)	Description	Confirmed	Total
Te Ahu Museum	Sponsorship	Y	$ 2,000.00
Te Hiku CB	Funding	TBC	$ 2,000.00
Kaikohe-Hokianga CB	Funding	TBC	$ 2,000.00
BOI-Whangaroa CB	Funding	TBC	$ 2,000.00
		Y	
		Y	
		Y	
			$ -
		Total	**$ 8,000.00**

Project summary

These values are calculated automatically.

	Total
Cost	
Funding from other sources	

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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)

WHATU CREATIVE LTD

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: Maryn Ashby | Position: Accounts/Admin

Postal Address: 6044 SH12 OHAEAWAI | Post Code: 0478.

Phone Number: | Mobile Number: 021 0225330 1

Signature: M Ashby. | Date: 5/5/23.

Signatory Two

* Kia ora Katherine, our director is currently in china and was unable to sign - could I send through an email as confirmation.

Name: Awhina Murupaenga | Position: Director

Postal Address: 22 London St, Te Atatū Peninsular | Post Code:

Phone Number: | Mobile Number: 021 1066597

Signature: | Date: