

Kaikohe-Hokianga Community Board Fund 2022-2023

Local Grant Application Form

Application No. KHCB1022/23 From Hokianga Community Educational Trust

Form Submitted 7 May 2023, 11:38AM 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 - 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 *

Hokianga Community Educational Trust

Postal Address *

Physical Address *

Applicant Primary Website

<https://www.hokiangacommunityeducationaltrust.com>

Must be a URL.

Facebook page

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Contact details

Contact Person One:

Applicant Project Contact *

Ms Brianna Patino

Position *

Project Leader

Phone Number

Mobile Number

Email *

Must be an email address.

Contact Person Two:

Applicant Admin Contact *

Ms Janine McVeagh

Position *

Secretary

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 *

To support and promote educational opportunities in the Hokianga area.

Number of Members *

9 trustees

Project Details

*** indicates a required field**

Project Details

Clearly describe the project or event:

Name of Activity *

Hokianga Pump Track for the Hokianga Bike Club

Location *

Rawene

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

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Yes

No

If so, how much?

N/A

Start Date *

01/07/2023

Must be a date.

End Date *

01/05/2030

Must be a date.

Time

N/A

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:

To build a pump track in the Rawene Domain.

A pump track is a place where cyclists of almost any skill can ride. It is a loop made up of a series of mounds and corners that, if well designed, can entertain bikers for hours on end. Our track will be made of dirt/ clay.

The main users will be local tamariki and rangatahi but adults and visitors to Hokianga will also enjoy the track, as they do in Waitangi. There are few safe places to bike in Rāwene or surrounding areas and few activities for young people. The Hokianga Pump Track will offer safe enjoyable entertainment that doesn't need an adult to organise for the kids. It will encourage our tamariki to get out of the traffic or from wandering about, and provide an area for small children to bike safely. and whanau to watch from a picnic area. Biking is a growing sport and the track will attract people to Hokianga as the Waitangi track does for their area.

The Rawene Domain is a recreation reserve and the Pump Track will add to our sense of pride of place, engagement of a wider demographic than at present in the area, and an opportunity for free family-friendly physical activity. We have permission to build a dirt pump track at the Rāwene Domain, but require funding for a suitable design and to build it and make it a safe area.

Track rules will be posted on the signs at the site, and there will be a grand opening to celebrate this new special place designed for our young people, whanau and visitors. There is a group of locals who will undertake the maintenance that is required a few times a year and to keep the space tidy. We will hold bike repair days, fun events and cycle safety as part of the Track kaupapa, which will build connection across Hokianga and strengthen community.

Project Cost

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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.	
Rent/Venue Hire	\$0.00	\$0.00	<i>No files have been uploaded</i>
Advertising/Promotion	\$0.00	\$0.00	<i>No files have been uploaded</i>
Facilitation/Professional Fees	\$2,000.00	\$0.00	<i>No files have been uploaded</i>
Administration	\$500.00	\$0.00	<i>No files have been uploaded</i>
Equipment	\$2,900.00	\$0.00	Filename: Picnic Tables.jpg File size: 220.6 kB
Equipment Purchase	\$	\$	<i>No files have been uploaded</i>
Utilities	\$0.00	\$0.00	<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	\$500.00	\$0.00	<i>No files have been uploaded</i>
Travel/Mileage	\$	\$	<i>No files have been uploaded</i>

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Volunteer Expenses Reimbursements	\$	\$	<i>No files have been uploaded</i>
Design/build	\$34,500.00	\$34,500.00	Filename: Designbuild Quote.pdf File size: 79.2 kB
site prep/fill	\$3,795.00	\$0.00	Filename: Site prep and fill.pdf File size: 37.4 kB
Volunteer site maintenance	\$5,000.00	\$0.00	<i>No files have been uploaded</i>

Financial Information

*** indicates a required field**

Is your organisation registered for GST? *

Yes No

Current Funding

How much money does your organisation currently have? *

\$32,920.00

Must be a dollar amount.

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

\$31,925.00

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.
Umbrella groups	\$945.00
Admin tagged	\$3,837.00
Science Festival	\$2,000.00
HCET operational actual	\$2,000.00
Hokianga Publishers	\$7,213.00
Ako tagged	\$15,079.00
Puanga tagged	\$850.00

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Total Tagged Funds

Total Expenditure Amount

\$14,695.00

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.	
Foundation North TBA	\$14,695.00	Pending
	\$	

Previous Funding from FNDC

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.	
Printing Walk book	\$4,316.00	19/08/2021	Yes
Ako project	\$5,000.00	29/09/2022	Yes

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

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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)

Hokianga Community Educational Trust

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.
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.

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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

Janine McVeagh

Position

Secretary/Treasurer

Date

06/05/2023

Must be a date.

Signatory Two

Name

Jackie Davidson

Position

Trustee

Phone Number

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New Question

06/05/2023

Must be a date.

**Funding Application – Hokianga Community Education Trust – Pump
Track**

Schedule of Supporting Documentation

Document	Title
1	Design and build quote
2	Site Prep and fill
3	Tables
4	Business Plan
5	Health and Safety Plan