

Te Hiku Community Board Grants 2022-2023

Local Grant Application Form

Application No. THCB0822/23 From Volunteering Northland
Form Submitted 8 May 2023, 12:45AM 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 *

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

Website

<http://www.volunteeringnorthland.nz>

Must be a URL.

Facebook page

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

Contact details

Contact Person One:

Applicant Project Contact *

Ms 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

Email Address

Must be an email address.

Purpose of organisation

Please briefly describe the purpose of the organisation *

Volunteering Northland connects and strengthens the community and voluntary sector through volunteer engagement, professional development, networking opportunities, support and mentoring services. Our programmes cover all aspects of volunteering and related topics.

Our office supports community organisations throughout Te Tai Tokerau by:

- Recruiting a diverse range of volunteers through our recruitment and referral service.
- Providing consultancy and advice services to support the development of effective volunteer programmes.
- Organising workshops, seminars, networking forums and celebratory events.
- Facilitating volunteering projects like pathways to employment, youth volunteering, supported volunteering and newcomer volunteering in our community.

Number of Members *

208 organisations/community groups

Project Details

*** indicates a required field**

Project Details

Clearly describe the project or event:

Name of Activity *

Operational costs for Te Hiku Community Resilience: Supporting Volunteer Engagement and First aid training

Location *

Te Hiku region

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?

\$

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 Te Hiku area.

In recent years, Northland 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 project plan is:

Objective: To provide resources and support to build capability and resilience among community organizations and volunteers in the Te Hiku area. To build volunteer engagement in the region.

Activities:

1. Face-to-Face Visits:

Te Hiku Community Board Grants 2022-2023

Local Grant Application Form

Application No. THCB0822/23 From Volunteering Northland

Form Submitted 8 May 2023, 12:45AM NZST

- Join at least one community network in the Te Hiku region to build relationships with local community organizations.
- Set up at least one pop-up stall to build awareness around volunteering and available opportunities.
- Conduct at least two presentations in community meetings/schools/programs to encourage community members to volunteer and support local organizations.
- Attend at least one community event to promote volunteerism and connect with potential volunteers.

2. Online & telephone support:

- Assist people interested in volunteering to find suitable volunteer opportunities by telephone and email.
- Use of Established website referral and recruitment service.

3. Support to Community Organizations:

- Provide telephone, online, and in-person support to community organizations to offer advice and support on volunteer best practices.
- Reach out to at least five organizations in the Te Hiku region to offer support and establish relationships.
- Source a space to set up a volunteering display in one community to showcase available volunteer opportunities and promote the benefits of volunteering. Source funds for this if needed.
- Advertise volunteering opportunities through social media, newspapers, websites, and events to reach a wider audience.

4. Subsidized First Aid Training:

- Offer subsidized first aid training to five volunteer coordinators or volunteers in the Te Hiku region to build their skills and increase their capacity to provide support during emergencies.

Evaluation:

- Measure volunteer engagement through tracking referrals in the region.
- Measure the effectiveness of support provided to community organizations feedback from organizations and increase in organisations accessing services.
- Measure participants that attend first aid training.
- Evaluate the success of the project in achieving its objectives through comparing volunteer engagement and support data pre and post-project implementation.

Our service will provide numerous benefits to Te Hiku communities, including:

- Empowering volunteers to contribute to the community'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.
- Building strong relationships between volunteers, community organizations, and the wider community.

In summary, with your support, we can ensure that our region's volunteers are empowered to contribute to their 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 Te Hiku area, and ultimately benefit 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

Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
First aid fee workshop fees	\$645.00	\$495.00	Filename: 2022 signed and reviewed annual accounts (2).pdf File size: 581.7 kB <hr/> Filename: 2023 project plan Te Hiku Community Resilience.pdf File size: 196.4 kB <hr/> Filename: 2023-2024 Budget.pdf File size: 205.9 kB
Advertising/Promotion	\$889.00	\$889.00	<i>No files have been uploaded</i>
travel (hotel & travel per diem)	\$200.00	\$200.00	<i>No files have been uploaded</i>
wages for community navigator	\$2,808.00	\$	<i>No files have been uploaded</i>
administration(paper, copies, supplies & event fees for presentations & pop up stalls	\$200.00	\$116.00	<i>No files have been uploaded</i>

Te Hiku Community Board Grants 2022-2023
Local Grant Application Form
Application No. THCB0822/23 From Volunteering Northland
 Form Submitted 8 May 2023, 12:45AM NZST

vehicle exp-fuel	\$300.00	\$300.00	<i>No files have been uploaded</i>
	\$	\$	<i>No files have been uploaded</i>
	\$	\$	<i>No files have been uploaded</i>
	\$	\$	<i>No files have been uploaded</i>
	\$	\$	<i>No files have been uploaded</i>
	\$	\$	<i>No files have been uploaded</i>
	\$	\$	<i>No files have been uploaded</i>
	\$	\$	<i>No files have been uploaded</i>
	\$	\$	<i>No files have been uploaded</i>
	\$	\$	<i>No files have been uploaded</i>

Financial Information

*** indicates a required field**

Financial Information

If your organisation registered for GST *

Yes No

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.

Te Hiku Community Board Grants 2022-2023
Local Grant Application Form
Application No. THCB0822/23 From Volunteering Northland
 Form Submitted 8 May 2023, 12:45AM NZST

Tagged Funds

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

Purpose	Amount
reserves	\$84,000.00
operations including wages & projects	\$83,000.00
	\$
	\$
	\$

Total Tagged Funds

Total Expenditure 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 fees for participants	\$150.00	Pending
Foundation North	\$3,042.00	Pending
	\$	
	\$	
	\$	

Previous Funding from FNDC

Have you previously received funding from FNDC?

Yes No

Last page

* indicates a required field

Privacy Information

Te Hiku Community Board Grants 2022-2023

Local Grant Application Form

Application No. THCB0822/23 From Volunteering Northland

Form Submitted 8 May 2023, 12:45AM NZST

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)
 - 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.

Te Hiku Community Board Grants 2022-2023
Local Grant Application Form
Application No. THCB0822/23 From Volunteering Northland
Form Submitted 8 May 2023, 12:45AM NZST

4. To return to the Far North District Council any portion of the funding that e 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

Signatory One

Name *

Jessie Manney

Position *

Manager

Postal Address

Phone Number

Mobile Number

Email

Must be an email address.

Date

Signatory Two

Name

Francoise Le Marrec

Position

Treasurer

Postal Address

Phone Number

Mobile Number

Email

Must be an email address.

Date

07/05/2023

Must be a date.

07/05/2023
Must be a date.

Funding Application – Volunteering Northland

Schedule of Supporting Documentation

Document	Title
1	Project Plan
2	Budget
3	Annual Accounts