

Bay of Islands-Whangaroa Community Board Grants 2022-2023

Local Grant Application Form

Application No. BWCB1622/23 From Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust

Form Submitted 5 Jun 2023, 7:53PM 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 *

Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust

Postal Address *

Physical Address *

Website

<http://www.ecocentre.co.nz>

Must be a URL.

Facebook page

[facebook.com/EcoCentreKaitaia/](https://www.facebook.com/EcoCentreKaitaia/)

Contact details

Purpose of organisation

Please briefly describe the purpose of the organisation *

Our Vision: The land, water and inhabitants flourish now and into the future.

Our Mission: We strengthen connections by creating and nurturing local eco-hubs, facilitating meaningful learning opportunities, and contributing to resourceful communities.

Our Values: Generating a culture of respect and connection towards Te Taiao (the environment), ourselves and others; Creating resilience through nourishing local self-determination and participatory democracy; Living the change to create Te Tiriti-based ecological social and economic justice; Inclusiveness through caring, sharing and cooperation; Building a thriving community with meaningful connections.

1. The EcoCentre provides info, advice, low-cost products to help people live healthy, sustainable lives.
2. Zero Waste Kaitaia: a campaign to eliminate single use plastic in Kaitaia. Includes a Commercial Compost Project.
3. Tai Tokerau Timebank (TTT): providing peer to peer help, support and contribution to community projects, using time credits.
4. Maara Kai O Te Hapori Community Gardens: we work alongside disadvantaged community members: sharing skills, knowledge, experience around growing and eating healthy food.
5. Ano Ano: workshops, presentations, recycling, upcycling, supporting skills development, encouraging social inclusivity. Includes our Clothing Rescue project, which reduces textiles ending up in landfill.

Number of Members *

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Project Details

*** indicates a required field**

Project Details

Clearly describe the project or event:

Name of Activity *

Tai Tokerau Timebank Notice Board

Location *

MaraTui Community Garden, 118 Bulls Road, Kerikeri

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

Yes

No

Project dates:

Start Date

End Date:

Date *

Date: *

01/07/2023

30/06/2024

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: *

Tai Tokerau Timebank operates like a club where members provide peer to peer support and also contribute to community projects, in return for time credits. Timebanking enables individuals to trade skills in a community without the need for money. There is no discrimination between skills or time traded. It helps members to help themselves and each other. There are currently over 550 members involving people of a range of ethnicities, ages, and qualifications, including the elderly/retired, parents, school aged children, Maori, Polynesian, Pakeha, new migrants, professionals, low income/unemployed and disabled, and over 55 community groups. 15 of these community groups, such as: Paihia EcoHive; Bay Bush Action Trust; Ngapurapura Festival; Paihia Mission Village, are specifically based in the BOI-Whangaroa region, with another 6 groups, such as Te Tai Tokerau Debris Monitoring Project, cover the entire Tai Tokerau region.

Our Timebank Coordinators help to facilitate exchanges and arrange working bees;

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workshops; crop swaps; market days; sewing and repair cafes; and, socials in local neighbourhoods to encourage inclusion into society. We find that group events, such as socials and workshops, help to breakdown the barriers preventing people from asking for help, contributing to self-sustainable neighbourhoods. Encouraging the development of sewing circles and repair cafe's help to reduce the impact on landfill, while assisting with community gardens helps to increase the availability of fresh produce for community members that may otherwise be struggling to afford fresh fruit and veges.

We currently have two positions for part-time local Timebank Membership Support Coordinators in this region, plus we have a further two part-time Regional Coordinators who assist with technical and marketing support.

An outside noticeboard, located at the MaraTui Community Garden, will benefit a number of community groups in the area, being used to promote workshops, timebank trades, community events etc.

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.	
Rent/Venue Hire	\$2,261.00	\$0.00	Filename: Rent - 880 198.pdf File size: 74.7 kB
Advertising/Promotion	\$	\$	No files have been uploaded

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Facilitator/Professional Fees	\$24,960.00	\$2,000.00	<p>Filename: _TTT Regional Coordinator 2022 Job Description.docx.pdf File size: 49.8 kB</p> <p>Filename: Anna Dunford - Contract (1).pdf File size: 1.7 MB</p> <p>Filename: Barbara Last Page Contract.pdf File size: 379.9 kB</p> <p>Filename: Copy of Barbara Belger Contract Timebank Membership Support Co-ordinator.docx File size: 17.3 kB</p> <p>Filename: Jane Edwards Timebank local coordinator.pdf File size: 147.4 kB</p> <p>Filename: Paula Walker Timebank Regional Coordinator.pdf File size: 159.1 kB</p>
Administration (inc. stationery/copying)	\$	\$	<i>No files have been uploaded</i>
Equipment Purchase (Outdoor Notice Board)	\$729.00	\$729.00	<p>Filename: Quote 1039608 (5).pdf File size: 3.6 kB</p>
Utilities	\$	\$	<i>No files have been uploaded</i>
Hardware (e.g cement, timber, nails, paint)	\$	\$	<i>No files have been uploaded</i>
Consumable materials (craft supplies, books)	\$	\$	<i>No files have been uploaded</i>

Financial Information

*** indicates a required field**

Financial Information

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If your organisation registered for GST *

Yes No

GST Number

GST Number

71-849-252

Current Funding

How much money does your organisation currently have? *

\$175,250.00

Must be a dollar amount.

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

\$152,262.00

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
Rent of premises in Kaitaia	\$6,000.00
EcoCentre Kaitaia Contractors	\$94,972.00
Timebank Contractors, including workshops	\$41,294.00
Community Garden (Kaitaia) supplies	\$1,581.00
Zero Waste Te Hiku Equipment	\$1,776.00
Workshops (supplies & facilitators) / Training	\$2,663.00
Creditors, including GST and Suppliers	\$3,976.00

Total Tagged Funds

Total Tagged Amount

\$152,262.00

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.	

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Lotteries Commission	\$16,960.00	Approved
Pub Charity	\$8,261.00	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.	
Te Hiku Ward - Clothing Rescue	\$5,000.00	01/07/2022	Yes
Hokianga Workshop Supplies	\$960.00	01/09/2022	No
BOI Equipment and workshops	\$4,920.00	01/09/2022	No
Te Hiku - Workshop Roadshow Supplies	\$960.00	01/12/2022	No
Creative Communities Workshops	\$1,500.00	01/03/2023	No

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.

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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.
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

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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

Date

04/06/2023

Must be a date.

Date

05/06/2023

Must be a date.

Funding Application – Te Pokapu Tiaki Taiao o Te Tai Tokerau Trust

Schedule of Supporting Documentation

Document	Title
1	Quote – Noticeboard Products
2	Quote – Rent
3	Contract – Anna Dunford
4	Contract and Membership details – Barbara Belger
5	Contract – Jane Edwards
6	Contract – Paula Walker
7	Regional Coordinator Job Description