

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 *

Friends of Roland's Wood Charitable Trust (FORWCT)

Physical Address *

240 Kerikeri Inlet Rd
Kerikeri Kerikeri 0230 New Zealand

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

Website

Must be a URL.

Facebook page

Friends of Roland's Wood Charitable Trust

Contact details

Contact Person One:

Applicant Project Contact *

Mrs Kirsty Hampson

Contact Person Two:

Applicant Admin Contact

Mr Craig Jacobs

Position

Trustee

Email *

Must be an email address.

Must be an email address.

Purpose of organisation

Please briefly describe the purpose of the organisation *

Roland's Wood has a history going back over 30 years. Roland Sansom started planting his dream of a public woodland around 1987. He formed a trust deed then following his death in 2001 bequeathed approximately 4ha of woodland to the public so it is now in the ownership of The Far North District Council. The woodland park became quite neglected but was thankfully recovered by a group of volunteers known as the 'Friends of Roland's Wood' two of whom in 2013 were awarded the honours of NZ Gardener of the Year for their achievements with the woods. More recently a trust named the 'Friends of Roland's Wood Charitable Trust' (FORWCT) was formed to enable the purchase of the adjacent 4.3ha to further enhance this fantastic public asset. This land blends with the Council owned park, is also available to the public and is a haven for those with dogs which are able to roam happily at will. This land was in a poor state when purchased however extensive weed clearance has been undertaken and the trust intends to continue the weed control and revegetate the bulk of this land in native planting to contrast the existing woodland park. The trust is also tasked with helping the community maintain Roland's Wood.

The combined land along with adjacent public riparian access is a fantastic asset to the community and very well patronised especially by dog walkers both from the immediate vicinity and also those who arrive by car.

Number of Members *

6

Project Details

*** indicates a required field**

Project Details

Clearly describe the project or event:

Name of Activity *

Car park extension

Location *

Roland's Wood, (Inlet Rd, 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: *

01/09/2023

01/09/2024

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: *

The project plans to increase the capacity of the current public carpark which currently numbers only 4 and is very widely used by the community. The current parking situation is inadequate for the number of park users at peak times. As the land is primarily used as a dog walking park, both dog walkers and nature lovers alike will be the primary beneficiaries of this project.

The existing public carpark located at the Southwest corner of the site (240 Kerikeri Inlet Rd) comprises 4 car park spaces and is woefully inadequate for the numbers using the park. Cars are regularly seen parking on the road berm adjacent to the entrance which is a less than ideal situation.

As part of the trusts ongoing maintenance program, it was noted that some trees and plantings on the road frontage are encroaching on the power lines and Top Energy was advised. At a site meeting with the Top Energy consultant pruning along the entire frontage was required and it was recommended that 3 Liquid Amber trees should be removed to avoid the current and future issues relating to proximity and damage to the power lines. We were advised by the Top Energy consultant that typically council policy with trees on their land encroaching on power lines is to remove the tree to avoid future issues and we also were advised by our own arborist these trees are not significant specimens.

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The removal of these trees opens up an obvious ability to extend the car park space. A site investigation found that with the removal of 4 further trees the car park could easily be extended to create 8-10 further car park spaces. Our arborist noted that 1 of these trees would need to be felled to safely remove the 3 trees encroaching the power lines and he also noted the remaining 3 trees were not significant specimens. Due to the site location and modest gradient, there are no Stormwater or engineering issues and a simple metal surface as per the existing parking would be satisfactory. A site meeting with Darren James, Asset Manager-District Facilities FNDC identified the current car park was not noted as a current Council asset however the expectation is that it should be treated as such and will be entered into the Council asset database.

We also note that due in part to the extremely wet weather we've been having the walking tracks are very slippery in places and has resulted in a number of complaints from the public of late. These tracks require some metalling to make the park safer and more useable. The top track leading from the carpark past the bluebells and along towards the Heron Hill end is the most used track, and the earthworks contractor we have discussed the project with advised they have track work experience and would be able to clean up this track and metal the surface while their machines are on site. This work is included in the application as an extra to the carpark however we suggest it is just as important and cost effective to include it to be undertaken in conjunction with the carpark work.

We enclose a plan showing the proposed parking layout and suggest that due to the basic nature of the works any competent contractor could undertake the project without other working drawings. As identified on the drawing there will be no change to the park entrance or road crossing and the existing 4 car park spaces will also remain. There is no change of use simply an extension to the existing parking to meet the growing need from the community. We envisage the works will be undertaken by 3 contractors. We also enclose an overview of the sites showing both the extent of the Roland's Wood park land and the adjacent FORWCT land. Also enclosed some photos of the park entrance, parking area and adjacent area proposed for the extension (these are attached in the application funding documents).

Project works to extend the parking at Roland's Wood

1 - Tree works being the felling and chipping of the 7 trees noted on the plan to be undertaken jointly by the trusts arborist Chris Dodds Trees and Top Energy contractors. Dodds Trees will also undertake to grind the stumps below ground level.

2 - Site preparation, basecourse and metaling to be undertaken by an earthworks contractor.

Approx 200m of walking track maintenance and metaling undertaken in conjunction with carpark works by the earthworks contractor.

3 - Perimeter fencing and reinstatement of maintenance access and pedestrian access gates to be undertaken by a fencing contractor.

To expedite the works the trust feels they are best placed to engage contractors and manage the works as in the current climate Council may be somewhat overwhelmed by the workload on other projects.

As this project is of obvious benefit to the public and will create a lasting council asset The trust requests both Council funding and approval to undertake the project on council land. This application will be copied to Warren James FNDC and perhaps the Community Board can liaise with Warren regarding the value of the project to the public. The trust requests Council funding for 50% of the works cost. In the interest of progressing these works the trust is willing to fund the balance 50% of the project. The Trust would initially utilise funds from the Roland's Wood Trust Distribution which in the 2022 financial year had a balance of \$103,309. We do note Council appears to have budgeted substantial sums towards possible dog parks in other locations and the agreement in place between Council and the trust states in item 5. To assist FORWCT with the maintenance and management of Roland's

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Wood, FNDC shall make an annual payment to FORWCT of the equivalent amount that Council would otherwise pay in maintaining this reserve to a standard in accordance with FNDC specifications. As far as the trustees are aware Council has only funded mowing since the agreement was enacted. The trust would also appreciate any Council time towards compliance be provided free of charge. Some funding has previously been provided to help with the purchase and development of the adjacent land however the woodland area and main park entrance has relied on the dwindling bequeath from Roland Sansom for maintenance and development.

Project Cost

*** indicates a required field**

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	What is the total cost of your project?
	Must be a dollar amount.	Must be a dollar amount.		Must be a dollar amount.
Rent/Venue Hire	\$	\$	<i>No files have been uploaded</i>	\$30,378
Advertising/Promotion	\$	\$	<i>No files have been uploaded</i>	\$
Facilitator/Professional Fees	\$	\$	<i>No files have been uploaded</i>	\$
Administration (inc. stationery/copying)	\$	\$	<i>No files have been uploaded</i>	\$

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Equipment Hire	\$	\$	<i>No files have been uploaded</i>	\$
Equipment Purchase (describe)	\$	\$	<i>No files have been uploaded</i>	\$
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>	\$
Refreshments	\$	\$	<i>No files have been uploaded</i>	\$
Travel/Mileage	\$	\$	<i>No files have been uploaded</i>	\$
Volunteer Expenses Reimbursement	\$	\$	<i>No files have been uploaded</i>	\$
Tree felling, chipping & stumpgrinding	\$6,450.00	\$3,225.00	Filename: Dodds Trees Quote #5 39.pdf File size: 35.3 kB	\$6,450
Earthworks and metalling of carpark and walking trackOther (describe)	\$15,725.00	\$7,862.00	Filename: Quote EST0152 Waipapa Earthmovers.pdf File size: 24.3 kB	\$15,725
Perimeter fencing and reinstatement of access gates	\$5,203.00	\$2,601.00	Filename: Quote DRC Fencing.pdf File size: 229.1 kB	\$5,203
Pathway metaling in conjunction with earthworks (estimate)	\$3,000.00	\$1,500.00	<i>No files have been uploaded</i>	\$3,000

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overview of sites, site plan and photos	\$	\$	Filename: CAR P ARK PROPOSAL #4.pdf File size: 154.8 k B	\$
			Filename: P1050 571.JPG File size: 336.8 k B	
			Filename: P1050 574.JPG File size: 345.2 k B	
			Filename: P1050 576.JPG File size: 337.2 k B	
			Filename: RW-ex ported-med.jpg File size: 18.1 M B	

Funding Request Amount

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

What is the total cost of your project? *

30378

Must be a number.

What is the amount you are requesting from the Board? *

\$15,188

Must be a dollar amount.

Financial Information

*** indicates a required field**

Financial Information

If your organisation registered for GST *

Yes No

GST Number

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GST Number
 118-680-545

Current Funding

How much money does your organisation currently have? *
 \$240,000.00
 Must be a dollar amount.

How much of this money is already committed to a specific purpose? *
 \$140,000.00
 Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
	\$
	\$
	\$
	\$

Total Tagged Funds

Total Tagged Amount
 \$0.00
 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.	
	\$	
	\$	

Previous Funding from FNDC

Have you previously received funding from FNDC? *
 Yes No

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Previous Funding from FNDC

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
Unknown - Mayoral discretionary funding	\$5,000.00	12/08/2016	
Contribution to land purchase - used for infrastructure works	\$30,000.00	20/08/2016	
Funding for shed and water tank on Laven-der land	\$15,000.00	12/07/2019	

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.

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.

Signatures

Signatory One

Name *

Kirsty Hampson

Signatory Two

Name

Craig Jacobs

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Position *

Trustee

Position

Trustee

Postal Address

Postal Address

Phone Number

Email

Must be an email address.

Must be an email address.

Date

27/07/2023

Must be a date.

Date

27/07/2023

Must be a date.