

Te Hiku Community Grants Fund 2023-2024

Local Grant Application Form

Application No. THCB00003 From Oruaiti School

Form Submitted 9 Aug 2023, 11:17AM 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 *

Oruaiti School

Website

<https://www.oruaiti.school.nz>

Must be a URL.

Facebook page

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Facebook <https://www.facebook.com> > ... > Oruaiti School

Contact details

Contact Person One:

Applicant Project Contact *

Mrs Diane Bates

Position *

Principal

Phone Number

Contact Person Two:

Applicant Admin Contact

Rob Arrowsmith

Position

Teacher

Phone Number

Must be an email address.

Must be an email address.

Purpose of organisation

Please briefly describe the purpose of the organisation *

We are a school, therefore our main purpose is teaching and learning which we do in a variety of ways to develop Caring, confident and responsible Life long learners.

Number of Members *

200

Project Details

*** indicates a required field**

Project Details

Clearly describe the project or event:

Name of Activity *

Signage for Bike track

Location *

Oruaiti School

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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?

\$50.00

Must be a dollar amount.

Project dates:

Start Date

End Date:

Date

Date:

08/09/2025

29/09/2023

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 students at the school have identified the need for this project. Being in a rural setting the students don't have the typical access to using bicycles as their counterparts in a town-like setting would have. The students of Oruaiti School (class Ngaio) wanted to create a space unique to our school environment to enhance our well-being and physical needs. The 'Oruaiti Mountain bike trail' is a project that is led by the enviro-classroom at Oruaiti School (year 5 and 6 classrooms). The tamariki identified the need for a bike trail at the school, as living in a rural context they don't have regular access to mountain bikes and the appropriate contexts. The kaupapa of this project is for student voice and agency to be at the centre of the journey; it is designed by tamariki, for tamariki. We are seeking funding for the signage for the bike track, so that this can be open to the public. Signs will give descriptions of the tracks and safety messages.

Once the signage is in place the track will be officially opened, we will invite other schools to use our bike track during the day if they wish, and we will open it to the community (Starting with our local school community) for use outside of school hours. This will be using a key system so that we know who is coming onto school property, they will need to sign a contract and be made aware of the rules for use. The entry cost of \$50 mentioned previously will be for a one year membership, this will mostly be for use in terms one and four of the school year when the track should be dry.

Project Cost

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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.	
Rent/Venue Hire	\$	\$	<i>No files have been uploaded</i>
Advertising/Promotion	\$	\$	<i>No files have been uploaded</i>
Facilitator/Professional Fees	\$	\$	<i>No files have been uploaded</i>
Administration (includes stationery/copying)	\$	\$	<i>No files have been uploaded</i>
Equipment Hire	\$	\$	<i>No files have been uploaded</i>
Equipment Purchase (describe) We purchased 23 mountain bikes and helmets for students to be able to use on the mountain bike track. We recieved a grant from sport Northland for \$20,000 the school paid the balance.	\$22,452.00	\$	<i>No files have been uploaded</i>
Utilities	\$	\$	<i>No files have been uploaded</i>

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Hardware (e.g cement, timber, nails, paint) Fencing and drainage	\$12,721.00	\$	No files have been uploaded
Consumable materials (craft supplies, books)	\$	\$	No files have been uploaded
Refreshments	\$	\$	No files have been uploaded
Travel/Mileage	\$	\$	No files have been uploaded
Volunteer Expenses Reimbursement	\$	\$	No files have been uploaded
Other (describe) Signage for description of tracks and safety messages.	\$5,660.00	\$2,830.00	Filename: Quote QU0224.pdf File size: 37.1 kB
Other (describe) Track building, gorse and tree clearing	\$8,711.00	\$	No files have been uploaded
Other (describe) Storage container, including installation and bike stands. We received a grant of \$10,000 for this, the school paid the balance	\$11,529.00	\$	No files have been uploaded

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? *

\$5,660

Must be a dollar amount.

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

\$2,830

Must be a dollar amount.

Financial Information

*** indicates a required field**

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Financial Information

If your organisation registered for GST *

Yes No

GST Number

GST Number

55-496-315

Current Funding

How much money does your organisation currently have? *

\$0.00

Must be a dollar amount.

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

\$0.00

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 Expenditure 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.	
Pub Charities	\$2,830.00	Pending

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	\$	
	\$	
	\$	
	\$	

Previous Funding from FNDC

Have you previously received funding from FNDC?

Yes No

Last page

* 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.
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)

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- 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 sperate entries in the cash book or as a note o the accounts
- Tracking of different funding, e.g through a spreadsheet or journey 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 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).
- 10To 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 *

Diane Bates

Position *

Principal

Postal Address

Signatory Two

Name

Jenny Taylor

Position

Office Administrator

Postal Address

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Must be an email address.

Date

08/08/2023

Must be a date.

Must be an email address.

Date

08/08/2023

Must be a date.