

# Bay of Islands-Whangaroa Community Board Grants July 2023 - June 2024

## Local Grant Application Form

Application No. BOIWCB232414 From Mrs Tracey Cadogan

Form Submitted 24 Oct 2023, 8:24PM NZDT

## 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](mailto: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

### Website

Must be a URL.

### Facebook page

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

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**Contact details**

**Position \***

Organizer

**Position**

Helper

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Must be an email address.

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Must be an email address.

**Purpose of organisation**

**Please briefly describe the purpose of the organisation \***

I am a Mum in the wonderful Community of Kororāreka Russell, who loves to help the kids in our community have a sense of fun and things to do. As such, I am always putting my energy into organising activities that support our tamariki enjoying themselves with free or low cost activities that are friendly and fun. When my children were at Russell Primary School, I organized the inaugural Russell School Gala, a family friendly event which involved a range of activities (tug of war, bouncy castle, emergency services displays and stalls) as a fundraiser for the school. Since then I have also organized

- Annual Kids Fishing competition in January (past ? years)
- Annual Christmas Parade (past ? years)
- Helped with the Russell Playcentre Garage Sale
- Annual Russell Cake Bake-off (fund raiser to send youth on the R. Tucker Thompson) over Labour weekend

My two children and now at secondary school but I still love to make sure that our community has family friendly activities. As they say if you want something doing, ask a busy person! This funding application is therefore from myself as an individual (not an organization) so that I can organize this year's Christmas community event. I am partnering with William Fuller from the Bay of Islands Walkway Trust to put on this event.

**Number of Members \***

Whole Community

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### Project Details

\* indicates a required field

#### Project Details

Clearly describe the project or event:

**Name of Activity \***

Kororāreka Russell Christmas Parade and Community Event

**Location \***

Kororāreka Russell

**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: \***

10/12/2023

10/12/2023

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 whole community loves the Christmas Parade, and we have floats from community organisations and groups who create a great spectacle for the whole town as well as our lovely visitors who are often amazed by our friendly village. It's not just the spectacle for those watching, but it is also fun for the people who are putting their floats together. We are expecting 30 floats from a soccer team, a 4 generation family, Santa, old fashion cars, a builder, Waka Ama team, Gym group Tennis club, an Electrician and Play Centre to name just a few.

This year, we are having the Christmas Parade early, on the 10th of December before the busy holiday season starts. That way most families will be able to come and enjoy a fun filled community day. The kids also have stalls to sell their wares - Christmas decorations, soaps, cards, baking etc. This will in turn help them to earn a little Christmas pocket money.

We will drive through from the Harautu / Museum car park along York Street up Cass Street along The Strand waterfront doing a figure 8 before heading over to Long Beach for a family beach party. We are hoping to have:

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- sausages sizzles
- burgers
- coffee
- ice cream
- water

The activities at the beach will be:

- Tug a War
- Sandcastle Competition
- Volleyball
- Cricket
- Face Painting
- Carols Crazy Petting Zoo

And loads of Families attend

I will set up an area for our Golden Oldies under the St Johns gazebos with chairs and the old table to keep them out of the sun. I normally have a team of 10 to help run the parade and to set up at Long Beach. I normally have one person stay with our oldies to get them sausages or an Ice Cream. The seating at Wood to Water in the centre of town is always reserved for our Golden Oldies so they are in the shade and can see everything.

Our local community will come and help supply and put up gazebos, chairs etc. Volleyball, cricket, sand castles and tug a war will all be run by our local community. It is really a fun family community beach day.

ITM in Haruru will lend us the BBQ trailer for the day, and the Long Beach Coffee cart will be there. Our main costs are for the ice cream, water, sausages bread, burgers etc from our local 4 Square, along with the traffic management plan. In previous years, local businesses have helped with donations, but in the current economic climate, they are doing it tough as they are also supporting food banks and more pressing causes. This is why I hope that the Community Board will be able to provide funding to help us put on a really special event this year.

## 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

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- 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.                |
| Traffic Management                       | \$2,249.40               | \$2,249.40               | Filename: Quote QU0909.pdf<br>File size: 69.0 kB                    | \$6,282                                 |
| Petting Zoo                              | \$500.00                 | \$0.00                   | No files have been uploaded   | \$                                      |
| Advertising                              | \$80.00                  | \$0.00                   | No files have been uploaded   | \$                                      |
| Food for family event                    | \$2,652.98               | \$2,652.98               | Filename: Quote Russell Christmas Parade.xlsx<br>File size: 81.1 kB | \$                                      |
| Sundry Items                             | \$100.00                 | \$0.00                   | No files have been uploaded   | \$                                      |
| Face Painting                            | \$200.00                 | \$0.00                   | No files have been uploaded   | \$                                      |
| Volunteer Time                           | \$500.00                 | \$0.00                   | No files have been uploaded   | \$                                      |
| Supporting Documents<br>Other (describe) | \$                       | \$                       | Filename: Supplementary information-.pdf<br>File size: 5.7 MB       | \$                                      |
|  | \$                       | \$                       | Filename: Account Balances - Westpac.pdf<br>File size: 53.7 kB      | \$                                      |

### 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? \***

6282

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Must be a number.

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

\$4,902

Must be a dollar amount.

## Financial Information

**\* indicates a required field**

### Financial Information

**If your organisation registered for GST \***

Yes  No

### 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 Tagged Amount**

\$0.00

This number/amount is calculated.

### Other Funding

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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

## 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.
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.

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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

Position \*

Position



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Organizer

Helper

**Phone Number**

**Phone Number**

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Must be an email address.

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Must be an email address.

**Date**

21/10/2023

Must be a date.

**Date**

21/10/2023

Must be a date.