

Te Hiku Community Grants Fund 2023-2024

Local Grant Application Form

Application No. THCB00019 From Mangonui Community Patrol Incorporated

Form Submitted 1 Dec 2023, 7:27PM 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 - 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 *

Mangonui Community Patrol Incorporated

Website

Must be a URL.

Facebook page

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

Contact details

Purpose of organisation

Please briefly describe the purpose of the organisation *

The Society is established and maintained exclusively for charitable purposes (including any purposes ancillary to those charitable purposes), namely benefit the community by:

- preventing crime and reducing harm through the active presence of trained patrollers
- providing a visible and practical disincentive for the commission of crime, primarily in the Mangonui/Doubtless Bay area (and when directed by Police, in the greater Doubtless Bay community)
- supporting and training members of the community to become active, voluntary patrollers

Number of Members *

30

Project Details

*** indicates a required field**

Project Details

Clearly describe the project or event:

Name of Activity *

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Storage Space

Location *

245 State Highway 10, Cable Bay 0420 (accessed of Walters Way)

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:

01/12/2023

01/12/2025

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 requesting funding for storage space in a 10ft container at the Total Storage facility where our patrol vehicle is currently stored when not in use. Storage for the vehicle is provided by the owner of Total Storage as a donation to our patrol. The container will be used to store items such as banners, uniforms, road signs, first aid equipment and other equipment that we keep on hand. Some equipment is used intermittently, some is kept in case replacements are needed, and some items (like uniforms) are ready to issue to new members.

Currently these items are stored in the Secretary's house which is no longer suitable.

We have requested funds to cover the costs for two years and expect to either apply again for further funding thereafter, or make other arrangements.

Note: we propose sharing this container with Operation Flotation (another community organisation based in Mangonui) and would share the costs with them.

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.

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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	\$0.00	\$0.00	<i>No files have been uploaded</i>
Advertising/Promotion	\$544.79	\$0.00	Filename: Speedy Signs banner 7 Sep 2023.pdf File size: 100.7 kB
Facilitator/Professional Fees	\$0.00	\$0.00	<i>No files have been uploaded</i>
Administration (inc. stationery/copying)	\$312.20	\$0.00	Filename: Gloss 2023 0408 photocopying paid 13 May 2023.pdf File size: 397.4 kB
Equipment Hire	\$4,680.00	\$4,680.00	Filename: Total Storage Container #200.pdf File size: 4.3 MB
Equipment Purchase (describe)	\$312.20	\$0.00	Filename: Invoice INV-036576 Terrain 2 x road cones.pdf File size: 55.9 kB

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Utilities	\$481.12	\$	Filename: 02124281 97_112023_Nov_2023 .pdf File size: 75.7 kB Filename: 20230612 493595901_May - Jun 2023.pdf File size: 73.8 kB Filename: 62822188 9_139144163_Jul_202 3.pdf File size: 75.0 kB Filename: 629174224 _140092122_Aug_202 3.pdf File size: 74.9 kB Filename: 630110852 _141017038_Sep_202 3.pdf File size: 75.9 kB Filename: 631071411 _141987189_Oct_202 3.pdf File size: 75.0 kB
Hardware (e.g ce- ment, timber, nails, paint)	\$	\$	<i>No files have been uploaded</i>
Consumable mate- rials (craft supplies, books)	\$319.10	\$	Filename: Receipt_20 23-10-29_Noel_Leemi ng_paper_and_ink.pdf File size: 436.0 kB
Refreshments	\$380.00	\$0.00	Filename: Shanny Ma ginness_Sponsors_Cat ering_20231118.pdf File size: 51.9 kB

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Travel/Mileage	\$8,098.11	\$0.00	<p>Filename: Z Fuel Statement 0700052073_202306 Jun_2023.pdf File size: 632.5 kB</p> <p>Filename: Z Fuel Statement 0700052073_202307 Jul_2023.pdf File size: 634.7 kB</p> <p>Filename: Z Fuel Statement 0700052073_202308 Aug_2023.pdf File size: 752.2 kB</p> <p>Filename: Z Fuel Statement 0700052073_202309 Sep_2023.pdf File size: 871.7 kB</p> <p>Filename: Z Fuel Statement 0700052073_202310 Oct_2023.pdf File size: 474.3 kB</p>
Volunteer Expenses Reimbursement	\$286.93	\$0.00	<p>Filename: Arrow Uniforms Invoice_IN9029 45.1 - hi viz vests Pat paid.pdf File size: 963.5 kB</p> <p>Filename: Arrow Uniforms Invoice_IN9047 14.1 - polo Pat paid.pdf File size: 819.5 kB</p>
Other (vehicle repairs)	\$492.00	\$0.00	<p>Filename: Rod Knight Automotive repair drivers window.pdf File size: 657.4 kB</p> <p>Filename: Rod Knight Automotive repair backing camera 17947 1 1 20230919.pdf File size: 416.7 kB</p>

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Other (Xero)	\$389.88	\$	Filename: Invoice INV-7441513 072023 Jul.pdf File size: 18.3 kB Filename: Invoice INV-7536853 Aug 2023.pdf File size: 18.3 kB Filename: Invoice INV-7639698 Sept 2023.pdf File size: 18.3 kB Filename: Invoice INV-7742484 Oct 2023.pdf File size: 18.3 kB Filename: Invoice INV-7846056 Nov 2023.pdf File size: 18.3 kB Filename: Invoice INV-7950214 Dec 2023.pdf File size: 18.1 kB
Other (vehicle insurance)	\$732.40	\$0.00	<i>No files have been uploaded</i>

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? *

\$17,029

Must be a dollar amount.

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

\$4,680

Must be a dollar amount.

Financial Information

*** indicates a required field**

Financial Information

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If your organisation registered for GST *

Yes No

Current Funding

How much money does your organisation currently have? *

\$5,417.66

Must be a dollar amount.

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

\$5,417.66

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
Fuel	\$5,417.66
	\$
	\$
	\$
	\$

Total Tagged Funds

Total Expenditure Amount

\$5,417.66

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.	
None	\$0.00	Yes
	\$	
	\$	
	\$	
	\$	

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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)
 - 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

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- 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).
- 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

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Date

01/12/2023

Must be a date.

Date

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Must be a date.