



# Local Grant Application Form

## Instructions

### Please read carefully:

- Read this application form 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. Deadlines dates are on Council's website [www.fndc.govt.nz](http://www.fndc.govt.nz)
- **Incomplete, late, or non-complying** applications will not be accepted.
- 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.
- **Send your completed form** to [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) or to any Council service centre

### The following **must** be submitted along with this application form:

- ✓ Quotes (or evidence of costs) for all items listed as total costs on pg 6
- ✓ Ref 001a, 001b Most recent bank statements and, Ref 001c (signed) annual financial statements
- ✓ See page 6 Programme/event/project outline
- Not applicable / Education School - A health and safety plan
- ✓ Strategic Plan Your organisation's business plan (if applicable)
- Not applicable If your event is taking place on Council land or road/s, evidence of permission to do so
- ✓ Signed declarations on pgs 5-6 of this form

## Applicant details

Organisation

Te Rūnanga o Whaingaroa

Number of Members

41

### Please briefly describe the purpose of the organisation.

Te Rūnanga o Whaingaroa is a Māori organisation based on Te Tiriti o Waitangi, rangatiratanga, and tohungatanga. We support our marae and uplift the Whangaroa community inclusively through health, housing, education, and cultural revitalisation. We value relationships (whanaungatanga), respect and care (manaakitanga), and unity (kotahitanga) for our people and land (ukaipo).



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## Project Details

Which Community Board is your organisation applying to (see map Schedule A)?

Te Hiku       Kaikohe-Hokianga       Bay of Islands-Whangaroa

Clearly describe the project or event: Puanga I Matariki Ki Whangaroa –

Name of Activity Te Rā o Ngā Tamariki – Childrens Day Date 27/06/2024

Location Kaeo Primary School Time 9.30am-2.30pm

Will there be a charge for the public to attend or participate in the project or event?  Yes  No

If so, how much? N/A

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.

## Application for Funding

### Introduction

As we approach the Maori New Year, Puananga I Matariki reminds us: "Children are our greatest gift – He taonga te tamaiti." Our children and mokopuna will shape the future of our nation. We seek your support to celebrate this special time with our event, Puanga I Matariki Ki Whangaroa – Te Rā o Ngā Tamariki.

***Takina Puanga***

***Ko Puanga kei runga***

***Ko Puanga e Rangī***

***Tākina mai te ara o Puanganui-o-te-Rangī***

***Tākina ngā pou o te tau***

***Ki te whai ao, ki te ao Mārama***



## Application Form

### Event Overview

**Event:** Puanga I Matariki Ki Whangaroa – Te Rā o Ngā Tamariki

**Date:** Thursday, June 27th

**Location:** Kāeo Primary School

### Purpose

The funding will enable us to provide educational workshops and celebrations, fostering learning and unity within our community. This event will emphasise the importance of our cultural heritage and community bonding through engaging activities centered on Puanga and Matariki.

### Lead-Up Activities

#### 1. Video Epi-Series: "Engaging in Puanga in Whangaroa"

- A series featuring respected elders and local residents sharing insights on Puanga's significance.
- Episodes explore traditional practices, seasonal predictions, and the cultural importance of Puanga.

#### 2. Social Media Outreach

- Engaging our community with practical tips and stories about Puanga and Matariki.
- Promotion of an Event Guide of activities and celebrations throughout the Puanaga I Matariki period
- Reaching an average of 17,000 people per month, encouraging community involvement and awareness.

### Community Collaboration

We have collaborated with local schools, businesses, and marae to nurture a collective vision for Matariki. This collaboration has strengthened community bonds and enriched the lives of our children and families through shared cultural experiences and educational initiatives.



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### Event Details

"Puanga I Matariki Ki Whangaroa, Te Rā o Ngā Tamariki" will feature:

- **Kapa Haka Performances:**

Captivating performances by students from local schools, showcasing traditional Maori dance and song -.Inclusion of our High School, for this as well as senior students involved in a supportive and assistance to younger students throughout the day, fostering achievement that can result from changing the interactions and relationships within a school day for these older students.

### Educational Workshops:

- Six workshops/breakouts led by community members, focusing on various aspects of Maori culture, including:
  - Traditional storytelling and mythology
  - Star navigation and astronomy and whetu (star) relevant teachings
  - Arts and crafts
  - Environmental education and sustainability
  - Traditional Maori games and sports
  - Star meanings and associations/ enrichments to our lives

### Prizes and Resource Giveaways:

Exciting and educational resources to support whānau revitalization practices and encourage ongoing engagement with Maori traditions.

### Matariki Working Group

Our Matariki Working Group comprises community members, school representatives, and respected figures. This group focuses on education and inclusivity, with a strong emphasis on our children. Through initial meetings and ongoing wānanga (discussions), we identified community priorities centered on cultural education and community engagement.

### Capacity and Capability

Building on the success of the 2023 Hineraumati-Kirihimete Kāeo Christmas Parade, we have demonstrated our ability to manage large-scale community events. Our team is experienced in handling logistics, adapting to challenges, and ensuring positive community feedback. We are confident in our capacity to deliver this event successfully.



## Application Form

### Vision

We aim to make Te Rā o Ngā Tamariki an annual tradition, rotating the lead school each year to extend our reach and ensure the celebration of Matariki throughout our community. Our goal is to foster a deep connection to Maori culture and traditions, making Matariki a time of learning and celebration for all.

### Sustainability

To sustain the impact beyond the initial funding, we will focus on:

- **Community Collaboration:**  
Encouraging feedback and volunteer opportunities to foster a sense of shared responsibility for sustaining the project's legacy. Continued support for local schools, businesses, stakeholders, marae, and whānau will extend our reach and enhance future initiatives.
- **Resource Creation:**  
Developing workshops and an accessible resource hub with educational materials, activity guides, and links relevant to Puanga/Matariki traditions. This hub will serve as a valuable resource for families, schools, and community groups.
- **Ongoing Engagement:**  
Maintaining a robust social media presence to continue the conversation and knowledge-sharing beyond the event. This will include regular updates, educational content, and community stories to keep the spirit of Matariki alive throughout the year.

### Conclusion

Te Rūnanga o Whaingaroa invites you to support our celebration of Puanga | Matariki ki Whangaroa – Te Rā o Ngā Tamariki. Your support will help us bring this vision to life, enriching the lives of our children and ensuring a brighter future for our community. Together, we can create a meaningful and lasting impact, celebrating the rich cultural heritage of Matariki and fostering a strong community spirit, while supporting our children with great learnings "Children are our greatest gift - He taonga te tamaiti."

**Thank you for considering our application.**



### Programme/event/project outline.

#### Puanga | Matariki ki Whangaroa

Confirmed: Kaeo Primary, Totara North, Kura Kaupapa x 2, Matuari Bay - no. Attending 296 -305

Event schedule

Time	Activity	Activity description	Location
10.00am	Welcome   Pohiri	Bands given	Kaeo Primary School Hall
	Kapa Haka - Kaeo Primary	Star Bands	Kaeo Primary School Hall
	Karakia	Brown labled bags	Kaeo Primary School Hall
10.30am	<b>Activity Round 1</b>		Activity Area 1
Yr 1 & 2	Waiti / Waita	Fishing line / Flax fish / Mau Rakau?	Chatter box Resource
Yr 3 & 4	Waipunarangi / Ururangi	Manu Aute / Manu Tukutuku	Star resources
Yr 5 & 6	Pohutakawa / Hiwa i te rangi	Flax Mat / Nga whetu	Hand out cards
Yr 7 & 8	Puanga	Poi	
11.00am	<b>Activity Round 2</b>		Activity Area 2
Yr 1 & 2	Puanga	Poi	Hand out cards
Yr 3 & 4	Waiti / Waita	Fishing line / Flax fish / Mau Rakau?	Print resource - journal
Yr 5 & 6	Waipunarangi / Ururangi	Manu Aute / Manu Tukutuku	
Yr 7 & 8	Pohutakawa / Hiwa i te rangi	Flax Mat / Nga whetu	
11.30am	<b>Activity Round 3</b>		Activity Area 3
Yr 1 & 2	Pohutakawa / Hiwa i te rangi	Flax Mat / Nga whetu	Hand out cards
Yr 3 & 4	Puanga	Poi	Star resources
Yr 5 & 6	Waiti / Waita	Fishing line / Flax fish / Mau Rakau?	
Yr 7 & 8	Waipunarangi / Ururangi	<b>Manu Aute / Manu Tukutuku</b>	
12.30pm	<b>Matariki - Mahi Toi / Kapa Haka</b>	<b>Before having lunch - each tamati paints hand prints onto our kara</b>	Hand out cards
		<b>Horoi ringaringa</b>	
Yr 1 & 2			Hand out cards
Yr 3 & 4	<b>Kai - Tupu a nuku / Tupu a Rangi</b>	Shared lunches from each kura	Healthy Kai tips
Yr 5 & 6		Fruit from each kura	
Yr 7 & 8			
1.00pm	<b>Activity Round 4</b>		Activity Area 4
Yr 1 & 2	Waipunarangi / Ururangi	Manu Aute / Manu Tukutuku	Healthy tips - fitness
Yr 3 & 4	Pohutakawa / Hiwa i te rangi	Whariki / Nga whetu	Star resources
Yr 5 & 6	Puanga	Poi	
Yr 7 & 8	Waiti / Waita	Fishing line / Flax fish / Mau Rakau?	
1.30pm	<b>Activity Round 5</b>		
Yr 1 & 2		Allowing tamariki who never painted hand prints onto our kara	Hand out cards
Yr 3 & 4			
Yr 5 & 6	<b>Matariki - Mahi Toi</b>		
Yr 7 & 8		<b>IF ALREADY DONE HANDS STAY AT ROUND 4</b>	
2.00pm	<b>Activity Round 6</b>		
	All return to Kaeo School Hall		Colouring packs
	Mihi		Days info sheets
	Karakia		Star resources
	Hoki ki nga kura		
2.30pm	<b>Pack down</b>		



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### Project Cost

Provide a detailed costs 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 the 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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	N/A	
Advertising/Promotion – design / origination	1,800	800.00
Signage Ref 002	2,990	1,760
Resources / Giveaways Ref: 003	1,200	-
Facilitator/Professional Fees <sup>2</sup>	N/A	-
Administration (incl. stationery/copying) Ref: 003	2,000	1,000
Equipment Hire Ref 004	0	1,500
Equipment Purchase (describe)	N/A	N/A
Utilities / Hire	0	1,093
Toilets / Tables chairs Ref 005		
Hardware (e.g. cement, timber, nails, paint) Ref: 003	2,500	-
Consumable materials (craft supplies, books) Ref: 003	3,000	-
Refreshments Ref: 003	2,200.	600
Travel/Mileage Ref: 003	1,000	250
Volunteer Expenses Reimbursement Ref: 003	500.00	1,000
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)	2,000	
Contingency		
<b>TOTALS</b> *page 8	15,490	8,000

<sup>2</sup> If the application is for professional or facilitator fees, a job description or scope of work must be attached.



## Application Form

### Financial Information

Is your organisation registered for GST?  Yes  No GST Number

How much money does your organisation currently have

How much of this money is already committed to specific purposes?

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

Purpose	Amount
N/A	
<b>TOTAL</b>	

Please list details of all other funding secured or pending approval for this project (minimum 50%):

Funding Source	Amount	Approved
Te Puni Kōkiri	3,000	Yes ✓ / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
N/A			Y / N
			Y / N
			Y / N
			Y / N





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### 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 or 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.*

**On behalf of: (full name of organisation)**

Te Rūnanga o Whaingaroa

**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 organisation's 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 on 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 Far North District Council unless written approval for a change of purpose(s) is obtained **in 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 Governance Support 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.

### Signatory One