

Kaikohe-Hokianga Community Board July 2023 - June 2024

Local Grant Application Form

Application No. KHCB00044 From #KAU FOUNDATION

Form Submitted 23 May 2024, 5:39PM 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 *

ĀKAU FOUNDATION

Applicant Primary Website

<http://www.akau.co.nz>

Must be a URL.

Facebook page

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

Contact details

Purpose of organisation

Please briefly describe the purpose of the organisation *

ĀKAU FOUNDATION is a multi-discipline design studio, based in Kaikohe.

ĀKAU strives to empower whānau and tamariki to shape their future and transform their communities through creativity and design. Our team includes designers, artists, interior designers, architects and landscape architects.

Number of Members *

10

Project Details

*** indicates a required field**

Project Details

Clearly describe the project or event:

Name of Activity *

Our Place - Kaikohekohe (OHU KOKIRI DESIGN GROUP)

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Location *

Kaikohe

Will there be a charge for the public to attend or participate in the project or event?

Yes No

If so, how much?

Start Date *

01/07/2024

Must be a date.

End Date *

10/12/2024

Must be a date.

Time

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:

Our Place / Our Town is a kaupapa for placemaking. It progresses concept design and proposal development for placemaking projects in and around the wards of the Far North District Council.

Although the examples below will pull together projects for Our Place / Our Town Kaikohekohe, the process and stakeholders can be extended to represent Okaihau, Ohaewai, and the Hokianga including Opononi, Omapere (ongoing).

Our Place / Our Town involves multiple stakeholders contributing to a project which is supported by a multi-dimensional engagement process, hoping to achieve multi-generational and diversity in its participation.

Placemaking is a collaborative process for creating public spaces that people love and feel connected to and uses underutilized space to enhance the experience and build places for people in a community to use.

Concept Design refers to a phase of the design process. It is the point within the development cycle that sits between requirements and detailed design.

Proposal Development is the process of creating a comprehensive, detailed and persuasive document that outlines a proposed solution, project, or initiative to address a specific need, in this case it would include details regarding detailed design and associated costs of tangible outcomes.

Our Place / Our Town knows our ward is in great need of some love and there are many spaces that could do with invigoration and development.

The outcome of this kaupapa would be to engage, explore, develop and propose many

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placemaking projects for investment. This would enable multiple potential projects to be explored and considered for further development in the rohe.

This would give the FNDC multiple options for investment and also help us start collecting information about what is needed around our towns. Providing information for additional funding opportunities and potential collaboration across multiple organisations.

Our Place / Our Town would be led out by ĀKAU FOUNDATION & OHU KOKIRI (young designers steering group)

ĀKAU FOUNDATION strives to empower whanau to shape their future and their community through creativity and design. Our mission is to empower taitamariki around Te Taitokerau to feel more connected and creative so they can navigate the future with confidence. We help taitamariki recognise and harness the creativity of their tupuna by involving them in tangible projects that have real impact for taitamariki, their whanau and their community.

The team at ĀKAU FOUNDATION includes architects, landscape architects, designers and artists. Their primary job is to connect community to the process of design and to make amazing places that speak to the community aspirations and culture. ĀKAU have proven experience in FNDC projects.

ĀKAU Foundation's strategic priorities this year includes the formation of ĀKAU OHU KOKIRI, a young designer steering group. This group is to act as a collective for taitamariki showing potential talent in creative activities, and those who would potentially navigate creative industries as a further education study option.

The group will be guided by ĀKAU FOUNDATION KAI MAHI, learning about project planning, relationship building and management, stepping their way through the kaupapa, from the perspective of a professional design company.

The members of ĀKAU OHU KOKIRI will come from the local community, whether this is Kaikohe, Hokianga or Okaihau. They are aged between 14 & 18 years old.

One of the priority outcomes of this kaupapa will be to enable the alignment of objectives, extension of contributing expertise and responsibility, creating economic, cultural and social empowerment in community projects by developing and managing strong connections and active relationships.

We will actively encourage, support and teach taitamariki to be critical thinkers, enhancing their educational outcomes by captivating, inspiring and building their skill sets.

The initial stage of this proposal will see the ĀKAU Ohu Kokiri (Young Designer Steering Group) engage with many community groups to identify and review a number of potential projects, that might benefit from some love. We are proposing that Kaikohekohe be used as a pilot for the process, which in this case the ropu would engage with many organisations and people to produce this list.

An example of community engagements might include: Community Board Members (FNDC), He Korowai Kaikohekohe, Ngā Hapu o Kaikohe, Kaikohe Business Association, Ngapuhi Runanga, or their own Kura. The process will support hapori by developing community projects that bring everyone along with the design decision-making.

Each community group may bring multiple aspirations for placemaking to the table.

This would be written up into a report, discussing who, where and what. These collected different aspirations will then be explored through activities such as creative papamahi process, and further investigations and engagements. The team will develop a process for assessment and select two – three projects for further investigation.

Some examples of places that could be reviewed for consideration include:

- The skateboard bowl at the park

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- Development of Bike Track in Lindvart Park
- Signage for entries to town
- Development of Mara Hupara - traditional Māori play spaces
- Kaikohe Main Street

The information compiled on each submission will then be translated from aspiration and korero to creative ideas into a concept design, project planning, budgeting for detailed design development. This process will allow for correct pricing and consideration of required skills and permissions.

This project will broaden the range of activities and experiences available to the community by focusing on involving a diverse group to explore opportunities and support hapori by developing community projects that bring everyone along with the design decision-making.

For ĀKAU OHU KOKIRI ROPU this project will

- Encourage taitamariki to build and maintain meaningful relationships
- Develop design process thinking and expressive skills in taitamariki
- Grow confidence in taitamariki through their contributions and recognition of these by their community

This kaupapa enables projects to be completed to design concept, ready for detailed design. The community will work together to identify what we need, we will make sure we have a plan to progress to the tangible outcome, the plan will provide potential for additional funding applications in the next round of Community Grants.

Stage one of this kaupapa will ensure that multiple groups in our community have the opportunity to participate and provide their opinions and ideas.

Stage two (next Community Grant Fund) will see a tangible physical outcome completed. This will be a place that the community can enjoy as a whole.

RISK ASSESSMENT

We have identified two potential risks with our project

1. This proposal includes outcomes to get the projects to Stage One. The cost of development inside Stage Two maybe outside the perimeters of funding available from the Community Board next rounds. ĀKAU would assist in sourcing funding or investment from external organisations.

2. We hope that many projects are discussed and documented as part of Stage One, not all of these projects will achieve funding for Stage Two. However, it will mean that there are a number of projects that have been through a consultation process with engagement with a diverse range of community members or groups. These projects will be partially Spade Ready for any potential funding opportunities that might arise in the future.

TIMELINE

June 2024

Formation of OHU KOKIRI

Communication and notices

Engagement with Kura / Colleges, Te Kona, NISS, Hāpu, Iwi, Regents, Solomon and Ara Whakamua

July 2024 Funding approved

August 2024 Planning and scheduling for OHU KOKIRI 10 meetings

+ 2 meetings in the tari discussing the strategy and expected outcomes of the project

+ 4 meetings with perspective stakeholders to present concept and engage options

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- + 1 meeting papamahi
- + 1 meeting concept design
- + meeting presenting back to stakeholder
- + 1 meeting procurement planning

August 2024 First meeting of OHU KOKIRI - setting scene and formalisation of rōpu

September 2024 Meetings with stakeholders and community groups

He Korowai Kaikohekohe,

Ngā Hapu o Kaikohe,

Kaikohe Business Association

Kura

September 2024 Review of meetings and ideas, selection of project

October 2024 Papamahi with community group

Facilitation of session

Reporting

November 2024 Concept Design work completed

December 2024 Costing up of build and development of funding proposal to FNDC

Project Cost

*** indicates a required field**

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 (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
- 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.	Must be a dollar amount Must be a dollar amount.	

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Meeting Costs	\$3,750.00	\$1,875.00	Filename: AKAU_QUOTE_Our Place Our Town.docx File size: 128.1 kB
Taitamariki Participation	\$10,000.00	\$5,000.00	Filename: AKAU_QUOTE_Our Place Our Town.docx File size: 128.1 kB
Professional Fees	\$37,000.00	\$18,500.00	Filename: AKAU_QUOTE_Our Place Our Town.docx File size: 128.1 kB
Administration	\$5,000.00	\$2,500.00	Filename: AKAU_QUOTE_Our Place Our Town.docx File size: 128.1 kB
Equipment Hire	\$	\$	<i>No files have been uploaded</i>
Equipment Purchase	\$	\$	<i>No files have been uploaded</i>
Utilities	\$	\$	<i>No files have been uploaded</i>
Hardware (e.g cement, timber)	\$	\$	<i>No files have been uploaded</i>
Consumable materials	\$	\$	<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 Reimbursements	\$	\$	<i>No files have been uploaded</i>
Other (describe)	\$	\$	<i>No files have been uploaded</i>
Other (describe)	\$	\$	<i>No files have been uploaded</i>
Other (describe)	\$	\$	<i>No files have been uploaded</i>

Funding Request Amount

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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? *

\$55,750

Must be a dollar amount.

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

\$27,875

Must be a dollar amount.

Financial Information

*** indicates a required field**

Is your organisation registered for GST? *

Yes No

GST Number

GST Number *

123524330

Current Funding

How much money does your organisation currently have? *

\$204,997.00

Must be a dollar amount.

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

\$204,997.00

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
	Must be a dollar amount.
Overheads	\$55,350.00
Wages	\$149,647.00
	\$
	\$
	\$

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	\$
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Total Tagged Funds

Total Expenditure Amount

\$26,250.00

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.	
TINDALL FOUNDATION	\$26,250.00	Pending
	\$	

Previous Funding from FNDC

Have you previously received funding from FNDC? *

Yes No

Previous Funding from FNDC

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
Creative Communities	\$2,230.00	02/04/2024	No
Te Reo Maori on the Streets	\$10,000.00	31/05/2021	Yes

Declaration

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.

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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)

ĀKAU FOUNDATION

New Section

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
 - 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.

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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.

Signatory One

Name

Date

23/05/2024

Must be a date.

Signatory Two