

Kaikohe-Hokianga Community Board July 2023 - June 2024

Local Grant Application Form

Application No. KHCB00039 From Hokianga Community Education Trust

Form Submitted 24 May 2024, 1:58PM 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 *

Hokianga Community Education Trust

Applicant Primary Website

<http://www.hokiangacommunityeducationaltrust.com>

Must be a URL.

Facebook page

Ako Hokianga

Contact details

Purpose of organisation

Please briefly describe the purpose of the organisation *

About Ako Hokianga

The Arts and IT Arm of Hokianga Community Educational Trust (AKA Ako Hokianga)

An overview of who we are and what we have achieved to date:

Since we received our first lot of funding in late 2021 we have based ourselves at The Hokianga Community Campus in Rawene and designed a calendar of workshops in response to the research we did in our community. In conjunction with that we set up, and are continuing to set up, our art studios.

Alongside all of this we have found some stunning partners and have now found ourselves as the primary Arts Hub and go-to organisation as far as Arts in the Hokianga goes.

Our Workshops: Our courses to date have been between 1 and 5 days long and we have engaged tutors of the highest level- artists that have exhibited nationally and internationally. Our courses are deliberately almost fees free (\$10 a day) to ensure that money is no barrier to learning new skills. People can also koha and we have waived fees in some instances where money was prohibitive.

We have run a huge range of individual courses:

- Raranga; muka; and manu aute,
- Pukaea; putorino; koauau; porotiti; and putatara
- basic traditional tool making; bone carving
- screen printing; eco lithography; and reductive woodcut printing,
- basic sewing; tapestry; and extreme applique
- uku hand building; and uku with pit firing

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- 2x different basic inventive taonga/jewellery workshops
- A 4 weekend acrylic Painting on canvas workshop
- An introduction to project mapping and VJing

Our Studios:- A main focus for us has been to set up specific, well equipped studios so that our community can have free or affordable access to them.

We have now set up:

- A printing studio equipped with basic screen-printing tools, woodblock cutting tools and Gelli printing equipment.
- a fibre/textile studio equipped with sewing machines and fabric/haberdashery to go with that.
- A stone carving studio is in the process of getting up and running. All the equipment is purchased and the infrastructure is in place. We are just starting to get it humming.
- A ceramics studio- in process. We have some basic equipment including 2 pottery wheels and some tools.
- Woodcarving studio. We have wood, chisels, clamps and some power tools.
- We host regular weaving days once a week in our fibre/textile studio. These are taught in Te Reo so people can learn in a different way (we designed this from feedback from our community)
- We host an open door policy giving basic technical advice- ie smart phone problem solving, CV making, internet searching, email set up etc
- We have been hosting weekly drop in textile studio days for those who need access to this equipment and to teach sewing basics.

Number of Members *

12

Project Details

* indicates a required field

Project Details

Clearly describe the project or event:

Name of Activity *

Puanga Matariki - Tamariki Arts and Music Rawene

Location *

No 1 Cafe Rawene

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

Yes No

If so, how much?

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Start Date *

29/06/2024

Must be a date.

End Date *

29/06/2024

Must be a date.

Time

3:00. - !0:00pm

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:

Puanga Matariki Cultural Celebration in Rawene

Introduction:

We, Ako Hokianga propose to host a series of workshops and events in Rawene to celebrate Puanga Matariki, a culturally significant event for the community.

Objective:

Our objective is to foster cultural pride and connection within the Rawene community through creative workshops, interactive activities, and culminating in a celebratory event centered around Puanga Matariki.

Activities:

Workshop 1: Puanga Masks- Adults

Adults and tamariki (children) will participate in workshops to create Puanga masks.

Adult masks will be featured in a fashion parade, showcasing the creativity and cultural significance of Puanga.

Tamariki creations will be displayed in a exhibition at No 1 Art gallery, with a celebration dinner and live performances by four of our favourite local bands this will be led by Nopera Pikari and Kiki Marama and friends.

Workshop 2: Mahinga Kōhatu (Stone Carving) Eva Walker

An interactive wānanga (workshop) where participants can learn and engage in stone carving our first group will run over four sessions and pieces will be exhibited at the Gallery for the final week of Puanga Matariki and the event.

Workshop 3: Paper Mache Whetu (Stars) by Tracey Williams

Local Kohukohu artist Tracey Williams will lead workshops to create paper mache whetu (stars) for installations in our two main events in Rawene over Matariki.

Ako (learning) sessions will be held over four community days leading up to the main event and exhibition at the gallery No 1 Cafe.

Workshop 4/Lighting and Projection learning computer program for use of stage lighting and image projection to create impactful lighting and design at the main events this type of learning will be open to other community members and they will be able to utilise this knowledge for future events held in the Hokianga

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Key features:

Inclusion of local artists and musicians to showcase talent and creativity.

Incorporation of tikanga practices to honor Maori traditions.

Emphasis on whanau (family) and tamariki involvement to create a cohesive and family-oriented celebration.

Budget:

Detailed breakdown of expenses including materials, venue rental, artist fees, catering for celebration dinner, marketing, and promotion.

Requesting funding support to cover the costs of workshops, events, and materials.

Schedule of workshops, community days, and main event at the gallery

Measurement of success will be through attendance numbers, participant feedback, and impact on community cohesion and cultural pride.

Collaboration with local organizations and stakeholders to continue cultural celebrations in Rawene beyond the funded period.

Establishing connections for ongoing support and resources.

We believe that the Puanga Matariki Cultural Celebration will not only celebrate our cultural heritage but also strengthen the bonds within our community. We are committed to creating a memorable and impactful event that will resonate with the people of Rawene.

Thank you for considering our proposal. We are eager to discuss further details and provide any additional information as needed.

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	

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	Must be a dollar amount.	Must be a dollar amount.	
Advertising/Promotion	\$200.00	\$0.00	Filename: Advertising PMatariki.pdf File size: 8.1 kB
Administration	\$500.00	\$0.00	Filename: 100-Ako-Hokianga.pdf File size: 43.6 kB
Equipment Purchase	\$100.00	\$0.00	<i>No files have been uploaded</i>
Refreshments	\$300.00	\$300.00	<i>No files have been uploaded</i>
Volunteer Hours Reimbursements	\$2,000.00	\$0.00	Filename: Ako Hokianga will provide assistance for the event with volunteer Hours.docx File size: 11.9 kB
Bands - Music	\$900.00	\$900.00	Filename: Hokianga Musicians Collective Invoice 10002.pdf File size: 27.6 kB
whetu workshop	\$545.00	\$500.00	Filename: Tracey invoice .pdf File size: 3.0 MB
stone carving	\$1,500.00	\$750.00	Filename: Invoice - Eva Workshop 1.pdf File size: 94.9 kB Filename: Invoice Eva workshop 2.pdf File size: 94.9 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? *

\$6,045

Must be a dollar amount.

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

\$2,450

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Must be a dollar amount.

Financial Information

*** indicates a required field**

Is your organisation registered for GST? *

Yes No

Current Funding

How much money does your organisation currently have? *

\$53,204.00

Must be a dollar amount.

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

\$53,204.00

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.
Nga Torehina	\$780.00
HCET operating costs	\$1,573.00
Hokianga Publishers	\$7,089.13
Ako Arts co-ordinator	\$43,760.78

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.	

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0	\$0.00	
	\$	

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.	
editing	\$3,000.00	18/09/2023	Yes
publishing	\$4,316.00	13/10/2021	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.

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)

Hokianga Community Education Trust (Ako Hokianga.)

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.

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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.
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.