



**Far North
District Council**



Te Kaunihera o Te Hku o te Ika

AGENDA

Extraordinary Te Hiku Community Board Meeting

Monday, 24 June 2024

Time: 9:00 am

Location: Virtual via Microsoft Teams

Membership:

Chairperson Adele Gardner - Chairperson
Deputy Chairperson John Stewart
Councillor Felicity Foy
Member Darren Axe
Member Sheryl Bainbridge
Member William (Bill) Subritzky
Member Rachel Baucke

The Local Government Act 2002 states the role of a Community Board is to:

- A. Represent, and act as an advocate for, the interests of its community.
- B. Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board.
- C. Maintain an overview of services provided by the territorial authority within the community.
- D. Prepare an annual submission to the territorial authority for expenditure within the community.
- E. Communicate with community organisations and special interest groups within the community.
- F. Undertake any other responsibilities that are delegated to it by the territorial authority

Council Delegations to Community Boards - January 2013

The "civic amenities" referred to in these delegations include the following Council activities:

- Amenity lighting
- Cemeteries
- Drainage (does not include reticulated storm water systems)
- Footpaths/cycle ways and walkways.
- Public toilets
- Reserves
- Halls
- Swimming pools
- Town litter
- Town beautification and maintenance
- Street furniture including public information signage.
- Street/public Art.
- Trees on Council land
- Off road public car parks.
- Lindvart Park – a Kaikohe-Hokianga Community Board civic amenity.

Exclusions: *From time to time Council may consider some activities and assets as having district wide significance and these will remain the responsibility of Council. These currently include: The roading network, Hundertwasser toilets, District Library Network, Baysport, the Kerikeri, Kaikohe & Kaitia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.*

Set local priorities for minor capital works in accordance with existing strategies,

1. Recommend local service levels and asset development priorities for civic amenities as part of the Annual Plan and Long Term Plan processes.
2. Reallocate capital budgets within the Annual Plan of up to 5% for any specific civic amenity, provided that the overall activity budgetary targets are met.
3. Make grants from the allocated Community Funds in accordance with policy 3209, and the SPARC/Sport Northland Rural Travel fund in accordance with the criteria set by the respective body, and, for the Bay of Islands-Whangaroa Community Board, the power to allocate the Hundertwasser Donations Account.
4. Provide comment to council staff on resource consent applications having significance within the Community, including the provision of land for reserves or other public purposes.
5. To hold, or participate in hearings, as the Council considers appropriate, in relation to submissions pertinent to their community made to plans and strategies including the Long Term Plan and Annual Plan, and if appropriate recommend decisions to the Council.
6. To hold hearings of submissions received as a result of Special Consultative Procedures carried out in respect of any matter other than an Annual or Long Term Plan, and make recommendations to the Council.
7. Where recommended by staff to appoint management committees for local reserves, cemeteries, halls, and community centers.

8. To allocate names for previously unnamed local roads, reserves and other community facilities, and recommend to Council name changes of previously named roads, reserves, and community facilities subject to consultation with the community.
9. To consider the provisions of new and reviewed reserve management plans for recommendation to the Council in accordance with the Reserves Act 1977, and hear or participate in the hearing of submissions thereto, as considered appropriate by the Council.
10. To provide recommendations to the Council in respect of applications for the use and/or lease of reserves not contemplated by an existing reserve management plan.
11. Prohibit the use of skateboards in specified locations within their communities, in accordance with Council's Skating Bylaw 1998.
12. Recommend new bylaws or amendments to existing bylaws.
13. Prepare and review management plans for local cemeteries within budget parameters and in a manner consistent with Council Policy.
14. Exercise the following powers in respect of the Council bylaws within their community:
 - a) Control of Use of Public Spaces – Dispensations on signs
 - b) Mobile Shops and Hawkers – Recommend places where mobile shops and/or hawkers should not be permitted.
 - c) Parking and Traffic Control – Recommend parking restrictions, and areas where complying camping vehicles may park, and consider and grant dispensations in accordance with clause 2007.2
 - d) Public Places Liquor Control – Recommend times and places where the possession or drinking of alcohol should be prohibited.
 - e) Speed Limits – Recommend places and speed limits which should be imposed.
15. To appoint Community Board members to speak on behalf of their community in respect of submissions or petitions.
16. Specific to the Bay of Islands-Whangaroa Community Board – consider any recommendations of the Paihia Heritage Working Group and make appropriate recommendations to Council on the development of a draft Plan Change and a Section 32 analysis on heritage provisions for Paihia.
17. Specific to Te Hiku Community Board – the Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee.
18. To set schedule of meeting dates, times and venues, subject to the meetings not conflicting with meetings of the Council and satisfying the provisions of the Local Government Official Information and Meetings Act 1987.
19. To review all proposed public art projects on a project-by project basis to ensure they comply with policy #5105 Art in Public Places, including approval of the aesthetic appearance, maintenance programme, insurance and appropriate location, and to agree to their installation.
20. In respect of applications from food establishments for permission to establish tables and chairs on a public place, i.e. Alfresco dining in accordance with Policy 3116, to consider and decide on any application which does not meet all criteria of the policy, and any application which staff recommend to be declined.
21. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

Terms of Reference

In fulfilling its role and giving effect to its delegations, Community Boards are expected to:

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.

4. Have special regard for the views of Māori.
5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
7. Seek and report to Council community feedback on current issues by:
 - a) Holding a Community forum prior to Board meetings
 - b) Varying the venues of Board meetings to enable access by members of the community
8. Monitor and make recommendations to Council to improve effectiveness of policy.
9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

Protocols

In supporting Community Boards to fulfil their role, the Council will:

1. Provide appropriate management support for the Boards.
2. Organise and host regular workshops with the Community Boards I to assess the 'State of the Wards & District' to establish spending priorities.
3. Prior to decision-making, seek and include 'Community Board views' in Council reports in relation to:
 - a) the disposal and purchase of land
 - b) proposals to acquire or dispose of reserves
 - c) representation reviews
 - d) development of new maritime facilities
 - e) community development plans and structure plans
 - f) removal and protection of trees
 - g) local economic development initiatives
 - h) changes to the Resource Management Plan
4. Organise and host quarterly meetings between Boards, the CEO and senior management staff.
5. Prepare an induction/familiarisation process targeting new members in particular early in the term.
6. Support Board members to arrange meetings with local agencies and service clubs to place more emphasis on partnerships and raising profile of the Boards as community leaders.
7. Permit Board chairperson (or nominated member) speaking rights at Council meetings.
8. Help Boards to implement local community projects.
9. Arrange for Infrastructure and Asset Management Staff to meet with the Community Boards in September each year to agree the capital works for the forthcoming year for input into the Annual or Long Term Plan.
10. Provide information.

Far North District Council
Extraordinary Te Hiku Community Board Meeting
Viturally via Microsoft Teams, 9:00 am on:
Monday 24 June 2024 at

Te Paeroa Mahi / Order of Business

| | | |
|----------|--|-----------|
| 1 | Karakia Timatanga / Opening Prayer | 7 |
| 2 | Ngā Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest | 7 |
| 3 | Te Wāhanga Tūmatanui / Public Forum..... | 7 |
| 4 | Ngā Tono Kōrero / Deputation..... | 7 |
| 5 | Ngā Kaikōrero / Speakers | 7 |
| 6 | Ngā Pūrongo / Reports..... | 8 |
| 6.1 | Funding Applications..... | 8 |
| 7 | Karakia Whakamutunga / Closing Prayer | 21 |
| 8 | Te Kapinga Hui / Meeting Close | 21 |

1 KARAKIA TIMATANGA / OPENING PRAYER**2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST**

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Community Board and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the Manager - Democracy Services (preferably before the meeting).

It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**4 NGĀ TONO KŌRERO / DEPUTATION**

No requests for deputations were received at the time of the Agenda going to print.

5 NGĀ KAIKŌRERO / SPEAKERS

6 NGĀ PŪRONGO / REPORTS

6.1 FUNDING APPLICATIONS

File Number: A4756571

Author: Kathryn Trewin, Funding Advisor

Authoriser: Scott May, Manager - Stakeholder Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises applications for the Local Community Grant funding to enable the Te Hiku Community Board to determine which application/s will receive funding at the extraordinary 24 June 2024 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- One application has been received, requesting a total of **\$23,121**
- The Community Board has an available total of **\$19,186.17** in **Community Grant** Funding for the 2023/24 financial year.
- The Community Board has an available total of **\$1,472.78** in **Placemaking** Funding for the 2023/24 financial year.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of **\$20,658.95** (plus GST if applicable) be paid (**\$19,186.17** from the Board's Community Grant Fund account and **\$1,472.78** from the Board's Placemaking Fund) to Te Hiku Sports Hub for a swimming equipment for the sports hub.

1) TĀHUHU KŌRERO / BACKGROUND

The applications have been checked by staff for completeness and complies with the conditions of the Community Grant Policy, Community Outcomes as stated in the Long-Term Plan (LTP) and all provisions listed on the application form.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

| Applicant and Project | Requested | Recommend | Comments | Type |
|---|-----------|-------------|--|-----------|
| Te Hiku Sports Hub – Sporting equipment for the swimming pool | \$23,121 | \$20,658.95 | The applicant is seeking funding for equipment for the pool at Te Hiku Sports Hub. This has recently opened and is already well supported and utilised by the community. This will use the remaining funds in the Boards community grant and placemaking funds for the 2023/24 financial year. This meets community outcomes 1, 3 | Community |

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The applicant/s is required to complete a standard application form and provide supporting information.

For each application, the Board has three options.

Option 1 Authorise funding for the full amount requested

Option 2 Authorise partial funding

Option 3 Decline funding

Each application has been assessed and meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

Each application must meet at least one community outcome from the Council's Long Term Plan.

The six community outcomes are as follows:

1. Proud, vibrant communities;
2. Prosperous Communities supported by a sustainable economy;
3. Communities that are safe, connected and sustainable;
4. Communities that are prepared for the unexpected;
5. A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki;
6. We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.

ĀPITI HANGA / ATTACHMENTS

1. **Te Hiku Sports Hub - Swimming Pool Equipment - A4756541** [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

| He Take Ōkawa / Compliance Requirement | Aromatawai Kaimahi / Staff Assessment |
|---|---|
| State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy | This is a matter of low significance. |
| State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision. | Community Grant Policy. |
| State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought. | This report does not have district-wide relevance. |
| State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi. | No implications for Māori in relation to land and/or water. |
| Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities). | Considered in the application. |
| State the financial implications and where budgetary provisions have been made to support this decision. | Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy. |
| Chief Financial Officer review. | The Chief Financial Officer has not reviewed this report. |

Te Hiku Community Grants Fund 2023-2024
Local Grant Application Form
Application No. THCB00042 From Te Hiku Sports Hub Inc
Form Submitted 14 Jun 2024, 2:06PM 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 *

Te Hiku Sports Hub Inc

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Application No. THCB00042 From Te Hiku Sports Hub Inc
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Contact details

Contact Person One:

Applicant Project Contact *

Contact Person Two:

Applicant Admin Contact

Purpose of organisation

Please briefly describe the purpose of the organisation *

3.1 The purposes of the Society are to:

A. raise finance, build, maintain, and manage an Aquatic and Multi Sport recreational hub in Kaitaia, in a family-friendly, smoke-free, alcohol-free, and drug-free environment.

B. do anything necessary or helpful to the above purposes.

3.2 Pecuniary gain is not a purpose of the Society.

3.3 In attaining its purposes the Society shall recognise the views and expectations of tangata whenua in keeping with the Treaty of Waitangi.

Number of Members *

1000+

Project Details

*** indicates a required field**

Project Details

Clearly describe the project or event:

Name of Activity *

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Equipment to improve the operational functionality and accessibility of the Te Hiku Sports Hub to the entire community

Location *

Moerua Park, 74 South Road, Kaitaia

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

Yes

No

Entry Cost

If yes, how much?

\$0.00

Must be a dollar amount.

Project dates:

Start Date

End Date:

Date

Date:

13/06/2024

30/06/2051

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: *

All of the 20,000 plus wider catchment of the Te Hiku Ward will benefit as a result of the various elements and opportunities the Te Hiku Sports Hub provides.

The Te Hiku Sports Hub is a community-led initiative whose primary goal is to create a Regionally Significant multi-functional sporting and recreational hub in Kaitaia.

We are a registered incorporated society, with a clear vision of aspiration for our community.

The Purpose of the Society is:

- Raise finance, build, maintain, and manage an Aquatic and Multi Sport Recreational hub in Kaitaia, in a family-friendly, smoke-free, alcohol-free, and drug-free environment.
- Do anything necessary or helpful to the above purposes.
- Pecuniary gain is not a purpose of the Society.

Our ambitious intergenerational community development will encompass 2 multipurpose sports fields, Cricket Wicket and Nets, a shared club room and flexible meeting spaces, team changing rooms, gym, 8 multi-sport courts and facilities, a playground, and a 2 km trim track, along with a heated indoor pools complex including a 25m lane pool, hydrotherapy pool, learn to swim pool and children's splash pad / water play area.

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Project Need and Benefit for Our Community

The Far North is fortunate to have a large multicultural population, 46% of whom are Māori. We are a high needs community with many people experiencing multiple disadvantages in an area of high deprivation, lacking in quality recreational facilities. The Hub will be of great benefit to the over 65,000 people in our district.

The long-term vision of Te Hiku Sports Hub is to improve the quality of life for the people of the Far North through increased sport, recreation, and leisure participation. Our intention is to further encourage engagement and social connectedness in our community with supportive strengths-based programming.

Te Hiku Sports Hub will enable broad positive health and social outcomes for our entire community with special focus on improving wellbeing and resiliency in vulnerable demographics including at risk youth, seniors, disabled persons, teen mothers and their babies, special needs, children, and families.

This initiative follows on from the Kaitaia Leisure Vision 2030 which encompasses sport and recreation facilities as a second stage of the successful, cultural, educational and social center - Te Ahu.

The Te Hiku Sports Hub will add to the already significant contribution Te Ahu makes, by adding the vital pillars of recreation, sport and leisure that our community desperately needs. One major aim of the project is to strengthen community cohesion. As Nelson Mandela said, "Sport has the power to inspire, to unite people in a way little else does. It speaks to youth in a language they understand. Sport can create hope where once there was only despair."

Community Support and Consultation

The Te Hiku Sports Hub has been developed to fulfill community needs identified through consultation, and well defined by several studies. Netball, rugby, cricket, soccer, softball, athletics, rugby league, swimming, as well as individual and informal recreation are included.

Accessibility is a key focus and includes a much-needed hydrotherapy pool to be used for rehabilitation and mobility maintenance.

The Te Hiku Sports Hub enjoys huge community and sector support including Far North District Council, North-land Regional Council, Sport Northland, health practitioners, Iwi, schools, police, social welfare agencies and organizations, sports codes and clubs. More than 2,000 supportive submissions from the community were received via the FNDC 2015-2025 Long Term Plan, a record level of support for such an initiative. All sports clubs and stakeholders have engaged and signed off on each design development stage of the project to date.

Presentations at Marae resulted in positive input, multiple letters of endorsement and invitations to further engage with Iwi. Encouraging steps are taking place for further collaboration in offering on-site youth engagement programming in addition to Māori sports.

School principals across the region are extremely supportive and have encouraged student involvement in the project. Students are keen to help plan and participate in ongoing after school, weekend and holiday programs at the Hub. Outside of School Time (OST) sport programs, combined with social cognitive skills coaching, have been scientifically proven to increase high school achievement rates and decrease youth crime. We see OST programs, along with developing both formal and informal mentoring opportunities, as key programming areas for The Hub to facilitate.

All of the twenty-three doctors of the Te Hiku region unanimously support full development of the Te Hiku Sports Hub. Why? Because our doctors think many serious community health issues will have improved out-comes when the Hub facility is up and running. It will be our local accessible venue for Green Prescriptions: personalized exercise programming

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combined with professional follow-up, now funded by Northland District Health Board, and coordinated by Sport Northland.

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
- 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 | \$ | \$ | <i>No files have been uploaded</i> |
| Advertising/Promotion | \$ | \$ | <i>No files have been uploaded</i> |
| Facilitator/Professional Fees | \$ | \$ | <i>No files have been uploaded</i> |
| Administration (inc. stationery/copying) | \$ | \$ | <i>No files have been uploaded</i> |
| Equipment Hire | \$ | \$ | <i>No files have been uploaded</i> |
| Equipment Purchase | \$23,121.17 | \$23,121.17 | Filename: Quotation for Te Hiku Sports Hub.pdf File size: 47.2 kB |
| Utilities | \$ | \$ | <i>No files have been uploaded</i> |

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| | | | |
|--|----|----|-----------------------------|
| Hardware (e.g cement, timber, nails, paint) | \$ | \$ | No files have been uploaded |
| Consumable materials (craft supplies, books) | \$ | \$ | No files have been uploaded |
| Refreshments | \$ | \$ | No files have been uploaded |
| Travel/Mileage | \$ | \$ | No files have been uploaded |
| Volunteer Expenses Reimbursement | \$ | \$ | No files have been uploaded |
| Other (describe) | \$ | \$ | No files have been uploaded |
| Other (describe) | \$ | \$ | No files have been uploaded |
| Other (describe) | \$ | \$ | No files have been uploaded |

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? *

\$23,121

Must be a dollar amount.

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

\$23,121

Must be a dollar amount.

Financial Information

*** indicates a required field**

Financial Information

If your organisation registered for GST *

Yes No

GST Number

GST Number

113-321-636

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Current Funding

How much money does your organisation currently have? *

\$189,000.00

Must be a dollar amount.

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

\$189,000.00

Must be a dollar amount.

Tagged Funds

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

| Purpose | Amount |
|--|--------------|
| Complete construction and commissioning of all systems | \$189,000.00 |
| | \$ |
| | \$ |
| | \$ |
| | \$ |

Total Tagged Funds

Total Expenditure Amount

\$189,000.00

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. | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |

Previous Funding from FNDC

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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
 - Tracking of different funding, e.g through a spreadsheet or journal entry
 - regular financial reporting to every full meeting of the governing body

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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

Te Hiku Community Grants Fund 2023-2024
Local Grant Application Form
Application No. THCB00042 From Te Hiku Sports Hub Inc
Form Submitted 14 Jun 2024, 2:06PM NZST

(02) 7494 2223

021778358

Email

mark@teahu.org.nz

Must be an email address.

Email

mike@stonecraftnz.com

Must be an email address.

Date

14/06/2024

Must be a date.

Date

14/06/2024

Must be a date.

7 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

8 TE KAPINGA HUI / MEETING CLOSE