Far North
District CouncilImage: CouncilTe Kaunihera o Te Hiku o te Ika
AGENDA



Friday, 20 September 2024

Time: Location: 10:00 am Council Chamber Memorial Avenue Kaikohe

Membership:

Chairperson Chicky Rudkin Deputy Chairperson Tanya Filia Councillor John Vujcich Member Mike Edmonds Member Trinity Edwards Member Harmonie Gundry Member Jessie McVeagh

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 & Kaitaia 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. 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.
- 18. 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.
- 19. 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.
- 20. 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.
- 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 Kaikohe-Hokianga Community Board Meeting will be held in the Council Chamber, Memorial Avenue, Kaikohe on: Friday 20 September 2024 at 10:00 am

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1 KARAKIA TIMATANGA / OPENING PRAYER

Pou hihiri.

Pou rarama.

Pou te whakairo.

Pou te tangata.

Pou o te aroha.

Te pou e here nei i ā tatou Mauri ora ki ā tātou

Haumi e. Hui e. Tāiki e!

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

Public forum to be determined on the day.

4 NGĀ TONO KŌRERO / DEPUTATION

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

5 NGĀ KAIKŌRERO / SPEAKER

- Craig Seuseu representing SMC Events regarding agenda item 7.2 page 88 refers.
- Max Cochrane Representing Te Reo Piriwiritua Brass Band agenda item 7.2 page 82 refers.
- Melissa Williams representing Okaihau Whānau House regarding agenda item 7.2 page 73 refers.
- Rewi Tolich representing Kohukohu Fishing, Hunting and Sports Club regarding agenda item 7.2 page 59 refers.
- Deb Wilson representing Kaikohe Rugby Football Sports Club regarding agenda item 7.2 page 50 refers.
- Tiffany McQueen representing Bay of Island Hockey association regarding agenda item 7.2 page 41 refers.

6 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4536110

Author: Imrie Dunn, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

PURPOSE OF THE REPORT

The minutes are attached to allow the Kaikohe-Hokianga Community Board to confirm that the minutes are a true and correct record of the previous meeting.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board confirms the minutes of the meeting 16 August 2024 as a true and correct record.

1) BACKGROUND

Local Government Act 2002 Schedule 7 clause 28 states that a local authority must keep minutes of its proceedings. The minutes of these proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those meetings.

2) DISCUSSION AND OPTIONS

The unconfirmed minutes of the meeting are attached.

The Kaikohe-Hokianga Community Board Standing Orders Section 3.17.3 states that "no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness".

Reason for the recommendation

The reason for the recommendation is to confirm the minutes as a true and correct record of the previous meeting.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision.

ATTACHMENTS

1. 2024-08-16 Kaikohe-Hokianga Community Board Minutes - A4835188 🗓 🛣

UNCONFIRMED

Kaikohe-Hokianga Community Board Meeting Minutes

16 August 2024

MINUTES OF KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE ON FRIDAY, 16 AUGUST 2024 AT 10:03AM

PRESENT: Deputy Chairperson Tanya Filia, Member Mike Edmonds, Member Trinity Edwards, Member Harmonie Gundry, Member Jessie McVeagh, Councillor John Vujcich

STAFF PRESENT: Peggy Veen (Principal Advisor – Stakeholder Relationship), Kathryn Trewin (Funding Advisor) (online), Melissa Wood (Community Board Coordinator – Stakeholder Relationship), Aisha Huriwai (Manager – Democracy Services), Imrie Dunn (Democracy Advisor)

1 KARAKIA TIMATANGA / OPENING PRAYER

At 10:03am Deputy Chairperson Tanya Filia opened the meeting with a karakia.

2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST

APOLOGY

RESOLUTION 2024/85

Moved: Member Jessie McVeagh Seconded: Councillor John Vujcich

That the apology received from Chairperson Chicky Rudkin be accepted and leave of absence granted.

CARRIED

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

There were no Public attendees.

4 NGĀ TONO KŌRERO / DEPUTATIONS

There were no Deputations.

5 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A4536106, pages 8 - 13 refers.

RESOLUTION 2024/86

Moved: Councillor John Vujcich Seconded: Member Mike Edmonds

That the Kaikohe-Hokianga Community Board confirms the minutes of the meeting 19 July 2024 as a true and correct record.

CARRIED

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UNCONFIRMED

Kaikohe-Hokianga Community Board Meeting Minutes

16 August 2024

6 NGĀ PŪRONGO / REPORTS

6.1 CHAIRPERSON AND MEMBERS REPORTS

Agenda item 7.1 document number A4536056, pages 14 - 21 refers.

RESOLUTION 2024/87

Moved: Member Mike Edmonds Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board note the August 2024 member report from Chair Chicky Rudkin, and Deputy Chair Tanya Filia.

CARRIED

7 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

7.1 KAIKOHE-HOKIANGA COMMUNITY BOARD AUGUST OPEN RESOLUTION REPORT

Agenda item 8.1 document number A4536155, pages 33 - 36 refers.

RESOLUTION 2024/88

Moved: Member Mike Edmonds Seconded: Councillor John Vujcich

That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board August Open Resolution Report.

CARRIED

8 NGĀ KAIKŌRERO / SPEAKERS

Billie-Jo Hohepa-Ropiha representing Te Kotahitanga e Mahi Kaha Trust in regard to agenda item 7.2 page 22 refers.

6 NGĀ PŪRONGO / REPORTS CONTINUED

6.2 FUNDING APPLICATIONS

Agenda item 7.2 document number A4826744, pages 22 - 32 refers.

RESOLUTION 2024/89

Moved: Member Mike Edmonds Seconded: Councillor John Vujcich

That the Kaikohe-Hokianga Community Board approve the sum of \$3,000 (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Te Kotahitanga e Mahi Kaha Trust for the costs of a movie night in Kaikohe to celebrate Te Wiki o Te Reo 2024.

CARRIED

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UNCONFIRMED

Kaikohe-Hokianga Community Board Meeting Minutes 16 August 2024

9 TE KAPINGA HUI / MEETING CLOSE

At 10:23am, Member Harmonie Gundry closed the meeting with a karakia.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 20 September 2024.

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CHAIRPERSON

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7 NGĀ PŪRONGO / REPORTS

7.1 REVIEW OF COMMUNITY GRANT POLICY 2018

File Number:	A4866460
Author:	Lizzie Graham, Policy Advisor
Authoriser:	Roger Ackers, Group Manager - Planning & Policy

TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek recommendation from the Kaikohe-Hokianga Community Board that Council revoke the Community Grant Policy 2018 and to adopt the Community Board Funding Policy.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Community Grant Policy 2018, which guides the allocation of community funding from Community Boards, is due for review.
- The current Policy has become outdated due to changes in available funds and evolving community needs.
- The proposed Community Board Funding Policy aims to address these changes and align with current funding structures and community needs.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board recommend that Council

- a) revoke the Community Grant Policy 2018
- b) adopt the Community Board Funding Policy

1) TĀHUHU KŌRERO / BACKGROUND

On 15 June 2016, Council resolved that a review of all Council external policies would be completed in 2016/17(Agenda item 8.3, document number A1726482, pages 53-57). During this review, four separate Policies were identified to be amalgamated into a single Policy covering Community Grants, namely the Community Grant Policy.

In 2017, amendments were proposed to the Policy to include the newly reinstated Infrastructure Grant Fund, and on 30 August 2017, the amended Community Grant Policy was adopted (Agenda item 4.2, document number A1888944, pages 33-54).

In 2018, further amendments were made to the Community Grant Policy following the 2018-2028 Long Term Plan deliberations where \$33,333 for placemaking was granted to each Community Board (Resolution 2018/15). Amendments were made to enable Community Boards to distribute the placemaking funds.

The current Community Grant Policy 2018 contains guidance for the Local Grant Fund, the Infrastructure Grant Fund, and Community Facility Partnerships fund. However, changes in the available funds have occurred since the policy's inception as both the Infrastructure Grant Fund and Community Facility Partnerships Fund have been discontinued, the Local Grant Fund has been rebranded as the Community Board Grant Fund, and the Pride of Place Fund has been created.

- The Pride of Place Fund is intended to support smaller communities enhance the look and feel of their communities. This fund provides support to help community projects with material, equipment, and other project expenditure. This can involve township beautification, new community assets, entranceways, cycle and walkways, river and streamside clean-up and landscaping, picnic tables and seats, signs, and artworks.
- Given these changes, the Community Grant Policy needed to be reviewed.

Council's role in providing community grants

In New Zealand, councils, as territorial authorities, play a pivotal role in facilitating community development through the provision of grants. These grants serve as crucial financial support mechanisms that empower local initiatives aimed at enhancing community wellbeing.

- Under Section 10 of the Local Government Act, the purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. Councils fulfil this purpose by administering grants through various mechanisms, including specific grant programmes tailored to local needs and priorities related to the "four wellbeing's".
- Central government has recently announced that it may amend the Local Government Act, including the purpose of local government. If this occurs, staff will review all policies and make recommendations to Council to amend accordingly. Central Government has indicated they will provide further information by the end of 2024. Currently there is no Bill before parliament. Council must continue to adhere to existing legislation.
- Under section 52 of the Local Government Act 2002, roles of Community Boards that relate to community grants include:
 - o representing, and acting as advocates for, the interests of their communities
 - communicating with community organisations and special interest groups within the community.
- The Community Boards in the Far North District have delegated authority from Council to make grants from their allocated Community Funds in accordance with the associated policy. By actively participating in the allocation of community funding, Community Boards help ensure that resources are distributed equitably, projects align with local priorities, and the needs of community members are effectively met.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Staff have completed a separate research report (attachment 1) reviewing the Community Grant Policy. A summary of the report is provided below; for more information, please refer to the full report.

The review has identified that the Community Grant Policy (attachment 2) is outdated and does not accurately reflect the available grant funds or address the issues and opportunities with allocating grants.

- The Community Grant Policy covers three main grant types: Local Grant Fund, Infrastructure Grant Fund, and Community Facility Partnerships Fund. However, several changes in available funds have rendered the policy outdated. The Infrastructure Grant Fund and Community Facility Partnerships Fund have been discontinued, and the Local Grant Fund has been rebranded as the Community Board Grant Fund. Additionally, the Pride of Place Fund has been introduced to support community enhancement projects.
- The Policy includes application and reporting guidelines for each grant type, but feedback from Community Boards and Council's auditors has highlighted ambiguities in these guidelines, necessitating clearer and more transparent criteria. The policy also does not align with the strategic plans of the Community Boards, which outline their vision, mission, and priorities for three-year terms.
- Community Boards have played a crucial role in the review of the Community Grant Policy through workshops and feedback sessions. The Community Boards provided valuable insights into its issues and opportunities with the current policy and their feedback emphasised the importance of updating the policy.
- As part of this review the following changes are recommended which follow best practice guidelines and reflect the changes in available funds:

- Revoking the Community Grant Policy
- o Making a new policy, the Community Board Funding Policy
- Revising the legislative context, strategic alignment, and objectives sections in the current policy to reflect current legislation and strategic priorities
- o Updating the background section of the current policy to outline the funds available.
- Redrafting the policy wording for clarity
- Updating the definitions section with clear and concise definition
- Creating a new section for general policies covering guidelines on eligibility criteria, the application process and reporting and accountability requirements
- $_{\odot}$ Adding sections for the Community Board Grant Fund and Pride of Place Fund.
- Staff have prepared a draft Community Board Funding Policy incorporating these changes (attachment 3).
- •
- The Community Board Delegations will need to be updated following the adoption of the new Policy. This update will be incorporated into the general review of delegations scheduled to take place later this year.

Options:

Option One: Recommend that Council Revoke the Community Grant Policy 2018 and Adopt the Community Board Funding Policy (recommended option)

Revoking the Community Grant Policy 2018 and adopting the Community Board Funding Policy will reflect changes in available funds and ensure alignment with the Council's strategic objectives and community outcomes as outlined in the Long-Term Plan and Community Board Strategic Plans.

Advantages	Disadvantages
Provides clear guidelines for funding applications and allocation	None identified
Aligns funding decisions with strategic objectives and community outcomes	
Streamlines administrative processes and enhances transparency.	

Option Two: Recommend that Council Maintain status quo/ Do nothing

The Community Grant Policy 2018 will remain in place, with no changes made to current processes.

Advantages	Disadvantages
None identified	Existing policy is outdated and does not reflect available funds
	Lack of alignment with Community Board Strategic Plans
	Potential inefficiencies and inconsistencies in grant allocation processes.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Revoking the Community Grant Policy and Adopting the proposed new Community Board Funding Policy will:

- Provide consistent and streamlined policy guidance for allocating community funding
- Ensure the Policy aligns with current available funds (including the new Pride of Place Fund) and community needs
- Enhance transparency and clarity in funding application and reporting guidelines.

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

Costs to implement the Community Board Funding Policy will be minimal (staff resourcing) and will be met from existing budgets. This resourcing is expected to remain consistent with what is currently required to implement the existing policy.

Also, the Community Board Funding Policy does not determine the available funds for the Community Boards, these amounts are decided through the Annual Plan and Long-Term Plan process.

ĀPITIHANGA / ATTACHMENTS

- 1. Attachment 1-Review Research Report Community Grant Policy 2018 A4819917 🗓 🖾
- 2. Attachment 2 Community Grant Policy 2018 A4819921 🗓 🖾
- 3. Attachment 3-Community Board Funding Policy A4782400 🕂 🛣

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.

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 <u>Council's</u> <u>Significance and Engagement Policy</u>	In line with the Significance and Engagement Policy, the adoption of the policy will have little effect on financial thresholds, ratepayers, or levels of service. Therefore, the level of significance is low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated	Legislation: Local Government Act 2002, section 10 and 52.
in the LTP) that relate to this decision.	Long-Term Plan Community Outcomes:
	Proud, vibrant communities.
	 Communities that are healthy, safe and connected.
	 Prosperous communities supported by a sustainable economy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate	This proposal has District-wide relevance as it affects the allocation of community funding by all Community Boards within the Far North District.
Community Board's views have been sought.	To ensure that the views of the Community Boards were sought and incorporated in the review, workshops and feedback sessions were conducted with all three Community Boards.
	By engaging with the Community Boards at multiple stages of the review process, their perspectives have been thoroughly considered and incorporated into the proposed policy.
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.	The Community Board Funding Policy will have positive implications for Māori in the Far North district, by ensuring that funding proposals actively involve Tangata whenua in their development.

2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	
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).	The persons likely to be affected include community groups, local organisations, and residents who rely on community funding for their initiatives. Their views have been considered through the workshops and feedback sessions conducted with Community Boards, who represent a diverse range of community interests.
State the financial implications and where budgetary provisions have been made to support this decision.	Costs to implement the Community Grant Funding Policy will be minimal (staff resourcing) and will be met from existing budgets.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.



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Research Report

Community Grant Policy

1 Purpose

To describe and discuss the review of the Community Grant Policy, and to explore opportunities for amendments to that policy.

2 Context and Situation

On 15 June 2016, Council resolved that a review of all Council external policies would be completed in 2016/17. During this review, four separate Policies were identified to be amalgamated into a single policy covering Community Grants, namely the Community Grant Policy to match best practice.

In 2017, amendments were proposed to the Policy to include the newly reinstated Infrastructure Grant Fund, and on 30 August 2017, the amended Community Grant Policy was adopted.

In 2018, further amendments were made to the Community Grant Policy following the 2018-2028 Long Term Plan deliberations where \$33,333 for placemaking was granted to each Community Board. In order to enable Community Boards to distribute the placemaking funds, the Community Grant Policy required amendment.

The current Community Grant Policy 2018 contains guidance for the Local Grant Fund, the Infrastructure Grant Fund, and Community Facility Partnerships fund. However, changes in the available funds have occurred since the policy's inception as both the Infrastructure Grant Fund and Community Facility Partnerships Fund have been removed and the Pride of Place Fund has been created.

The Pride of Place Fund is provided to support smaller communities enhance the look and feel of their communities. This fund provides support to help community projects with material, equipment, and other project expenditure. This can include township beautification, new community assets, entranceways, cycle and walkways, river and streamside clean-up and landscaping, picnic tables and seats, signs, and artworks.

Given these changes, there is a need to review the current Community Grant Policy.

2.1 Council's role in providing community grants

In New Zealand, councils, as territorial authorities, play a pivotal role in facilitating community development through the provision of grants. These grants serve as crucial financial support mechanisms that empower local initiatives aimed at enhancing community wellbeing.

Under Section 10 of the Local Government Act, the purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. Councils fulfil this purpose by administering grants through various mechanisms, including community boards and specific grant programmes tailored to local needs and priorities related to the "four wellbeing's".

Under section 52 of the Local Government Act 2002, roles of Community Boards that relate to community grants include:

- representing, and acting as an advocate for, the interests of its community
- communicating with community organisations and special interest groups within the community

1

The Community Boards in the Far North District have delegated authority from Council to make grants from the allocated Community Funds in accordance with the associated policy. By actively participating in the allocation of community funding, community boards help ensure that resources are distributed equitably, projects align with local priorities, and the needs of community members are effectively met.

2.2 Community Grants in Aotearoa New Zealand

Throughout Aotearoa New Zealand, community grants play a vital role in fostering local development and supporting initiatives that enhance community wellbeing. Councils across the country, have developed their own frameworks for administering community grants, tailored to local needs and priorities. Key principles such as transparency and strategic alignment are often emphasised in these grant policies to ensure effective allocation of community funds.

3 Objectives

- To review the existing policy guidance for Council-administered community grants
- To determine whether the Community Grant Policy is the most appropriate way to address issues and opportunities related to the Pride of Place Fund
- To determine whether the Community Grant Policy has the most appropriate form or should it be amended

4 Problem and Opportunity Statement

4.1 Scope

The scope is limited to the funding administered by Community Boards in the Far North District. A Community Grant Policy can include guidance on grant types available, eligibility criteria for applicants, the application process, methods for funding allocation, and reporting requirements.

4.2 Out of Scope

Funds administered by bodies other than Community Boards are out of scope.

4.3 Feedback from Community Boards

In reviewing the Community Grant Policy, several issues and opportunities were identified by the Community Boards. The issues and opportunities identified included:

- A need for clear and transparent guidelines for both the application requirements and reporting requirements
- A need for better alignment with Community Board strategic plans and wider Council outcomes
- Communication before and after grant decisions needs to improve to enhance community engagement and ensure understanding of funding outcomes by applicants
- A need to enhance the Community Boards' understanding of the Community Grant Policy.

These issues and opportunities underscore the importance of refining the Community Grant Policy to provide better guidelines on the allocation of community funding by community boards. This will ensure transparent, equitable and efficient allocation of funds.

4.4 Auditors Advice

Council auditors, Deloitte, have provided key recommendations into improving grant funding management practices within the Council. These recommendations included:

- Once a grant resolution is made; it constitutes a legal obligation for the Council to disburse funds. This underscores the importance of making resolutions based on substantiated information rather than being contingent on future applications
- All grant resolutions must be supported by comprehensive and accurate documentation. This includes relevant timeframes, quotes, or estimates to validate the Council's legal obligation to allocate funds as per the resolution
- The importance of timely utilisation of grant funding within the current financial year wherever possible
- For projects extending over multiple financial years, considering separate applications for each fiscal period. This approach would help streamline administrative processes and ensure clarity in financial reporting
- Community Boards should conduct regular reviews of past grant resolutions.

The Community Grant Policy requires updating in response to these recommendations from Deloitte to ensure compliance with financial requirements.

5 Review of Community Grant Policy 2018

The Community Grant Policy 2018 aims to provide a guide for the allocation of community funding from Community Boards. The Policy provides context and guidance on distributing funds across three main grant types: Local Grant Fund, Infrastructure Grant Fund and Community Facility Partnerships.

There have been several changes to the funds available. Specifically, the Infrastructure Grant Fund and Community Facility Partnerships Fund have been discontinued, while the Local Grant Fund has been rebranded as the Community Board Grant Fund. Additionally, the introduction of the Pride of Place Fund represents a new funding mechanism aimed at supporting communities to enhance the look and feel of their communities. Given these changes in available funds, the Policy is no longer fit for purpose.

The Policy also includes guidance on the application and reporting requirements for each grant type. However, feedback from Community Boards and Council auditors has highlighted ambiguities within these guidelines. This feedback signals a need for clearer, more transparent criteria to ensure adequate distribution and effective utilisation of community funds.

Also, each community board has a strategic plan which covers a term of 3 years and outlines their vison, mission, and priorities. The Community Grant Policy does not include any mention of these strategic plans. Any new policy will need to ensure alignment with these strategic plans.

Considering the changes in funds and issues raised, the existing policy is no longer fit for purpose. Therefore, the Community Grant Policy requires updating to clarify guidelines, remove outdated references and incorporate provisions that reflect the removal of certain funds and the introduction of new funding mechanisms such as the Pride of Place Fund.

As part of this review the following amendments are recommended which follows best practice guidelines and reflects the changes in available funds:

- The name of the policy be changed from *Community Grant Policy* to *Community Board Funding Policy* to better reflect the scope and purpose of the funding.
- The background section is edited to outline the available funds.
- The policy wording is re-drafted, so it is easier to read.
- The definitions section is updated to include clear and concise definitions of key terms used in the policy.
- The legislative context, strategic alignment and objective sections are updated to ensure they reflect current legislation and strategic priorities.
- A new section is created to outline general policies.
- Sections covering the Community Grant Fund and Pride of Place Fund are created.

Staff have prepared a draft revised Policy which makes the changes listed above.

3

6 Discussion

6.1 Is a policy still the most appropriate way to manage council administrated community grants in the Far North district?

The review has identified that a policy is still the most appropriate way to manage community grant funding. Having a policy in place provides the necessary structure, guidelines, and transparency essential for equitable distribution and effective utilisation of funds across various community projects and initiatives. By updating the policy, the Council and Community Board can ensure it continues to meet legislative and financial requirements and support community and council outcomes.

6.2 Is the current policy the most appropriate form of policy?

The review has identified that the current policy is outdated and does not align with the funding options that are available. The policy requires updates to ensure outdated information is removed and address recommendations from the auditors.

7 Conclusion

This research report had identified that the Community Grant Policy should be amended to ensure it reflects the available funds adequately and addresses the issues and opportunities identified. An updated policy will ensure equitable and transparent allocation of community funds throughout the Far North District that aligns with council outcomes.



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Introduction

This policy is an amalgamation of the following policies:

- Community Grant Fund Local (# 3209)
- Community Facility Partnerships (# 3210)
- Community Assistance Framework (# 3213)
- Community Grant Fund District (# 3214)

Background

Council supports the community to develop and provide their own facilities and services through the awarding of grants. Council also creates partnerships with community organisations to enhance the availability of and access to community facilities and services in the District (including Sport Northland, Creative Northland, museums, pools, and theatres).

As part of Council's Annual Plan and Long Term Plan processes, the Council will determine the level of contestable funding for the following financial year, to be made available for the awarding of grants to one-off projects under the conditions of this policy.

The three grant types available are the Local Grant Fund, Infrastructure Grant Fund, and Community Facility Partnership Grant Fund.

Local Grants are for projects that have a Ward or community focus. The Infrastructure Grant Fund is provided to contribute to capital infrastructure projects. Community Facility Partnerships are for major projects identified as part of Council's Annual or Long Term Planning processes.

As part of the Long Term Plan (LTP) 2018-28, Council allocated additional funding to Community Boards for Place-Making projects and additionally allocated funding for the Infrastructure Grant Fund for funding community infrastructure projects (years 1 to 3 of the LTP) and has allocated the decision making to Combined Community Boards.

Objectives

The objective of this Policy is to align allocation of grant funding to the Far North District Council's Community Outcomes as outlined in each Long Term Plan.

Section 1 – Local Grant Fund

Policies

- 1. The Ward's Community Board will allocate the Local Grant Fund and/or the Place-making Fund in a manner consistent with the objectives of this policy, the Community Outcomes as stated in the Long Term Plan, and the conditions listed on the application form.
- 2. Community Boards can determine whether an application should be funded by the Local Grant Fund and/or the Place-making Fund
- Applications are required for either the Local Grant Fund and/or the Place-making Fund and are to be made on the official <u>Local Grant Application Form</u> and be accompanied by all information requested on the application form.
- 4. Incomplete, late, or non-complying applications will not be processed.
- 5. Priority will be given to community organisations and social enterprises.
- 6. Applications for projects/events that occur **annually** may request funding for:
 - the current year only; or
 - the remaining years of the triennium.
- 7. Applicants must demonstrate that they are able to deliver to the level as agreed and are willing to collaborate or partner where appropriate.
- 8. Applicants wishing to undertake projects on Council-owned/administered properties must comply with Council's Policies.
- 9. Grant funding from any Council source shall not exceed 50% of the total project costs, which may include a calculation based on volunteer time.
- 10. Applications in excess of \$3,000 will require the applicant to attend the Community Board meeting in which the application is heard to provide information to the Board.
- 11. Priority will be given to proposals which:
 - are consistent with or contribute to Council's Community Outcomes;
 - provide infrastructure or contribute significantly to placemaking;
 - fulfil demonstrated community needs or provide services not already available;
 - have a high degree of local participation and engagement;
 - benefit a significant sector of the community;
 - are likely to succeed;
 - are family-friendly;
 - have applied for funding from sources outside of Council
- 12. The following are not eligible for funding:
 - conference attendance;
 - political organisations;
 - retroactive funding;
 - wages or salary;

- activities deemed objectionable or that promote unhealthy behaviours;
- commercial activities, unless of direct benefit to the community;
- projects outside of the local area, unless of direct benefit to the local community;
- projects on private property, unless of direct benefit to the community;
- organisations who receive the bulk of their funding from central government (excluding the Community Organisation Grant Scheme);
- applicants who have failed to successfully submit a Project Report for a project funded within the last five years.
- 13. The Community Board may, by resolution, allocate funding (including the Place-making Fund) directly to key projects identified in their strategic plans or to annual community events in their Ward. Should this create new assets with on-going operational costs, the grant approval is subject to either the Council budget holder or the Board itself agreeing to fund these on-going costs. The maximum amount funded from the Local Community Grant Fund in any financial year shall not exceed \$20,000. Additionally, the Community Board may allocate Place-making Funds up to the full allocation in any financial year.
- 14. All recipients of funding are required to enter into an agreement with Council or the Community Board that outlines the terms and conditions of the approved grant or contract for service. Funds will not be provided until both parties have signed the agreement.
- 15. At the completion of a project that received community funding, recipients are required to complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years.
- 16. The project report must identify:
 - a. The organisation to which funding was granted;
 - Description of the activity, including highlights and numbers participating, with any photographs attached;
 - c. Council funding received, with receipts or explanatory notes attached;
 - d. The applicant's contribution to the activity;
 - e. Overall outcomes and main benefits of the activity.
- 17. Activities that occur over the period of more than one year must submit a progress report every six months to update Council or the Board on the use of the funds and current status of the project.
- 18. All successful applications may be subject to an audit. This audit may include finance, level of service, service quality, and inclusiveness of service.
- 19. Any issue that could jeopardise the completion of the project or the reporting must be reported to Council staff as soon as possible.
- 20. Council staff will prepare an annual report for the Community Board to review the funding programme.

Section 2 – Infrastructure Grant Fund

Policies

- 1. The Council through the combined Community Boards will allocate the Infrastructure Grant Fund in a manner consistent with the objectives of this policy, the Community Outcomes as stated in the Long Term Plan, and the conditions listed on the application form.
- 2. The Infrastructure Grant Fund is for one-off projects. One or more projects may be successful each year.
- 3. Applications are required to be made on the official <u>Infrastructure Grant Application Form</u> and be accompanied by all information requested on the application form.
- 4. Applications are to be called for as soon as practicable after 1 September each year.
- 5. Incomplete, late, or non-complying applications will not be processed.
- 6. Priority will be given to social and community enterprises that contribute to community wellbeing.
- 7. Applicants must demonstrate that they are able to deliver to the level as agreed and are willing to collaborate or partner where appropriate.
- 8. Applicants wishing to undertake projects on Council-owned properties must comply with Council's Policies including Health and Safety Policies and any other requirements as specified in the agreement.
- 9. Grant funding from any Council source shall not exceed 50% of the total project costs, which may include a calculation based on volunteer time.
- 10. Successful projects will:
 - provide new infrastructure;
 - provide the most direct benefit to the widest part of the identified community
 - provide open access to the identified community
 - fulfil demonstrated community needs or provide services not already available;
 - have a high degree of local participation and engagement;
 - have applied for funding from sources outside of Council
 - be consistent with or contribute to Council's Community Outcomes;
 - be likely to be economically sustainable in the long term; and
 - be family-friendly and, where possible, accessible to the mobility impaired.
- 11. The following are not eligible for funding:
 - repair or replacement of existing infrastructure
 - operational expenditure
 - retroactive projects
 - wages or salary
 - commercial activities, unless of direct benefit to the community;
 - projects/infrastructure outside of the district
 - applicants who have failed to successfully submit a Project Report for a project funded within the last five years.

- 12. All recipients of funding are required to enter into an agreement with Council that outlines the terms and conditions of the approved grant or contract for service. Funds will not be provided until both parties have signed the agreement.
- 13. At the completion of a project that has received funding, recipients are required to complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years.
- 14. The project report must identify:
 - The organisation to which funding was granted;
 - Description of the project, with photographs attached;
 - Council funding received, with receipts or explanatory notes attached;
 - The applicant's contribution to the project; and
 - Overall outcomes and main benefits of the project.
- 15. Projects that occur over the period of more than one year must submit a progress report every six months to update Council on the use of the funds and current status of the project.
- 16. All successful applications may be subject to an audit. This audit may include finance, level of service, service quality, and inclusiveness of service.
- 17. Council staff will prepare a project report to Community Boards for completed projects.
- 18. Projects that have been funded by the Infrastructure Grant Fund in the past, while not prohibited from applying to the fund again, will automatically rate lower than projects that are new to the fund. Projects funded in the previous funding year will not be eligible.
- 19. Any issue that could jeopardise the completion of the project or the reporting must be reported to Council staff as soon as possible.

Section 3 – Community Facilities Partnerships

Policies

- 1. As part of Council's Annual Plan/Long Term Plan process, Council will determine the level of the Community Facility and Services Funds for each financial year.
- 2. Applicants seeking funding are to be referred to the General Manager Corporate Services or Strategic Planning and Policy by 31 October each year for potential inclusion in Council's Long Term Plan/Annual Plan.
- 3. Applications for funding may be for capital works, operational expenditure, or a combination of both.
- 4. The applicant must:
 - provide a detailed business plan demonstrating ongoing viability
 - provide budgets and/or annual accounts
 - · demonstrate that they have the appropriate capability to deliver to the level as agreed
 - demonstrate that they are willing to consider collaboration and partnering where appropriate.
- 5. Council staff will review applications for completeness and compliance with the objectives of this policy. Incomplete, late, or non-complying applications will not be considered as part of Council's planning process. The following are ineligible for funding:
 - Conference attendance;
 - Retroactive funding;
 - Activities deemed objectionable or that promote unhealthy behaviours;
 - Projects outside of the Far North District;
 - Political organisations;
 - Commercial applications, unless of direct benefit to the community;
 - Projects on private property, unless of direct benefit to the community;
 - Projects/services normally provided by an agency/organisation outside of Council;
 - Applicants that have failed to successfully submit a Project Report within the last five years.
- 6. Council will be a partner rather than a primary funder. Funding will be limited to a 50% contribution towards the total costs stated of the project, which may include voluntary labour and/or funding received from other sources. Funding recipients will be encouraged to pursue alternative funding options to achieve the best result for the activity.
- 7. Applicants will be advised of the outcome of the process in June, after the final plan has been adopted. All payments will take effect from the financial year commencing in the July following submission of the application. The timing of payment of funds will be negotiated by Council and the recipient on a project-by-project basis.
- 8. At Council's discretion, funding awarded may be for a one off amount, or may cover multiple years.
- 9. GST is only paid to those organisations that are GST registered.
- 10. All funding recipients may be subject to an audit. The audit may include finance, level of service, service quality, and inclusiveness of service.
- 11. Ongoing projects may require interim progress reports on a basis to be agreed in advance with the applicant.

- 12. At the completion of a project that received community funding, recipients are required to complete a Project Report. These reports are required to be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years.
- 13. The project report must identify:
 - The organisation to which funding was granted;
 - Description of the activity, including highlights and numbers participating, with any photographs attached;
 - Council funding received, with receipts or explanatory notes attached;
 - The applicant's contribution to the activity;
 - Overall outcomes and main benefits of the activity.



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Community Board Funding Policy

Adopted: Last updated:

Background

Council supports the community to develop and provide their own facilities and services through the awarding of grants. Council also develops and maintains strategic relationships with community organisations to enhance the availability of and access to community facilities and services in the District (including Sport Northland, Creative Northland, museums, pools, and theatres).

As part of Council's Annual Plan and Long Term Plan processes, the Council will determine the level of contestable funding for the following financial year, to be made available for the awarding of grants to one-off projects under the conditions of this policy.

There are two contestable grant funds available through the Community Boards: The Community Grant Fund and the Pride of Place Fund.

The Community Grant Fund is for projects that have a Ward or community focus, this can include events, wananga and projects that are not about creating fixed assets for community use.

The Pride of Place Fund is provided to support local communities to enhance the look and feel of their communities. This fund provides support to help community projects with material, equipment, and other project expenditure. This can include township beautification, new community assets, entranceways, cycle and walkways, river and streamside clean-up and landscaping, picnic tables and seats, signs and artworks.

Application

This policy applies to the grants awarded by the Community Boards of the Far North District Council.

Definitions

The following definitions apply to this Policy:

- **Applicant-** Any individual or organization applying for funding under this policy.
- **Contestable Fund-** Where a fixed amount of money is available that applicants can compete for a portion of.
- **Community Board-** A local board established by the Far North District Council to represent and make decisions on behalf of specific wards within the district.
- Council means the Far North District Council.
- Tangata whenua- means Māori who have historic and territorial rights over the land.
- **Placemaking** A people-centred approach to the planning, design and management of public spaces.
- Policy means the Council's adopted Community Board Funding Policy.
- Ward- A geographical area within the Far North District, represented by a Community Board.

Legislative Context

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Under Section 10 of the Local Government Act, the purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. The Community Board Funding Policy aligns closely with this purpose by directing grant funding towards projects that enhance community outcomes and wellbeing.

Strategic alignment

The policy will contribute to achieving the outcomes set out in the following strategic documents:

- Local Government Act 2002.
- The Far North District Council's Long Term Plan.
- The Far North District Council's Community Board Strategic Plans

Objective

The objective of this Policy is to align allocation of grant funding to the Far North District Council's Community Outcomes as outlined in each Long Term Plan.

Section 1- General

Policies

- 1. The Ward's Community Board will allocate the Community Grant Fund and/or the Pride of Place Fund in a manner consistent with the objective of this policy, the Community Outcomes as stated in the Long Term Plan, the Community Board Strategic Plans and the conditions listed on the application form.
- 2. Community Boards can determine whether an application should be funded by the Community Grant Fund and/or the Pride of Place Fund.
- 3. Applications are required for the Community Grant Fund and the Pride of Place Fund and are to be made on the official <u>Application Form</u> and be accompanied by all information requested on the application form.
- 4. Priority will be given to community organisations and social enterprises.
- 5. Applications for projects/events that occur **annually** may request funding for:
 - the current year only; or
 - the remaining years of the triennium.
- 6. Applicants must demonstrate that they are able to deliver to the level as agreed and are willing to collaborate or partner where appropriate.
- 7. Applicants wishing to undertake projects on Council-owned/administered properties must comply with Council's Policies, including providing written evidence that Council approves of the project.
- 8. If a proposal creates new Council assets with on-going operational costs, the grant approval is subject to the Council budget holder agreeing in writing to fund these on-going costs.
- 9. If a Community Board wishes to allocate funding to a project which will be undertaken by Far North District Council Staff, a report must be provided prior to the approval of funding by the appropriate team within Council confirming budget details, timeline and capacity to undertake the work.
- 10. Grant funding from any Council source shall not exceed 50% of the total project costs, which may include a calculation based on volunteer time.

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- 11. Applications in excess of \$3,000 will require the applicant to attend the Community Board meeting in which the application is heard to provide information to the Board.
- 12. All recipients of funding are required to enter into an agreement with Council or the Community Board that outlines the terms and conditions of the approved grant or contract for service. Funds will not be provided until both parties have signed the agreement.
- 13. At the completion of a project that received community funding, recipients are required to complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years.
- 14. The project report must identify:
 - a. The organisation to which funding was granted;
 - b. Description of the activity, including highlights and numbers participating, with any photographs attached;
 - c. Council funding received, with receipts or explanatory notes attached;
 - d. The applicant's contribution to the activity;
 - e. Overall outcomes and main benefits of the activity.
 - f. How the recipient acknowledged the funding received.
- 15. Activities that occur over the period of more than one year must submit a progress report every six months to update Council or the Board on the use of the funds and current status of the project.
- 16. All successful applications may be subject to an audit. This audit may include finance, level of service, service quality, and inclusiveness of service.
- 17. Any issue that could jeopardise the completion of the project or the reporting must be reported to Council staff as soon as possible.
- 18. Council staff will prepare an annual report for the Community Board to review the funding programme.

Section 2- Community Grant Fund

Policies

- 1. Priority will be given to proposals which:
 - are consistent with or contribute to Council's Community Outcomes;
 - fulfil demonstrated community needs or provide services not already available;
 - have a high degree of local participation and engagement;
 - benefit a significant sector of the community;
 - are likely to succeed;
 - are family-friendly;
 - have applied for funding from sources outside of Council
- 2. The following are not eligible for funding:
 - conference attendance;
 - political organisations;
 - retroactive funding;
 - wages or salary;
 - activities deemed objectionable;
 - · commercial activities, unless of direct benefit to the community;
 - projects outside of the local area, unless of direct benefit to the local community;
 - projects on private property, unless of direct benefit to the community;

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- organisations who receive the bulk of their funding from central government (excluding the Community Organisation Grant Scheme); applicants who have failed to successfully submit a Project Report for a project funded within the last five years.
- 3. The Community Grant Fund can be allocated in full in any financial year. Any funding that remains unallocated at the end of a financial year cannot be carried over to the next financial year.

Section 3- Pride of Place Fund

Policies

- 1. Proposals should meet the following criteria:
 - have long term outcomes;
 - provide a significant public benefit to their community;
 - demonstrate that they have actively involved Tangata whenua and the local community in the planning and development stages of the proposal;
 - demonstrate they have engaged with relevant council staff and if new council asset(s) are being created as part of the proposal, provide evidence of written approval from council asset managers for ongoing management of the asset.
- 2. Priority will be given to proposals which:
 - are consistent with or contribute to Council's Community Outcomes;
 - contribute significantly to placemaking;
 - provide evidence that they have actively involved Tangata whenua and local community in the proposal.
- 3. The following are not eligible for funding:
 - political organisations;
 - retroactive funding;
 - wages or salary;
 - activities deemed objectionable;
 - commercial activities, unless of direct benefit to the community;
 - projects outside of the local area, unless of direct benefit to the local community;

 - projects on private property, unless of direct benefit to the rotal community; organisations who receive the bulk of their funding from central government (excluding the Community Organisation Grant Scheme);
 - applicants who have failed to successfully submit a Project Report for a project funded within the last five years.
- 4. The Pride of Place Fund can be allocated in full in any financial year. Any funding that remains unallocated at the end of a financial year cannot be carried over to the next financial year.

Monitoring and Implementation

- Implementation of the policy will be monitored by the Council.
- This policy will be reviewed in response to issues that may arise, every three years, at the request of the Council, or in response to changes to legislative or statutory requirements (whichever occurs first).
- Amendment to this policy following a review may be subject to a public consultative process.

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7.2 FUNDING APPLICATIONS

File Number:	A4868761
Author:	Kathryn Trewin, Funding Advisor
Authoriser:	Scott May, Manager - Stakeholder Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises the applications received for the Local Community Grant funding to enable the Kaikohe-Hokianga Community Board to determine which applications will receive funding at the August 2024 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Board has **\$85,643** to allocate for the Community Board Fund in the 2024/2025 financial year.
- The Board has **\$35,638** to allocate for the Placemaking Fund in the 2024/2025 financial year.
- Nine applications have been received, requesting a total of \$55,610.56

TŪTOHUNGA / RECOMMENDATION

a) That the Kaikohe-Hokianga Community Board approve the sum of \$xxx (plus GST if applicable) be paid from the Boards Community Grant Fund Account to <u>Bay of Islands</u> <u>Hockey</u> for the costs towards hosting the NZ National Masters Tournament.

TŪTOHUNGA / RECOMMENDATION

b) That the Kaikohe-Hokianga Community Board approve the sum of \$xxx (plus GST if applicable) be paid from the Boards Community Grant Fund Account to <u>Kaikohe Rugby</u> <u>Football Sports Club</u> for the costs towards hosting the 2024 Reunion.

TŪTOHUNGA / RECOMMENDATION

c) That the Kaikohe-Hokianga Community Board approve the sum of \$xxx (plus GST if applicable) be paid from the Boards Placemaking Grant Fund Account to Kohukohu Fishing Hunting and Sports Club for the costs towards grounds maintenance for the 2024/25 year.

TŪTOHUNGA / RECOMMENDATION

d) That the Kaikohe-Hokianga Community Board approve the sum of \$xxx (plus GST if applicable) be paid from the Boards Community Grant Fund Account to <u>Man vs Wild</u> for the costs towards hosting a father/son weekend.

TŪTOHUNGA / RECOMMENDATION

e) That the Kaikohe-Hokianga Community Board approve the sum of \$xxx (plus GST if applicable) be paid from the Boards Community Grant Fund Account to <u>Okaihau</u> <u>Whanau House</u> for the costs towards building work.

TŪTOHUNGA / RECOMMENDATION
f) That the Kaikohe-Hokianga Community Board approve the sum of \$xxx (plus GST if applicable) be paid from the Boards Community Grant Fund Account to <u>Te Reo</u> <u>Piriwiritua Brass Band</u> for the costs towards hosting the 90th anniversary celebrations.

TŪTOHUNGA / RECOMMENDATION

g) That the Kaikohe-Hokianga Community Board approve the sum of \$xxx (plus GST if applicable) be paid from the Boards Community Grant Fund Account to <u>SMC Events</u> for the costs towards Kids Try series events in Kaikohe-Hokianga ward schools.

TŪTOHUNGA / RECOMMENDATION

h) That the Kaikohe-Hokianga Community Board approve the sum of \$xxx (plus GST if applicable) be paid from the Boards Community Grant Fund Account to The Centre for the costs towards children from Kaikohe West School attending a show in Kerikeri.

TŪTOHUNGA / RECOMMENDATION

 i) That the Kaikohe-Hokianga Community Board approve the sum of \$xxx (plus GST if applicable) be paid from the Boards Community Grant Fund Account to <u>Northern</u> <u>Family Budgeting Services</u> for the costs towards family budgeting and support services.

1) TĀHUHU KŌRERO / BACKGROUND

Each application has 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.

Each application must meet at least one community outcome from the Council's LTP. 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.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS	3
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Requested	Recommend	Comments	Туре
\$16,500	\$5,000	The applicant is co-hosting the NZ National Masters Tournament with Whangarei district, with more than 90 teams and 1500 visitors expected. This is expected to bring a tourism boost into the Kaikohe area, as a host venue for games.	Art, Culture and Heritage/Event
		This meets community outcomes 1, 2, 3 and 6	
\$10,000	\$5,000	The applicant is organising a reunion for past and current members of the Kaikohe Rugby Football Sports Club. They are expecting 300-400 out of town visitors for the event, many of whom have not been in the area for some time. A number of events showcasing local tourism businesses have been arranged, giving a boost to the local economy.	Art, Culture and Heritage/Event
		This meets community outcomes 1, 2, 3 and 6	
\$6,000	\$6,000	The applicant has an agreement in the new (2025/26) financial year with Council to mow and maintain the grounds at the Hokianga Sports ground in Kohukohu. They are seeking assistance for the remainder of the 2024/25 year to undertake this work themselves to allow the community to continue to use the grounds and host events.	Community
		This meets community outcomes 1,3 and 6	
\$2,088.50	\$850	The applicant has previously applied for (and been supported by) the Board for the camps they run for at risk Tamariki and their fathers. The amount recommended covers the cost of the venue hire and the boat/diver hire. This meets community outcomes	Art, Culture and Heritage/Event
	\$16,500	\$16,500 \$5,000 \$10,000 \$5,000 \$10,000 \$5,000 \$6,000 \$6,000	\$16,500\$5,000The applicant is co-hosting the NZ National Masters Tournament with Whangarei district, with more than 90 teams and 1500 visitors expected. This is expected to bring a tourism boost into the Kaikohe area, as a host venue for games. This meets community outcomes 1, 2, 3 and 6\$10,000\$5,000The applicant is organising a reunion for past and current members of the Kaikohe Rugby Football Sports Club. They are expecting 300-400 out of town visitors for the event, many of whom have not been in the area for some time. A number of events showcasing local tourism businesses have been arranged, giving a boost to the local economy. This meets community outcomes 1, 2, 3 and 6\$6,000\$6,000The applicant has an agreement in the new (2025/26) financial year with Council to mow and maintain the grounds at the Hokianga Sports ground in Kohukohu. They are seeking assistance for the remainder of the 2024/25 year to undertake this work themselves to allow the community outcomes 1,3 and 6\$2,088.50\$850The applicant has previously applied for (and been supported by) the Board for the camps they run for at risk Tamariki and their fathers. The amount recommended covers the cost of the venue hire and the boat/diver hire.

Applicant and Project	Requested	Recommend	Comments	Туре
Okaihau Whanau House – Building Work	/hanau ouse – \$3,000 Leave to lie		The applicant is still working on submitting their report for previous funding received from this Board for works on the property. It is recommended that the Board leave their application to lie on the table until the completed report is received.	Infrastructure
			This meets community outcomes 1,3 and 6	
Te Reo Piriwiritua Brass Band – 90 Year Anniversary	\$8,680	\$5,000	 The applicant is hosting the 90th anniversary celebrations of the founding of the brass band, which is integral in events and commemorations in the ward. They are expecting more than 200 attendees, many from outside the district, and are seeking help with funding equipment hire for the weekend. 	
			This meets community outcomes 1,3 and 6	
			The applicant has been funded by the Board over previous years for events that involve Tamariki from schools in the ward.	Art, Culture
SMC Events – Try Series	\$5,000	\$2,000	The amount recommended would be towards advertising/promotion and equipment hire costs.	and Heritage/Event
			This meets community outcomes 1,3 and 6	
The Centre – Kids are stinky	\$404	\$404	The applicant is seeking funding for 55 children from Kaikohe West School to attend a show in Kerikeri, with the costs requested to cover the bus hire.	Art, Culture and Heritage/Event
			This meets community outcomes 1, 3	
Northern Community Family Service – financial mentoring and whanau support	\$3,938	\$3,938	The applicant provides budgeting and family support for families in the Bay of Islands area. They are requesting funding to assist in continuing to provide these services. This meets community outcomes 1, 2, 3	Community Development

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The applicants are 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.

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

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

ĀPITIHANGA / ATTACHMENTS

- 1. Bay of Islands Hockey Association A4868714 🗓 🛣
- 2. Kaikohe Rugby Football Sports Club A4868726 🕂 🛣
- 3. Kohukohu Fishing Hunting and Sports Club A4868723 🗓 🛣
- 4. Man vs Wild A4868721 🕂 🛣
- 5. Okaihau Whanau House A4868728 🖳 🚰
- 6. Piriwiritana Brass Band A4868716 🗓 🛣
- 7. SMC Events A4868720 🖳 🎇
- 8. The Centre A4868717 🗓 🛣
- 9. Northern Family Budgeting Services A4874817 🕂 🛣

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 <u>Council's</u> <u>Significance and Engagement Policy</u>	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.	There are no implications for Māori in relation to land and/or water.
State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	
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.

Application No. KHCB00006 From Bay of Islands Hockey Association Form Submitted 19 Aug 2024, 10:03PM 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 <u>Community Grant Policy</u> 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 of pending approval for this project (minimum 50%)
- Programme outline (if applying for operating costs)
- A health and safety plan.

Applicant details

Applicant *

Bay of Islands Hockey Association



Page 1 of 10

Application No. KHCB00006 From Bay of Islands Hockey Association Form Submitted 19 Aug 2024, 10:03PM NZST

Contact details

Contact Person One:

Contact Person Two:



Purpose of organisation

Please briefly describe the purpose of the organisation *

To provide hockey at our hockey turf in Kaikohe to members of all ages of the Far North Community.

We currently have players from Kaitaia, Coopers Beach, Kohukohu, Okaihau, Kerikeri, Paihia, Kawakawa and Kaikohe and surroundings.

Number of Members *

254

Project Details

* indicates a required field

Project Details

Clearly describe the project or event:

Name of Activity * Hockey Masters Tournament 2025

Location * BOI Hockey Turf, Kaikohe

Page 2 of 10

Application No. KHCB00006 From Bay of Islands Hockey Association Form Submitted 19 Aug 2024, 10:03PM NZST

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 *

23/02/2025 Must be a date.

End Date *

01/03/2025 Must be a date.

Time

Approx: 8am - 8pm (Still awaiting confirmed draw)

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:

The NZ National Masters Tournament is Hockey New Zealand's premier national event, drawing over 90 teams and more than 1500 participants. In 2020, the tournament generated approximately 10,000 bed nights and contributed a major economic impact of \$1.8 million to the hosting region, characterized by a high daily spend market. For the upcoming tournament, the BOI Hockey Association, in partnership with Northland Hockey, is proud to co-host this prestigious event.

This event will have a significant positive impact on our community, benefiting a wide range of stakeholders:

Local Businesses: The influx of participants, officials, and supporters will provide a substantial boost to local businesses, including hotels, restaurants, and retail outlets, contributing to economic growth.

Sports Enthusiasts and Participants: Local schools, community groups, local hockey players and sports fans will have the unique opportunity to engage with and learn from high-level competitors, raising the profile of hockey and sport in general in the region.

Youth and Community Groups: The event will inspire our local youth by exposing them to top-level sportsmanship, potentially increasing participation in local sports programs.

Volunteers: The event will offer meaningful volunteer opportunities, allowing community members to develop new skills, build networks, and gain valuable experience in event management. Volunteers gain valuable experience in event management, hospitality, and logistics, which enhances their employability and can be leveraged for future community events. Local community members who take on leadership roles during the event can continue to use and develop these skills in other community projects or organizations. Tourism Sector: The tournament will attract visitors to the region, showcasing our natural beauty and hospitality, which can lead to repeat tourism and long-term economic benefits. The event showcases the region to a wider audience, encouraging repeat visits and sustained tourism growth. Relationships built with tourism operators and businesses can

Page 3 of 10

Application No. KHCB00006 From Bay of Islands Hockey Association Form Submitted 19 Aug 2024, 10:03PM NZST

lead to future events and collaborations. Local businesses and sponsors involved in the event can forge lasting partnerships that benefit the community economically.

The NZ National Masters Tournament will significantly broaden the range of activities and experiences available to our community in several ways:

Promoting Sports and Healthy Lifestyles: By hosting such a high-caliber event, we will encourage community-wide engagement in sports and physical activities, promoting healthy lifestyles.

Enhancing Cultural Exchange: With teams and supporters coming from across the country, the event will foster cultural exchange and understanding, enriching the social fabric of our community.

Providing Educational Opportunities: The event will serve as a platform for local schools and youth groups to learn about teamwork, perseverance, and the values of sportsmanship.

Creating Long-Term Community Assets: The funding will help us invest in equipment, infrastructure, and skills that will benefit the community long after the event has concluded, ensuring a lasting legacy. Investment in local sports facilities, such as hockey fields, lighting, seating, and changing rooms, which will be used by the community long after the event. Purchase of high-quality sports equipment (e.g., goals, nets, training aids) that can be utilized by local teams and schools in future practices and tournaments.

Reputation Building: Successfully hosting a national event can enhance the community's reputation as a destination for sports and events, leading to more opportunities to host similar events in the future.

Cultural Legacy: The event can leave a lasting cultural impact, inspiring local traditions or annual community activities centered around sports and healthy living.

Support from the community board is crucial to the success of this event and will ensure that the benefits extend beyond the tournament itself. Your investment will not only help us deliver an outstanding event but will also contribute to the long-term growth and vitality of our community.

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
- \bullet If you are applying for operating costs of a programme, please attach a programme outline

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Kaikohe-Hokianga Community Grants Fund 2024-2025 Local Grant Application Form Application No. KHCB00006 From Bay of Islands Hockey Association Form Submitted 19 Aug 2024, 10:03PM NZST

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.	
Rent/Venue Hire	\$	\$	<i>No files have been uploaded</i>
Advertising/Promotio n	\$	\$	No files have been uploaded
Facilitation/Profession al Fees	\$	\$	No files have been uploaded
Administration	\$7,500.00	\$7,500.00	Filename: Admin Cos ts (1).pdf File size: 40.7 kB
Equipment Hire	\$4,230.00	\$4,230.00	Filename: Eftpos Quo tes.pdf File size: 119.0 kB
			Filename: Quote QU0 027.pdf File size: 52.4 kB
			Filename: QUOTE-33 90.pdf File size: 265.6 kB
			Filename: Quote9762 5.pdf File size: 128.9 kB
			Filename: Tents and Events Quote.pdf File size: 39.7 kB
Equipment Purchase	\$20,275.00	\$0.00	No files have been uploaded
Utilities	\$	\$	No files have been uploaded
Hardware (e.g ce- ment, timber)	\$	\$	No files have been uploaded
Consumable materi- als	\$	\$	No files have been uploaded
Refreshments	\$2,800.00	\$1,200.00	Filename: Officials Ca tering.pdf File size: 34.9 kB

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Application No. KHCB00006 From Bay of Islands Hockey Association Form Submitted 19 Aug 2024, 10:03PM NZST

Travel/Mileage	\$	\$	No files have been uploaded
Volunteer Expenses Reimbursements	\$14,700.00	\$0.00	Filename: Volunteer Hours.pdf File size: 40.6 kB
Other (Security)	\$3,570.00	\$3,570.00	Filename: Security Q uotes.pdf File size: 76.2 kB
Other (Liquor Li- cense)	\$575.00	\$0.00	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? *

\$53,650 Must be a dollar amount.

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

\$16,500 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? * \$27,295.32 Must be a dollar amount.

How much of this money is already committed to a specific purpose? * \$17,670.00 Must be a dollar amount.

Tagged Funds

Page 6 of 10

Kaikohe-Hokianga Community Grants Fund 2024-2025 Local Grant Application Form Application No. KHCB00006 From Bay of Islands Hockey Association

Form Submitted 19 Aug 2024, 10:03PM NZST

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

Purpose	Amount
	Must be a dollar amount.
Liquor License	\$575.00
Goals/Balls	\$7,576.00
Affiliation Fees	\$6,507.00
Light usage	\$1,012.00
Prizegiving	\$1,000.00
Turf Maintenance	\$1,000.00

Total Tagged Funds

Total Expenditure Amount

\$20,275.00 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.	
ТАВ	\$20,275.00	Pending

Previous Funding from FNDC

Have you previously received funding from FNDC? * $_{\odot}$ Yes $_{\odot}$ No

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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Application No. KHCB00006 From Bay of Islands Hockey Association Form Submitted 19 Aug 2024, 10:03PM NZST

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)

Bay of Islands Hockey Association

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 out 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 sperate entries in the cash book or as a note o the accounts
- 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.

Page 8 of 10

Application No. KHCB00006 From Bay of Islands Hockey Association Form Submitted 19 Aug 2024, 10:03PM NZST

- 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).
- 10To 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



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Kaikohe-Hokianga Community Grants Fund 2024-2025 Local Grant Application Form Application No. KHCB00009 From Kaikohe Rugby Football Sports Club

Application No. KHCB00009 From Kalkone Rugby Football Sports Club Form Submitted 7 Aug 2024, 11:23AM 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 <u>Community Grant Policy</u> 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 of pending approval for this project (minimum 50%)
- Programme outline (if applying for operating costs)
- A health and safety plan.

Applicant details

Applicant *

Kaikohe Rugby Football Sports Club



Page 1 of 9

Application No. KHCB00009 From Kaikohe Rugby Football Sports Club Form Submitted 7 Aug 2024, 11:23AM NZST

Contact details



Purpose of organisation

Please briefly describe the purpose of the organisation *

Kaikohe Rugby Football and Sports Club provides rugby, league and other sporting activities for members of the community from 5yrs onwards. We encourage families and individuals to participate in team sports and hopefully open a doorway to the world of regional, national and international sports. We try to invite newly arrived residents of the community to join us and go out of our way to ease their way into our town knowing we are a friendly and helpful community.

Number of Members *

272

Project Details

* indicates a required field

Project Details

Clearly describe the project or event:

Name of Activity * KRFSC Reunion 2024

Page 2 of 9

Application No. KHCB00009 From Kaikohe Rugby Football Sports Club Form Submitted 7 Aug 2024, 11:23AM NZST

Location *

15 Penney Cres Kaikohe

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

Yes

O No

If so, how much?

\$100 per person - this includes meals, bus trips, entertainment, activities and meals

Start Date *

18/10/2024 Must be a date.

End Date *

19/10/2024 Must be a date.

Time

5pm start 18/10/24

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:

There will be many locals coming 'home' for the reunion. We expect 300 to 400 people. Also a lot returning to the town who lived here for schooling or work and have moved all over the globe. Reuniting friendships made during working or farming in the area.

We are showcasing the aspects of the area and the high profile people who have succeeded in various ways. We have tours visiting the ngawha hot springs, industrial park, cycle track, sportsville papa hawaiki, pioneer village, golf club, farm visits plus past and present rugby and netball games. Traditional food and local stalls invited to show off local talent.

Friday night - meet and greet, pick up rego packs, light dinner and entertainment. Memorabilia, photos, slide shows, videos etc of past and present highlights. Saturday morning - free buses taking in the above new and improved highlights of the town. Saturday afteroon will be past and present netball and rugby games. Saturday evening - unveiling of the new and updated honours board and presentation to Cheryl Waaka and David Haynes as life members - dinner and entertainment.

Project Cost

* indicates a required field

Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.

Page 3 of 9

Application No. KHCB00009 From Kaikohe Rugby Football Sports Club Form Submitted 7 Aug 2024, 11:23AM NZST

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.
- \bullet 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.	
Rent/Venue Hire	\$0.00	\$0.00	No files have been uploaded
Advertising/Promotio n	\$	\$	<i>No files have been uploaded</i>
Facilitation/Profession al Fees	\$	\$	No files have been uploaded
Administration	\$	\$	No files have been uploaded
Equipment Hire	\$17,411.00	\$5,000.00	Filename: hire equip ment.pdf File size: 1.4 MB
			Filename: KRFSC cow leys quote.pdf File size: 411.9 kB
			Filename: KRFSC tent s and events.pdf File size: 270.3 kB
			Filename: Quote.pdf File size: 411.9 kB
Equipment Purchase		\$	<i>No files have been uploaded</i>
Utilities	\$9,500.00	\$2,000.00	Filename: KRFSC equi pment purchase.pdf File size: 643.4 kB

Page 4 of 9

Application No. KHCB00009 From Kaikohe Rugby Football Sports Club Form Submitted 7 Aug 2024, 11:23AM NZST

Hardware (e.g ce- ment, timber)	\$2,238.08	\$1,000.00	Filename: KRFSC har dware quote.pdf File size: 891.2 kB
Consumable materi- als	\$5,250.00	\$2,000.00	Filename: EMBASSY I nvoice KRFSC.docx File size: 17.0 kB
Refreshments	\$17,200.00	\$	Filename: KRFSC cate ring quote.pdf File size: 712.8 kB
			Filename: received_7 45874967545244.pn g File size: 51.3 kB
Travel/Mileage	\$	\$	No files have been uploaded
Volunteer Expenses Reimbursements	\$	\$	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? *

\$51,899 Must be a dollar amount.

What is the amount you are requesting from the Board? * \$10,000

Must be a dollar amount.

Financial Information

* indicates a required field

Is your organisation registered for GST? *

Page 5 of 9

Application No. KHCB00009 From Kaikohe Rugby Football Sports Club Form Submitted 7 Aug 2024, 11:23AM NZST

● Yes O No

GST Number

GST Number * 043-328 859

Current Funding

How much money does your organisation currently have? *

\$32,000.00 Must be a dollar amount.

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

\$10,000.00 Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
	Must be a dollar amount.
electricity	\$4,000.00
lease	\$500.00
insurance	\$3,000.00
incidentals for general purpose running of club	\$2,500.00
	\$

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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Kaikohe-Hokianga Community Grants Fund 2024-2025 Local Grant Application Form Application No. KHCB00009 From Kaikohe Rugby Football Sports Club

Form Submitted 7 Aug 2024, 11:23AM NZST

Previous Funding from FNDC

Have you previously received funding from FNDC? * ${\ensuremath{ \bullet}}$ Yes ${\hfill \bigcirc}$ No

Previous Funding from FNDC

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
rural travel fund	\$2,000.00	23/04/1924	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)

Kaikohe Rugby Football Sports Club

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.

Page 7 of 9

Application No. KHCB00009 From Kaikohe Rugby Football Sports Club Form Submitted 7 Aug 2024, 11:23AM NZST

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 out 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 sperate entries in the cash book or as a note o the accounts
- 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).
- 10To 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

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Kaikohe-Hokianga Community Grants Fund 2024-2025

Local Grant Application Form Application No. KHCB00009 From Kaikohe Rugby Football Sports Club Form Submitted 7 Aug 2024, 11:23AM NZST



Page 9 of 9

Form Submitted 13 Jul 2024, 9:28AM NZST

Applicant Details

* indicates a required field

Instructions

Please read carefully:

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- 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 of pending approval for this project (minimum 50%)
- Programme outline (if applying for operating costs)
- A health and safety plan.

Applicant details

Applicant *

KohuKohu Fishing, hunting and Sports Club



Page 1 of 9

Form Submitted 13 Jul 2024, 9:28AM NZST

Contact details

Contact Person One:

Contact Person Two:



Purpose of organisation

Please briefly describe the purpose of the organisation *

Kohukohu, nestled within the Hokianga Sports grounds, stands as the sole sports grounds for the local community. This vital facility is more than just a place for athletic events; it is a cornerstone of community life. It provides a safe and welcoming environment for people of all ages to engage in sports, fostering physical health and social connections. The importance of Kohukohu extends beyond the physical activities it hosts. It is a gathering place where friendships are forged, skills are honed, and community spirit is strengthened. As the only sports grounds in the area, it plays an essential role in promoting an active and united community.

Number of Members *

250

Project Details

* indicates a required field

Project Details

Clearly describe the project or event:

Name of Activity *

Page 2 of 9

Form Submitted 13 Jul 2024, 9:28AM NZST

Assistance to help Mow lawns until the council takes over next year.

Location *

Motukohu Fields in Kohukohu

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

⊖ Yes

No

If so, how much? \$6,000

Start Date *

01/07/2024 Must be a date.

End Date *

31/07/2025 Must be a date.

Time 15 Mows across the next 12 Months

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:

Kohukohu, an all-Māori community, faces significant financial challenges that impact the maintenance of its only sports grounds within the Hokianga Sports ground. The cost of mowing the lawns, while seemingly minor, is a crucial expense that the community struggles to cover. Ensuring these grounds are well-maintained is essential for the wellbeing of the community, especially the children. Access to a clean, safe space for sports encourages kids to stay active, promoting their mental health and reducing the likelihood of engaging in troublesome activities. By supporting the upkeep of Kohukohu, we invest in the health, happiness, and future of our young people and the community as a whole.

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

Page 3 of 9

Form Submitted 13 Jul 2024, 9:28AM NZST

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.	
Rent/Venue Hire	\$	\$	No files have been uploaded
Advertising/Promotio n	\$	\$	No files have been uploaded
Facilitation/Profession al Fees	\$	\$	No files have been uploaded
Administration	\$	\$	No files have been uploaded
Equipment Hire	\$6,750.00	\$6,000.00	Filename: Greenacres QUOTE-797827.pdf File size: 230.1 kB
Equipment Purchase	\$8,250.00	\$0.00	Filename: Tapuwae G rasshopper - QU0003 - 4th July 2024.pdf File size: 64.7 kB
Utilities	\$4,800.00	\$0.00	<i>No files have been uploaded</i>
Hardware (e.g ce- ment, timber)	\$	\$	No files have been uploaded
Consumable materi- als	\$	\$	No files have been uploaded
Refreshments	\$	\$	No files have been uploaded
Travel/Mileage	\$	\$	No files have been uploaded
Volunteer Expenses Reimbursements	\$	\$	No files have been uploaded

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Form Submitted 13 Jul 2024, 9:28AM NZST

Other (describe)	\$ \$	No files have been uploaded
Other (describe)	\$ \$	No files have been uploaded
Other (describe)	\$ \$	No files have been uploaded
Club Minutes	\$ \$	Filename: Kohukohu Fishing Hunting @ Sp orts Club Society Inco rporated Minutes 3 Ju Iy 2024.pdf File size: 130.6 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? *

\$11,550 Must be a dollar amount.

What is the amount you are requesting from the Board? * \$6,000

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? * \$1,807.91 Must be a dollar amount.

How much of this money is already committed to a specific purpose? * \$0.00 Must be a dollar amount.

Tagged Funds

Page 5 of 9

Form Submitted 13 Jul 2024, 9:28AM NZST

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

Purpose	Amount	
	Must be a dollar amount.	
Power	\$1,807.91	
	\$	
	\$	
	\$	
	\$	

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.	
	\$0.00	
	\$0.00	

Previous Funding from FNDC

Have you previously received funding from FNDC? * $_{\odot}$ Yes $_{\odot}$ No

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

Page 6 of 9

Form Submitted 13 Jul 2024, 9:28AM NZST

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On behalf of: (full name of organisation)

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Form Submitted 13 Jul 2024, 9:28AM NZST

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Signatory One



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Local Grant Application Form

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- 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 <u>funding@fndc.govt.nz</u> we're happy to help.

• Send your completed form to funding@fndc.govt.nz or to any Council service centre The following <u>must</u> be submitted along with this application form:

- Quotes (or evidence of costs) for all items listed as total costs on pg 3
- Most recent bank statements and (signed) annual financial statements
- Programme/event/project outline
- A health and safety plan
- □ Your organisation's business plan (if 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

Organisation	MAN VS WILD FISHING NZ Number of Memb	ers 2
Postal Address		
Physical Address		
Contact Person		
Phone Number		
Email Address		
	escribe the purpose of the organisation.	
Please briefly d		
	ADERSHIP IN OUR WHANAUAND OUR COMMUNITY/BUILDING MENTORS AND ROLE MODELS F	OR OUR YOUNG

	ails		
Which Communi	ty Board is your organisation applying to (see map Schedule	A)?	
	Te Hiku 🛛 🗹 Kaikohe-Hokianga 🗆 Bay d	of Island	ds-Whangaroa
Clearly describe	the project or event:		
Name of Activity	YOUTH CAMP	Date	9TH OCTOBER 2024
Location	MAHINEPUA BAY, MATAURI	Time	0800HRS
Will there be a ch	arge for the public to attend or participate in the project or event?		□ Yes ☑ No
f so, how much?			
	vity and the services it will provide. Tell us:		
WE ARE ORGAI	it will broaden the range of activities and experiences available to NISING A THREE DAY YOUTH CAMP ON THE 9TH OCTOBER CH LIFE SKILLS THROUGH EXTREME OUTDOOR ACTIVITIES. FISH	2024,	THE PURPOSE OF THE
WE ARE ORGAI CAMP IS TO TEA YOUTH WILL BE ENVIRONMENT. AND SPIRITUAL STANDARDS B		2024, ING & E SOCIA CIALLY E MODI	THE PURPOSE OF THE DIVING. ENCE AND WATER L, EMOTIONAL, PHYSICA ACCEPTED VALUES AN ELS.
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(version Sept 2018)

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Local Grant Application Form

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:

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- 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	\$150.00	\$150.00
Advertising/Promotion		
Facilitator/Professional Fees ²	\$600.00 Skipper and Boat \$100.00 Qualified Diver	\$700.00
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)	\$2,337.00 refer to The Warehouse Quote	\$1,168.50
Utilities	\$70.00 - 2 gas bottle re-fills	\$70.00
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	\$3,257.00	\$2,088.5

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

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 920 029

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(version Sept 2018)

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Local Grant Application Form

Financial Information				
Is your organisation registered for GST?	□ Yes	☑ No	GST Numb	per
How much money does your organisation c	urrently hav	ve?	[\$1,240.33
How much of this money is already committ	ed to specif	fic purposes	?	NIL

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

	Purpose	Amount
TOTAL		

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

Funding Source	Amount	Approved
Hire Venue	\$150.00	Yes / Pending 🗸
Facilitators	\$600.00	Yes / Pending 🗸
Equipment Purchase	\$725.00	Yes / Pending 🗸
Utilities	\$70.00	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
MANVSWILD FISHING NEW ZEALAND	\$6500.00	2023 / 24	🗸 Y / N
			Y / N
			Y / N
			Y / N

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 920 029

A2686814

⁽version Sept 2018)

Local Grant Application Form

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On behalf of: (full name of organisation)

MAN VS WILD FISHING NZ

We, the undersigned, declare the following:

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Signato	ry One ₂	Signatory Two	
www.tnac.go	ovt.nz į memoriai Ave, Kaikone 04	440 Private Bag 752, Kalkone 0440 tunding@mac.govt.nz i	none 0800 920 029
A2686814	(version Sept 2018)	Page 5	
Local Grant Application Form



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Signatory One



Form Submitted 19 Jul 2024, 2:20PM NZST

Applicant Details

* indicates a required field

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- Two quote for purchases where practicable, or evidence of expected purchases
- Business plan (including project costs)
- Details of all other funding secured of pending approval for this project (minimum 50%)
- Programme outline (if applying for operating costs)

Applicant details

Applicant * ŌKAIHAU WHĀNAU HOUSE



Page 1 of 10

Form Submitted 19 Jul 2024, 2:20PM NZST

Contact details

Contact Person One:

Contact Person Two:



Purpose of organisation

Please briefly describe the purpose of the organisation *

We are a group of local mums and other community members of Okaihau that has take over the Old Okaihau Play centre building . Which is now open and running a play group twice a week and other community works shops. Its a place where people can meet and create together.

Number of Members *

5

Project Details

* indicates a required field

Project Details

Clearly describe the project or event:

Name of Activity * Building Fixing

Location * Okaihau

Page 2 of 10

Bay of Islands-Whangaroa Community Grants Fund 2024-25 Local Grant Application Form

Application No. BOIWCB00005 From ŌKAIHAU WHĀNAU HOUSE Form Submitted 19 Jul 2024, 2:20PM NZST

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: *
19/08/2024 Must be a date.	23/09/2024 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 have three jobs that need to be do to our building.

1. Guttering to stop and redirect the shed roof water from going into the neighbour property.

- 2. Sand put cover to help keep sand put clean for play group members.
- 3. Cameras to help stop our building from been vandalise and broken in too.

This is going to help us keep a safer cleaner place for our community.

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

Page 3 of 10

Bay of Islands-Whangaroa Community Grants Fund 2024-25 Local Grant Application Form Application No. BOIWCB00005 From ŌKAIHAU WHĀNAU HOUSE Form Submitted 19 Jul 2024, 2:20PM NZST

outline

Budget

Expenditure	Total Cost	Amount Requested	Quotes	What is the total cost of your project?
	Must be a dollar amount.	Must be a dollar amount.		Must be a dollar amount.
Sand Pit cover Hire	\$1,300.00	\$1,300.00	Filename: f7c8d 76a26a48743c4 7cd7f0391ac8ae .pdf File size: 47.2 kB	\$1,300
ASSC Electrical	\$1,078.13	\$1,078.13	Filename: Q1217 OKAIHAU WHAN AU HOUSE CAME RAS.pdf File size: 546.0 k B	\$1,078
Flood Roofing	\$977.50	\$977.50	Filename: RN174 4 Michie Street O kaihau_240523_ 100135 (1).pdf File size: 201.8 k B	\$978
Administration (inc. stationery/c opying)	\$	\$	No files have been uploaded	\$
Equipment Hire	\$	\$	No files have been uploaded	\$
Equipment Pur- chase (describe)	\$	\$	No files have been uploaded	\$
Utilities	\$	\$	No files have been uploaded	\$
Hardware (e.g cement, timber, nails, paint)	\$	\$	No files have been uploaded	\$
Consumable ma- terials (craft sup- plies, books)	\$	\$	No files have been uploaded	\$
Refreshments	\$	\$	No files have been uploaded	\$
Travel/Mileage	\$	\$	No files have been uploaded	\$

Page 4 of 10

Bay of Islands-Whangaroa Community Grants Fund 2024-25 Local Grant Application Form

Application No. BOIWCB00005 From ŌKAIHAU WHĀNAU HOUSE Form Submitted 19 Jul 2024, 2:20PM NZST

Volunteer Ex- penses Reim- bursement	\$ \$	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? *

3356 Must be a number.

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

\$3,000 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 142647982

Current Funding

How much money does your organisation currently have? * \$3,037.30 Must be a dollar amount.

How much of this money is already committed to a specific purpose? * \$2,800.00 Must be a dollar amount.

Page 5 of 10

Form Submitted 19 Jul 2024, 2:20PM NZST

Tagged Funds

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

Purpose	Amount
Building and Fencing repairs	\$2,800.00
	\$
	\$
	\$
	\$

Total Tagged Funds

Total Tagged Amount

\$2,800.00 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

Have you previously received funding from FNDC? * ${\ensuremath{ \bullet}}$ Yes ${\hfill \bigcirc}$ No

Previous Funding from FNDC

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
Opening Building	\$7,000.00	20/03/0024	Yes
	\$		

Supporting Financial Information

Page 6 of 10

Form Submitted 19 Jul 2024, 2:20PM NZST

Please attach your supporting financial information which can be one (or all) of the following:

- a profit and loss statement
- audited financial accounts
- bank statement

Please upload your file(s) here *

No files have been uploaded

2 Additional financial information (optional)

No files have been uploaded

3 Additional financial information (optional)

No files have been uploaded

Declaration

* 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 out organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.

Page 7 of 10

Form Submitted 19 Jul 2024, 2:20PM NZST

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 sperate entries in the cash book or as a note o the accounts
- 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).
- 10To lay a complaint with the Police and notify the far North District Council immediately if any of the funding is stolen or misappropriated.

Signatures



Page 8 of 10

Form Submitted 19 Jul 2024, 2:20PM NZST

Trustee	Trustee
Postal Address	Postal Address

Supporting Documents

If you have additional supporting documentation (that you have not included elsewhere), please upload it below. If you have more than three documents you wish to include, please contact funding@fndc.govt.nz

1 Name of file being uploaded

1 Supporting Document

No files have been uploaded

2 Name of file being uploaded

2 Supporting Document *No files have been uploaded*

3 Name of file being uploaded

3 Supporting Document *No files have been uploaded*

Page 9 of 10



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 <u>www.fndc.govt.nz</u>
- 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 we're happy to help.
- Send your completed form to funding@fndc.govt.nz or to any Council service centre

The following \underline{must} be submitted along with this application form:

- Quotes (or evidence of costs) for all items listed as total costs on pg 3
- Most recent bank statements and (signed) annual financial statements
- Programme/event/project outline
- □ A health and safety plan
- Your organisation's business plan (if 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

stal Address ysical Address			
hysical Address			
Contact Person			
Phone Number			
Email Address			
Please briefly des	cribe the purpose of the	organisation.	
Celebrating our §	90th year anniversary 1934-2	2024	

A2686814 (version Sept 2018)

٦

r organisation applying to (see	Bay of Island Date Time		aroa ctober 2024
rsary Kaikohe		11-13 0	ctober 2024
Kaikohe		11-13 O	ctober 2024
	Time		
c to attend or participate in the pr			
	oject or event?	🗹 Yes	□ No
(non members only)			
<u></u>			
	vices it will provide. Tell us: the activity and how; and e range of activities and experien	the activity and how; and	

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 920 029

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(version Sept 2018)



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.

<u>Amount Requested</u> - 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	1,200.00	580.00
Advertising/Promotion	1,118.00	550.00
Facilitator/Professional Fees ²	2,000.00	990.00
Administration (incl. stationery/copying)	376.00	180.00
Equipment Hire	12,000.00	5,990.00
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	250.00	120.00
Consumable materials (craft supplies, books)	558.00	270.00
Refreshments		
Travel/Mileage	· · · · · · · · · · · · · · · · · · ·	
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	17,502.00	8,680.00

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

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 920 029

~

Local Grant			a an an airda	R
Application Form				
Financial Information				
Is your organisation registered for GST?	□ Yes ☑ No	GST Number		
How much money does your organisation c	urrently have?	\$7	,153.00	
How much of this money is already commit	ted to specific purposes	s? \$7	7,153.00	

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

Purpose	Amount
Catering of Anniversary Dinner and Food for Marae, Anniversary Cake	27,885.00
Incidentals such as drinking cups, napkins, liquor license, drinking water etc	
wristbands for security, notebooks for workshops and other items not covered	
*currently fundraising to achieve the balance	
FOTAL	27,885.00

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

Funding Source	Amount	Approved
Nil	Nil	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
Nil	Nil	Y / N
		Y / N
· · · · · · · · · · · · · · · · · · ·		Y / N
· · · · · · · · · · · · · · · · · · ·		Y / N

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Local Grant Application Form

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 Reo Piriwiritua Brass Band

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

Signatory One

Signatory Two

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 920 029

A2686814 (version Sept 2018)

Local Grant

Application Form

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

Application No. KHCB00011 From SMC Events Ltd on behalf of Sanitarium Form Submitted 21 Aug 2024, 11:01AM 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 <u>Community Grant Policy</u> 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 of pending approval for this project (minimum 50%)
- Programme outline (if applying for operating costs)
- A health and safety plan.

Applicant details

Applicant *

SMC Events Ltd on behalf of Sanitarium



Page 1 of 9

Application No. KHCB00011 From SMC Events Ltd on behalf of Sanitarium Form Submitted 21 Aug 2024, 11:01AM NZST

Contact details

Contact Person One: Contact Person Two:



Purpose of organisation

Please briefly describe the purpose of the organisation *

To provide a non-competitive event promoting physical activity for 5-15 year olds, delivered in a fun way to encourage participation, peer support, and a sense of achievement.

Number of Members *

We have a team of 8 event staff

Project Details

* indicates a required field

Project Details

Clearly describe the project or event:

Name of Activity * Sanitarium Weet-Bix Kids TRY CHALLENGE

Location * Location, date/time TBC in collaboration with Kaikohe-Hokianga Community Board and Sport Northland

Page 2 of 9

Application No. KHCB00011 From SMC Events Ltd on behalf of Sanitarium Form Submitted 21 Aug 2024, 11:01AM NZST

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 *

01/10/2024 Must be a date.

End Date *

31/05/2025 Must be a date.

Time During school hours

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:

The Sanitarium Weet-Bix Kids TRY CHALLENGE is a three week, nationwide programme that encourages Kiwi kids aged 5-15 years old to get active and have fun, as they work towards achieving a physical activity goal and earning their Champions medal and TRYathlon t-shirt. The goal for our Northland TRY CHALLANGE in School events is to successfully hold a school event across two of the boards, working alongside Sport Northland and its Healthy

Active Learning team to identify one school from each of the wards as recipients for the 2024-2025 season. With a combined total attendance of 600 plus students. Free of charge to the schools and participants.

TRY CHALLENGE in Schools sees the TRYathlon delivery team planning and delivering an event for a Host school and guest schools it may invite. Healthy Active Learning teams from Regional Sports Trusts in most regions work alongside the TRYathlon team to engage and plan the event day with the Host school.

Participation helps to build resilience and a balanced hauora; vital for the personal development of our tamariki. Participants feel a sense of achievement, boost in self-esteem and confidence, inspire others, achieve personal growth, form positive activity habits, and connect the school community.

"TRY SEASON" defined as October 2024 through to May 2025.

Project Cost

* indicates a required field

Page 3 of 9

Application No. KHCB00011 From SMC Events Ltd on behalf of Sanitarium Form Submitted 21 Aug 2024, 11:01AM NZST

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
- \bullet 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.		
Rent/Venue Hire	\$	\$	No files have been uploaded	
Advertising/Promotio n	\$1,274.00	\$	No files have been uploaded	
Facilitation/Profession al Fees	\$328.00	\$	No files have been uploaded	
Administration	\$	\$	No files have been uploaded	
Equipment Hire	\$837.00	\$	No files have been uploaded	
Equipment Purchase	\$	\$	No files have been uploaded	
Utilities	\$	\$	No files have been uploaded	
Hardware (e.g ce- ment, timber)	\$	\$	No files have been uploaded	
Consumable materi- als	\$136.00	\$	No files have been uploaded	
Refreshments	\$	\$	No files have been uploaded	
Travel/Mileage	\$647.00	\$	No files have been uploaded	
Volunteer Expenses Reimbursements	\$	\$	No files have been uploaded	

Page 4 of 9

Application No. KHCB00011 From SMC Events Ltd on behalf of Sanitarium Form Submitted 21 Aug 2024, 11:01AM NZST

Other (wages/salary)	\$5,734.00	\$	No files have been uploaded
Other (volunteers)	\$364.00	\$	<i>No files have been uploaded</i>
Other (security)	\$437.00	\$	<i>No files have been uploaded</i>
TRY CHALLENGE Kit plus t-shirt, medal etc x 600@\$15/child	\$9,000.00	\$5,000.00	<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? *

\$18,765 Must be a dollar amount.

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

\$5,000 Must be a dollar amount.

Financial Information

* indicates a required field

Is your organisation registered for GST? * ● Yes ○ No

GST Number

GST Number * 87661520

Current Funding

How much money does your organisation currently have? * \$1.00 Must be a dollar amount.

How much of this money is already committed to a specific purpose? * \$1.00 Must be a dollar amount.

Page 5 of 9

Kaikohe-Hokianga Community Grants Fund 2024-2025 Local Grant Application Form Application No. KHCB00011 From SMC Events Ltd on behalf of Sanitarium

Form Submitted 21 Aug 2024, 11:01AM NZST

Tagged Funds

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

Purpose	Amount
	Must be a dollar amount.
	\$
	\$
	\$
	\$
	\$

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.	
	\$	
	\$	

Previous Funding from FNDC

Have you previously received funding from FNDC? * ${\ensuremath{\textcircled{}}}$ Yes ${\hfill{}}$ No

Previous Funding from FNDC

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
TRY CHALLENGE in Schools event Te Hiku Board	\$3,000.00	28/08/2023	Yes

Page 6 of 9

Application No. KHCB00011 From SMC Events Ltd on behalf of Sanitarium Form Submitted 21 Aug 2024, 11:01AM NZST

TRY CHALLENGE in	\$5,000.00	29/08/2023	Yes
Schools event Kaikoh			
e-Hokianga Board			

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)

SMC Events Ltd on behalf of Sanitarium

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 out 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)
- \bullet a regularly maintained and current cashbook or electronic equivalent
- \bullet A person responsible for keeping the financial records of the organisation
- A regularly maintained tax record (if applicable)

Page 7 of 9

Application No. KHCB00011 From SMC Events Ltd on behalf of Sanitarium Form Submitted 21 Aug 2024, 11:01AM NZST

- A regularly maintained PAYE record (if applicable)
- The funding and its expenditure shown as sperate entries in the cash book or as a note o the accounts
- 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).
- 10To 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



Page 8 of 9

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 <u>Community Grant Policy</u> 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 <u>www.fndc.govt.nz</u>
- 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 we're happy to help.

• Send your completed form to funding@fndc.govt.nz or to any Council service centre The following <u>must</u> be submitted along with this application form:

- Quotes (or evidence of costs) for all items listed as total costs on pg 3
- Most recent bank statements and (signed) annual financial statements
- Programme/event/project outline
- □ A health and safety plan
- □ Your organisation's business plan (if 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 d	etails		
Organisation	The Centre at Kerikeri Limited	Number of Members	30,000 users
Postal Address			
Physical Address			
Contact Person			
Phone Number			
Email Address			
Please briefly de	escribe the purpose of the organisation.		

The Turner Centre is a multi-purpose community hub and performing arts centre based in Kerikeri that serves the Far North. We connect our community with creativity and culture.

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A2686814 (version Sept 2018)

Loca	al Grant
Applicat	tion Form
	•
Project Deta	ails
Vhich Communi	ity Board is your organisation applying to (see map Schedule A)?
	Te Hiku 🖾 Kaikohe-Hokianga 🔲 Bay of Islands-Whangaroa
Clearly describe	the project or event:
lame of Activity	Kaikohe West School trip to 'Children are Stinky' Date 14 November 2024
ocation	The Turner Centre, Kerikeri Time 100pm-2.00pm
Vill there be a cha	arge for the public to attend or participate in the project or event?
f so, how much?	
Outline your acti	ivity and the services it will provide. Tell us:
genuine belly la	ning show by Circus Trick Tease contains high-calibre circus, a rocking soundtrack and aughs. The show has delighted children around the world. The Turner Centre's vision is to ki from across the Far North to participate in high-quality arts and cultural experiences.
	ed funding from the Australian High Commission and Lottery Northland Community to stage
	for tamariki. However, transport is a barrier for many schools in the Far North. We have
offered 55 free t	tickets to Kaikohe West School, but the school requires funding support for a bus to bring
	ikeri. This application to the Community Board is for a grant for a return bus from keri to enable 55 ākonga and their kaiako from Kaikohe West School to attend 'Children are
Stinky' at the sh	now at the Turner Centre (the bus can bring 45 people , the aim is that the other 10 come in
cars). Participar	ants will benefit by having access to a high-quality creative experience. 'Children are Stinky'
challenges child	dren to step on stage and prove themselves worthy, smart, coordinated, and imaginative
	performers, resulting in wonderful interaction and an audience of proud tamariki. The show has see and critics across the world. Edinburgh Fringe gave it 5 stars "Holds the whole tent
spellbound" and	d Planetarts called it "exceedingly funny." We believe our Far North tamaraki should have
equal access to	o world-class arts and cultural experiences and we hope that you can help make this
	ilable to tamaraki from Kaikohe West School.
	Memorial Ave, Kaikohe 0440 Private Bag 752, Kaikohe 0440 funding@fndc.govt.nz Phone 0800 920
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Local Grant

Application Form

Project Cost

Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.

<u>Total Cost</u> - provide the **total** amount of the estimated quoted cost against the appropriate item.

<u>Amount Requested</u> - 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		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Bus Kaikohe-Kerikeri 55 tickets @ \$13 per ticket	\$404 \$715	\$404
TOTALS	\$1119	\$404

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

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Local Grant Application Form					R
Financial Information					
Is your organisation registered for GST?	🛛 Yes	🗆 No	GST Numb	ber	89-116-198
How much money does your organisation c	currently hav	ve?	[Bal	ancing loan and reserves
How much of this money is already commit	ted to specif		s? [com	surplus reserves will be nitted to Revitalisation & venation Project

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

Purpose	Amount
N/A	
TOTAL	

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

Funding Source	Amount	Approved
55 x free tickets @ \$13 per ticket - funded by	\$715	Yes / Pending —
Lottery grant to Turner Centre		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
Brew of Islands	\$3500	April 2024	Y / <u>N</u>
Community Kapa Haka	\$3200	March 2024	Y /N
Reuben Rameka Concert	\$2,900	Nov 2023	Y / N-
Trouble in Paradise Exhibition	\$3,000	June 2023	Y / N -

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Local Grant

Application Form

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)

The Centre at Kerikeri Limited

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

Signatory One Signatory Two Www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 920 029

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Local Grant

Application Form



We agree to the following conditions if we are funded by Local Community Grant Funding:

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- 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

Local Grant	Kerikeri@arvica Centre
A secold and the second	5 JUL 2024
Application Form	
Instructions	
Please read carefully:	
 application if you have the information y Please see Section 1 of the <u>Community</u> All applications are to be submitted 15 c 	
 Incomplete, late, or non-complying ap Applicants who have failed to complete years are not eligible for funding. 	oplications will not be accepted. a Project Report for previous funding granted within the last five re not sure of, please contact the Community Development team
	<pre>@fndc.govt.nz or to any Council service centre s application form:</pre>
Most recent bank statements and (sig	10
 Programme/event/project outline 	nea) annuar manciar statements
☐ A health and safety plan	
□ Your organisation's business plan (if a	applicable)
□ If your event is taking place on Counc	il land or road/s, evidence of permission to do so
☑ Signed declarations on pgs 5-6 of this	
Applicant details	
Organisation Northern Community	Family Service Number of Members 12
Postal Address	
Physical Address	
Contact Person	
Phone Number	
Email Address	
Please briefly describe the purpose of the orga	nisation.

 Financial mentioning, aductacy and whenau

 Support Sciuces

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	ls			
Which Communit	/ Board is your org	anisation applying to (see n	nap Schedule A)?	
	Te Hiku	🗹 Kaikohe-Hokianga	□ Bay of Island	ds-Whangaroa
Clearly describe t	he project or event:			
Name of Activity Location	Financia)	Menteringa	Time	Mon-Friday 8.30-12.30
Will there be a cha	ge for the public to a	attend or participate in the pro	ject or event?	Ves No Other
f so, how much?				
Outline your activ	ity and the services	s it will provide. Tell us:		
		activity and how; and age of activities and experienc	ces available to the co	mmunity.
See	atlached	sheet		

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(version Sept 2018)

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

The communities that live within the Community Board areas will benefit from our agency continuing to do its mahi, along with those living outside those specific areas.

We provide a free holistic wrap around service.

We work with clients to feel confident and independent to run their financial affairs by using education, support and advocacy. Financial hardship is something which seriously affects people's lives and impacts on their mental wellbeing. Those who continually receive calls and mail from those they owe money too are more likely to hide from their commitments and withdraw from life in many ways. We hear from many clients that coming to work with a financial mentor has meant such a relief for them, and often their families, to not only meet their problems head on but to work with the financial mentor who advocates and negotiates on their behalf. We have had close to 800 clients so far this year. We have been operating for some 23 years and have clients who will seek our services whenever they need help.

Our whanau support area was something which we assessed as being very necessary as clients who came for financial concerns often had other areas in their life where they needed support or assistance. This area of our work has continued to grow. We have an experienced staff member to work with these clients. We have assisted clients in the Family and Criminal Courts; even supervising access to allow clients to see their children. We refer to other resources within the community for areas like addiction and mental health and Police or at any time it is appropriate to do so.

We currently have two trainee financial mentors who are undertaking the FinCap Training. One of our current employees has trained to be a FinCap Supervisor so that we can support our trainees. One of those trainees will also work in whanau support.

We work in collaboration with Kairos Connection Trust who operates the Foodbank by distributing food parcels on their behalf. This enables the Foodbank to spend resources on food rather than having people available each day to distribute the food parcels. Of course, we are then connecting with those who need food parcels; they can connect with us should they require financial mentoring or whanau support. This is a great addition to the wrap-around service that we already provide.

Being financially healthier along with having support in the areas to address and support emotional wellbeing aids the community by creating a happier and healthier environment and lifestyle for those who reside in the community. If resources within the community are available, professional and accessible, the members of the community and the community in general are more likely to succeed.

He Ringa Awhina - "A helping hand" - is the foundation of the mahi that we do. Our aim is for all to enjoy, experience and celebrate the richness that the Far North offers to those who live here.

We refer to Pie Charts and Letters of Support attached.

Special Note:

Last year our Practice Manager/Administrator was in ICU on life support and again in Auckland Hospital having a lung resection along with the time needed for recovery. Unfortunately, this meant normal funding applications could not be submitted within the specific time frames. Funding has become more difficult over these last few years as we are sure you are aware of. Northern Community Family Service is struggling now. We are, however, dedicated to the community and the work we do. Staff are currently working unpaid, so we do not let our clients down. We are doing everything possible to remedy this situation.

Between the ICU visit and the operation at the end of the year, Board Members did apply to Pub Charities which was successful for wages and operation expenses. Unfortunately, due to our staff member then having to have the operation and her general health not being as it should and time off work this meant, we did not spend the expected wages amount as well as some office expenses being less as well. The Gaming Act does now allow an extension of time for the funding to be spent and we had to pay back the unspent amount. (see bank statement attached)

Please feel free to contact our Chairperson for any further information needed. David Senior is also happy to speak to our application in person.

Local Grant Application Form

Project Cost

Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.

<u>Total Cost</u> - 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	5,750.00	1437.50
Advertising/Promotion	~, ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)	3300.00	825.00
Equipment Hire	2,200 00	
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	4,000.00	00.00
Consumable materials (craft supplies, books)		
Refreshments	200.00	50.00
Travel/Mileage	2.000.00	500.00
Volunteer Expenses Reimbursement	500.00	125.00
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	\$15,750.00	\$ 3.937.50

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

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Local Grant Application Form				R
Financial Information				
Is your organisation registered for GST?	□ Yes	🗆 No	GST Number	r
How much money does your organisation c	urrently hav	re?	4	52,157.70
How much of this money is already committ	ed to specif	ïc purposes	?	52 157,70

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

Purpose	Amount
Utilities & Operating expenses	\$2,157.70
(staff ge not being paid)	
TOTAL	\$2,157.70

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

Funding Source	Amount	Approved
One Foundation nz	\$13787.51	Yes Pending
COGS	5000000	Yes / Pending
Lolterles	\$25000.00	Yes / Pending
MDC Bey of Islands-Whengeroa	\$3 937.50	Yes / Pending
3 3		Yes / Pending

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

	Purpose	Amount	Date	Project Report
Rer	4	\$5,000	2020	N / N
Rent, C	perstion costs x			Y/N
	Romation	\$5,000	2021	(Y)/N
Financial	Metorn/wharan	\$5,000	2022	V/N 5
www.fndc.govt.nz Memorial Ave, Kaikohe 0440 Private Bag 752, Kaikohe 0440 funding@fndc.govt.nz Phone 0800 920 029				
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Local Grant Application Form



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)



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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- 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.
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- 6. We have the following set of internal controls in place:
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 - 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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Local Grant

Application Form



We agree to the following conditions if we are funded by Local Community Grant Funding:

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- 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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- 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.

Name						
Postal Address	; [
Phone Number	·					
Signature	ł					
Signatory T	w					
Name						
Postal Address						
Phone Number						
Signature						
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Signatory One

7.3 PROJECT FUNDING REPORTS

File Number:	A4868742
Author:	Kathryn Trewin, Funding Advisor
Authoriser:	Scott May, Manager - Stakeholder Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

Recipients of funds from the Community Board's Local Grant Fund must complete and submit a project report no later than two months after the completion of their project.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board note the project reports received from:

- a) Hokianga Community Education Trust
- b) Hokianga Bowling Club
- c) Kohukohu Community Library
- d) Momentum Charitable Trust
- e) Ngā Mahi Toi o Horeke
- f) Rawene Golf Family Fun Day
- g) SMC Events Kids Try Series
- h) Volunteering Northland

1) TĀHUHU KŌRERO / BACKGROUND

Clause 15 of the Community Grant Policy states that: "At the completion of a project that received community funding, recipients are required to complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years."

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Copies of the project reports are attached for the Board's information. Should Board members have concerns or issues with these reports, these should be discussed at this part of the meeting.

TAKE TUHOTUNGA / REASON FOR THE RECCOMENDATION

To receive the project reports from funding applicants in accordance with the Community Grant Policy.

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

There are no financial implications or budgetary requirements.

ĀPITIHANGA / ATTACHMENTS

- 1. Hokianga Community Education Trust A4868724 🗓 🛣
- 2. Hokianga Bowling Club A4868718 🗓 🛣
- 3. Kohukohu Community Library A4868719 👲 🖾
- 4. Momentum Charitable Trust A4868727 🗓 🛣
- 5. Nga Mahi Toi o Horeke A4868725 🗓 🛣
- 6. Rawene Golf Family Fun Day A4868722 🗓 🛣
- 7. SMC Events Kids Try series A4868729 1

8. Volunteering Northland - A4868715 😃 🛣

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 <u>Council's</u> <u>Significance and Engagement Policy</u>	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.	It is the responsibility of each Community Board to confirm the funding that they allocated has been spent correctly.
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.	There are no implications on Māori in confirming the project reports. Any implications on Māori arising from matters included in project reports should be considered as part of the relevant report.
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).	This report is asking for the project reports to be approved, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

P	Far North District Council	Project Report COMMUNITY GRANT FL	JND - LOCA	L
Communi received	ity Grant Policy, to submi	at received community funding, red it a Project Report to the Commun after the completion of the project	nity Board. Proje	ct Reports are to be
Applicants	s who fail to provide a project	report within the required time will not	be considered for f	uture funding.
Funding A	Advisor District Council Private	o: <u>funding@fndc.govt.nz</u> PDF attachn	nent via email is p	oreferred) OR:
		ga Community Education; blication of a book		
Date of	project/activity:2024			
Which C	community Board did yo	u receive funding from?		
	Te Hiku	× Kaikohe-Hokianga	Bay of Is	lands-Whangaroa
Please g	give details of how the m	as approved:August, 2023 noney was spent: nd the funding you received from the Co tatements to show proof of expenditure	ommunity Board m	ust be accounted for
Suppli	er/Description		Şamount	Receipt/s attached (please tick)
Roger S	teele for editing, design and	d layout	\$3450	x
			\$	
			\$	
			\$	
		Total:	\$3450	

Give a brief description of the highlights of your project including numbers participating:

This grant funded part of the overall project to publish a new book by local author, Susy Pointon. When published, there will be 200 copies available

Describe the main findings in your evaluation of the project/event; describe how your project/ event benefited the community:

This has yet to happen, but the benefits are quite wide. As a locally-published book, it enhances the reputation of Hokianga, promotes our area and puts some funds into local activities such as festivals and operating costs of HCET.

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

Once the book is published, we will do this.

If you have a Facebook page that we can link to please give details:

This report was completed by:



Far North Project Repo		
District Council COMMUNITY GRANT I	-UND - LOCAL	
At the completion of a project that received community funding, in Community Grant Policy, to submit a Project Report to the Communice received no later than two months after the completion of the project months of the funding being spent.	nunity Board. Project F	Reports are to be
Applicants who fail to provide a project report within the required time will ne	ot be considered for future	e funding.
Please return the completed form to: funding@fndc.govt.nz PDF attact Funding Advisor Far North District Council Private Bag 752 KAIKOHE 0440	hment via email is prefe	erred) OR:
Name of organisation: Hokianga Bauling	Club Inc.	
Name & location of project: Rebuild Ditch Dr	ams + Surv	ounding y
Name & location of project: <u>Rebuild Ditch Dr</u> Date of project/activity: <u>02-07-2024</u> - 19-1	07-2024 h	leather 4
Which Community Board did you receive funding from?		
	Bay of Island	is-whangaroa
Amount received from the Community Fund:		
Board meeting date the grant was approved: Februa	14 2024	
Please give details of how the money was spent: • Your contribution to the project and the funding you received from the	Community Board must b	
Please give details of how the money was spent:	Community Board must b	funds. Receipt/s attached
Please give details of how the money was spent: Your contribution to the project and the funding you received from the Attach supplier receipts or bank statements to show proof of expendition Supplier/Description	Community Board must b ure of Community Board i \$amount	funds. Receipt/s
Please give details of how the money was spent: Your contribution to the project and the funding you received from the Attach supplier receipts or bank statements to show proof of expendition 	Community Board must b ure of Community Board t \$amount	funds. Receipt/s attached
Please give details of how the money was spent: Your contribution to the project and the funding you received from the Attach supplier receipts or bank statements to show proof of expendition Supplier/Description	Community Board must b ure of Community Board t \$amount \$ 3, 000	funds. Receipt/s attached
Please give details of how the money was spent: Your contribution to the project and the funding you received from the Attach supplier receipts or bank statements to show proof of expendition Supplier/Description	Community Board must b ure of Community Board t Samount \$ 3, 000 \$	funds. Receipt/s attached
Please give details of how the money was spent: Your contribution to the project and the funding you received from the Attach supplier receipts or bank statements to show proof of expendition Supplier/Description	Community Board must b ure of Community Board t Samount \$ 3, 000 \$ \$	funds. Receipt/s attached
Please give details of how the money was spent: Your contribution to the project and the funding you received from the Attach supplier receipts or bank statements to show proof of expendition Supplier/Description	Community Board must b ure of Community Board t Samount \$ 3, 000 \$ \$	funds. Receipt/s attached
Please give details of how the money was spent: Your contribution to the project and the funding you received from the Attach supplier receipts or bank statements to show proof of expendition Supplier/Description	Community Board must b ure of Community Board t Samount \$ 3, 000 \$ \$	funds. Receipt/s attached
Please give details of how the money was spent: Your contribution to the project and the funding you received from the Attach supplier receipts or bank statements to show proof of expendition Supplier/Description	Community Board must b ure of Community Board t Samount \$ 3, 000 \$ \$	funds. Receipt/s attached
Please give details of how the money was spent: Your contribution to the project and the funding you received from the Attach supplier receipts or bank statements to show proof of expendition Supplier/Description	Community Board must b ure of Community Board f Samount \$ 3, 000 \$ \$ \$ \$	funds. Receipt/s attached
Please give details of how the money was spent: • Your contribution to the project and the funding you received from the • Attach supplier receipts or bank statements to show proof of expenditu Supplier/Description CQCEArthScapes	Community Board must b ure of Community Board f Samount \$ 3, 000 \$ \$ \$ \$	funds. Receipt/s attached
Please give details of how the money was spent: • Your contribution to the project and the funding you received from the • Attach supplier receipts or bank statements to show proof of expenditu Supplier/Description CQCEArthScapes	Community Board must b ure of Community Board f Samount \$ 3, 000 \$ \$ \$ \$	funds. Receipt/s attached
Please give details of how the money was spent: • Your contribution to the project and the funding you received from the • Attach supplier receipts or bank statements to show proof of expendite Supplier/Description CQC Earth scapes	Community Board must b ure of Community Board f \$ 3,000 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	funds. Receipt/s attached
Please give details of how the money was spent: • Your contribution to the project and the funding you received from the • Attach supplier receipts or bank statements to show proof of expendit Supplier/Description C 2 C Earth scapes	Community Board must b ure of Community Board f \$ 3,000 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	funds. Receipt/s attached
Please give details of how the money was spent: • Your contribution to the project and the funding you received from the • Attach supplier receipts or bank statements to show proof of expendite Supplier/Description CQC Earth scapes	Community Board must b ure of Community Board f \$ 3,000 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	funds. Receipt/s attached

Give a brief description of the highlights of your project including numbers participating:

By renewing the Dignignis of your project including numbers participating: By renewing the Dignis on Plinthe Surrounding the perimeter of the Barling Green this will give out 100 year old Club may more years of Green Lite.

Describe the main findings in your evaluation of the project/event; describe how your project/ event benefited the community:

Increased Bowls participation.

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

If you have a Facebook page that we can link to please give details:

This report was completed by:	
Name:	
Addres	
Phone	
Email:	

	kohukohu community lib	orary book purchase		
	Far North District Council	Project Report COMMUNITY GRANT FL	JND - LOCAL	F0080402
1 5 MAY 2024	Community Grant Policy, to subn	nat received community funding, recip nit a Project Report to the Communi s after the completion of the project o	ty Board. Project Rep	orts are to be
(general)	Applicants who fail to provide a proje	ect report within the required time will not I	be considered for future	funding.
	Please return the completed form Funding Advisor Far North District Council Private Bag 752 KAIKOHE 0440	to: funding@fndc.govt.nz PDF attachm	nent via email is prefer	red) OR:
	Nome of ergeniections	Kohukohu Co	and the la	hand
	Name of organisation:		munity L	Book Rich
	Date of project/activity:	Kohukohu	to May	
		ongoing	to woul	2024
	Which Community Board did y	you receive funding from?		
	Te Hiku	Kaikohe-Hokianga	Bay of Islands-W	hangaroa
	Amount received from the Cor	mmunity Fund: \$1, 000		
	Board meeting date the grant	1	2023	
		Theory and a second s		
		money was spent. and the funding you received from the Co k statements to show proof of expenditure		
	Supplier/Description	《学生作》	\$amount	Receipt/s attached (please tick)
	W- Makiha	book	\$ 30-	See
	Wheelers	Books	\$ 581-22	bank
	Paperplu	s Books	\$ 449-10	Statement
			\$	attached.
	· · · · · · · · · · · · · · · · · · ·	Total:	\$ 1030-32	

	members
(approx izo) to access a	new
vange of books.	
Private Bag 752, Memorial Ave, Kaikahe 0400, New Zealand, Freephone: 0800 920	029,

Describe the main findings in your evaluation of the project/event; describe how your project/ event benefited the community:

books a new vange of at Access b t otherwise at

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

accr volledaa Was OL

If you have a Facebook page that we can link to please give details:

This report was completed by: Patricia Lynne Stewart



Far North District Council com	Project Report MUNITY GRANT FL	JND - LOCAL	
At the completion of a project that received no later than two months after the months of the funding being spent.	ject Report to the Commun	nity Board. Project Re	eports are to be
Applicants who fail to provide a project report w	vithin the required time will not	be considered for future	funding.
Please return the completed form to: fundir Funding Advisor Far North District Council Private Bag 752 KAIKOHE 0440	<mark>ig@fndc.govt.nz</mark> PDF attachn	nent via email is prefer	red) OR:
Name of organisation: _Momentum Charit	able Trust		
Name & location of project: _Life and fina	ancial skills programmes at the Ka	aikohe and Kaitaia Probati	on Centres.
Date of project/activity:Kaikohe - Saturd	ay 22nd June 2024 and Kaitaia -	Friday 12th July 2024	
Which Community Board did you recei	ve funding from?		
X Te Hiku	Kaikohe-Hokianga	Bay of Islands	-Whangaroa
Amount received from the Community	Fund: \$ 4,415.00		
Board meeting date the grant was app	roved: 23rd April 2024		
Please give details of how the money w	vas spent:		
 Your contribution to the project and the fu Attach supplier receipts or bank statemen 			
Supplier/Description		\$amount	Receipt/s attached (please tick)
1 x Life101's 1-day 'Money&Me' programme a	t the Kaikohe Probation Centre.	\$ 2,145.00	\checkmark
1 x Life101's 1-day 'Money&Me' programme a	t the Kaitaia Probation Centre.	\$ 2,270.00	\checkmark
		\$	
		\$	
		+ 4 445 oc	
	Total:	\$ 4,415.00	

Give a brief description of the highlights of your project including numbers participating

Kaitaia Probation (Friday, 12th July 2024): The Money&Me programme had five male participants aged 26-54, comprising 60% Maori and 40% NZ/European. Participants experienced significant improvements in financial literacy and confidence, gaining knowledge in saving money, creating personal budgets, understanding spending habits, and the importance of retirement savings. They also enhanced their understanding of key financial terms, tax, financial statements, high-interest loans, and the value of wills and trusts. The clear explanations and practical advice provided were highly appreciated, with participants eager to apply their new skills to improve their financial habits and decision-making.

Kaikohe Probation (Saturday, 22nd June 2024): The Money&Me programme saw five male participants aged 18-54, with 60% Maori and 40% NZ/European. Participants showed substantial improvement in understanding and motivation regarding key financial concepts such as saving money, creating personal budgets, and managing debt. They also gained a better grasp of financial terms, tax, financial statements, high-interest loans, and the role of wills and trusts. The engaging and relatable mentoring style was highly praised, and participants left feeling empowered to manage their finances better, set career goals, and even start new businesses.

Both programmes effectively engaged participants, providing them with essential financial skills and fostering a positive outlook on their financial futures.

Describe the main findings in your evaluation of the project/event; describe how your project/ event benefited the community:

The Money&Me programmes have had a profound impact on the community by empowering individuals with essential financial skills. By improving financial literacy and confidence among participants, the programme has contributed to:

Economic Stability: Participants are now better equipped to manage their finances, reduce debt, and save for the future, contributing to greater economic stability for themselves and their families.

Personal Empowerment: The programme has given individuals the tools and confidence to take control of their financial lives, leading to increased self-reliance and independence.

Community Well-being: Financial stress can have a detrimental effect on overall well-being. By alleviating some of this stress, the programme has contributed to the mental and emotional well-being of participants.

Future Planning: With a better understanding of financial planning, participants are more likely to make informed decisions that benefit their long-term financial health, including retirement planning and investing in their futures.

Ripple Effect: The knowledge and skills gained by participants are likely to be shared with family members and friends, spreading the benefits of the programme throughout the community.

Overall, the Money&Me programme has not only enhanced the financial capabilities of individual participants but has also contributed to the broader goal of creating financially literate and empowered communities.

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

The Local Board logo was prominently displayed when handing out the participant certificates, ensuring that the community was aware of the Local Board's support and contribution to the Money&Me programme. Social media posts on featured acknowledgements of the Local Board's support, including updates on the programme's progress, participant testimonials, and event highlights, all accompanied by the Local Board logo. Members of the Local Board were invited to attend the programmes to see the activities in action, interact with participants, and hand out certificates. The debrief reports sent to the Department of Corrections also highlighted that the Local Board funded the project, reinforcing their crucial role. We have attached these debrief reports for the board's perusal, along with the social media posts for each programme that acknowledge the Local Board's support.

If you have a Facebook page that we can link to please give details:

Momentum https://www.facebook.com/momentumcharitabletrust/ Life101 https://www.facebook.com/Life101NZ/

This report was completed by:

District Council	COMMUNITY GR	ANT FUND - LOCAL	
the completion of a project to community Grant Policy, to sub- ceived no later than two month conths of the funding being spent.	mit a Project Report to the	e Community Board. Project	Reports are to
plicants who fail to provide a proje	ect report within the required tir	me will not be considered for fut	ure funding.
ease return the completed form nding Advisor Ir North District Council Private ag 752 AIKOHE 0440	to: funding@fndc.govt.nz PE	DF attachment via email is pre	eferred) OR:
ame of Organisation: Nga ame & location of project: + ate of project/activity: 29/06/2	loreke Hall		
hich Community Board did y	ou receive funding from	?	
Te Hiku	× Kaikohe-Hokiang	ga 🛛 🗌 Bay of Isla	nds-Whangaroa
mount received from the Cor pard meeting date the grant ease give details of how the	was approved: February		
pard meeting date the grant	was approved: February money was spent: and the funding you received	2024	rd funds. Receipt/s attached
pard meeting date the grant ease give details of how the Your contribution to the project Attach supplier receipts or bank	was approved: February money was spent: and the funding you received a statements to show proof of	2024 from the Community Board mus expenditure of Community Boar	rd funds. Receipt/s attached
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ease give details of how the Your contribution to the project Attach supplier receipts or bank Supplier/Description Entertainment (Max Crochrane B Tables (Waipapa warehouse)	was approved: February money was spent: and the funding you received a statements to show proof of	2024 from the Community Board mus expenditure of Community Boar \$amount \$1800 \$543.20	rd funds. Receipt/s attached
ease give details of how the Your contribution to the project Attach supplier receipts or bank Supplier/Description Entertainment (Max Crochrane B Tables (Waipapa warehouse) Hall Hire Food & Drinks	was approved: February money was spent: and the funding you received a statements to show proof of	2024 from the Community Board mus expenditure of Community Board \$amount \$amount \$1800 \$543.20 \$350.00 \$315.69	rd funds. Receipt/s attached
ease give details of how the Your contribution to the project Attach supplier receipts or bank Supplier/Description Entertainment (Max Crochrane B Tables (Waipapa warehouse) Hall Hire Food & Drinks Photocopy (Kaikohe Library)	was approved: February money was spent: and the funding you received a statements to show proof of	2024 from the Community Board mus expenditure of Community Boar \$amount \$1800 \$1800 \$543.20 \$350.00 \$315.69 \$19.00	rd funds. Receipt/s attached
ease give details of how the Your contribution to the project Attach supplier receipts or bank Supplier/Description Entertainment (Max Crochrane B Tables (Waipapa warehouse) Hall Hire Food & Drinks Photocopy (Kaikohe Library) Mobil Kaikohe (Travel)	was approved: February money was spent: and the funding you received a statements to show proof of	2024 from the Community Board mus expenditure of Community Board \$amount \$amount \$1800 \$543.20 \$350.00 \$315.69 \$19.00 \$50.00	rd funds. Receipt/s attached
ease give details of how the Your contribution to the project Attach supplier receipts or bank Supplier/Description Entertainment (Max Crochrane B Tables (Waipapa warehouse) Hall Hire Food & Drinks Photocopy (Kaikohe Library) Mobil Kaikohe (Travel)	was approved: February money was spent: and the funding you received statements to show proof of a sand)	2024 from the Community Board muss expenditure of Community Board \$amount \$amount \$1800 \$1800 \$315.69 \$19.00 \$50.00 \$420.43	r d funds. Receipt/s
ease give details of how the Your contribution to the project Attach supplier receipts or bank Supplier/Description Entertainment (Max Crochrane B Tables (Waipapa warehouse) Hall Hire Food & Drinks Photocopy (Kaikohe Library) Mobil Kaikohe (Travel) UV Lights + Postage Bunnings (Timber for Panels)	was approved: February money was spent: and the funding you received statements to show proof of and) and) 80m + Postage	2024	rd funds. Receipt/s attached

Give a brief description of the highlights of your project including numbers participating:

A highlight for this project is everyone's enthusiasm, because of previous projects completed they are more confident to participate and are now more knowledgeable. 16x panels were completed, 14x Uku masks, 1x nikau mask and 6x Manu tukutuku.

Another highlight was when we were able to exhibit all the completed mahi at the Matariki ball, the work was outstanding, and each participant spent many hours working towards completion of their mahi.

We were also able to travel as a group to Kaikohe on two occasions to do our Uku (Clay masks) at Te Pu o Te Wheke Gallery. The group were able to make connections

Describe the main findings in your evaluation of the project/event; describe how your project/ event benefited the community:

The project started in the first week of March 2024, there were 33 active participants, although 7x did not follow through to the end because of other commitments.

Our event did not bring in the crowds we were expecting, so only a fifth of the tickets were sold, this did not deter us, but we did need to improvise to make our event work. All those that participated in creating the works also became the caterers and served our guests. We also decided to purchase tables for the Horeke hall instead of hiring, which will serve the community in future events. The Horeke Community Board in turn purchased the seating so we did not have to hire.

And Funding that was requested to pay our workshop facilitators, we were not able to pay. We did exhibit the mahi for a week for the community which did draw in some visitors.

The community benefits because the local people have an opportunity to work together, strengthening relationships and meeting new people. As Horeke is an isolated community it means a lot of people are isolated, this project brings people together no matter their age or ethnic group. Although we encourage Toi Māori, we also encourage individuals to express their own culture and themselves which makes for a colorful atmosphere.

Horeke is also a low economic community, with no work available and travelling out of town is expensive so the hope is to encourage creativity, which could lead to individuals finding and using skills to create extra income. Our future hope is to create an extension off Nga mahi Toi o Horeke with a website that has an online gallery and shop, so whanau and friends can purchase works available.

Other benefits include bringing other artists into the community, to share their skills and knowledge which draws others out of the woodwork, to be honest when we are at the hall it becomes the community hub and the town comes alive.

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

The Community Board was acknowledged on our Nga Mahi Toi o Horeke Facebook page as Sponsor, link below.

If you have a Facebook page that we can link to please give details:

https://www.facebook.com/groups/296874042020044

This report was completed by:



Far North Project Report District Council COMMUNITY GRANT F	UND - LOCAL	
At the completion of a project that received community funding, rec Community Grant Policy, to submit a Project Report to the Commun received no later than two months after the completion of the project months of the funding being spent.	ity Board. Project R	eports are to be
Applicants who fail to provide a project report within the required time will no	t be considered for fut	ure funding.
Please return the completed form to: <u>funding@fndc.govt.nz</u> PDF attachn Funding Advisor Far North District Council Private Bag 752 KAIKOHE 0440	nent via email is prefe	rred) OR:
Name of organisation:Rawene Golf Club		
Name & location of project: _ Hokianga Golf Fun Day 2024 at Raw	ene Golf course	
Date of project/activity:Saturday 13th March 2024		
Which Community Board did you receive funding from?		
Te Hiku 🕅 Kaikohe-Hokianga	Bay of Island	s-Whangaroa
Amount received from the Community Fund: \$1015 inclu GST (S	\$880 exclu GST)	
Board meeting date the grant was approved: May 2023 meeting	. P080518	
Please give details of how the money was spent:		
 Your contribution to the project and the funding you received from the Control of Attach supplier receipts or bank statements to show proof of expenditure 		
Supplier/Description	\$amount	Receipt/s attached (please tick)
Attached Expense Report	\$	
Hangi Meat for 120 people	\$ ^{680.00}	
Hangi ingredients shopping	\$ 195.00	
Sausage sizzle & water	\$ 80.00	
LPG gas x 3 bottles, Hangi cookers + BBQ	\$ 60.00	
inclu GST _{Total:}	\$ 1015.00	

Give a brief description of the highlights of your project including numbers participating:

We had 19 teams participating and supporters. A fun day of golf shared with whanau and friends of all ages and health & wellbeing of all in mind, while supporting whanau play golf and go and encouraging team participation and join a club ideals, with the fundraising proceeds of \$3030 going to the Rawene hospital

Describe the main findings in your evaluation of the project/event; describe how your project/ event benefited the community:

This successful event would not be complete without the support of the local golf club members, hospital staff, and the Hokianga community who generously donated towards prizes and raffles, without you guys the tournament could not have been possible. We really appreciated those who generously volunteered their time to the day.

Funding for this event was approved by The Hokianga-Kaikohe Community Board in 2023. However severe weather closed the Rawene Golf course. the funds were still available in 2024.

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

See attached;

- The 10th Hospital Golf Fun Day held in 2024, first held in 2011. Achievements include-
- 10 tournaments held since 2011
- Over 150 teams have played this event, 11 winning teams.
- Over 80 volunteers and 100 Sponsors have contributed to the 10 tournaments possible.
- Over \$20k funds have been donated to Rawene Hospital thus far.

Back in 2025

If you have a Facebook page that we can link to please give details:

Rawene Golf Club facebook

This report was completed by:

Far North Project Rej District Council COMMUNITY GRAN		NL
At the completion of a project that received community fundim. Community Grant Policy, to submit a Project Report to the Co eceived no later than two months after the completion of the pr nonths of the funding being spent.	mmunity Board. Proj	ect Reports are to b
Applicants who fail to provide a project report within the required time w	ill not be considered for	future funding.
Please return the completed form to: <u>funding@fndc.govt.nz</u> PDF at Funding Advisor Far North District Council Private Bag 752 KAIKOHE 0440	tachment via email is	preferred) OR:
Name of organisation: SMC Events Ltd on behalf of Name & location of project: Sanitarium Weet-Bix Kid	IS TRY CHALLE	NGE located in
Kaikohe-Hokianga region schools		
Date of project/activity: 12 & 13 May 2024		
Which Community Board did you receive funding from?	_	
Te Hiku X Kaikohe-Hokianga Amount received from the Community Fund: \$5,000 Board meeting date the grant was approved: 29 August 202 Please give details of how the money was spent:	23	
Te Hiku X Kaikohe-Hokianga Amount received from the Community Fund: \$5,000 Board meeting date the grant was approved: 29 August 202 Please give details of how the money was spent:	23 the Community Board n	nust be accounted for
Te Hiku X Kaikohe-Hokianga Amount received from the Community Fund: \$5,000 Board meeting date the grant was approved: 29 August 20 Please give details of how the money was spent: • Your contribution to the project and the funding you received from • Attach supplier receipts or bank statements to show proof of experi Supplier/Description	23 the Community Board n	nust be accounted for
Te Hiku X Kaikohe-Hokianga Amount received from the Community Fund: \$5,000 Board meeting date the grant was approved: 29 August 202 Please give details of how the money was spent: • Your contribution to the project and the funding you received from • Attach supplier receipts or bank statements to show proof of experience Supplier/Description Contribution to TRY CHALLENGE Kit plus t-shirt, medal, etc	23	nust be accounted for oard funds. Receipt/s attached
Te Hiku X Kaikohe-Hokianga Amount received from the Community Fund: \$5,000 Board meeting date the grant was approved: 29 August 20 Please give details of how the money was spent: • Your contribution to the project and the funding you received from • Attach supplier receipts or bank statements to show proof of experi Supplier/Description	23 the Community Board n Iditure of Community B \$amount	nust be accounted for oard funds. Receipt/s attached
Te Hiku X Kaikohe-Hokianga Amount received from the Community Fund: \$5,000 Board meeting date the grant was approved: 29 August 202 Please give details of how the money was spent: • Your contribution to the project and the funding you received from • Attach supplier receipts or bank statements to show proof of experience Supplier/Description Contribution to TRY CHALLENGE Kit plus t-shirt, medal, etc	23	nust be accounted for oard funds. Receipt/s attached
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Give a brief description of the highlights of your project including numbers participating:

The total number of students who participated over the two days in the Far North District Council was 881. For Kaikohe-Hokianga region, the total number of participating students was 762. The Host School was Kaikohe Christian School. Participating Schools were: Kaikohe Christian, Kaikohe East, Tautoro, Kaikohe Intermediate, Pakaraka, Moerewa, Kawakawa, Ohaeawai, Harvest and Kaikohe West Schools.

Social posts from schools below:





Private Bag 752, Memorial Ave, Kaikohe 0400, New Zealand, Freephone: 0800 920 029, Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz

Describe the main findings in your evaluation of the project/event; describe how your project/ event benefited the community:

The Kaikohe Christian School event at Landvart Park was the second year in a row this event has been held and opened up to schools in the Kaikohe region. This year the event was able to reach an additional 200 children from three more schools in the area than the previous year.

The family and community turnout was significant, with marquess being set up along the course and many attending to cheer their tamariki on throughout the morning. This event has become an annual event to the schools and children of Kaikohe, with many commenting that they are already looking forward to next years event.

We have received really positive feedback from the schools:

"Thank you again for another wonderful event" David Prickett, Kaikohe Christian School

"Amazing day, well organized" Janie Tairua, Kaikohe Intermediate School

Kawakawa School has also created this video - https://fb.watch/rVDDbZJjXW/

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

Please refer to PDF attachment for photos and additional information on the event. Community Board logos were displayed on Certificates – see below. MC Notes – announcement and acknowledgement of Te Hiku Community Board on the day: Welcome everyonel We are excited to hold a Weet-Bix Kids TRY Challenge In School event today. Thank you to Kaikohe-Hokianga Community board and Sport Northland for your helping hand... • Kaikohe-Hokianga Community board and Sport Northland is proud to be supporting schools with their TRY CHALLENGE • The Kaikohe-Hokianga Community board are committed to empowered and connected representation and delivering community wellbeing through creative partnerships. • The board is proud to be supporting schools with their TRY CHALLENGE Social posts

Event Day Certificate for all participants:



TRY CHALLENGE IN SCHOOLS A3 Poster:



If you have a Facebook page that we can link to please give details:

This report was completed by:



District Council COMMUNITY GRANT FU	JND - LOCAL			
At the completion of a project that received community funding, re- Community Grant Policy, to submit a Project Report to the Commu received no later than two months after the completion of the project months of the funding being spent.	nity Board. Project R	eports are to be		
Applicants who fail to provide a project report within the required time will not	be considered for future	funding.		
Please return the completed form to: <u>funding@fndc.govt.nz</u> PDF attachn Funding Advisor Far North District Council Private Bag 752 KAIKOHE 0440	nent via email is prefe	rred) OR:		
Name of organisation: Volunteering North	land			
Name & location of project: Voluntee	Ing Dor	thlanc		
Date of project/activity:2023 - Jun	e 30,2	024.		
Which Community Board did you receive funding from?	/			
x Te Hiku x Kaikohe-Hokianga	Bay of Islands	-Whangaroa		
Amount received from the Community Fund: $\frac{1}{1000}$				
Board meeting date the grant was approved: $) (M \ell_)$	2023 -			
 Please give details of how the money was spent: Your contribution to the project and the funding you received from the Co Attach supplier receipts or bank statements to show proof of expenditure 	ommunity Board must b a of Community Board fi	e accounted for unds.		
Supplier/Description	\$amount	Receipt/s attached (please tick)		
-	\$			
Profit + LOSS	\$			
attached	\$			
\$				
		5		
Total:	\$			



- A total of 12 individuals received first aid training, enhancing the health and safety capabilities of the
 organisations they volunteer or work at.
- This training contributes to better health and safety outcomes across the community and increases the capability of the organisations involved.
- 2. Volunteer Engagement:
 - There was a noticeable increase in the number of organisations listing volunteer roles, indicating a
 growing interest and trust in our services.
 - We saw a rise in referrals of individuals wanting to volunteer, suggesting heightened community engagement and willingness to contribute.
- 3. Securing Funding:
 - The growing interest in our services in both regions enabled us to secure funding for strategic planning workshops.
 - We also obtained funding for volunteer appreciation events, recognizing and valuing the contributions of volunteers.
- 4. Ongoing Support:
 - Our community connections coordinator regularly visits the region, providing consistent support both
 in-person and via telephone and online.

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

On our website and our newsletters https://volunteeringnorthland.nz/about#funders

We will also put it in our annual report at the end of this year (July 31st is year end)

If you have a Facebook page that we can link to please give details:

https://www.facebook.com/volunteeringnorthland



7.4 CHAIRPERSON AND MEMBERS REPORTS

File Number:A4536060Author:Melissa Wood, Community Board CoordinatorAuthoriser:Aisha Huriwai, Manager - Democracy Services

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The report provides feedback to the community on matters of interest or concern to the Community Board.

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board note the September 2024 member reports from Chair Chicky Rudkin and Deputy Chair Tanya Filia.

TE TĀHUHU KŌRERO / BACKGROUND

The Local Government Act 2002 Part 4 Section 52 states that the role of a Community Board is to represent, and act as an advocate for the interests of its community.

TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Community Boards are required to consider and report on any matters of concern or interest to the Community Board, maintain an overview of services provided to the community and communicate with community organisations and special interest groups within the community.

The reports from the Chairperson and Members provide information to community on these requirements. They also provide Request for Service (RFS) information on issues of interest or concern to the Community Board, providing a reference for further enquiry on the progress of the matters raised. The report from the Chairperson and members are attached.

Resource Consents have been emailed to community board members. Members have five days to send feedback in relation to a resource consent. Members will be expected to include these details in their member reports going forward.

REASON FOR THE RECOMMENDATION

The reason for the recommendation is to provide information to the Community on the work that has been undertaken by the Chairperson and Members on its behalf.

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

There are no financial implications or the need for budgetary provision as a result of this report.

NGĀ ĀPITIHANGA / ATTACHMENTS

- 1. KHCB Chair Rudkin Report August 2024 A4860904 🗓 🛣
- 2. KHCB Deputy Chair Filia Report August 2024 A4861055 🗓 🛣



Name: Chairperson Chicky Rudkin Subdivision: Kaikohe Date: 28 August 2024

Meetings Attended

Date	Meeting	Comments
2 August	Kaikohe Police Craig Johnson, KBA Linda Stokes, Leigh Ingle with Vaughan Whiu, Marcus Rogers, Adam Sneddon OT Mentors	Discussion regarding support for Vaughan Whiu to work on liaising with taggers in town to create further visual art around the town. Funding required to support Vaughan, possibility of wall of Police Station being an area he could work on. Discussion about finalising a letter to landlords/shop owners in town to do some "spring cleaning" of shop frontages/areas.
8 August	Kaikohe Placemaking - Cr Vujcich, FNDC Growth Planning & Placemaking staff	Discussion of Kaikohe Placemaking Summary - a collation of ideas from various documents outlining possible themes, local attractions, any challenges, desires and facts/figures Steering group to be established - first meeting 29th August to create Terms of Reference.

Community Issues

Issue name	Comment
NZTA RFS 4198265	Signage from Rawene Ferry to the State Highway intersection. Request has been escalated. This comes under NZTA responsibility. With NZTA Update: no noticeable change to signage in stated area
RFS Rahiri Settlement Road	RFS raised 4 th June in regard to the large potholes, deep ridges along the Rahiri Settlement Road from the bridge through to the end of the road at the creek. This I was advised was scheduled for grading this same week, update from Ventia sent to FNDC - Completed however in my opinion not to a satisfactory standard, still huge flooding across the road due to lack of drainage and pot holes remain or have resurfaced
RFS Kohukohu Rugby grounds mowing	Follow up has been shared with Community Member regarding the Kohukohu Rugby Grounds being included in the new mowing contract, Facilities Operations Team has confirmed that under the new contract mowing and lines marking of Kohukohu Domain will begin financial year 2 – July 2025 along with a number of others. Completed but mowing has not yet started
RFS 416034 related to 4178153	Rawiri Taiwhanga Park Plaque – alterations will be progressed following consultation with Hapu. Facilities to manage this asap, in my opinion is now urgent Update: Conversations continue regarding the current plaque and a future location where it can be displayed for historical purposes. A draft template for

	the new plaque has been prepared and feedback is being sought from hapu prior to this being made.
RFS 4203438	Fir trees up against fence on Recreation Road, including a large lump of soil/stone mix on pathway. Ventia have advised this has been completed. These trees are a part of the district wide tree assessment project that has been carried out - action pending the assessment outcomes expected to be determined by end of October.
RFS 4217825	Dirt pile near Fir trees along Recreation Road to be removed by Citycare along with trimming the tree overhanging the footpath. Date of completion scheduled by 20th September.
RFS 4203249	Broken garden frame outside The Left Bank Broadway, Kaikohe. Update sent to Community member explaining a delay in investigating due to prioritisation of work involved with transitioning the new community facilities contract. Given the time this RFS was initially lodged (January 2024) this explanation is frustrating. Request dispatched to City Care to build a new box around the tree. Update: Citycare have investigated and pricing for the job to be received and approved by FNDC.
RFS 4202662	Bus shelters project – Elizabeth Stacey met with Community Member to do site inspections, proposed 4 shelters due to road safety, 2 locations require a License to Occupy and Community Member will complete necessary applications and liaise with FNDC Property Legalisation staff. Once the shelters are in place appropriate signage will be added. Funding yet to be sourced for shelters. No further update
RFS 4203443	Large blue Kaikohe Sign on Guy Road is very dirty and hard to read, not at all welcoming as you enter our town. Update – Facilities advised delay on when this can be investigated due to new contractor transition period. No further update as yet

Other matters

- Bay of Islands Netball will be having their end of season final games on Saturday 30th August at Papa Hawaikii. The season has proven to be a huge success with an increased number of participants from across our ward.
- Papa Hawaikii is being well utilised by members across the Kaikohe Hokianga Ward most nights there is some type of community activity happening - currently I am aware of badminton, pickle ball on Mondays, Netball Tuesday/Thursday and Volleyball on Friday evenings. Many local schools have regular bookings also during school hours.
- I am still awaiting information regarding funding across our Ward to gain more insight as to where funding has historically been allocated.
- The clearing of the land for the Library/Civic Hub building has almost been completed. Initial concept presentation was held recently. Next steering group meeting is scheduled for 17th September.
- Letters will go out this week to shop assistants/landlords to encourage a "spring clean".
- Citycare communication particularly around RFS's has been much appreciated.

Report prepared by Chicky Rudkin



Name: Deputy Chair Tanya Filia Subdivision: South Hokianga Date: 28 August 2024

Meetings Attended

|--|--|--|

Community issues

Dates/ RFS	Issue	Comments /Update	
19/04/24	Serious Dog attack - Omapere		This matter is currently with Legal Services and is therefore held in confidence. Accordingly, an update cannot be provided at this time.
Kokohuia Road Historical and ongoing concerns about the poor condition of this unsealed road.	Kokohuia Road is now a track not a road. Needs sealing	Historical RFS put through by many Kokohuia Road residents. Videos and photos received. Site visit with NTA on Friday 10 May – hui held at the Omapere fire station followed by a walk of the road. Another discussion held minutes & notes taken by NTA representative following the walk of the road. Matrix dust and footpath to be sent through.	As part of the NTA funding application to Waka Kotahi under the low-cost low risk programme NTA identified traction seals for 2024-27 including Kokohuia Road (noted as a high priority site by NTA). Confirmation is yet to be received from Waka Kotahi on the funding under this programme. This is expected in October. If FNDC Transport Services do not get funding it will be a council decision if this traction seal is able to be completed from the unsubsidised budget.
Otaua Footpath	Being worked through	Footpath needed outside Marae and through to Kohanga Reo. Where tamariki ride their bikes, to catch the bus.	KHCB footpath programme prioritisation has been set for 2024-2027. Once funding levels are finalised later in 2024 there will be the opportunity for the board to consider adding locations depending on funding received.

	ikohe-Hokianga mmunity Board
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Member's Report

Otaua roading/dust matrix			Kahika Moko has suggested encouraging the Otaua community to consider giving a deputation to Te Koukou Transport and Infrastructure Committee so they can speak to Councillors direct their experience. Roading is a Councillor delegation. Arrangements made to make contact with Otaua spokesperson. Representatives from the Otaua community have a delegation to speak to the Te Koukou Committee at their 29 August meeting.
Housing for our taonga - ngā kaumatua/kuia Several emails received from a number of community members and members supporting Kaumatua/Kuia	Priority concern!!!	26/2. CB members met with the Deputy Mayor and relevant Councillors for an update on housing strategy, Housing for the Elderly and to discuss specific concerns.	This is with the Deputy Mayor Kowhai Kelly and councillors of which is still being worked on.
Rawene - footpaths and Berms Mowing and maintenance	RFS 4189554 - Berms and drains around Rawene Primary School - Marmon road and Rawene Road Photos received	Some have been mown and the footpath now cleared. However this area remains the same, it should be part of a regular maintenance programme. Top of school berm area not done (Rawene Road) see photo	Information about maintenance schedules and contract specifications have been received. Berms outside private property are not maintained by NTA. Queries on specific locations need to be lodged by RFS. NTA team member is attending this RFS site to provide a response to the customer. Response from FNDC Roading - this is a routine work and it will come up every time and the contractors have berm mowing scheduled rounds.



Member's Report

South Hokianga Community Resource Centre	Leaking roof, wet and mouldy, which is affecting the lighting.	FNDC Property and Facilities teams will be working together to determine next steps for this building.	FNDC staff met with Resource Centre Personnel on site and staff are reviewing options but have been unsuccessful in their recent attempts to contact the customer. There are no current future plans for work on this building during this 'Lite LTP 24/27' where the focus is on roads and storm recovery.
	raised by a local business owner re the speed of vehicles	Site visit held with complainant and NTA council staff. Speed slowing needs to be addressed appropriately.	Following discussions and site visits in June temporary traffic calming measures have been installed on the road. Completed.
Hokianga I-Site Voice Message	Concerns about the	Raised with staff who advised the current message is a Voice to text AI with limited accent options.	-

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 HOKIANGA FERRY LIAISON GROUP MEETING 18TH JULY 2024

File Number:	A4861537
Author:	Aaron Reilly, Operations Specialist Lighting & Transport
Authoriser:	Tanya Proctor, Head of Infrastructure Strategy

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the information report is to inform the Kaikohe – Hokianga Community Board of the meeting that was held with the Hokianga Ferry Liaison Group on 18th July 2024 and provide a copy of the minutes to the Board.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Hokianga Ferry Liaison Group (HFLG) met on 18th July 2024 in the Rāwene and Districts Community Development (RAD) Centre in Rāwene. A copy of the minutes is attached.
- The next HFLG meeting is scheduled for the 1st November 2024 in Rāwene.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Hokianga Ferry Liaison Group Meeting 18th July 2024.

TĀHUHU KŌRERO / BACKGROUND

The Hokianga Ferry Liaison Group (HFLG) is made up of stakeholders who represent key community interests in the Hokianga Ferry service. FNDC staff facilitate and attend the meetings to provide information and administrative support to the Group. Northland Ferries (the operator) also attend.

The HFLG meet on a quarterly basis, or on request by mutual agreement.

A copy of the draft meeting minutes held on 18th July 2024 is attached (refer attachment 1).

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The next HFLG meeting is scheduled for the 1st of November 2024 and will be held in Rāwene and Districts Community Development Centre.

A copy of the minutes will be provided to the Kaikohe-Hokianga Community Board meeting, together with a covering Information Report.

The community stakeholder members of the Group expressed their disappointment that Elected Members were not attending the meetings with regularity. It was requested that staff highlight this matter within this information report.

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

There are no financial or budgetary implications associated with this information report.

ĀPITIHANGA / ATTACHMENTS

1. Attachment 1 - Hokianga Ferry Liaison Group Meeting Minutes - 18th July 2024 - A4863304 1

HOKIANGA HARBOUR FERRY LIAISON GROUP MEETING (COMMUNITY STAKEHOLDERS AND FNDC STAFF) RAD CENTRE, RAWENE

18TH JULY 2024 COMMENCING AT 1.30 PM

MINUTES

PRESENT

- John Wigglesworth Chair and Kohukohu Representative
- Louis Toorenburg Rawene Representative
- Keith Kent Senior Transport Planner (FNDC)
- Aaron Reilly Operations Specialist Lighting & Transport NTA (FNDC)
- Craig Joiner Rawene Representative
- Sean Morrissey-Butler Hokianga Tourism Association

WELCOME & INTRODUCTIONS

APOLOGIES

- Steve Morunga Iwi Representative
- Jessie McVeigh Southern Hokianga Representative appointed by KHO/Hokianga Community Board.
- John Wharerau Director of Support Services Hokianga Health.

PREVIOUS MEETING MINUTES

• Minutes of the 27th Mach 2024 were confirmed.

LONG TERM PLANNING

As reported in December & March, Council approved the CB recommendation for 175k to be included in the draft Long-Term Plan (LTP) for the cost of the Hokianga Harbour Crossing Long Term Plan (LTP) which went out for LTP consultation. Keith is awaiting the outcome from LTP deliberations and confirmation from Finance that the Budget has been confirmed and is in place. Once in place can start the Procurement process. Keith confirmed that this Group would be a key stakeholder involved in this project.

GROUP MEMBERSHIP

- Staff provided an update on the at the meeting. Aaron and Keith provided an update that the Northland Transport Alliance (NTA) has been disbanded. Keith and Aaron remain FNDC employees.
- Terms of Reference (ToR) John raised a question around how/when membership is reviewed. T was discussed that here is an annual protocol relating to electing the Chair the but not for the Group as a whole. It was agreed to discuss it next meeting.
- Craig noted to the Group as an early heads-up that Steve may elect to resign from the Group. His replacement would be considered by the Group as appropriate.
- Community Board membership. The community stakeholder members of the Group again expressed their disappointment that Elected Members were not

attending the meetings with regularity. <u>Action</u>: Aaron to note this in covering report to Kaikohe-Hokianga Community Board.

FINANCIAL SUMMARY

- Refer attached.
- The financial summary was discussed and included in the discusson was the continued low revenue. As per previous discussions, anecdotally we suspect this is attributed to SH1 closures (Mangamuka and Brynderyn) and the cost of living may also be having an impact on peoples travel plans (local and tourist).
- Sean noted that taxes on B&Bs are having an impact on operators. Sean noted that some operators are shutting down.

ANY OTHER BUSINESS

- Narrows shelter Maintenance matters Sean mentioned that he can get discounted paint via his business. The items raised by Sean were repair/replacement of Perspex windows, renew gravel floor, external seating (more robust and less likely to be stolen). Aaron updated that FNDC were in discussions with Northland Ferries regarding cyclic inspections and maintenance of the shelter. Action: <u>Aaron - Continue this discussion this with NF and provide update to</u> <u>the Group.</u>
- CCTV at the Narrows landing area was discussed and it was asked whether it could be installed at narrows as a crime deterrent. Aaron noted that the CCTV installed on the vessel was installed specifically related to the on-board ferry operations and that this was manged under Northland Ferries Privacy Policy – Action: Aaron to look into whether CCTV for Narrows area can be installed.
- Government Community Connect The Government changes to the Community Connect Scheme were implemented in May 2024. The Community Services Card 50% discount is to remain, subject to the continuation of Government funding. Aaron
- Sean noted that the fare structure, motorbikes did not have a concession tickets & the patron made representation about motorbikes getting priority over other vehicles. The latter was discussed and fraught with issues and has potential to create conflict. Aaron recalled that Motorcycle concessions may have been removed from the fare structure via a previous fare review (by Council resolution) but will need to check this and confirm. <u>Action</u>: Aaron Check the records relating to Motorcycle concessions and previous fare review and advise the Group.

CLOSE OF MEETING

2.28pm.

HOKIANGA HARBOUR FERRY LIAISON GROUP FULL MEETING (INCL NORTHLAND FERRIES). RAD CENTRE, RAWENE

18TH JULY 2024 COMMENCING AT 2.30 PM

AGENDA

PRESENT

- John Wigglesworth Chair and Kohukohu Representative
- Louis Toorenburg Rawene Representative
- Keith Kent Senior Transport Planner (FNDC)
- Aaron Reilly Operations Specialist Lighting & Transport NTA (FNDC)
- Craig Joiner Rawene Representative
- Sean Morrissey-Butler Hokianga Tourism Association
- Sam Peate Chief Operating Officer Northland Ferries
- Rachel Kennedy Operations Manager Northland Ferries

WELCOME & INTRODUCTIONS

• Sam and Rachel joined at approximately 2.28pm.

PREVIOUS MEETING MINUTES

• Minutes of the 27th Mach 2024 were confirmed.

APOLOGIES

- Steve Morunga Iwi Representative
- Jessie McVeigh Southern Hokianga Representative appointed by KHO/Hokianga Community Board.
- John Wharerau Director of Support Services Hokianga Health.

OPERATIONAL MATTERS AND SERVICE UPDATE

- The KPI Service supplied with the agenda was discussed. It was reported that there were no mechanical of weather interruptions for the quarter ending 31 December 2023 and the percentage of on-time scheduled sailings remained >95%.
- Craig raised that the green channel marker light had went out (not the whole night) and this had ben rectified.
- Rachel noted that operationally, it had been quite quiet and smooth sailing. There had been rain events but not so much strong winds impacting the service. The crew is presently stable. Allan Barrett was commended on his excellent work and service knowledge.
- The disruptive behaviours have remained quiet which is positive. Sam noted they remain vigilant in this area and plan to continue with conflict de-escalation training for the staff.

COMMUNITY INITIATIVES AND EVENTS

- Sean noted that Food festival planning was in early planning at present.
- Northland Inc HTA has a seat at the table with Northland Inc.

- Sam raised that the image library created by NF is available to all to use. Northland Inc can also use the Image library.
- John acknowledged that the on-board display sign looks really good and wanted to acknowledge and thank those involved in getting this across the line.

PLANNED AND COMPLETED WORKS UPDATE

- The Planned and Completed works updated provided with the Agenda was discussed. The following projects were reported on and completed during the 2023/24 financial Year:
- <u>Improved life jacket storage</u> has improved the accessibility of life jackets in case of emergency. It also provides a better experience in the form of enhanced outdoor seating for passengers to enjoy the scenery while making their crossing
- <u>Passenger cabin seating</u>. These seats will provide more comfortable indoor seating for passengers. They will also be sturdier and more graffiti-resistant than the previous seating. This will provide better "first impressions".
- Graffiti mitigation in the cabin and toilet areas will provide better first impressions to
 passengers
- <u>Enhanced engine room lighting</u> will increase visibility within the engine room, enabling NF employees to carry out their work safely and more efficiently.
- The AED has been supplied and installed on the vessel.
- John acknowledged and thanks those involved in completion of the works.

ANY OTHER BUSINESS

- John mentioned that there were not any smoking signs on the deck. May have not been reinstated since OoW. Should be no smoking in cabin. Rachel noted that smoking restriction on the deck wasn't covered by a regulation as such.
- Later sailings were raised by Louis This item was discussed, and it was noted that the existing timetable was by resolution of Council and he current Contract with Councl was also based on this timetable and any change would be a variation to the Contract. Any change would require approval of NZTA as funder and resolution of Council. It was suggested that this can be included within the scope of the Long-Term Planning project as a community aspiration.

CLOSE OF MEETING

3.08pm

8.2 KAIKOHE-HOKIANGA COMMUNITY BOARD SEPTEMBER OPEN RESOLUTION REPORT

File Number:	A4536178
Author:	Imrie Dunn, Democracy Advisor
Authoriser:	Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Kaikohe-Hokianga Community Board with an overview of outstanding open resolutions from decisions dated from 1 January 2021.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Open resolutions are a mechanism to communicate progress against decisions/resolutions.
- Open resolutions are also in place for all formal elected member meetings.
- There are no open resolution items for the Kaikohe-Hokianga Community Board this month.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board September Open Resolution Report.

TĀHUHU KŌRERO / BACKGROUND

Any resolution or decision from a meeting is compiled on an open resolution status report, to capture actions trigged by Board decisions. Staff provide updates on progress against tasks that are not yet completed.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Community Board coordinators assist in following up outstanding open resolutions with staff where appropriate, and occasionally, may be in a position to provide a further verbal update at meetings following the printing of an agenda.

The outstanding tasks are often multi-facet projects that take longer to fully complete.

Where a decision differs to the recommendation of staff there may be unintended consequences or challenges that take longer for staff to work through.

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

There are no financial implications or need for budgetary provision in receiving this report.

ĀPITIHANGA / ATTACHMENTS

1. Open Resolution Report - A4878817 🗓 🛣

	C	OPEN RESOLUTION REPORT ivision: pmmittee: Kaikohe-Hokianga Community Board fficer:	Printed: Wednesday, 11 September 2024 12:53:56 pm Date From: 1/01/2021 Date To: 11/09/2024
Meeting	Title	Resolution	Notes
Kaikohe- Hokianga Community Board 17/05/2024	Kaikohe-Hokianga Community Hall Annual Information 2022-2023	RESOLUTION 2024/47 Moved: Chairperson Chicky Rudkin Seconded: Cr John Vujcich That the Kaikohe-Hokianga Community Board; a) receive the report Kaikohe-Hokianga Community Hall Annual Information 2022-2023; and b) that the report that was promised to the Board by the end of 2023 be given to the Board. CARRIED	 13 Jun 2024 12:53pm - Target Date Revision KHCB Member Edmonds was provided information via response to LGOIMA request 4121980 in August 2022. This included a copy of the draft report staff at the time were working on, highlighting several areas that still required research and consideration by staff. This was unable to be completed prior to the end of the 2022 triennium. The subsequent elections activities, organisational restructure, and staff change over meant it was not picked up and progressed in the new triennium. The Policy Team have been made aware of the issue for any relevant considerations during the Halls Strategy / Policy review. The request will need to be reviewed and considered further by Manager Democracy Services on her return from leave in the new financial year. 03 Sep 2024 2:47pm - Target Date Revision Manager Democracy Services is leading an across teams collaboration to discuss potential delegation and inform an updated report. Meeting scheduled 5/9/24 05 Sep 2024 12:47pm
Kaikohe- Hokianga Community Board 19/07/2024	Placemaking Work Programme for the Kaikohe-Hokianga Ward, Financial year 2024/25	 RESOLUTION 2024/74 Moved: Chairperson Chicky Rudkin Seconded: Cr John Vujcich That the Kaikohe-Hokianga Community Board: a) recommend the Growth Planning & Placemaking Team commence a placemaking project, resulting in a Placemaking Plan, for the community of Kaikohe in the general area of Broadway (State Highway 12) and its immediate environs, up to and including the eastern and western urban entrances; and, b) approve a sum of \$50,000 is awarded from the Pride of Place Fund to implement priority outcomes identified in the Kaikohe-Broadway Placemaking Plan subject to a report coming back to the board with the plan for works, 	 13 Aug 2024 1:36pm Staff are working with Chair Chicky and Councillor John to develop a project steering group comprising Mana whenua and Community members. Once the group is confirmed a Terms of Reference will be drafted and the project commenced. 03 Sep 2024 3:00pm Initial hui held 29 August. Steering Group has been formed and will now drive the project. The CB will be kept informed as this project progresses.

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Meeting	Title	Resolution	Notes
		including costings and timeframes, to be confirmed by the Board once consultation has taken place.	
		CARRIED	
		RESOLUTION 2024/73	
		Moved: Chairperson Chicky Rudkin Seconded: Cr John Vujcich	
Kaikohe- Hokianga Community Board 19/07/2024	Reserve Management Plan Programme	That the Kaikohe-Hokianga Community Board recommends that an individual Reserve Management Plan is prepared for Memorial Park Kaikohe Reserve in the Kaikohe-Hokianga ward.	13 Aug 2024 12:56pm No further update at this time. 27 Aug 2024 9:01am Project has been discussed with Te Uri o Hua and project
		CARRIED	planning has started.
		Note: That members be included in Rāwene Domain discussions to support them in their roles.	

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9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE