Kaikohe-Hokianga Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. KHCB32 From Kaikohe Business Association

Form Submitted 12 Aug 2025, 4:28PM NZST

Before you Begin

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 2 of the Community Grant Policy to ensure you are eligible.
- All applications are to be submitted 20 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 quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured of pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

*** indicates a required field**

Fund Type

Which fund are you applying for? *

◉ Community Grant Fund ○ Pride of Place Fund

Applicant details

Applicant *

Kaikohe Business Association

NZ Charity Registration Number (CRN)

CC42872

New Zealand Charities Register Information	
Reg Number	CC42872
Legal Name	Kaikohe Business Association Incorporated

Other Names	
Reg Status	Registered
Charity's Street Address	25 Hillcrest Road Kaikohe 0405
Charity's Postal Address	25 Hillcrest Road Kaikohe 0405
Telephone	0272582221
Fax	
Email	heartofthenorth@hotmail.com
Website	
Reg Date	12:00am on 17 Nov 2009

Information retrieved at 3:08pm on 12 Aug

Must be formatted correctly.
If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *
Events

[redacted]

Contact details

[redacted]

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[redacted]

Purpose of organisation

Please briefly describe the purpose of the organisation *
To create a prosperous community.
Must be no more than 50 words.

Number of Members *
40 full members plus 100 associate members

Project Details

*** indicates a required field**

Community Board

Community Board Priorities
If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at Community Board Plans | Far North District Council

Which Community Board are you applying to? *

○ Te Hiku (Northern) Community Board	○ Bay of Islands-Whangaroa (Eastern) Community Board	◉ Kaikohe-Hokianga (Western) Community Board

Project name *
Kaikohe Christmas Parade

Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: What is your event? | Far North District Council (fndc.govt.nz)

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *
- ○ Art/Culture/Heritage
- ◉ Event
- ○ Infrastructure
- ○ Community
- ○ Environmental
- ○ Sport and Recreation

Project Dates

Start Date

Date

29/11/2025
Must be a date.

End Date:

Date:

29/11/2025
Must be a date.

Project Details

Location *
Broadway, Kaikohe
Must be no more than 10 words.
(Town or area)

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

If yes, how much?

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *
20
Must be a number.

How many visitors/audience members/clients do you expect? *
500
Must be a number.

Have you engaged with tangata whenua about your project? *
- ○ Yes
- ◉ No

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

◉ Yes
○ No
If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *
Children of Kaikohe and the general population. It has been several years since there has been a parade down the Main Street. With the Community Board's initiative to spring clean the Main Street and support of the place making, the parade will help to restore pride in the Main Street of Kaikohe.
Must be no more than 150 words.

What Community Outcome(s) does your project meet? *
☑ A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
☑ We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
☑ Proud, vibrant communities
☐ Prosperous communities supported by a sustainable economy
☑ Communities that are healthy, safe, connected and sustainable
☐ Connected communities that are prepared for the unexpected
At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *
The parade will start and finish on the Ngapuhi Green, which will help activate this space that is also enhancing the new Library build and signals vibrancy in the centre of town. Alongside the other KHCB initiatives occurring it will encourage pro social activities that build community strength. The theme is yet to be decided but it help to create a counter narrative to the one that media has been pushing. The event will pull together, marae, churches, businesses, schools and community organisations.
Must be no more than 250 words.

Project Cost

*** indicates a required field**

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

Funding Request Amount

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Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

What is the total cost of your project? *
$13,591.00
Must be a dollar amount.

What is the amount you are requesting from the Board? *
$5,000.00
Must be a dollar amount.

Completing your budget

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

*Total Cost Column - provide the **total** amount of the estimated quoted cost against the appropriate item.*

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- 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

Budget

Expenditure	Total Cost	Amount Requested	Quotes	
	Must be a dollar amount.	Must be a dollar amount.		
Road closure	$2,575.00		Filename: Quote QU1077.pdf File size: 70.9 kB	
Hire of sound gear and stage	$635.00		Filename: EMBASSY Invoice.docx File size: 15.6 kB	
Prizes	$1,000.00		*No files have been uploaded*	
Signs and poster	$381.00		*No files have been uploaded*	
Facilitator/Professional fees	$1,250.00		*No files have been uploaded*	
Entertainment	$650.00		*No files have been uploaded*	

Venue hire/koha	$500.00		*No files have been uploaded*	
Volunteer value ($25 hour)	$1,200.00		*No files have been uploaded*	
Bouncy castles and mini jeep hire	$5,400.00	$5,000.00	Filename: Invoice INV-16568.pdf File size: 83.2 kB	
			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	

Financial Information

*** indicates a required field**

Financial Information

If your organisation registered for GST *
◉ Yes ○ No

GST Number

GST Number
103589665

Current Funding

How much money does your organisation currently have? *
$10,121.00
Must be a dollar amount.

How much of this money is already committed to a specific purpose? *
$5,152.00
Must be a dollar amount.

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Tagged Funds

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

Purpose	Amount
Hot desk hire at Mahinga for the year	$1,560.00
KBA Flag	$269.00
Mobile plan and CCTV broadband for 12 months	$1,723.00
AGM meeting and dinner	$800.00
Welcoming the police recruits	$800.00

Total Tagged Funds

Total Expenditure Amount
$5,152.00
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.	
		Yes

Previous Funding from FNDC

Have you previously received funding from FNDC? *
◉ Yes ○ No

Previous Funding from FNDC

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	

Te Wairua O Kaikohe Dinner Event	$2,000.00	13/08/2019	Yes

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *
Annual Accounts

1 Supporting Financial document *

Filename: Kaikohe_Business_Association_Incorporated_-_Annual_Report.pdf
File size: 200.1 kB

2 Name of supporting financial document

2 Supporting Financial Document
No files have been uploaded

3 Name of supporting financial document

3 Supporting Financial Document
No files have been uploaded

Applicant 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. I**f 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.

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