



Local Grant Application Form

Kerikeri Service Centre

28 SEP 2018

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.
- If there's anything on this form you're not sure of, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- 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.
- **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.

The following *must* be submitted along with this application form:

- ☒ Signed applicant declaration
- ☒ Two quotes for purchases where practicable, or evidence of expected purchases
- ☐ Business plan (if applicable) including project costs
- ☐ Details of all other funding secured or pending approval for this project (minimum 50%)
- ☐ Programme outline (if applicable)
- ☐ A health and safety plan (if applicable)
- ☐ Most recent financial statements / annual accounts
- ☐ A deposit slip

Applicant details

Organisation	REINGA ROAD RESERVE INCORPORATED	Number of Members	6
Postal Address	19 REINGA ROAD KERIKERI	Post Code	0230
Physical Address	as above	Post Code	
Contact Person	DAVID LAWTON	Position	CHAIRMAN
Phone Number	09 401 7306	Mobile Number	
Email Address	davidlawtonbeacon@yahoo.com		

Please briefly describe the purpose of the organisation.

REMEDIATION AND PLANTING OF THE RESERVE

Which Community Board is your organisation applying to (see map Schedule A)?

Clearly describe the project or event:

Will there be a charge for the public to attend or participate in the project or event? ☐ Yes ☒ No

Are you applying for annual funding for the remaining years of the triennium¹? ☐ Yes ☒ No

Outline your activity and the services it will provide. Tell us:

- see attached

¹The triennium refers to the three-year period between local elections.

Community Board Application

This document supports the application by Reinga Road Reserve Incorporated for funding for contracted labour at the reserve by Fulton Landscaping and for the annual cost of plants from The Shade House nursery. It is intended to provide:-

1. Outline of project: - The immediate project is in two parts:-
 - a. To cover the cost of installing tree protection cages in the reserve by Fulton Landscaping.
 - b. The second part is cover the cost of the annual supply of plants by the Shade House which were planted during the winter.
 - c. The wider project is to remediate, plant up and maintain the reserve for the benefit of the Reinga Road and wider community which started in 2012 and is ongoing.
2. Evidence of costs – invoice for stage 1 and quote for stage 2 from Fulton Landscaping and the invoice of the Shade House for the plants.
3. Business plan – The reserve is legally vested in FNDC. Pre 2012 the reserve was inaccessible due to weed growth. In 2012 the community collected funds to pay for a digger to clear access. An incorporated charitable trust was formed and an initial grant of \$20,000 awarded to fund installation of fencing and planting. The plan was to plant native trees behind the fencing which has been ongoing at the rate of about 1000 per year. Planting and weed control has been by voluntary labour. To date this has exceeded 2500 hours – 500 hours a year for the chairman's time alone. Volunteers use their own tools and machinery. Chemicals are mainly supplied by Regional Council.

The plan provides for planting specimen trees in the paddock area of the reserve – see aerial photo. The paddock is occupied by sheep which are needed for grazing. To protect the young plants against the sheep, cages are needed. Volunteer attempts failed and getting professionals interested with suitable expertise has been difficult or too expensive due to their uncertainty about how much time would be needed.

Finally the committee decided that the risk would have to be taken to engage a trusted contractor on a cost plus basis and because Jonathan Fulton had a rare gap between contracts to fit in our small contract on very short notice. For that reason, parts of the grant application are for invoice submitted. The committee is satisfied that the Fulton invoice errs on the side of economy.

Once the cages are installed the way will be clear for planting in the autumn. The committee hopes that the Community Board will look favourably on another application for the cost of the plants. A detailed specification will be prepared during the spring and summer.

4. No other funding is sought.
5. Programme outline – see above.
6. Health and safety is the responsibility of the contractor.



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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:

- 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)	loan of tractor.	
Equipment Hire	\$1000.00	\$0.00
Equipment Purchase (describe)		
Utilities	\$795.00	
Hardware (e.g. cement, timber, nails, paint)	PLANTS - SHADE HOUSE	795
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	\$5,786-	not applicable
Other (describe)	FULTON LANDSCAPING \$1997.00 \$3994.00	1. 3994 2. 1997
TOTALS		6786 ✓

\$2,792.00

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



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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:

- 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 <i>loan of tractor.</i>	<i>\$1,000.00</i>	<i>\$0.00</i>
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	<i>\$795.00</i>	<i>\$795.00</i>
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr) <i>over 5 years</i>	<i>\$5,786.00</i>	not applicable
Other (describe) <i>Fulton landscaping.</i>	<i>\$1,997.00</i> <i>\$3,994.00</i>	<i>\$1,997.00</i> <i>\$3,994.00</i>
TOTALS	<i>\$13,572.00</i>	<i>\$6,786.00</i>

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



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Financial Information

Is your organisation registered for GST? ☐ Yes ☒ No GST Number

What are your organisation's currently accessible financial resources?

How much of this is tagged or committed for specific purposes?

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

Purpose	Amount
All funds received - past and future are used as necessary for the ongoing development of the reserve	
TOTAL	

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

Funding Source	Amount	Approved
No other funding sought		Yes / Pending
		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
Initial funding	20,000	2013	Y / <u>N</u>
(fencing - annual planting)			Y / N
Drainage	5000	2015	Y / <u>N</u>
			Y / N

no record



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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)

REINGA ROAD RESERVE INCORPORATED

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



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

1. To uplift any funding granted within 3 months of the date 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

Name DAVID LANTON Position CHAIRMAN
Postal Address 19 REINGA ROAD KERIKERI Post Code 0230
Phone Number 09 401 7306 Mobile Number
Signature David Lanton Date 27-9-18

Signatory Two (if applicable)

Name JAMES. R. MURDOCH Position COMMITTEE
Postal Address 13 REINGA ROAD Post Code 0230
Phone Number 09 4078262 Mobile Number 0212744185
Signature JR Murdoch Date 27/9/18