

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 [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 www.fndc.govt.nz
- **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 Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- **Send your completed form** to governance@fndc.govt.nz or to any Council service centre

The following **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

Applicant details

Organisation	Bledisloe Domain Committee	Number of Members	TBA
Postal Address	Haruru Falls Road	Post Code	0204
Physical Address		Post Code	
Contact Person	Antoinette Kennard	Position	Chairperson
Phone Number	+64 27 301 38 40	Mobile Number	
Email Address	info@bayofislandsphysique.co.nz		

Please briefly describe the purpose of the organisation.

Domain users & local community wish to restore & improve upon Bledisloe facilities so it can be great once again. Reinstate it to a venue where all locals sports & community activities can be held, a fresh-faced premise for all to use.



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Project Details

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

~~Te Hiku~~

~~Kaikōhe-Hokianga~~

☒ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Date

Location Time

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

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 Bledisloe Committee realizes there is a need in the local community for a large venue to host local gatherings, sports games, events & meetings. Potentially a sports hub. Here is what we would like to introduce, why & how it may benefit the community:

- A clean large premise for the current users & potential users of the community to occupy for events & meetings.
- Storage (cabinets) within the building for cleaning supplies will give a spacious room to use rather than letting it all lay free. Keeping the place open & clutter free – also, it will be secure.
- The need for pest control in the local area is a large priority & we can help by keeping on top of trapping in the vicinity of the domain.
- Having a storage container onsite (behind building out of sight) will allow the changing rooms & showers to be used exactly as that (not storage sheds). Inviting more space for the kids from Paihia school to change & shower, the players from the soccer team to have a tidy place to keep their gear that is secure. Also allowing their gear to be protected from rodents destroying it.
- A Concrete path / walk way up to the veranda will allow all ages & disabilities to use the premise with ease – opening up the potential to the wider community.
- Cleaner toilets & showers means it will be a more inviting, sanitary & their will regular toiletries provided. Adding a few locks to the toilets will add privacy & security for all users.
- Flooring mats will allow an indoor friendly activity zone. Place where kids can jump & play without the thought that falling over on to concrete may hurt them. They will insulate the room slightly, giving warmth & provide less of an echo as this has been an issue for some local users who are hard of hearing.
- Lighting will be very beneficial to all local sports groups & any community activity wishing to use the domain into the evening. The field is rather uneven so it will prevent any wrong steps, it will invite more users to the venue (rugby, cricket, netball...), plus open the potential to have small events happen in the future. For example, the IT festival.
- Blinds will give privacy for group meetings, local gathers or even private events. These will also add security & prevent vandalism as anyone on the outside will not be able to see in.
- A diffuser along with the cleaning supplies will present a fresh room to enter & with time the old smell will be a distant memory & not something people remember about the building.
- Vacuum, broom & mop are vital for keeping the space clean. Free from grass, rodent droppings, crumbs from food & able to remove mud. Maintaining the new floors for many years to come but also to keep the deck tidy.
- Trestle tables will be ideal for large groups when they have a spread of food to layout or for a work shop. They will be used immediately as the pool table & bench will be moving on. Bonus is they can be used outside so school events can manoeuvre them easily.
- A weekly rubbish collection is very small fee & they have confirmed they can collect from the domain. Whilst every organisation encourages users to take their rubbish with them. Allowing a bin onsite that can gather any accidental left-over debris will present a cleaner environment & keep it from being blown into the bush or from disappearing under the deck.
- Heating for elderly in meetings either early in the morning or late at night would be an added benefit to prevent chills & colds. Only a small expense but vital to keep anyone who wishes to use the space comfortable.

All of the above added contributions will return a great investment to the domain & provide the community with a great asset they wish to use for many years to come.

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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
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
See attachments with quotes & links. Including expenses \$149 & below plus flooring & lighting	\$5616.18	\$3,116.18
Utilities – rubbish collection	\$162	\$162
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage – Container Transport	\$240	\$240
Volunteer Expenses Reimbursement – Concrete & Blinds setting / installing	\$1628	
Wages/Salary		not applicable
Volunteer Value (\$20/hr) – Install of mats	\$120	not applicable
Other (describe)		
TOTALS	7,766.18	\$3,518.18

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

How much money does your organisation currently have?

How much of this money is already committed to specific purposes?

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

Purpose	Amount
Focus Paihia Sports Grant Funds – Allocated to Bledisloe Domain refurbishment	\$2,500
Their funds will go directly into the project & will be paying for the other percentage.	
TOTAL	\$2,500

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

Funding Source	Amount	Approved
Focus Paihia	\$2,500	<input checked="" type="checkbox"/> Yes /
		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
Nil – Only recently established Committee			Y / N
			Y / N
			Y / N
			Y / N



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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)

Bledisloe Domain Committee

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

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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	<input type="text"/>	Position	<input type="text"/>
Postal Address	<input type="text"/>	Post Code	<input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

Signatory Two

Name	<input type="text"/>	Position	<input type="text"/>
Postal Address	<input type="text"/>	Post Code	<input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>