



# 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](http://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](mailto:governance@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [governance@fndc.govt.nz](mailto: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) *N/A*
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so *In process*
- ☒ Signed declarations on pgs 5-6 of this form

## Applicant details

Organisation	<input type="text" value="Kaeo Festival Group"/>	Number of Members	<input type="text" value="8"/>
Postal Address	<input type="text" value="2708b Waiare Road, RD1, Kaeo"/>		Post Code <input type="text" value="0478"/>
Physical Address	<input type="text" value="As above"/>		Post Code <input type="text"/>
Contact Person	<input type="text" value="Hannah Hunter"/>	Position	<input type="text" value="Treasurer"/>
Phone Number	<input type="text" value="021 174 9760"/>	Mobile Number	<input type="text"/>
Email Address	<input type="text" value="hannahhunter78@gmail.com"/>		

### Please briefly describe the purpose of the organisation.

The purpose of Kaeo Festival Group is to produce Nga Purapura, Kaeo's festival of music, arts and nature for children and young people.





# Local Grant Application Form

## Project Details

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

☐ Te Hiku ☐ Kaikohe-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  
If so, how much?

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 Kaeo Children's Festival is a free of charge, one day, open air festival being organised with the main aim of providing access to provide inspirational experiences for our local children, young people and whanau. The event is designed with our local tameriki in mind but we expect it draw attendences from all over Northland to showcase Kaeo's vibrancy and spirit. The event will be an expolsion of colour and sound with completely unique experiences including a broad range of workshops and participatory events, high quality performances, a platform for community talent and cultural activities that celebrate our rich heritage.

This shared celebration will help to nurture a sense of pride in Kaeo, a place where deprivation levels are high and the children are the most deeply impacted. The Kaeo Festival Group is collaborating with many local organisations and indeivduals with the aim of involving the whole community. The festival takes place in the heart of Kaeo central to the playground, local businesses and facilities.

Now in it's second year the inaugural event received such overwhelmingly positive feedback that we were encouraged to continue to develop the event. We know that children who learn to think creatively do better at school and we know that young people who are able to express themselves and have creative outlets are less likely to get into trouble. The experiences that we offer at Nga Purapura are intended to give our children and tameriki a non-threatening, fun, accessible experiences to stick with them.

A grant from the Community Board would be vital to get the event off the ground. The grant would pay for the logistics of hosting the event and making sure it is run safely for everyone involved. We are keen to acknowledge the support of our funders and make extra efforts to ensure that funders are thanked in our printed materials and on the day of the event.





# 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:

- 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	See breakdown attached	
Advertising/Promotion		
Facilitator/Professional Fees <sup>2</sup>		
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)		
<b>TOTALS</b>	<b>\$7700.00</b>	<b>\$3135.00</b>

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



Nga Purapura 2019 Whole Project budget		
<b>Participation - Creative Communities Fund</b>		
Workshop 1 & 2 - Hop Hop Dance and circus skills - Facilitators fee	\$ 350	
Workshop 3 - Wearable Arts - Upcycle and Super Heros Op shop and emporium, and fabric budget	\$ 150	
Workshop 4 - Mosaic Public Art - tiles treasure packs 13.50 x4, mosaic mesh \$6, apoxie glue \$40, board and grout donated	\$ 100	
Workshop 5 - Street Art Mural Painting with Yasma Smith - facilitator koha	\$ 100	
Workshop 6 - Yarn Bombing - Op shop Yarns	\$ 70	
Workshop 7 - Theatre with Willi (See facilitators expenses below)	\$ -	
Workshop 8 - Trash Band instrument making in advance, instrument making workshop, playing workshop, performance conductor 8 hours x \$25 plus \$50 materials	\$ 250	
Workshop 9 - African Drumming with Ross	\$ 150	
Workshop 10 - Dij making and playing		
Art in Nature - MTA \$136 + Warehouse \$36	\$ 172	
Art in Nature - Clay Creatures and pottery wheel - clay 40kg	\$ 147	
Rachel Palmer workshop materials	\$ 100	
Workshop Tent hire 11x11 North Hire Marquees	\$ 500	
Volunteer workshop helpers expenses 6 x \$50	300	
<b>Logistics - Community Board Fund</b>		\$ 2,389
Main Stage sound system hire / tech support / cableing - Soundworks	\$ 1,127	
First Aid Cover 11 hrs @ \$25 per responder x 2 less community discount - St Johns	\$ 380	
Security - Maori Wardens - koha	\$ 200	
Hire portaloos on trailer, flood lights	\$ 150	
Safety Fence - Mitre 10	\$ 95	
Koha to Union Church for use of electricity and Hire fee	\$ 100	
Public liability Insurance	\$ 575	
Waste Management	\$ 190	
Print and laminate 20 A4 safety signs - Stationary Warehouse \$1.29 x 20	\$ 26	
Printing for group meetings, administration, operational plans 0.30 double sided printing Stationary Warehouse x 150 copies	\$ 45	
Print volunteer information packs \$0.30 x 60	\$ 18	
Te Reo Maori Festival Phrase book design and print 199+gst	\$ 229	
<b>Healthy Food classes</b>		\$ 3,135
Food		
Printing recipe cards - take home		
<b>Marketing</b>		
Poster design - Assesntion design inkind gift value \$300	\$ -	
Print poster x 100 posters	\$ 126	
Print fliers x 2000	\$ 120	
Print programme A4 black and White double sided x 300 x .30	90	
<b>Programme</b>		
Handline band	750	
Mr Roberelli Childrens Music performers	750	
Book tent hire	0	
Top up Dress up box - op shop budget	\$ 50	
Face paints for volunteer facepainters to give free facepaints 4 x \$20	\$ 80	
Materials for site and town decorations	130	
<b>Volunteers</b>		
Volunteer refreshments	\$ 80	
<b>Total Expenditure</b>		\$ 7,700
<b>Event income</b>		
Stall holders fees 8 stalls x \$20	\$ 260	
Creative Communities	\$ 2,389	
Bay of Islands and Whangaroa Community Board	\$ 3,135	
Kaeoannes	\$ 400	
Waipapa Lions	\$ 400	
Trading post - Local business sponsorship	\$ 50	
Farm and Fuel - local business sponsorship	\$ 150	
Donnas Mad Hatters - local business sponsorship	\$ 150	
Kaeo BP - local business sponsorship	\$ 100	
Kaeo Farm and fuel - local business sponsorship	\$ 150	
The Spice Grill - local business sponsorship	\$ 150	
The Saddlery - local business sponsorship	\$ 50	
Balance in bank	\$ 316	
<b>Total Income</b>		\$ 7,700
Balance	\$ -0	
<b>Inkind Support</b>		
Bunnings / Mitre 10 Road sign board, mural board, mosaic board, mosaic grout		
New World - Healthy food		
<b>Volunteer value</b>		
Volunteer value DIY workshop tent 8 hrs x 8 volunteers @\$20 = \$1280	\$ 1,280	
Volunteer value site crew* \$15.75 per hour x 12 x 8 hours	\$ 1,512	
Volunteers value - festival group 4 people 6 meetings x 2 hours @\$15.75	\$ 756	
Volunteer Value Co-ordinators hours 36 weeks @ 6 hrs per wk @ \$20 per hr	\$ 4,320	
Documentation / visitor surveys / photography	\$ 500	
Evaluation 14 hours @ \$20	\$ 280	
	\$ 8,648	
*welcome hosts, parking stewards, site stewards, visitor surveys		



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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
Cost of promotional materials for Nga Purapura 2019	\$316
TOTAL	

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

Funding Source	Amount	Approved
Creative Communities Fund	2389.00	Yes / <input type="text" value="Pending"/>
Waipapa Lions	400.00	Yes / <input type="text" value="Pending"/>
Kaeoannes	400.00	Yes / <input type="text" value="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
Nga Purapura 2018 Community Board Fund	\$2796.00	15 mar 2018	<input type="text" value="Y"/> / N
Nga Purapura 2018 Creative Communities	\$2545.00	29th Dec 2017	<input type="text" value="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)**

Kao Festival Group

**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**

[Signature]

**Signatory Two**

[Signature]





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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 Chantal Hunte Position   
Postal Address 27086 Waiare Road, RDI, Kaeo Post Code ~~0448~~ 0478  
Phone Number  Mobile Number 021 174 9760  
Signature [Signature] Date 15 Nov 18

### Signatory Two

Name Anaëlle van Denzel Position   
Postal Address 3243 waiare Rd Post Code 0478  
Phone Number 027 254 5462 Mobile Number   
Signature Anaëlle van Denzel Date 15/11/2018