

Form

Kerikeri Service Centre

16 NOV 2018



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

Vision Kerikeri Inc.

Postal Address

5 Manako Place RD3 Kerikeri

Number of Members

94

Physical Address

As above

Post Code

0293

Contact Person

Rod Brown

Post Code

Phone Number

09 4074294

Position

Waipara Stream Coordinator

Email Address

visionkerikeri@gmail.com

Mobile Number

027 4409 777

Please briefly describe the purpose of the organisation.

Planning for built and natural environment of Kerikeri

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 Stage 1 - track extension to Mill Lane Date 14 Nov 2018

Location Wairoa Stream - at end of Sammaree Reserve Time approx 1.5 New year

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.

This application is to request funding for \$4658.31 for the clearance of 70 metres of Stage 1 of an extension to Wairoa Stream bank from the new bridge site on Sammaree Reserve until the confluence of the tributary with Wairoa Stream. This is the first of 4 stages which will extend the track about 350 metres from Sammaree Reserve to Mill Lane, skirting Placemakers along the tributaries true left bank (see attached map). This will create a circular walk for the community from Pa Road bridge, up the new Wairoa Stream public walkway and wildlife corridor into town via a public lane to Ranui.

Stage 1 will be constructed along a Right of Way in FNDC's favour on land owned by Averill & David Warren for which they have granted permission (see attachment). Stages 2 & 3 will require an easement on their land along the tributary boundary. Discussion with the Warrens and the Walking Access Commission (WAC) are proceeding positively and it is anticipated that an easement, in the same manner as with the Fladgates for the earlier Jim & May Brodie bridge, will be obtained. Funding for legal and survey fees would be requested from WAC.

A contractor will fell about 14 large Eucalyptus, which are a potential public threat from shedding branches and age, clear the banks of vegetation, and fell and chip smaller weed tree species. Friends of Wairoa Stream will spray low vegetation, complete the track, mulch the bank, plant native species in Autumn and maintain the track.

Completing this section will add an additional 350 metres of public access to our streams and waterways and further enhance the public amenity of about 3.5 km of track already constructed along Wairoa stream and the Dalton tracks on Council land.

It will provide Council and the community with an asset at low capital cost using community volunteer labour. This project is very empowering because it is a community driven initiative by Friends of Wairoa Stream, administered by Vision Kerikeri, that is restoring Wairoa Stream without direct Council involvement or recourse to usual Council processes but it has had Community Board and Council support since its inception 5 years ago. It engenders considerable community pride.



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	GST incl.	GST incl.
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire <i>Tree felling contractor</i>	4554	4554
Equipment Purchase (describe)		
Utilities		
<i>Timber for steps</i>	104	104
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr) <i>220 hours estimate</i>	4400	not applicable
Other (describe) <i>Trees that count native plants (pending)</i>	2000	4658
TOTALS	11058	4658

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



Local Grant Application Form

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
① VIKK participates in Plan Changes & the 10 year District Plan Review and uses consultants	\$7426 (Savings A/c)
② Balance of fees for bridge design	\$517
③ Allowance for bridge completion	\$1000
④ Balance for VIKK operations	\$3777
TOTAL	\$13120

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

Funding Source	Amount	Approved
Trees that Count - (plants)	\$2000	Yes / <u>Pending</u>
Volunteer labour 220 hrs (est)	\$4400	<u>Yes</u> / Pending
(spraying, track forming, mulching, planting)		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
New bridge construction	\$5000	28/12/2018	Y / Not yet not finished
Fees for engineering design	\$2242-50	16/11/2017	Y / Not yet not finished
Water fall safety barrier	\$3349	13/10/2017	<u>Y</u> / N
Contractor for bank clearance	\$5000	July 2016	<u>Y</u> / N
Contractor for bank clearance	\$5000	2015	<u>Y</u>

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)

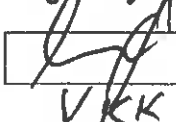
VKK

We, the undersigned, declare the following:

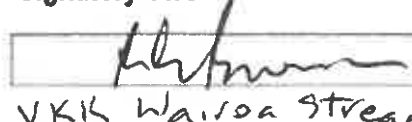
In submitting this application:

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


ROLF MUELLER-GLÖDE
VKK DEPUTY CHAIR

Signatory Two


ROD BROWN
VKK Wairoa Stream COORDINATOR

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

Name ROLF MUELLER - GGDDE Position VKK DEPUTY CHAIR
Postal Address 28 LANDING RD KERIKERI Post Code 0230
Phone Number 09-4073598 Mobile Number
Signature [Signature] Date 13.11.18

Signatory Two

Name ROD BROWN Position WAIPOA STREAM Coordinator
Postal Address 5 MANAKO PLACE RD3 Kerikeri Post Code 0293
Phone Number 094074294 Mobile Number 0274409777
Signature [Signature] Date 13/11/2018