



# 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)
- ☐ 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	PEAR TREE PADDLERS	Number of Members	
Postal Address	2 Marsden Place Kerikeri	Post Code	0230
Physical Address	2 Marsden Place Kerikeri	Post Code	0230
Contact Person	Bill Dawes	Position	
Phone Number	027 777 1035	Mobile Number	
Email Address	paddlecompany@gmail.com		

Please briefly describe the purpose of the organisation.

Kerikeri Paddleboarding Club.



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## 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 NZ NATIONAL SUP RACING CHAMPIONSHIPS <sup>+ REGIONAL SCHOOLS CHAMPS</sup> Date 13-14 APRIL 2019  
Location WAIITANGI INLET Time All day

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

If so, how much? See below

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.

See attached sheet

## **2019 NZ Stand Up Paddleboard National Race Championships + Northland Schools Champs**

Following on from our success in organising the extremely successful 'Triple Crown' paddleboard race events over the past few years, we set our sights even higher for this year, and put in a bid to host the Stand Up Paddleboard National Championships here in the Bay of Islands. And to our great delight, our bid was accepted.

So, over the weekend of 13-14 April 2019, many hundreds of stand up paddleboarders from all over NZ and the South Pacific will be converging on the Bay of Islands for a weekend of stand up paddleboard racing.

As well as attracting the top athletes, the event will be very much about participation, with classes and prizes for all ages and types of equipment (including normal all-round family paddleboards and inflatable paddleboards), along with fun prizes for best fancy dress etc. Just like the half marathon, 90% of the participants in the races will be there for fun, rather than any serious attempt to win it. And of course there are lots of spot prizes to be won, for everyone who completes the course.

As we will have all the infrastructure (ie courses, rescue boats etc) and a large crew of volunteers assembled, we have chosen to up the ante still further, and will also be running the **2019 Northland Region Secondary Schools SUP Championships** alongside the National event, on the Saturday, thus giving the Northland youngsters the chance to see the very best NZ racers in action alongside their own event. This will be the first ever (in New Zealand) regional schools stand up paddleboard championships and is a fully sanctioned Northland Secondary Schools Sports Association event.

### **ECONOMIC BENEFITS FOR THE AREA**

As stand up paddleboarding is very family oriented, most competitors will be bringing their families with them, and making a holiday of it. The event schedule has deliberately been set to allow a lot of free time for participants to explore and enjoy other activities that the Bay of Islands has to offer, and the specific timing of the event on the first weekend of the Easter school holidays will hopefully encourage many participants to stay longer. Overall, the event should bring a significant cash boost to the local economy at this shoulder season time, as well as showcasing what the area has to offer.

The event features a number of different distance races, including a 4km race which is targeted very much at the recreational paddler. (4km is about half an hour of paddling, well within the scope of any paddleboarder). It is hoped that many local paddlers will enter, simply to be part of it. It would be great to really show what we can do up here in Northland, and just get as many paddlers onto the water as possible.

### **FUNDING**

Very much along the lines of the Triple Crown events we will be relying solely on volunteers, and thus the overheads can be kept relatively low. Barfoot and Thompsons have once again offered to assist with the promotion and advertising of the event, which is a great help. Local businesses are assisting with spot prizes. Our aim is to keep the entry fees as low as possible, to allow maximum participation. The money gained from the entry fees will cover the costs of the medals and trophies.

However, there are a few other expenses which we will have to cover, as detailed on the accompanying spreadsheet, leaving us with a current shortfall of around \$3000 between (anticipated) income, and expenditure. We can of course raise the entry fees, and we will continue to seek further sponsorship. Nevertheless, any support that FNDC can provide would be hugely appreciated. If the turnout is greater than our worst-case predictions there will be more money in the pot also, but we would prefer to spend this on more spot prizes and promotion, to ensure everyone has the best possible time and really wants to come back for future events. (Which will hopefully be easier to raise more sponsorship for also, once the event is a 'proven concept'!)



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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 *See attached sheet*
- 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 <sup>2</sup>		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)	<i>See attached sheet</i>	
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>		

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

Expenditure	Item	amount	Total Cost	Amount Requested
Rent/Venue Hire	n/a		\$0	\$0
Advertising/Promotion	Photography/videography	\$1,000		
	Social Media/FB boosts	\$200	\$2,200	covered by
	signage	\$500		B & T Sponsorship
	advertising	\$500		
Facilitator/Professional Fees	MC?	\$300		covered by B & T sponsorship
	St Johns Ambulance	\$336		\$336
	NZSUP Levy	\$2,000	\$2,636	covered by entry fees
Administration		\$200	\$200	covered by entry fees
Equipment Hire	radios and PA/mic	\$462		
	extra toilets	\$280	\$2,042	\$2,042
	marquee hire	\$1,300		
Equipment Purchase	n/a		\$0	\$0
Utilities	n/a		\$0	\$0
Hardware	n/a		\$0	\$0
Consumables	race numbers	\$200	\$3,200	covered by B & T sponsorship
	trophies and medals	\$3,000		covered by B & T sponsorship
Refreshments	n/a		\$0	\$0
Travel	n/a		\$0	\$0
Volunteer Expenses	rescue boat fuel & costs	\$800	\$1,600	covered by B & T sponsorship
		\$800		covered by entry fees
Wages	n/a		\$0	
Volunteer Value	160 hrs	\$3,200	\$3,200	
Other	liability insurance	\$350	\$850	covered by entry fees
	band	\$500		covered by B & T sponsorship
		<b>TOTALS</b>	<b>\$15,928</b>	<b>\$2,378</b>
		ACTUAL		
		COSTS	\$12,728	(- volunteer value)

<b>EVENT INCOME</b>				
	B & T sponsorship	\$7,000		
	Entry Fees	\$3,500	(this is worst case scenario)	

**Summary of items we are requesting FNDC assistance in funding:**

Extra portaloos	\$280
Hire of Radios and PA system	\$462
Hire of marquee	\$1,300
St Johns Ambulance Cover	\$336
Total	\$2,378

Assistance with any or all of these would be hugely appreciated.



# 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
TOTAL	

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

Funding Source	Amount	Approved
SPONSORSHIP	7000	Yes / Pending
ENTRY FEES	3500	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
2018 SUP TRIPLE CROWN	\$980 -	June 2018	Y / N
2017 SUP TRIPLE CROWN	\$494.50	June 2017	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)

PEAR TREE PADDLERS

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  Position   
Postal Address  Post Code   
Phone Number  Mobile Number   
Signature  Date

## Signatory Two

Name  Position   
Postal Address  Post Code   
Phone Number  Mobile Number   
Signature  Date