

Local Community Grant Fund 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.
- If there's anything on this form you're not sure of, please contact the Governance team at DDI (09) 401 5188, 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 (including project costs)
- ☐ Details of all other funding secured or pending approval for this project (minimum 50%)
- ☒ Programme outline (if applying for operating costs)
- ☐ A health and safety plan

Kerikeri Service Centre

11 8 APR 2019

- Advised that H+S Plan was not required to be submitted at this stage.

Applicant details

Organisation	<u>Te Rununga o Ngati Rehia on behalf</u>	Number of Members	<u>7</u>
Postal Address	<u>of Tuhono Kerikeri Partnership Project (KHPNP)</u>	Post Code	
Physical Address	<u>135 Hone Heke Road, Kerikeri 0245</u>	Post Code	<u>0245</u>
Contact Person	<u>Kipa Munro</u>	Position	<u>Chairman</u>
Phone Number	<u>09 401 6125</u>	Mobile Number	<u>027 265 2451</u>
Email Address	<u>ngatirehia@xtra.co.nz</u>		

Please briefly describe the purpose of the organisation.

<u>Please refer to the attached support documents.</u>
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Local Community Grant Fund 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 Event Tūhono Kerikeri Bicentennial Celebrations Date 21st Oct '19 - 26 Apr 2020
Location Kororipo Heritage Park & Community Time Variable
Are you applying for annual funding for the remaining years of the triennium? ☐ Yes ☒ No

If so, how much?

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

- How it will enhance access to facilities and for whom
- How it will broaden the range of activities and experiences available to the community
- How it will enhance communities or volunteer capability to provide services.

The programme of events and activities delivered through Tūhono Kerikeri Bicentennial Project provides opportunity for Kerikeri's community at large to become actively involved and engaged in celebrating their sense of space and place, and unity. It is also an opportunity for Kerikeri's wider community and visitors to the region to develop a greater understanding of New Zealand's shared heritage as pertains to Kerikeri from pre-European times to early encounters between Māori and Pakeha through to Kerikeri as we know it today. The Tūhono Kerikeri 'Kororipo Heritage Park' Festival will broaden community experience through a range of cultural and contemporary events including waka ama,

kapa haka, food & family entertainment

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

17 April 2019

Far North District Council
Attn: Bay of Islands-Whangaroa Community Board
Private Bag 752
Kaikohe 0440



Tena Koutou,

APPLICATION FOR COMMUNITY BOARD FUNDING – BOI-WHANGAROA WARD – FOR TŪHONO KERIKERI BICENTENNIAL PROJECT

1. ORGANISATIONAL PURPOSE:

Te Rununga o Ngāti Rēhia is a partner of the *Tūhono Kerikeri!* Project alongside Department of Conservation, Heritage New Zealand Pouhere Taonga, Northland Inc, Far North Holdings, the Bay of Islands-Whangaroa Community Board and Far North District Council. Collectively this partnership operates as the Kororipo Heritage Park Management Group(KHPMG), and is the governance entity for the overall planning and delivery of the Tūhono Kerikeri! Bicentennial Project.

Ngāti Rēhia who hold Kaitiaki AhiKaa for this place, have committed to provide cultural advice and support to the *Tūhono Kerikeri!* Project Event Coordinator throughout the development, coordination, and delivery of Tūhono Kerikeri Bicentennial programme of events.

2. PROJECT OUTLINE:

Kerikeri visibly reveals the shared history of the first encounters between Māori and European settlers. Kororipo Pā and Kainga majestically sit overlooking the Stone Store and Kemp House the two oldest surviving European buildings in the country and the remnants of the Anglican mission founded in 1819. To enable the establishment of the Kerikeri Mission Station, the Deed of Sale was signed on the 4 November 1819, which is a catalyst date for Tūhono Kerikeri! – a largely community-led programme of bicentennial events and activities.

The programme of events and activities delivered through *Tūhono Kerikeri!* Bicentennial Project provides opportunity for Kerikeri's community at large to become actively involved and engaged in celebrating their sense of space and place, and unity. It is also an opportunity for Kerikeri's wider community and visitors to the region to develop a greater understanding of New Zealand's shared heritage as pertains to Kerikeri from pre-European times to early encounters between Māori and Pākehā, through to Kerikeri as we know it today, enabling a broadening of the historical narrative for Kerikeri beyond its current 'Euro-centric' approach to one that is more inclusive and encompassing of the contributions that Māori and Pākehā have made.

Tūhono Kerikeri! is a significant opportunity to lift the profile of Kerikeri's uniquely historic Kororipo Heritage Park (KHP) - the 'Gateway' to the heart of Kerikeri as we know it today, moving it to the forefront from its pre-European and '*Birthplace of the Nation- where two cultures met*' beginnings, to putting it 'on the map' as a globally recognised 'landmark' destination of significance within the thriving, vibrant, and culturally diverse community that is Kerikeri.

The Tūhono Kerikeri! Bicentennial opening and closing ceremonies and the 'Kororipo Heritage Park Festival', will broaden and enhance the communities understanding of Tikanga Māori, and offer a diverse range of cultural and contemporary event experiences and activities, including

Waka Ama, Kapa Haka, Food & Market Stalls, and family entertainment sourced both locally and nationally.

Tūhono Kerikeri 'Kororipo Heritage Park Festival', will become a recognised annual legacy event for Kerikeri that holds capacity to draw people into to our region. Every effort will be made to support local suppliers and service providers, and seek volunteer support from within Kerikeri's local community and/or within Te Taitokerau, to contribute to it's success.

Such recognition will not only aid in boosting local economy through potential increased tourism, commercial enterprise, and residential influx, but also will go a long way in instilling a deeper sense of pride in Kerikeri's early beginnings of more than 200 years ago, among those who may not be aware or fully appreciate the historical and cultural significance of this place where they have chosen to establish their turangawaewae (place to stand).

3. BUSINESS PLAN: TŪHONO KERIKERI SIGNATURE EVENTS & COMMUNITY EVENT ACTIVATIONS

Three signature events will provide the start/middle/end framework for a much broader and inclusive programme of community-led events and activations that already exist within community groups (i.e. Kerikeri Business Association, Rotary, Lions & Schools), community interest groups (i.e. K.O.A.S.T., NZ Wine Growers, Cathay Cinema), and various others.

These are:-

- **Tūhono Kerikeri! Opening Ceremony**
Sunday 27th October 2019, Kororipo Heritage Park
- **Tūhono Kerikeri! Kororipo Heritage Park Festival (Legacy Event)**
Saturday 21st March 2020, Kororipo Heritage Park
- **Tūhono Kerikeri! Closing Ceremony**
Sunday 26th April 2020, Kororipo Heritage Park

FUNDING:

In order to deliver each of these events successfully, overall funding support needs to be sourced from various funding streams including the Bay of Islands-Whangaroa Community Board.

Funding amounts received will be apportioned between the three individual event expenditure cost projections, and generically for expenditure items that are 'umbrella' costs (i.e. Marketing expenditure over-arches the three events that comprise the 'Legacy').

From this funding round we are seeking an amount of **\$20,000** to go towards marketing and promotion (raise awareness of Tūhono Kerikeri Bicentennial within our wider community), and event facilitation and delivery.

\$7,870 is required urgently to produce vital marketing collateral and secure domain/webhosting/email services that will enable the launch of Tūhono Kerikeri! Bicentennial, generate community interest and buy-in, and to position Tūhono Kerikeri on community and global radars now!! **\$12,130** will go towards the overall cost of Hireage for the three signature events listed above, ensuring availability of funds for booking deposits, etc, as needed.

We appreciate your support in enabling the successful delivery of Tūhono Kerikeri Bicentennial.

Local Community Grant Fund Application Form



Project Cost

Provide a detailed costs estimate for the project or event. Funding requested may not exceed 50% of the total project 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	\$7,830 -	
Advertising/Promotion	\$45,000 -	\$7,870 -
Facilitator/Professional Fees ²	-	
Administration (incl. stationery/copying)	\$7,000 -	
Equipment Hire	\$99,918-28	\$12,130-00
Equipment Purchase (describe)	-	
Utilities	\$64,000 -	
Hardware (e.g. cement, timber, nails, paint)	-	
Consumable materials (craft supplies, books)	\$10,000 -	
Refreshments	\$31,500 -	
Travel/Mileage	\$4,000 -	
Volunteer Expenses Reimbursement	-	
Wages/Salary	-	not applicable
Volunteer Value	-	not applicable
Other (describe) Entertainment Light Show Contingency	\$38,000 - \$50,000 - \$19,387.72	
TOTALS	\$376,636-00	\$20,000

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

BREAKDOWN OF FUNDING REQUESTED		
MARKETING COLLATERAL:		
Pull-up Banners/Design	2 @ \$250 ea	\$500.00
PVC Banner 1800 x 600mm	1 @ \$100	\$100.00
A6 Postcard 'Save the Date'	4000	\$530.00
Business Cards	500	\$165.00
Design time	7 hours @ \$120 p/hr	\$840.00
A5 Printed Programme	4000	\$4060.00
Design time	10 hours @ \$120 p/hr	\$1200.00
Delivery (on as produced basis)		\$210.00
Website Domain/Hosting/Email	Domain \$55/Hosting \$210p/a	\$265.00
		TOTAL: \$7870.00
HIRE ITEMS		
12 X 24 marquee	1	\$2700.00
12 x 9 marquee	1 x \$1500, 1 x \$1300	\$2800.00
Chairs	500 @ \$2.50 ea	\$1250.00
Tables	10	\$120.00
Stage	1	\$600.00
PA System & 3 hand held mics	1	\$500.00
Port-a-loos - Standard	20 @ \$86.95 ea	\$1739.00
Toilets Flushing - Green	8 @ \$150.00 ea	\$1200.00
Generators & Leads	5 x plus leads	\$901.00
Labour		\$240.00
Delivery/collection		\$80.00
		TOTAL: \$12130.00
	TOTAL FUNDING REQUEST	\$20,000.00

TŪHONO KERIKERI! BICENTENNIAL – EXPENDITURE PROJECTIONS: ACROSS 3 X LEGACY EVENTS		
EXPENDITURE		COST PROJECTIONS
Venue Hire		\$7830.00
Advertising/Promotion		\$45000.00
Facilitator/Professional Fees		-
Administration (incl. Stationery/copying)		\$7000.00
Equipment Hire – Marquees/Sound/Stage/Lighting/Portaloos Tables/Chairs/Generators, Ground cover etc		\$99918.28
Equipment Purchase		-
Utilities – Waste Mgmt, Traffic Mgmt, St Johns First Aid, Event Security		\$64000.00
Hardware (cement, timber, nails, paint)		-
Consumables (craft supplies, books)		\$10000.00
Refreshments – Catering/Water		\$31500.00
Travel/Mileage		\$4000.00
Wages/Salary		-
Other: Entertainment		\$38000
Other: Light Show		\$50000
Other: Contingencies		\$19387.72
TOTAL FUNDING TO BE SOURCED		\$376,636.00

TŪHONO KERIKERI! BICENTENNIAL – OPENING & CLOSING EVENTS - PROJECTIONS		
EXPENDITURE		COST PROJECTIONS
Administration (incl. Stationery/copying)		\$1000.00
Equipment Hire – Marquees/Sound/Stage/Lighting/Portaloos Tables/Chairs/Generators, Ground cover etc		\$11806.14
Equipment Purchase		-
Utilities – Waste Mgmt, Traffic Mgmt, St Johns First Aid, Event Security		\$18000.00
Hardware (cement, timber, nails, paint)		-
Consumables (craft supplies, books)		-
Refreshments – Catering/Water		\$10500.00
Travel/Mileage		-
Wages/Salary		-
Other: Entertainment		\$1000
Other: Contingencies		\$4693.86
TOTAL FUNDING TO BE SOURCED PER EACH EVENT -		\$47,000.00
TOTAL FUNDING TO BE SOURCED PER BOTH EVENTS		\$94,000.00

TŪHONO KERIKERI! BICENTENNIAL – KORORIPO HERITAGE PARK FESTIVAL (LEGACY EVENT) - PROJECTIONS		
EXPENDITURE		COST PROJECTIONS
Administration (incl. Stationery/copying)		\$5000.00
Equipment Hire – Marquees/Sound/Stage/Lighting/Portaloos Tables/Chairs/Generators, Ground cover etc		\$76306.00
Equipment Purchase		-
Utilities – Waste Mgmt, Traffic Mgmt, St Johns First Aid, Event Security		\$28000.00
Hardware (cement, timber, nails, paint)		-
Consumables (craft supplies, books)		-
Refreshments – Catering/Water		\$10500.00
Travel/Mileage		4000.00
Wages/Salary		-
Other: Entertainment		\$36000
Other: Light Show		\$50000
Other: Contingencies		\$10000
TOTAL FUNDING TO BE SOURCED FOR KHP FESTIVAL		\$219806.00

Local Community Grant Fund Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number **082-404-279**

What are your organisation's currently accessible financial resources? **Refer attached Report**

How much of this is tagged or committed for specific purposes? **Refer attached Report**

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
<i>There are no other funds secured or pending approval for this project.</i>		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
			Y / N
			Y / N
			Y / N
			Y / N

Local Community Grant Fund

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)

Te Runanga o Ngāti Rehua on behalf of Tuhono Kerikeri Project Partnership (KHPNG)

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

Local Community Grant Fund

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.
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.
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.
11. To notify the Far North District Council immediately if our GST status changes.

Signatory One

Name WILLIAM SKIPPER (KIPA) MUNRO Position TRONR CHAIR
Postal Address CNR HONE HEKE, KERIKERI ROADS Post Code 0205
Phone Number (09) 4016125 Mobile Number 027 265 2451
Signature [Signature] Date 18 APRIL 2019

Signatory Two (if applicable)

Name CRYSTAL HARDEN Position TRONR FINANCIAL ADMINISTRATOR
Postal Address AS ABOVE Post Code 0205
Phone Number AS ABOVE Mobile Number 021 082 672 34
Signature [Signature] Date 18 APRIL 2019