

## Local Grant

26 APR 2019



## 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	National Flash Fiction Day (NFFD)		Number of Members	N/A
Postal Address	PO Box 841, Kerikeri		Post Code	0245
Physical Address	6 Cochrane Dr, Kerikeri		Post Code	0295
Contact Person	Kathy Derrick	Position	City Chair	
Phone Number	09 4073136	Mobile Number	021 2141319	
Email Address	<a href="mailto:kderrick@xtra.co.nz">kderrick@xtra.co.nz</a>			

## Please briefly describe the purpose of the organisation.

NFFD organises an annual, national flash fiction writing competition with categories for adults and young people aged up to 18 years. Local events are held throughout the country to celebrate the winners and to allow local writers to present their work.



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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  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.

This event has proved over the past three years to be a major highlight of the Northland writing calendar. It provides opportunities for Northland writers to learn more about and practise the genre with the guidance of a successful Northland writer who has expertise in flash fiction. Participants also present their own work to the local community, and national winning stories as well are read aloud. From the inauguration of this national competition Northland writers have enjoyed much success. We have been a staunch supporter since the beginning and we are the only rural community to celebrate with an NFFD event. (Events are also held in Auckland, Wellington, Christchurch and Dunedin.)

Northland is an isolated community and has limited opportunities for acknowledging best practice, especially in the arts. This event allows us to provide an opportunity for the local community to explore and have a go at short form writing. Past workshops have been instrumental in expanding writers' thinking, opportunities and confidence. This is particularly vital for rural writers who have limited educational opportunities and non-mainstream lives. We aspire to give Northlanders a voice through their writing that will inform and delight the wider NZ readership.

The event will begin with a workshop convened by Michael Botur. Participants will learn more about the conventions and opportunities of the flash fiction form and practise their skills collaboratively. The workshop will be followed by afternoon tea before the national winning entries are read aloud and then local writers can take the stage with their work. The New Zealand Society of Authors supports the event in the form of a cash prize and trophy awarded to the top Northland entry in the competition and this will be presented during the afternoon.



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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
Rent/Venue Hire	\$288 (incl GST)	\$288
Advertising/Promotion	\$200 (posters)	\$200
Facilitator/Professional Fees <sup>2</sup>	\$200 (presenter fee)/\$400 (city chair)	\$600
Administration (incl. stationery/copying)	N/A	
Equipment Hire	N/A	
Equipment Purchase (describe)	N/A	
Utilities	N/A	
Hardware (e.g. cement, timber, nails, paint)	N/A	
Consumable materials (craft supplies, books)	N/A	
Refreshments	\$100 (afternoon tea)	\$100
Travel/Mileage	N/A	
Volunteer Expenses Reimbursement	N/A	
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	\$200	not applicable
Other (describe)		
<b>TOTALS</b>	<b>\$1388</b>	<b>\$1188</b>

<sup>2</sup> 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
Prizes	\$1850
Judges	\$1500
City Chairs	\$2000
Technical Support (website)	\$200
Judges travel to National Flash Fiction Day Events	\$250
<b>TOTAL</b>	<b>\$5800</b>

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

Funding Source	Amount	Approved
We currently have no additional funding but we are actively seeking sponsors.		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





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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)**

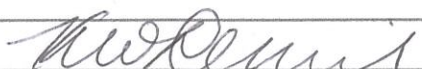
National Flash Fiction Day

**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**





# 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  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