

Local Community Grant Fund Application Form

FNDC ADMIN
27 MAY 2019



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

Applicant details

Organisation	Pungaere Cemetery Trust	Number of Members	5
Postal Address	c/- 71 Onekura Road R.D.2	Post Code	0295
Physical Address	Waipapa Kerikeri	Post Code	
Contact Person	Ann COURT	Position	chairperson Secretary Treasurer
Phone Number	0272955550	Mobile Number	0272955550
Email Address	ann.court@fndc.govt.nz		

Please briefly describe the purpose of the organisation.

Voluntary Trust who administer, manage and maintain the Council owned public cemetery.
Please refer to Page 1 of our Policy.

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

☐ Kaikohe-Hokianga

☒ Bay of Islands-Whangaroa

Name of Event

--

Date _____

Location

Time

--

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.

Please refer to attached correspondence.

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

PUNGAERE CEMETERY TRUST

23/05/2019

Application for funding: Local Community Grant Fund

To Whom it May Concern

Pungaere Cemetery Trust

Legally established by gazette notice in 1932 the Pungaere Cemetery (formerly the Waipapa Cemetery) is a public cemetery administered pursuant to the Burial and Cremation Act 1965 (the Act).

Legally described as Pt Sec 15 Blk XII Kaeo SD Onekura Road, the parcel is 8304m² in size.

Owned by the Far North District Council, the administration, management and maintenance of the cemetery has been undertaken on a voluntary basis by the Pungaere Cemetery Trust and its predecessor the Waipapa Cemetery Trust pursuant to part 3, Section 23 of the Act since its formal gazetting.

Trustees and Community Representatives

Current Trustees

- Ann Court
- Greg Thorpe
- Doug Lane
- Robin Hodgkinson

Community representatives:

- Vicky Wallington
- Warren Pattinson
- Paul Quinn
- Michelle Quinn

Cemetery

Maintenance and Operations

The Trust has not and does not seek operational, maintenance or renewal funding from the Council. The Trust is fortunate in that the cemetery has a small grazing block attached which is leased, on an annual basis, providing sufficient revenue to enable the Trust to meet its annual operating costs.

The Cemetery is currently undergoing a significant makeover, in part due to a need for some long overdue TLC but also because we have recently had a rush on space with 22 plots reserved and one new internment year to date.

Concurrently one of the Trustees, Robin Hodgkinson, has written a book detailing the history of the cemetery. As part of her research, Robin poured through old minute books and maps dating back to early the 1930's. Through this process, it has been identified that some discrepancy between the minute books and historic site plans exists. We are currently aware of the following:

- 30 Marked Graves
- 10 Unmarked Graves
- 12 Sites Reserved Pre 2019
- 22 Sites Reserved 2019

We have been engaged in dialogue with Auckland University (Alex Jorgenson), Dawn Underwood (FNDC) and Alfred Crawford (Recreational Services) regarding possible techniques to locate the unmarked graves. As the sites are identified the Trust will be supplying a memorial at our expense to mark and identify the occupant as a mark of respect to those who time has forgotten.

Until such time as all of the unknown or unmarked graves have been definitively located the Trust is no longer permitting new internments or reservations on the Northern side of the cemetery. Historic family reservations will require an archaeological site evaluation prior to any internment occurring to ensure their preferred site is viable.

In order to manage the site the Trust has divided the cemetery into the Historic Section and the New Section.

Work undertaken to-date this year

- Engage Thomson Survey to undertake a comprehensive survey of the cemetery to assist in the layout of the new internment grid
- Concreting of three new plinths at 10.7m long. As indicated on your attached plan showing as rows A-E sites 1-10.
- Water Supply (Donated by Kerikeri Irrigation)
- Concrete cutting to mark each individual site underway
- Individual grave markers currently under contract.
- Water blasting of the roadside fence and repainting.
- Restoring the Pungaere Cemetery sign, repainting the wording and oiling the remaining sections.
- Weed removal. There was a plague of Agapanthus and gorse which has now been sprayed twice and cut back to ground level.
- Pruning the adjoining shelter belt and removing the branches off site.
- Re-leveling of the turf, grass seed sown and fertilized.
- New memorial garden planted.
- Memorials cleaned and repaired as required.
- Memorials decluttered
- Robust public seating currently under design
- New public signage currently under design
- New Management Policy and Operational Guidelines adopted. Our sincere thanks to Dawn Underwood for her time in meeting with us and her assistance getting working us through the requirements of the Act and FNDC Policy
- New templates have been developed for:
 - Burial Warrants
 - Applications to purchase the exclusive rights for burial
 - Warrant to grave digger to bury in a cemetery
 - Authority to inter
 - Authority to open
 - Authority to disinter



Next Steps

The Trustees have future proofed the design with a view to bringing in part of the grazing block to the NW of the internment site to address future demand. This will require additional fencing, earthworks and site levelling, drainage and access (driveway and crossing) and possible road widening or turning bay to achieve compliance with Council engineering standards and guidelines. We anticipate being able to self-fund all of these works out of our current reserves.

The Trustees are extremely proud of this facility and are starting to receive very positive feedback from the community. This is evidenced in the rapid increase in interest and presales.

The Trust understands the burial of a loved one can be an emotional time and for many the costs of interring a loved one can create financial hardship. We have therefore chosen to deliberately keep our fees de Minimis to make our facility both affordable, as well continuing our programme of capital change to ensure we can meet the spiritual and emotion needs of the bereaved.

To that end whilst our bank account looks incredibly healthy we would like to preserve our current capital to ensure we can provide for the capital works programme and maintenance of the cemetery today and for future generations.

Reasons for our funding application

As is evidence by our photographs the cemetery is still showcasing the cattle gates that have been panel beaten back into shape more than once or twice. The Trust would like to replace the current stock gates with something more fitting a cemetery and that will last for generations whilst remaining stock, theft and vandal proof.

We have worked with Iron Design in Tauranga who specialize in this boutique business and have selected a design that will work within our historic fence posts.

Whilst appreciating the Board would prefer to see a minimum of two quotes, this is a boutique business with other providers located in Whanganui and Christchurch. We have not pursued alternative quotes at this time.

The Trustees are mindful that to purchase the gates outright would seriously erode our precious capital and may adversely impact on the delivery of our future capital programme.

I have been tasked with lodging a formal application to the community board to see if they would be amenable to meeting us half way in the capital cost of the new gates?

The Trustees preferred design is option two. This is the design that sites best within our two historic gate posts which we will preserve.

The design can be further enhanced however, as an example we could seek to have Pungaere Cemetery inserted into the archway however this would add significant costs which would be a nice to have rather than a need to have.

The Trust appreciate there are cheaper options in the market. The Trustees wish to provide a facility that is both aesthetically pleasing and fit for purpose. It is our view the option selected is 'fit for purpose' whilst other options investigated are not as durable or fitting.

The Trustees thank the board in advance of their consideration of this request.

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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		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	\$3100.00	\$1550.00
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value		not applicable
Other (describe) The Trust will meet all other cost including Freight + Installation.		
TOTALS	\$3100.00	\$1550.00

² 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

What are your organisation's currently accessible financial resources?

How much of this is tagged or committed for specific purposes?

List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
Capital Works Program as identified in attached cover letter + any 'charitable' off-set contribution towards internment in the case of financial hardship if required.	
TOTAL UN-DETERMINED	

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

Funding Source	Amount	Approved
Trust will meet half the cost of the gates + Freight and Installation on an as required basis.	\$1550.00	<input checked="" type="radio"/> 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
No			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)

Pungaere Cemetery Trust

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

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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.
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 Ann Court Position Trustee

Postal Address 9/- 71 Onekura Road Waipapa Post Code 0295

Phone Number 4077558 Mobile Number 027 2955550

Signature [Signature] Date 23-5-19

Signatory Two (if applicable)

Name Robin Hodgkinson Position Trustee

Postal Address 101 Onekura Road Waipapa Post Code 0295

Phone Number 4077 260 Mobile Number 027 31 41 321

Signature [Signature] Date 23-5-19