

# 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 N/A - *VALUE RESPONSIBILITY*
- 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 N/A - *VALUE RESPONSIBILITY*
- Signed declarations on pgs 5-6 of this form

## Applicant details

Organisation	BE FREE INCORPORATED SOCIETY INC	Committee Number of Members	6
Postal Address	4-188A WAIPAPA WEST ROAD, KERIKERI.	Post Code	0295
Physical Address	252 ROVER.	Post Code	
Contact Person	CLAIRE GORDON	Position	CHAIRPERSON
Phone Number	021883616	Mobile Number	09 407 1506
Email Address	musicplacekerikeri@gmail.com		

Please briefly describe the purpose of the organisation.

To support Youth in our community & to provide pathways to support for addictions. Healthy & happy commu



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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.

PLEASE SEE ATTACHED





# FAR NORTH SUMMER SOUNDS 2020

## Business Plan

### Event Background

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#### *How did your Event Start?*

Be Free Incorporated Society held, for 10 years, a Family Fun Day Out, supporting freedom from alcohol and drug addictions through encouraging our community to enjoy a family day without the props of drugs and alcohol. At the same time, they invited support agencies to have a presence, and as a result advice and support was available to those who needed it.

Following a change in Committee, there was a gap of 18 months in the big Day Out, although smaller Youth focused events continued, which gained Be Free a reputation for supporting our Youth to be independent, confident and resilient youngsters through their Mentoring through Music programme, Be Free Youth.

A donation was received in 2018 which enabled the Committee to bring back the Family Fun Day out, and this was held at Kainui Vineyard. We wanted this occasion to be supportive and educative and the Drug & Alcohol team from Kerikeri attended the Event, providing support and information as well as our own Resources Tent. This helped to ensure that there was responsibility and appropriateness around alcohol (being a vineyard venue), and indeed, everyone behaved very responsibly, and we had no incidents, and just one person who we attended to. The entertainment on stage was a mixture of Youth from the Be Free Mentoring through Music programme and professional bands. The day was attended by approx. 1000 people, was hailed as a great success, from all aspects, and feedback was received that it was rated as the best Family Day out that people could remember.

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#### *Why is it being held?*

Kainui Vineyard, impressed by the Event Management and success of the Event, have asked us to repeat the Event this coming summer, and have asked if we are able to make it a larger Event which promotes the Far North - through more stalls, workshops etc - something that really showcases our region and our Culture. This fits with Be Free Inc.'s plan to continue to enhance visibility and availability to our Community.

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### *What other Funding has been secured?*

We have carried forward funding from our last Event and have already approached some sponsors who are keen to continue to support the Event, based on last year's success. Over the period between now and the Event, we have a number of fund-raising events planned - from a 'Battle of the Bands' to launching a CD featuring Be Free Youth, and the usual sausage sizzles, cake sales, etc.

The Event will also be ticketed, at a level that is affordable to all and there will be a small charge to stallholders. These funds will go towards covering the costs of the Event. See budget attached.

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### *Previous Experience running Events*

We have run the Be Free Family Fun Day Out for a number of years with, at one point, attendees of over 4000 people. Claire Gordon is actively involved in the Mangonui Festival, providing the music for all three stages, running the stages as well and photographing and videoing the event. We run smaller Events regularly. For this Event we already have a team in place:

Claire Gordon & Jo Danilo - Event Management  
Jodi Betts - Traffic Management  
Belltech or Music Workshop - Sound, Stage & Lighting

Claire & Jo will have teams in place who will be responsible for Waste Management, Security, Stalls, Entertainment etc., as well as a great team of volunteers.

Jo and her husband ran the Cape Brett Event, and Claire has worked on other large Music Events.

Our experience from our last Event is that having strong team leaders, and a clear management structure means that communication works well and the event runs smoothly.

We have great contacts throughout the Bay of Islands who have indicated that they are willing to join in promoting this Event to make it a huge success.

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### *Waste Minimisation Plan*

Along the lines of last year, we work with Waste Management to have a management plan that is adequate for the size of the Event. This also means having volunteers at each waste site helping attendees to put their waste in the appropriate bin. We will discuss with each of our stall holders how they will be responsible for their own waste, and what they are doing to minimise waste and to be environmentally friendly.



## How will your Event Meet the following principals?

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### *Celebrating our culture and the place we live in*

The timing is perfect and our aim is to replace the old "Oceans & Orchards" Festival attracting tourists, and to make this more inclusive, bigger and better and at the same time support our Community and our Youth.

The structure of the event is planned as:

**Main Stage** - Music and Culture/Dance

**'Culture Corner'** - Throughout the day, workshops on Weaving, Fishing, Wines from the Region, Food, Korero, Orchards - making the best of our fruit & produce, and celebrating the skills and resources that are special to our community.

**'Kiddies Area'** - Kylie Penn who took charge of our Kiddies corner in 2019 has put together a great programme to entertain the youngsters.

**Roving Entertainment** - Street entertainment, circus acts.

**Quiet Corner** - although barely used at our last event, this is a place of respite.

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### *Contributing to a stronger community*

Thus, we aim to make the Event as participative and inclusive as possible - something that will attract our wider Community, that they can be proud of and that will draw in visitors who have such a memorable experience that they will spread the word and return again year after year.

People from amongst our community will present in the Culture Corner and Youth will perform on stage alongside professional musicians. Our past experience has been that a strong community identity with the Event will be led by this inclusive approach, where Community supports community, and combined with a positive message in keeping with the kaupapa of Be Free, makes for an event that is enjoyable, where the community can be proud of their youth and their environment.

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### *Showcasing the best the community has on offer*

This is achieved through our 'inclusive and multi-faceted approach' through offering:

- Stalls promoting our local produce, creativity, arts, crafts & culture
- 'Culture Corner' - talks from 'experts' in the region on the various aspects of life that are special to our community. Including Kōrero Pūrākau, fishing, wine-making, food, weaving, orchards, Puketi Forest/Doc.
- Local Artists performing on stage and around the festival. We always make space for our local artists to perform on stage, and even throughout the festival - for example, we may have local 'actors' and performing wandering through entertaining the crowds - particularly during the changeover between on stage performances.

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## *Enhancing the Quality of Facilities & deliver economic benefit.*

Kainui is well accustomed to successfully hosting Events. With each Event, they learn and grow so that the next Event can be even better. They have walks through their property that will be open to the public - and the Event can be managed to a level of being well presented.

In terms of economic benefit, it is our hope that every stall-holder will gain in terms of exposure and sales and hence give a boost to local tradespeople and businesses.

Our sponsors also have the opportunity to advertise and receive great PR exposure and will, we hope, also benefit from being seen to support their community.

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## *Sustainable events implement environmentally responsible practices, minimise negative impacts on neighbourhoods and natural areas, optimise use of resources and are financially sustainable.*

The success of last year's event, and indeed the success of previous similar Events (such as Oceans & Orchards, Kerikeri Street Party, Mangonui Waterfront Festival), provides an optimistic backdrop to the sustainability of this event, year after year. By making it more inclusive of our community through multi-cultural presentations and workshops, we expect to attract a wider following - both locally and from tourists.

We feel that holding it at Kainui who have experience in managing larger events will help to minimise any negative impact on the neighbourhood, the Event is 'contained' within their grounds.

We anticipate contracting out the Traffic Management to Jodi Betts, who is very experienced in this area, to not only minimise any traffic disruption but to manage the flow in and out. We find this is particularly important at the end of the Event, where we may offer buses to ensure that we don't have people wandering along SH10. As this is a "Festival" as opposed to a 'Concert' with a headliner, past experience has shown that this helps to manage the traffic flow, where people tend to come and go throughout the day, thus spreading the traffic flow.

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## *Event Identity - it's uniqueness*

In February 2019 we ran the Event, with the Identity of **Far North Summer Sounds**, with the intention of making it more widely attractive and an annual event. Whilst it was clear that the Event was hosted by Be Free Charitable Society with promotion around our Kaupapa., the identity was promoted as being Far North.



The advantage of the Event being run by a charitable society with the clear kaupapa that we have means that it kept our Event I 2019, for want of a better word, "respectable" with no drug use (to our knowledge) and, out of 1000 attendees, just one lady who we cared for as a result of too much alcohol. We were able to take her to our 'quiet corner', give her some water, coffee and food and stayed with her until we felt she was responsible enough to go back and join the Event.

The Event is unique in as much as we intend for it to effectively replace the Oceans & Orchards Festival, and is more than either a Street Party or a Concert, but a celebration of our Community, our Culture and our location.

What will make the Event better than anything else on offer is a higher budget! We need, for example, a covered stage to allow for a rain shower or two - or wind. To have a good sound is also really important - it needs to be quality yet not too loud so that it drowns out other activities.

Kainui have some great gazebos that they can use to offer shelter. However, we do need gazebos for the workshops.

We are specifically NOT offering a VIP area as we feel this is something that is divisive of the community and often leads to more alcohol consumption (a VIP area generally has it's own bar). Our emphasis is on family and community.

Good promotion is also very necessary - for our last Event we actually cut back on the promotion as the response we received from the promotion that we did was overwhelming. This year we will move to a larger area so we can pick up our promotional plan from last year and improve it further.

Importantly this is being run by a Registered Charity and Incorporated Society with a great track record. We are not a business, however that does not mean to say we cannot run on a business model. Our intention is to cover our costs and, if possible, to raise some funds for our Youth programme and keep some funds back to put towards keeping this as an annual event.

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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	NONE	NONE.
Advertising/Promotion	\$5613.00	\$2802.00.
Facilitator/Professional Fees <sup>2</sup>	\$12,222 -	\$6610.00
Administration (incl. stationery/copying)	\$1600 -	\$800 -
Equipment Hire	\$12,114 -	\$5063 -
Equipment Purchase (describe)	- NONE -	- NONE -
Utilities	\$1000 -	\$500.00.
Hardware (e.g. cement, timber, nails, paint)	- NONE -	- NONE -
Consumable materials (craft supplies, books)	\$150 -	-
Refreshments	\$200 -	\$100 -
Travel/Mileage	- NONE -	- NONE -
Volunteer Expenses Reimbursement	- NONE -	- NONE -
Wages/Salary	- NONE -	not applicable
Volunteer Value (\$20/hr)	\$5600.	not applicable
Other (describe)		
<b>TOTALS</b>	<b>\$38,499</b>	<b>\$15,875 -</b>

<sup>2</sup> 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
BANDS & SOUND	\$9835.00
TOTAL	

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

Funding Source	Amount	Approved
FNDC EVENTS FUNDING	\$5000.00	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
* SEE ATTACHED *			Y / N
			Y / N
			Y / N
			Y / N



## 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)

BE FREE INCORPORATED SOCIETY

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) NA
  - 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





## 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	<input type="text" value="CKYORDU. CLAIRE GORDON"/>	Position	<input type="text" value="CHAIRPERSON"/>
Postal Address	<input type="text" value="188A WAIAPAPA WEST ROAD. RID/2."/>	Post Code	<input type="text" value="0295"/>
Phone Number	<input type="text" value="09 407 1506"/>	Mobile Number	<input type="text" value="021 883 616."/>
Signature	<input type="text" value="ckyo cl"/>	Date	<input type="text" value="29.08.2019."/>

### Signatory Two

Name	<input type="text" value="JAN DANILO"/>	Position	<input type="text" value="COMMITTEE MEMBER"/>
Postal Address	<input type="text" value="18 MACADAMIA LANE, RD2, WAIAPAPA"/>	Post Code	<input type="text" value="0295"/>
Phone Number	<input type="text" value="021 0286 2707"/>	Mobile Number	<input type="text" value=""/>
Signature	<input type="text" value="Jan Danilo"/>	Date	<input type="text" value="29/8/2019"/>