



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
- **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 Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.
- **Send your completed form** to funding@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	<input type="text" value="KOAST"/>	Number of Members	<input type="text"/>
Postal Address	<input type="text" value="59 Stanners Road, State highway 10, Kerikeri"/>	Post Code	<input type="text" value="0230"/>
Physical Address	<input type="text"/>	Post Code	<input type="text"/>
Contact Person	<input type="text" value="Rachel Palmer"/>	Position	<input type="text" value="Funding Project Manager"/>
Phone Number	<input type="text" value="0211564822"/>	Mobile Number	<input type="text" value="0211564822"/>
Email Address	<input type="text" value="info@koast.org.nz"/>		

Please briefly describe the purpose of the organisation.



Local Grant 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 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.

The Pack house located in Kerikeri has offered KOAST / Bay Of Islands Creative a permanent exhibition space to showcase the regions artists. KOAST now has the prospect of expanding the opportunity to the artists of the Far North to exhibit and sell their work on a weekly basis by establishing a new community art gallery. The enormously popular Packhouse Market is a central hub in Keirkeri and attracts hundreds of local and visiting tourists every weekend. The art space is located in a 17m x 5m corridor linking the front of the Packhouse markets stalls through to a large newly built undercover stall holder area. The corridor will be used as a main entrance through fare and all visitors will flow through. The gallery has an additional side room of 5m x4m that will act as a demonstration area for exhibiting artists, sales desk and a large screen displaying the interactive Online BOI Creative Gallery website that enables visitors to view a wider range of art mediums and artists from around the far north. Artworks will rotate and change on a monthly basis as to enable the space to be ever fresh for regular visitors to the Packhouse market, ensuring they will be continually inspired and pause with interest. The weekend gallery will be managed by a collaboration of artists that are displaying their art works and will be overseen by an art coordinator that will curate the exhibitions, manage sales and inquiries. Each exhibiting will pay a monthly fee of \$50 to cover the costs of the art coordinator to curate and manage the exhibition space sales and packaging. A 30% sales commission will be added to art works to support operational costs and promotion of the community gallery. We look to encouraging participation in the our communities - Local and regional Artists of the Far North will have the opportunity to exhibit - Local community visitors to the Packhouse Market supporting the local arts - Tourism from outside our region are attracted in to Kerikeri. We look Developing community capability -Promote the arts in the Bay of Islands as a tourist destination that showcases our talented artists. -Generate revenue for local artists, galleries and businesses -Volunteers acquire some new skills as well as contributing their own skills. We look to Promoting community leadership- Over 15 local residents and artists volunteer their time and professionalism, All exhibitors will contribute some voluntary time to managing the community gallery; Local business come on board through sponsorship, advertising opportunities, donations.



Local Grant Application Form

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	4000	
Advertising/Promotion	1000	
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)	1000	
Equipment Hire		
Equipment Purchase (describe)	Hanging system 1625 Lighting 3814 Computer / screen 3000 Mobile / POS unit 3250	Hanging and lighting 5439
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	500	
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary	4500	not applicable
Volunteer Value (\$20/hr)	4500	not applicable
Other (describe)	Display unit 500 Signs / flags 1311	
TOTALS	29,000	5439

² 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
KOAST Open Arts Trail 2021	8000
Online gallery website	2385
Community gallery	1000
TOTAL	

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

Funding Source	Amount	Approved
Creative Communities	2500	Yes / Pending <input checked="" type="checkbox"/>
Pub Charity	9000	Yes / Pending <input checked="" type="checkbox"/>
Sponsorship		Yes / Pending <input checked="" type="checkbox"/>
Exhibiting fees and commissio	9000	Yes / Pending <input checked="" type="checkbox"/>
Online Gallery Website	28,000	Yes <input checked="" type="checkbox"/> / Pending

Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
KOAST Art trail 2019	2500	oct 2019	Y <input checked="" type="checkbox"/> / N
KOAST Art trail 2018	2000	oct 2018	Y <input checked="" type="checkbox"/> / N
			Y / N
			Y / N



Local Grant

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)

KOAST Kerikeri Open Art Studios Trust

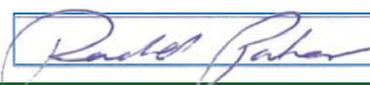
We, the undersigned, declare the following:

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

Signatory One

Signatory Two





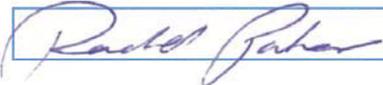


Local Grant Application Form

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	<input type="text" value="Rachel Palmer"/>	Position	<input type="text" value="Funding Manager"/>
Postal Address	<input type="text" value="1608c Springbank Road, Kerikeri"/>		Post Code <input type="text" value="0293"/>
Phone Number	<input type="text" value="0211564822"/>	Mobile Number	<input type="text" value="0211564822"/>
Signature		Date	<input type="text" value="7.10.2020"/>

Signatory Two

Name	<input type="text" value="Bruce Macgregor"/>	Position	<input type="text" value="Chairman"/>
Postal Address	<input type="text" value="59 Stanners Road, Statehighway 10, Kerikeri"/>		Post Code <input type="text"/>
Phone Number	<input type="text" value="09 4073383"/>	Mobile Number	<input type="text" value="021983913"/>
Signature		Date	<input type="text" value="7.10.2020"/>

Schedule of Supporting Documentation

KOAST – Bay of Islands Creative Gallery

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

1	Statement of Financial Position for KOAST as of March 22, 2020
2	ASB Transaction History Report – 1 September to 8 October 2020
3	2019 End of Year Report
4	Quote – Larson Juhl x 2
5	Quote – Shakespeare Solutions x 2