

# Local Grant Application Form

20 pages



## 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 Community Development team at freephone 0800 920 029, or [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [funding@fndc.govt.nz](mailto: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     | <b>Kerikeri Open Art Studios Trail (KOAST) 2021</b> | Number of Members | <b>see attached</b>   |
| Postal Address   | <b>59 Stanners Road</b>                             | Post Code         |                       |
| Physical Address | <b>Kerikeri</b>                                     | Post Code         | <b>0295</b>           |
| Contact Person   | <b>Bruce MacGregor</b>                              | Position          | <b>Chair of KOAST</b> |
| Phone Number     | <b>09 407 3383</b>                                  | Mobile Number     |                       |
| Email Address    | <b>info@koast.org.nz</b>                            |                   |                       |

Please briefly describe the purpose of the organisation.

- 1 Create a mutually supportive environment in which local artists can showcase their original work to a wide audience
- 2 Promote Kerikeri as a centre of artistic endeavour and tourist destination
- 3 Open artists studios to the public





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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 Location Kerikeri - various locations

Date 23 - 25 October

Time 10 - 4 daily

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 Kerikeri Open Art Studios Trail (KOAST) is held annually over three days during the Labour Weekend— 23 – 25 October 2021. We are currently planning and setting up the 7th event for the Kerikeri area. The event has grown since its establishment from hosting 32 artists in the first couple of years with an estimated 1000 visitors to more than 65 artists participating. During 2019 it attracted over 3000 visitors.

KOAST is the only community based art trail event in the Kerikeri area. It is family friendly and has a high degree of local participation and engagement, from the artists taking part, the local outlets who sell the Trail Guides and the volunteers on the committee and workgroups to local visitors as well as the tourists from outside the region.

One of KOAST 2021's objectives is not only to increase the number of local visitors but also attract a greater number of visitors from outside the Bay of Islands area. These visitors will benefit the whole community – businesses, accommodation providers, cafes, and tourist attractions. We are increasing our advertising and marketing budget to include additional social media posting and advertising direct to the specific target market (which will be starting in May and June) and additional national publications. We intend to maximise our reach to New Zealanders travelling/sightseeing in their own backyard - this is an opportunity for the Kerikeri area from a tourism perspective as well as for the community of KOAST artists as well as local collectors and attendees.

As part of the marketing, we also intend to increase print and production of rack cards and trail guides. We believe this is critical to the success of KOAST 2021. The increased number of rack cards will enable us to widen their distribution to iSites and other locations in Auckland and Whangarei and Wellington (from where according to the survey done in 2019 a relatively high percentage of visitors came). We will also target Waikato and Bay of Plenty for the same reason. To accommodate increased visitors we will look to increase the number of Trail Guides printed.

To ensure more local visitors are gained, the cinema advertisements will be run for a longer period and the rack cards are being put into Paihia, Kerikeri, Opononi, Kaitiaki, Rawene and Whangarei iSites during May, and the cinema advertisements are being run for an extended period of time during September/October.

KOAST supports emerging artists, art students, and established artists. In 2021 we seek to hire two quality group venue spaces, very suitable to displaying and exhibiting a diversity of art disciplines. Each of the venues will showcase invited guest artists who and local artists. Each venue will be curated and managed by the exhibiting artists. These are Kingston House and The Turner Centre. As well, Kerikeri Retirement Village have offered space as another venue which will ensure another community segment is engaged - both the residents, those running the village, the families who live locally and families from out of the area.





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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   | 4034          |                  |
| Advertising/Promotion   | 9500          |                  |
| Facilitator/Professional Fees <sup>2</sup>                                  |               |                  |
| Administration (incl. stationery/copying)                                   | 1000          |                  |
| Equipment Hire  |               |                  |
| Equipment Purchase (describe)<br>Additional/new flags to mark studios       | 6133          |                  |
| Utilities   |               |                  |
| Hardware (e.g. cement, timber, nails, paint)                                |               |                  |
| Consumable materials (craft supplies, books)                                |               |                  |
| Refreshments  |               |                  |
| Travel/Mileage  |               |                  |
| Volunteer Expenses Reimbursement  |               |                  |
| Wages/Salary  |               | not applicable   |
| Volunteer Value (\$20/hr)   | 7400          | not applicable   |
| Other (describe) Design and production of<br>trail guides and rack<br>cards | 9861          | 5000             |
| <b>TOTALS</b>   | <b>37,937</b> | <b>5000</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?  as at 3 May 2021

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        |
|---|---------------|
| Tagged - KOAST Reserve                                  | 4000          |
| Tagged - Advertising and marketing                      | 6065          |
|   |               |
|   |               |
| Committed - Online Bay of Islands gallery registrations | 2340          |
| <b>TOTAL</b>  | <b>12,405</b> |

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

| Funding Source          | Amount | Approved           |
|-------------------------|--------|--------------------|
| Kingston House Donation | 800.00 | Yes <b>Pending</b> |
| Turner Centre Donation  | 740.80 | <b>Yes</b> 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 |
|------------------------------------|--------|----------------|--------------------------|
| Creative Communities trail guide   | 2214   | September 2018 | Yes /                    |
| Community Board venues and signs   | 2000   | July 2019      | Yes /                    |
| COGs - guide design                | 2700   | 2019           | Yes /                    |
| Creative Communities - guide print | 2000   | 2019           | Yes /                    |





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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)

KOAST Kerikeri Open Art Studios Trail

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





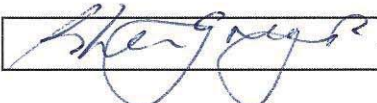


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## We agree to the following conditions if we are funded by Local Community Grant Funding:

1. To uplift any funding granted within 3 months of the date on the letter of agreement. 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           | Bruce MacGregor   | Position      | Chair   |
| Postal Address | 59 Stanners Road, Kerikeri  | Post Code     | 0295  |
| Phone Number   | 09 4073383  | Mobile Number | 021 983 913 (please use the landline if possible) |
| Signature      |  | Date          | 3 May 2021  |

## Signatory Two

|                |   |               |            |
|----------------|---|---------------|------------|
| Name           | Penny Fewkes  | Position      | Secretary  |
| Postal Address | 70 Reinga Road, Kerikeri  | Post Code     | 0230       |
| Phone Number   |   | Mobile Number | 0276856264 |
| Signature      |  | Date          | 3 May 2021 |

## **Schedule of Supporting Documentation**

### **Kerikeri Open Art Studios Trail (KOAST) 2021**

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

|           |  |
|-----------|--|
| <b>1</b>  | <b>ASB Transaction History Report from 1 May 2021 to 31 March 2021</b>                   |
| <b>2</b>  | <b>ASB Transaction History Report from 1 April 2021 to 3 May 2021</b>                    |
| <b>3</b>  | <b>Income and Expense breakdown for financial year 24 February 2019 to 22 March 2020</b> |
| <b>4</b>  | <b>Quote – Design &amp; Print - 7336</b>   |
| <b>5</b>  | <b>Quote – Design &amp; Print - 7344</b>   |
| <b>6</b>  | <b>Quote – Design &amp; Print - 7337</b>   |
| <b>7</b>  | <b>Quote – Design &amp; Print - 7416</b>   |
| <b>8</b>  | <b>Quote – Cre8 Website Design</b>   |
| <b>9</b>  | <b>Quote – Printrite</b>   |
| <b>10</b> | <b>Quote – Turner Centre</b>   |
| <b>11</b> | <b>Timelines as at April 2021 x3 pages</b>   |
| <b>12</b> | <b>Letter - KOAST 2021 Membership (Friends and Exhibitors)</b>                           |
|           |  |