

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 *N/A : Falls under H+S plan of Waitangi Museum*
- ☐ Your organisation's business plan (if applicable) *N/A*
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so *N/A*
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	<u>Henry, William Williams Memorial Museum Trust</u>	Number of Members	<u>8</u>
Postal Address	<u>14 Kinross St, Kelburn, Wellington</u>	Post Code	<u>6012</u>
Physical Address	<u>'The Retreat', SH1, Pakaraka</u>	Post Code	<u>0472</u>
Contact Person	<u>Camilla Hope-Simcock</u>	Position	<u>Trustee</u>
Phone Number	<u>-</u>	Mobile Number	<u>021 440 968</u>
Email Address	<u>camilla.hopesimcock@gmail.com</u>		

Please briefly describe the purpose of the organisation.

The preservation & conservation of the house, garden, and family collection of 'The Retreat', an historic house at Pakaraka.



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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 "Place, Faith + Family": Paikia 1823-2023 Date Dec 2022 - May 2023

Location Waitangi Museum, Waitangi Treaty Grounds Time

Will there be a charge for the public to attend or participate in the project or event? ☒ Yes ☐ No

If so, how much? Included in normal Treaty Ground entry fee (\$25 NZ citizens)

Outline your activity and the services it will provide. Tell us: - Children Free

- 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 statement
+ outline of activity.

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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		
Advertising/Promotion		
Facilitator/Professional Fees ²	6,000	3,000
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
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)		not applicable
Other (describe) concept Document	2,000	1,000
TOTALS	8,000	4,000

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

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
Full verandah replacement at 'The Retreat'	c. \$75,000
NB) All related to the organisation, but not connected to this application for the exhibition project.	
TOTAL	

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

Funding Source	Amount	Approved
N/A : yet to apply		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
N/A - None.			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)

Henry & William Williams Memorial Museum 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



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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 CAMILLA HOPE-SIMCOCK Position TRUSTEE - HWWMMT
Postal Address 13 MACKY AVE DEVONPORT, AUCKLAND Post Code 0624
Phone Number Mobile Number 021 440 968
Signature [Signature] Date 3-08-21

Signatory Two

Name JOHN ANDREWS Position CHAIR - HWWMMT
Postal Address 42 C SPROTT RD AUCKLAND Post Code 1071
Phone Number 021 899 229 Mobile Number 021 899 229
Signature [Signature] Date 3.8.21

Schedule of Supporting Documentation

Henry & William Williams Memorial Museum Trust

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

1	Outline of activity and the services it will provide x2 pages
2	Draft budget 30 May 2021
3	Westpac Bank Statement as at 1 June 2021
4	Annual Report and Financial Statements – 31 March 2021 x7 pages

BOI Local Board - Grant Application for Sept 2nd Meeting

Outline of activity and the services it will provide (page 2):

The year 2023 celebrates the bicentennial of the arrival of Church Missionary Society missionaries at the site of present day Paihia. Key figures in that event were Hamu (the wife of Te Koki) who gifted the land, the Williams and Fairburn families, and the Reverend Samuel Marsden.

Following a suggestion from Dame Claudia Orange, members of the Henry and William Williams Memorial Museum Trust engaged with the Waitangi Museum and the Waitangi National Trust, to establish the possibility of an exhibition to be staged at the Waitangi Museum. This would focus on the arrival of the Williams and Fairburn families to establish the Paihia Mission Station, including the establishment of the first printery in New Zealand for works in te reo.

The Trust are therefore seeking seed funding to pay for the professional services of a museum curator (Rose Evans from ObjectLab Ltd) to facilitate this project. The funding would enable her to develop a full concept plan outlining the layout, themes and objects in the exhibition. The resulting proposal would then be used to apply to sponsors or other funders.

It is proposed to organise the exhibition around 4 central themes: Pre-European Paihia to 1823, The work of the missionary men (gospel, translation, printing etc), The work of the missionary women (education, midwifery, domestic life etc), and Paihia in 2023 (the place, the people, the work). It would tell the story of life in Paihia in 1823 through 3 different lenses (the first 3 themes) and through the 4th theme connect the lives of the mission families to present day NZers, and Paihia as it is now.

The local hapū and iwi who gifted the land to establish the mission station fully support this exhibition. They hold stories and tāonga which will be included in the exhibition. This will enhance the ability of the local community to experience more of their unique cultural heritage during Paihia's bicentennial year.

The principle purpose of the exhibition is to expand Paihia's vision of its unique identity, and its important place in our national history. For both the existing local community and for the large number of visitors expected to gather in Paihia for bicentennial celebrations this exhibition will greatly expand their knowledge of the history of Paihia and recognise the importance of this heritage in the promotion of the town today.

The generous gift of the use of the upstairs gallery at the Waitangi Museum (including technical support and inter-museum loan expertise) for a full six months from December 2022 till May 2023 clearly demonstrates that the Waitangi National Trust consider this exhibition a valuable contribution to the

bicentennial celebrations, and an excellent opportunity to promote local Bay of Islands history in complement to their permanent Te Tiriti exhibition.

In addition it will broaden the local community's experiences by being a rare chance to see items which are important to their history but which are not otherwise available to them. The exhibition would comprise pieces borrowed from local and national museums but also many rare pieces held in private collections.