



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="Our Kerikeri Community Charitable Trust"/>	Number of Members	<input type="text" value="7"/>
Postal Address	<input type="text" value="PO Box 501, Kerikeri"/>	Post Code	<input type="text" value="0245"/>
Physical Address	<input type="text" value="10 Fairway Drive, Kerikeri"/>	Post Code	<input type="text" value="0230"/>
Contact Person	<input type="text" value="Annika Dickey"/>	Position	<input type="text" value="Chairperson, Trustee"/>
Phone Number	<input type="text" value="021 2407720"/>	Mobile Number	<input type="text" value="021 2407720"/>
Email Address	<input type="text" value="annika@wwc.co.nz"/>		

Please briefly describe the purpose of the organisation.

Our Kerikeri Community Charitable Trust was formed by a small group of passionate volunteers who are united by a goal of unlocking the potential in Kerikeri. We work collaboratively with other community groups and our local hapu to do great things.



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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	<input type="text" value="Community Christmas Tree"/>	Date	<input type="text" value="December 21 or 22"/>
Location	<input type="text" value="Kerikeri Town Centre"/>	Time	<input type="text" value="6 weeks over Christmas"/>
Will there be a charge for the public to attend or participate in the project or event?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If so, how much?		<input type="text"/>	

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 Community Christmas Tree will bring our town to life in an area we have sorely lacked for many years. This funding will help us to purchase an 8-metre tree with fully programmable lights. It is an enduring investment that will bring enjoyment to the community for years to come, as the tree has an estimated life of 10 years. Programmable lights mean each year, the lighting of the tree can have different patterns and designs, meaning the tree remains relevant, dynamic and fun each year. The Tree will be our town's focal point over Christmas and a place to gather and celebrate the Christmas season. Our vision is for the tree to be situated on/near the Domain where the community can gather each year for Christmas parades, festivals, carols and movie nights.

Christmas is a time of year when many can feel alone, including the elderly. It's also a time of year that puts financial pressure on families with many going without. The Far North District has high deprivation statistics with many families unable to afford Christmas. For these families and kids, this community Christmas Tree will such a special Christmas experience.

A Christmas Tree that belongs to the whole community and fills families with joy and happiness is our aim. As the tree is fully programmable, it allows the tree to be dynamic each year ensuring it is always fun to watch as the patterns, pictures and text can be changed.

The Christmas Tree provides an anchor and gathering point for our whanau and community throughout the month leading up to Christmas.

Our Kerikeri is a passionate and dedicated group of community advocates. We enjoy a partnership with Ngāti Rehia and the support and enthusiasm of our local businesses. At our first community meeting to invite feedback on community aspirations we had over 400 people attend. We will achieve this through (hopefully) supported funding applications, the support of our community and relentless dedication of our volunteers to making awesome things happen for our town and district.



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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		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe) 8 (minimum 6) metre Christmas Tree	47,000	20,000
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)	4,000	not applicable
Other (describe)		
TOTALS	51,000	20,000

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
Te Haa o Te Ao - Kerikeri Gateway Sculpture	222,655
Christmas General Fund incl. 2021 Parade	5,098
Cathay Cinema Wall Art Competition	5,000
TOTAL	232,753

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

Funding Source	Amount	Approved
Lotteries Board (application in, decision end of September)	Requested: 20,000	Yes / <input checked="" type="checkbox"/> Pending
Pub Charity	Secured: 20,000	<input checked="" type="checkbox"/> 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
We have received no funding from Council			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)


Our Kerikeri Community Charitable 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

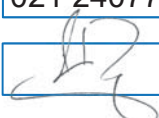
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We agree to the following conditions if we are funded by Local Community Grant Funding:

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	Annika Dickey	Position	Chairman, Trustee
Postal Address	PO Box 501, Kerikeri	Post Code	0245
Phone Number	021 2407720	Mobile Number	021 2407720
Signature		Date	3 August 2021

Signatory Two

Name	Lasse Pedersen	Position	Secretary
Postal Address	281 Onekura Road, RD 2	Post Code	0295
Phone Number	09 401 6679	Mobile Number	027 4477655
Signature		Date	3 August 2021

Schedule of Supporting Documentation

Our Kerikeri Community Charitable Trust

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

1	ANZ Bank Statement from 01 June 2021 to 10 August 2021
2	Performance Report as at 30 June 2020 x 13 pages
3	Management Reports for the year ended 30 June 2021 x7 pages
4	Project Outline
5	Quote – Celebrations Group
6	Quote – Christmas Designers