

# 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 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	Youthline Auckland Charitable Trust	Number of Members	15,000
Postal Address	PO Box 8670, Symonds St, Grafton Auckland	Post Code	1150
Physical Address	13 Maidstone St, Grey Lynn, Auckland	Post Code	1021
Contact Person	Geoff Lawson	Position	Funding Coordinator
Phone Number	021727004	Mobile Number	021727004
Email Address	geoff@youthline.co.nz		

### Please briefly describe the purpose of the organisation.

We are a "with youth, for youth" organisation and the first point of contact for many young people accessing youth support and youth development services across Aotearoa New Zealand. We are the only specialist youth service supporting young people who are in need of help and we have been supporting them for over 50 years.

# 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.

Youthline operates a free, 24/7 national Helpline for young people in need. Last year we received 147,000 texts, calls and emails through the Helpline which is staffed by over 200 volunteer counsellors. An estimated 706 were from the Bay of Islands-Whangaroa area. There are 3,150 young people aged 15-24 years in the area meaning almost 1 in 4 reached out to us for help.

We are requesting funding of \$5,000 as a contribution to the Bay of Islands-Whangaroa share of \$6,472 of the annual budgeted costs of \$1.3m to provide Helpline services to the rangatahi of Bay of Islands-Whangaroa.

The funding will be allocated against the cost of volunteer training and supervision and telecommunications. Many of the young people we work with are disadvantaged and often feel lonely, alone, disengaged and desperate with a reduced sense of belonging to family, school or community. Often we are the only service a young person in a rural area will have access to that is free, anonymous and accessible on a youth-friendly platform. What we know is that if we are able to address the issues that the young people present with they are much more likely to 'normalise' their lives and re-engage with family and school.

In this digital world, phone, text and online are key means of connecting with young people. So it makes no difference if the young person is in Opua and the counsellor is in Auckland or Invercargill. We counsel and refer. We encourage the young person to connect with support in their community. We provide information regarding services available in their town. We work collaboratively with local support agencies in your towns to provide the right sort of care for these vulnerable young people.

As a "with youth, for youth" organisation and the first point of contact for many young people accessing youth development and support services across Aotearoa New Zealand we have witnessed at first hand the impact of the COVID-19 pandemic. Now, 16 months after the first lockdown, the stress and anxiety that young people felt as a result of COVID-19 remains for many as an underlying condition and will require great care as we work with our rangatahi going forward. Our work is far from complete.

The Helpline is the most important thing we do. With your help we can ensure that disadvantaged young people in the Far North receive the support they need, when they need it.



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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 <sup>2</sup>		
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)		
Telecommunications (text, calls, emails)	\$132,821	\$2,500
Volunteer Training	\$112,951	\$2,500
<b>TOTALS</b>	<b>\$245,772</b>	<b>\$5,000</b>

<sup>2</sup> If the application is for professional or facilitator fees, a job description or scope of work must be attached.

# 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
Helpline Services	\$638,000
TOTAL	

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

Funding Source	Amount	Approved
Local and Central Government (Councils/Lottery)	\$82,106	Yes / Pending
Govt Departments (MSD/MYD)	\$178,048	Yes / Pending
Philanthropic & Gaming Trusts	\$377,869	Yes / Pending
Funds to Raise from other funders	\$710,403	Yes / Pending
[Please see attached Youthline Helpline Funding Explanation]		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Bay of Islands - Helpline Telecoms	\$1,939	5/7/19	Y / N
Kaikohe-Hokianga - Helpline Telecoms	\$1,800	4/7/19	Y / N
Te Hiku - Helpline Telecoms	\$1,535	16/7/19	Y / N
			Y / N

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 920 029



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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)**


Youthline Auckland 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	Geoff Lawson	Position	Funding Coordinator
Postal Address	PO Box 8670, Symonds St, Grafton Auckland	Post Code	1150
Phone Number	021727004	Mobile Number	021727004
Signature		Date	17/8/2021

### Signatory Two

Name	John Nilsen	Position	Finance Manager
Postal Address	PO Box 8670, Symonds St, Grafton, Auckland	Post Code	1150
Phone Number	022 344 6980	Mobile Number	022 344 6980
Signature		Date	17/8/2021

## **Schedule of Supporting Documentation**

### **Youthline Auckland Charitable Trust**

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

<b>1</b>	<b>ASB Bank Statement as at Friday 20 August 2021</b>
<b>2</b>	<b>Group Financial Statements for the year ended 31 March 2021 x17 pages</b>
<b>3</b>	<b>Budget for financial year 1 April 2021 to March 31, 2022 x2 pages</b>
<b>4</b>	<b>Transaction and Training Costs from 1 April 2021 to 31 August 2021</b>
<b>5</b>	<b>Modica and Vodafone expenses from January 2021 to December 2021</b>
<b>6</b>	<b>Vodafone Statement as at 15 May 2021</b>
<b>7</b>	<b>Vodafone Statement as at 15 June 2021</b>
<b>8</b>	<b>Vodafone Statement as at 15 July 2021</b>
<b>9</b>	<b>Tax Invoice – Modica Group Ltd – 31 May 2021</b>
<b>10</b>	<b>Tax Invoice – Modica Group Ltd – 30 June 2021</b>
<b>11</b>	<b>Tax Invoice – Modica Group Ltd – 31 July 2021</b>
<b>12</b>	<b>Youthline Helpline Funding Breakdown 1 April 2021 to 31 March 2022</b>
<b>13</b>	<b>Cover Letter – Shae Ronald - CEO</b>
<b>14</b>	<b>Support Letter – About Youthline x15 pages</b>
<b>15</b>	<b>Support Letter – Lifewise - Peter Shimwell – Community Services Manager</b>
<b>16</b>	<b>Support Letter –AraTaiohi - Jane Zintl - CEO</b>
<b>17</b>	<b>Support Letter – Sandra Palmer Psychology Ltd</b>
<b>18</b>	<b>Support Letter – Development and Relationships National Manager – Brendon Crompton</b>