

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 - to be provided as part of contractor services
- ☐ 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="Totara North Residents and Ratepayers Association"/>	Number of Members	<input type="text" value="72"/>
Postal Address	<input type="text" value="67 Campbell Road, Totara North, 0479"/>	Post Code	<input type="text" value="0479"/>
Physical Address	<input type="text" value="4 School Road, Totara North"/>	Post Code	<input type="text" value="0479"/>
Contact Person	<input type="text" value="Alicia Lane"/>	Position	<input type="text" value="Deputy Chairperson"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="02102864469"/>
Email Address	<input type="text" value="chairperson@tnrra.co.nz"/>		

Please briefly describe the purpose of the organisation.

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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	Totara North Playground Project	Date	N/A
Location	Totara North Hall Domain - 4 School Road, Totara North	Time	N/A
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?			

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.

This project involves the repurposing of the Kerikeri Domain Playground by relocating it to the Domain behind the Totara North Hall.

Reusing an existing council asset will benefit both the Totara North Residents and ensure an existing council asset does not go to waste, making this an economically and sustainably attractive proposal. By supporting this playground project, these funds and the installation of the playground would be the first step in the development of the Totara North Domain into a safe and welcoming community space for all as set out in our community plan (section 4, page 28).

The installation of a playground will directly benefit the children residing in Totara North, and their families. Having a safe place to play will promote the physical and emotional wellbeing of our Tamariki and provide a place for others in the community to meet. With a growing number of young families in our community this project is the ideal first step in the larger goal to develop the domain area.

Due to the tight timeframe associated with the removal and relocation of this playground no external funding has been sourced for this phase of the project. We have however sought advice on external sources to approach for subsequent elements of the Domain development (picnic tables, bbq's, shade options and safety fencing) and plan to utilise these external sources and community resources for these ongoing phases of development in the domain. Fundraising within the community is already taking place by residents committed to the success of this project.

We are committed to using this project to engage the whole community. While the community cannot be directly involved in the playground installation, we have already run a well-attended community open day to gauge support for the playground and gather ideas for the remainder of the domain space (see attached file). We have subsequently received many offers of support and assistance from community members both with specific skills and those willing to just muck in to help make it happen.

We know that being part of an engaging community creates belonging; that is our goal for this project and for Totara North.

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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 see quote for job description	1073	1073
Administration (incl. stationery/copying)		
Equipment Hire Cowleys Hire Perimeter Safety Fence Donation	690	0
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	12706	8706
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage Mileage for mulch delivery	1000	0
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	1000	not applicable
Other (describe)		
Refit playground, build retaining wall, spread mulch	11850	11850
Post installation inspection and cert. of compliance	1432	1432
TOTALS	29751	23061

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
Playground Project	\$5000
Totara North Cemetery Community Planting Project	\$1108.52
TOTAL	6108.52

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

Funding Source	Amount	Approved
Cowleys Hire - Perimeter Fencing	\$676	<input checked="" type="radio"/> Yes / Pending
FNDC - Community Plan Incentive Grant	\$5000	<input checked="" type="radio"/> Yes / Pending
		Yes / Pending
As outlined above, no external funding was sought for the playground project due to time constraints with playground removal dates set. We plan to apply externally (eg Oxford Trust, Foundation North, Sport Northland) to fund subsequent phases of domain development.		

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

Purpose	Amount	Date	Project Report Submitted
FNDC Community Plan Incentive Grant	\$5000	2021	Y / <input checked="" type="radio"/> 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)

Totara North Residents and Ratepayers Association

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

Alicia Lane

Signatory Two

Brenda Frear

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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 Position
Postal Address Post Code
Phone Number Mobile Number
Signature Date

Signatory Two

Name Position
Postal Address Post Code
Phone Number Mobile Number
Signature Date

Funding Application from Totara North Residents and Ratepayers Association

Schedule of Supporting Documentation

Document	Title
1	Community Drop-In Day Information
2	Letters of Support
3	Project Outline
4	Financial Statements
5	Bank Statements
6	Quote for Installation and Signoff
7	Quote for Excavation
8	Quote for safety fencing