

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 *Attach 1-4*
- ☒ Most recent bank statements and (signed) annual financial statements
- ☒ Programme/event/project outline *- within Attach 5*
- ☒ A health and safety plan *- in Centre records*
- ☐ Your organisation's business plan (if applicable) *- NA*
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so *NA*
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	<u>Bay of Islands Community Centre Assoc</u>	Number of Members	<u>c. 80</u>
Postal Address	<u>19 YORKE RD, HARUREU</u>	Post Code	<u>0204</u>
Physical Address	<u>Level 2 / 75 Marsden Rd, Paikira</u>	Post Code	
Contact Person	<u>Jane Johnston</u>	Position	<u>Chairperson</u>
Phone Number	<u>09 4027661</u>	Mobile Number	<u>021 973392</u>
Email Address	<u>agentjane99@gmail.com</u>		

Please briefly describe the purpose of the organisation.

See Attached objects of the Assoc (Appendix 1)

Local Grant 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

Various within Centre programme

Date

12-06-22 - 5-01-23

~~24~~ all year

Location

Bay of Islands Community Centre

Time

varies + continuity

Will there be a charge for the public to attend or participate in the project or event?

☒ Yes

☐ No

If so, how much?

Koha is often requested of participants

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.

Residents of the Bay of Islands (members and non-members) of the Association - a diverse programme is offered. The home-schooling community of the BoI Senior citizens - various groups supported Maori (Te Tiriti Workshops; Te Reo class; Tikanga class)

Currently approx 80 children are provided regular activities + education opportunities in the centre. Approx 40 adults are voluntarily supporting this prog. Also about 80 members using centre weekly. Currently lots of workshops + activities leading to Matariki festival. We intend to initiate a variety of new activities in line with business planning - associated with 2023 celebrations (200 yrs since Williams opened church in Pahiia) + to better cater to local interests + needs, particularly elderly + youth.

Local Grant Application Form



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	17,352	8,676
Advertising/Promotion Website Devt	6,000	3,000
Facilitator/Professional Fees ² promotion	20,000	10,000
Administration (incl. stationery/copying)	2,000	1,000
Equipment Hire NIL	—	—
Equipment Purchase (describe) Heat pump + install	4,000	2,000
Utilities	7,080.00	3,540.00
Hardware (e.g. cement, timber, nails, paint)	—	—
Consumable materials (craft supplies, books)	4,000	2,000
Refreshments NIL	—	—
Travel/Mileage NIL	—	—
Volunteer Expenses Reimbursement parking	2,080	1,040
Wages/Salary	—	not applicable
Volunteer Value (\$20/hr) 2,080 hrs	41,600	not applicable
Other (describe) NIL	—	—
TOTALS	\$104,112.00	\$31,256

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

Local Grant Application Form



Financial Information

Is your organisation registered for GST?

☐ Yes ☒ No

GST Number

How much money does your organisation currently have? Refer Attach 2

\$7,252.28

How much of this money is already committed to specific purposes?

All of it.

List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
Rent + utilities for 5 months	\$7,252.28
TOTAL	

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

Funding Source	Amount	Approved
Lotteries Community Grant	\$20,000	Yes / Pending
Min. Youth Dev	\$10,000	Yes / Pending
Tindell Foundation	\$10,000	Yes / Pending
Grassroots Foundation	\$10,000	Yes / Pending
Also local fundraising projects, irregular		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Visitor Waste Min	\$1,000	Dec 2019	Y / N
			Y / N
			Y / N
			Y / N



Local Grant Application Form

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)

Bay of Islands Community Centre 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. *Attach 3*
- ✓ 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

Jane Johnston

Signatory Two

*Margaret Civil. +
Nikki Voakes*

Local Grant Application Form



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 Jane Johnston Position Chairperson
Postal Address 19 Yorke Rd, Haruru Post Code 0204
Phone Number 09 4027661 Mobile Number 021 973392
Signature [Signature] Date 10th May 2022

Signatory Two

Name NIKKI VOAKES Position SECRETARY
Postal Address PO BOX 502 PAHIUA 0247 Post Code
Phone Number 021 054 1795 Mobile Number 027 255 0018
Signature [Signature] Date 10 May 2022

Funding Application from Bay of Islands Community Centre Assoc

Schedule of Supporting Documentation

Document	Title
1	Objectives
2	Financial Report
3	Bank Statement
4	Invoice from NBM Holdings (rent and expenses)
5	Quote for Air conditioning unit