

Local Grant Application Form

Kaero Service Centre

9 - JUN 2022



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

Budget

✓ Performance Report

Applicant details

Organisation Whangaroa County Museum Archives Society Incorporated Number of Members 33

Postal Address P.O. Box 197 KAEO Post Code 0448

Physical Address 23 Leigh St, KAEO Post Code 0448

Contact Person Lorraine Goulton Position Museum Administrator

Phone Number 09 405 0050 Mobile Number 021 192 0552

Email Address whangaroamuseum@yahoo.co.nz

Please briefly describe the purpose of the organisation.

Please see attached sheet

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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 operating costs Date ongoing
Location Whangaroa Museum Time —

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

If so, how much? not applicable.

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.

Please attached sheet

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Whangaroa County Museum and Archive Society Incorporated

Page 1

Briefly describe the purpose of the organization

- Our Museum provides graphic and historical records of the rich and diverse cultural history and heritage of the community, and early families of Whangaroa.
- The museum is open 5 days a week, 10.30 – 2.30pm,
- Has one paid Office Administrator (12 hours per week)
- Six Volunteers – who jointly contribute up to 30 hours per week
- Funding comes from Community Grants, donations made by visitors (no set entrance fee), and sale of 'Whangaroa' Book, and other books.

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Outline your Activity and the services it will provide. tell us:

- **Who will benefit and how, and**
- **How it will broaden the range of activities and experiences available to the community**

Whangaroa Museum is an important community resource, that adds value to our small town of Kaeo, as a visitor destination for travelers and locals.

It is an education resource for local residents, schools and visitors – who are researching whanau and local history.

The Museum is needed. It is unique as the only Museum in the Whangaroa area. It has become a safe repository of whanau artifacts, genealogies, photographs. It was established in 1979 and has been a popular visitor attraction in Kaeo township ever since. Visitation records show that in the past few years the numbers have increased significantly, except during the time of covid, suggesting that the Museum is indeed, fulfilling a community need. From the positive feedback we receive from the community via the Visitors book comments across the counter, during conversations with visitors, we believe the community is supportive of maintaining the Museum.

It is also significant to the town as an institution that is operating positively and is resilient in the face of challenges experienced by many rural townships and many that are struggling. The relationship with Whangaroa RSA, and also Whangaroa Memorial Hall, and proximity to other businesses nearby demonstrates that Kaeo is alive and thriving. The requested funding support will ensure the Museum maintains this important role for the township and community. It fulfils the need for our community to have people visit the area, view local attractions and assist the local economy.

We have been seriously impacted in the last two years by Covid.

July 2020 to April 2021 – 1145 visitors

July 2021 to April 2022 – 470 visitors

As all our Museum Committee & Volunteers are senior members of the community, we have not been prepared to take health risks, and have closed the doors on several occasions.

- In the past we have been successful in receiving funding for the majority of our operating costs of approximately \$13,000.00 per year, plus \$13000.00 for one staff members wages.

- This has enabled the koha and profit from book sales etc to be used for other costs, ie enhancing what we have, renovations, maintenance – all important to protect and care for the records and taonga we hold.

Community Funders have less funds to give, however our running costs remain the same



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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)		
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)		
TOTALS		

Please see attached spreadsheet

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

Whangaroa County Museum		
1 July 2021 - 30 June 2022		
Funding request		
Far North District Council - Community Grant Request	\$ 4,500.00	
How much money do we currently have		
ANZ - Transaction Account	\$ 8,410.00	
ANZ - Serious Saver Account	\$ 11,802.00	
Total	\$ 20,212.00	
How much is already committed to a specific purpose		
Lotteries Community Grant - (Running costs) - to October 2022	\$ 7,059.00	
AK Franks Grant - Display Boards	\$ 1,000.00	
Foundation North - Wages (remaining)	\$ 1,000.00	
Whangaroa Boating Club - signage or other single expense, not day to day	\$ 3,500.00	
Total Tagged	\$ 12,559.00	
Untagged - surplus for unexpected expenditures	\$ 7,653.00	
List of Secured or Pending funding		
Museums Aotearoa (Hardship Fund) - Wages	\$ 13,104.00	Secured
Bluesky Community Trust - Wages -	\$ 3,276.00	Cancelled
Four Winds Foundation - Wages	\$ 13,104.00	Cancelled
EXPENDITURE	Budgeted amount	
Annual Audit Fees	\$ 1,794.00	
Rates	\$ 2,977.00	
Security (CCTV Northland)	\$ 420.00	
Insurance (Building & Contents)	\$ 2,052.00	
Electricity	\$ 3,599.00	
Internet & Phone	\$ 1,170.00	
Cleaning & toiletries	\$ 50.00	
Volunteer Expenses (to attend regional meetings)	\$ 150.00	
Annual Wormald Inspections	\$ 330.00	
Xero Accounting Fees	\$ 420.00	
Office Administration costs - stationary	\$ 2,000.00	
Wages	\$ 13,104.00	
TOTAL EXPENDITURE	\$ 28,066.00	



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Financial Information

Is your organisation registered for GST?

☒ Yes

☐ No

GST Number

55074 151

How much money does your organisation currently have?

\$20212.00

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

\$12559.00

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

Purpose	Amount
from. Lotteries Community - RUNNING COSTS through to & inclusive Oct. 22	7059.00
from. A K Franks Foundation - DISPLAY BOARDS	1000.00
from Foundation North - WAGES until June 22	1000.00
from Boating Club - SIGNAGE OR SINGLE EXPENSE	3500.00
TOTAL	12,559.00

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

Funding Source	Amount	Approved
Museum Aotearoa (Hardship fund)	13,104.00	Yes / Pending
Blue Sky Community Trust	3276.00	Yes / Pending
Four Winds Foundation	13,104.00	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
operating costs	2875.00	2020	Y / N
operating costs	5000.00	2018	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)

Whangarei County Museum +
Archives Society Inc.

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

[Signature]

Signatory Two

[Signature]



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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 Lorraine Gaulton Position Musyum Adminstrator
Postal Address RP2, 100 Mangamamahi Rd Post Code 0479
Phone Number 021 182 0552 Mobile Number KAGO
Signature Bolito Date 9 JUNE 2022

Signatory Two

Name Glenys Grace Position Secretary
Postal Address 113 OTA POINT ROAD, KAGO Post Code 0478
Phone Number 09 4050517 Mobile Number 027 4608500
Signature Grace Date 09/06/2022

Funding Application – Whangaroa County Museum and Archive

Schedule of Supporting Documentation

Document	Title
1	Bank Statement
2	Performance Report