

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	Bay of Islands Arts Festival Trust	Number of Members	9
Postal Address	P.O. Box 995 Kenikeri	Post Code	230
Physical Address	16 Ray St, Newtown, Wellington	Post Code	6021
Contact Person	Caroline Armstrong	Position	Festival Co-Director
Phone Number	021 486 681	Mobile Number	021 486 681
Email Address	car armstrongs@upsurgefestival.co.nz.		

Please briefly describe the purpose of the organisation.

To present Upsurge 2022 - a multi-disciplinary arts festival in the BOI in Sept 2022.

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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 Upsurge 2022- BOI Arts Festival Date 18-25 Sept

Location Kenikeri, Russell, Kawakawa, Mberewa Time

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

If so, how much? Yes, some events are ticketed, some events are free.

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.

Upsurge 2022 will feature music, dance, theatre, visual arts reflecting the best talent in the BOI rōhe and in Aotearoa. Upsurge 2022 will be a festival that truly reflects the region and celebrates all of the communities in the region. Our comprehensive schools programme will engage with ~~schools~~ both primary + secondary schools; our writers/conversation programme will focus on local issues + personalities. The seven-day festival will build on the success of Upsurge 2015, 2017 and 2019 but with a strong local focus/sense of celebration.

In order to ensure success Upsurge 2022 needs to be highly visible around the region, with strong local awareness. We will be running a comprehensive social media campaign, but know that needs to be supported by tactile, visible marketing material including banners, posters and a brochure that can be picked up and taken home. This application is to support our print visibility campaign, for the 25 events throughout the week.

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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:

Full Festival Budget attached to application

- 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	23,450	5128
Facilitator/Professional Fees ²		(as per attached 4 quotes)
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	23,450	5128

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

065 065 371 553

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):

** Please see full festival budget.*

Purpose	Amount
	attached to application
TOTAL	

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

Funding Source	Amount	Approved
		Yes / Pending
		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
			Y / N
			Y / N
			Y / N
			Y / N

Upsurge Festival Revised Budget at 26 June 2022

Overall Festival for 18-25 September 2022

PERSONNEL COSTS		
Directors fee and expenses	\$ 50,000.00	
Schools Programme Co-ord/Admin	\$ 3,600.00	
Conversations/Talks co-ord	\$ 1,200.00	
Artist Liaison and venue manager	\$ 1,200.00	\$ 56,000.00
ARTISTS COSTS		
Artist Fees	\$ 41,250.00	
Artists Travel	\$ 6,300.00	
Artists Accom	\$ 11,850.00	
Artists Per Diems	\$ 6,300.00	\$ 65,700.00
TECHNICAL AND PRODUCTION COSTS		
Venue hire	\$ 16,000.00	
Technical Manager	\$ 9,000.00	
Production Staff	\$ 13,500.00	
Production Equipment hire	\$ 21,900.00	
Security	\$ 1,000.00	
Tech crew travel and accom	\$ 6,820.00	
Artists& General Freight	\$ 2,400.00	
Covid Stations/sanitisers/ RAT tests	\$ 400.00	
Tech Conitngency	\$ 1,200.00	\$ 72,220.00
MARKETING		
Publicist	\$ 4,000.00	
Website and Digital Design	\$ 2,500.00	
Brochure/Signage Design	\$ 2,500.00	
Printing -brochure/signage	\$ 5,125.00	
Press Advertsing	\$ 3,000.00	
Radio Advertising	\$ 2,000.00	
Social Media	\$ 1,500.00	
Distribution - brochure, posters, banners	\$ 1,000.00	
Event Photography	\$ 1,125.00	
Marketing contingency	\$ 700.00	\$ 23,450.00
GENERAL ADMIN/EXPENSES		
Office and equipment hire 2 weeks		
Admin/insurance	\$ 2,750.00	
Accounting/xero/ audti fees	\$ 800.00	
Printing Stationary post box	\$ 650.00	
bank charges	\$ 400.00	\$ 4,600.00

TOTAL PROJECTED EXPENDITURE		\$ 221,970.00
INCOME		
Foundation North	\$50,000.00	
Northland Inc - Northland Events Fund	\$25,000.00	
Far North District Council - Events Investment 2021	\$5,000.00	
Dalton Trust - local Kerikeri trust	\$15,000.00	
Creative NZ	\$69,525.00	
Funding Agencies Other		
Sponsorship Local Business	\$ 5,000.00	
Patrons /Supporters	\$ 3,000.00	
Ticket revenue @ 50% houses	\$ 48,925.00	
Private sector sponsor	\$ 3,900.00	
Misc income		
TOTAL PROJECTED INCOME @50% houses		\$ 225,350.00

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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)

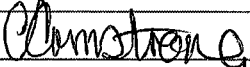
Bay of Islands Arts Festival Trust

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



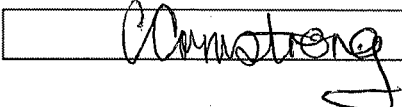
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We agree to the following conditions if we are funded by Local Community Grant Funding:

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	Caroline Armstrong	Position	Festival Co-Director
Postal Address	Waro P.O. Box 995 Kerikeri	Post Code	230
Phone Number	021 486 681	Mobile Number	021 486 681
Signature		Date	7/7/2022

Signatory Two

Name	Dave Armstrong	Position	Festival Co-Director
Postal Address	P.O. Box 995, Kerikeri	Post Code	230
Phone Number	027 290 3395	Mobile Number	027 290 3395
Signature		Date	7/7/2022

Funding Application – Bay of Islands Arts Festival Trust

Schedule of Supporting Documentation

Document	Title
1	Business Plan
2	Performance Report
3	Bank Statement
4	Health and Safety Management Plan
5	Quote - brochures
6	Quote - banners
7	Quote - posters
8	Quote - signs