



Local Grant Application Form

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	KAE0 CHRISTMAS PARADE COMMITTEE	Number of Members:	5
Postal Address:	P.O. Box	Post Code:	0478
Physical Address:	c/- 12 Lewer Road, RD1, WHANGAROA, KAE0	Post Code:	0478
Contact Person:	Eljon Fitzgerald	Position:	Chairperson
Phone Number:	021-02206851	Mobile Number:	021-02206851
Email Address:	Eljon.fitzgerald@gmail.com		

Please briefly describe the purpose of the organisation.

To manage and produce a community Christmas Parade and festival for the people and families of Kaeo and Whangaroa



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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: **KAEO SANTA PARADE**

Date: **SUNDAY – 11 DECEMBER 2022**

Location Time **WHANGAROA COLLEGE CARPARK AND SPORTS FIELD - 12 NOON**

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.

The annual Santa parade and festival is a highlight of the year for families, individuals, and community organisations in our small community of Kaeo – Whangaroa. As in past years this year's parade and festival will bring our community together to celebrate the festive season and experience the array of decorated Santa parade floats created by our school children and talented families across our community.

In addition, the event creates an opportunity for community groups to do some much-needed fundraising through the sale of delicious food and a widespread array of goods and produce. It is also a wonderful time for these groups to recruit new members, share information and promote various activities.

The festival will also include displays and activities from various organisations including the popular horizontal bungee slide hosted by the fire service. Traditional country fair games of tug-o-war, sack and egg n' spoon races will entertain the kids and a stage will be in place for an entertainment package we hope will include a local band.

The Whangarei Pipe Band has been approached to lead our Santa parade once again and the new route of staying off the public roads and keeping to Whangaroa College car park and sports fields will ensure no traffic is disrupted by the parade.



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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.
- If you are applying for operating costs of a programme, please attach a programme outline

Expenditure	Total Cost	Amount Requested
Halvo Signs	600	600
Newspaper advertising	200	200
Northland Portaloos hire	300	300
John Argent Sound System hire	300	300
Band hire for stage entertainment	500	500
Carters Bouncy Castles hire	645	645
Stage hire	100	100
Marquee hire	200	200
Face Painting hire	200	200
Māori Wardens	300	300
\$100 prizes - best community, junior, senior float, \$50 kids decorated bike	350	350
Volunteer Value (\$20/hr)	2000	not applicable
Other (describe) Lollies prizes for age group – egg n'spoon and sack races	100	100
TOTALS	5,795	3,795

Financial Information

Is your organisation registered for GST? ☐ Yes ☒ No

GST Number

How much money does your organisation currently have? \$988 -

How much of this money is already committed to specific purposes? \$500

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

Purpose	Amount
Consumables for disabled and kaumatua tent – tea, coffee, cakes, sausage sizzle	100
Consumables for the festival e.g. Hi viz vests, loud speaker, spray paint for marking the fields, boundary marking tape and other incidentals	200
Emergency funds for unexpected costs	200
TOTAL	500

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

Funding Source	Amount	Approved
Bank account reserves	488	Yes

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

Purpose	Amount	Date	Project Report Submitted
Kaeo Christmas Parade and Festival	\$2,500	2020	Y
Kaeo Christmas Parade and Festival	\$2,500	2019	Y
Kaeo Christmas Parade and Festival	\$2,500	2018	Y
Kaeo Christmas Parade and Festival	\$2,500	2017	Y

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)

KAEO CHRISTMAS PARADE COMMITTEE

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

ELJON FITZGERALD

Signatory Two

LORRAINE GOULTON

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 12month 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: Eljon Fitzgerald

Position: Chairperson

Postal Address: 12 Lower Road, RD1, WHANGAROA, KAEO

Post Code: 0478

Phone Number: 021-02206851

Mobile Number: 021-02206851

Signature

Eljon Fitzgerald

Date

Signatory Two

Name: Lorraine Goulton

Position: Treasurer

Postal Address: Mangmanihi Road, RD2, KAEO

Post Code: 0479

Phone Number: 09-4050786

Mobile Number: 021-1820552

Signature

Date

Funding Application – Kaeo Christmas Parade

Schedule of Supporting Documentation

Document	Title
1	Quote - Band
2	Quote – Bouncy Castles
3	Quote – Face painting
4	Quote – Sound system
5	Quote – Portaloos