



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	Kaeo Festival Group	Number of Members	
Postal Address	2708b Waiare Road, Kaeo	Post Code	0478
Physical Address		Post Code	
Contact Person	Hannah Hunter	Position	Volunteer
Phone Number	0211749760	Mobile Number	
Email Address	hannahhunter78@gmail.com		

Please briefly describe the purpose of the organisation.

Our Purpose is to produce a free family festival of music, arts and culture for Whangaroa's residents and visitors. To provide creative opportunities and hands on activities for children, young people and their whanau.

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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 Date
Location Time

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

If so, how much?

Outline your activity and the services it will provide. Tell us:

The Kaeo Children's Festival is a free-of-charge, one-day, open-air festival being organised with the main aim of providing access to inspirational experiences for our local children, young people and their whanau. The event is designed with our local tamariki and rangatahi in mind but will draw attendances from all over Northland to Kaeo to showcase our town, it's spirit and its facilities.

Last year's festival didn't take place because of the uncertainty of covid restrictions for events. This year we feel Whangaroa needs a celebration more than ever. After such a tough few years for our community (as with so many others) we really feel that coming together to connect and enjoy is more important than ever. We will be placing a special emphasis on community celebration by adding some new elements like a community picnic lunch, community waiata and dancing.

The event will be an explosion of sound and colour with completely unique experiences including a broad range of workshops and participatory events, a platform for community voices and cultural activities that celebrate our rich local heritage.

This shared celebration will help to nurture a sense of pride in Kaeo, a place where deprivation levels are high and the children and young people are deeply impacted by this. The group is collaborating with many local individuals, groups and organisations and schools with the aim of involving the whole community.

Now in our fifth year the event has received such positive feedback that we were encouraged to continue. We position the event in the centre of Kaeo to showcase our vibrant town and local businesses. The local business owners were delighted with the event last year and all reported a flourishing day.

A grant from the Community Board would fund the logistical side of the festival, vital to making the event happen and ensuring we run a safe event for everyone.

Kaeo Festival Group Code of Ethics:

- a. Kaitiakitanga - care for the environment and zero waste
- b. whanau ora - healthy food and lifestyles, drug and smoke-free events

c. Manaaki Whangaroa - promote te reo Māori and local cultural world-view.



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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	100	-
Advertising/Promotion	100	-
Facilitator/Professional Fees ²	2450	-
Administration (incl. stationery/copying)	-	-
Equipment Hire	3900	2300
Equipment Purchase (describe)		
Utilities <i>Waste Management</i>	219	219
<i>bank fees</i>	120	-
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments	50	-
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	6360	not applicable
Other (describe) <i>Insurance</i>	954 600	600
<i>Maori Wardens</i>	300	300
<i>St Johns</i>	954	954
TOTALS	8793	4373

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
Nga Purapura 2023	2235
TOTAL	

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

Funding Source	Amount	Approved
Creative Communities	2450	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
Nga Purapura 2018	2796		Y / N
Nga Purapura 2019	3135		Y / N
Nga Purapura 2020			Y / N
Nga Purapura 2021	5000		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)

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 Hannah White Position Volunteer Co-ordinator
Postal Address 2708b Waiare Rd, Kaeo Post Code 0478
Phone Number 021 174 9760 Mobile Number
Signature [Signature] Date 20 Oct 22

Signatory Two

Name Ana van Donzel Position chair
Postal Address 3243 Waiare Road, Kaeo Post Code 0478
Phone Number 0272545462 Mobile Number
Signature [Signature] Date 19/10/22

Funding Application – Ngā Purapura 2023
Schedule of Supporting Documentation

Document	Title
1	Budget
2	Bank account details
3	Quote – marquee hire
4	Quote – Sound system
5	Quote – St John
6	Final accounts for 2020 and 2021 Financial Year