

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	Northern Community Family Service	Number of Members	1070
Postal Address	PO Box 357, Kerikeri	Post Code	0230
Physical Address	43 Hobson Ave, Kerikeri	Post Code	0230
Contact Person	Glenda Ryan	Position	Administrator
Phone Number	09 4077800	Mobile Number	021 888 493
Email Address	budgetman@xtra.co.nz		

Please briefly describe the purpose of the organisation.

Budget advisory / Financial mentoring, advocacy and Whānau Support Services
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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

financial mentoring and whānau support service

Date

Mon-Fri

Location

Time

8.30-12.30

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:

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

See attached sheet.

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.**

Northern Community Family Service (NCFS) has provided a financial mentoring service for some 23 years. Although we have always provided a holistic service, prior to COVID the whanau support service was going to be extended, become more accessible and formalized. Whilst plans were made to widen our service provision, COVID prevented some of those plans coming to fruition.

The increase in need from the community caused by job losses, stress and anxiety, rise in cost of living, reduction of access to health care, inability to see a better future and a general feeling of malaise, as well as the ongoing health fears that COVID still present is just the tip of the iceberg insofar as the presenting issues that we are seeing within our service. We have seen over 1200 clients so far this year and the trend of those numbers rising is ongoing. Our clients continue to return with further issues they feel overwhelmed with and require assistance. Clients who come with budgeting and financial support needs, once forming a relationship open up and return with other issues they are experiencing. We are making ourselves more accessible and available to the community by offering appointment times outside our normal hours and will extend our normal office hours in the future. Currently we have a person about to complete their training as a financial mentor to help meet the increase of clients requesting our services.

Our aim is to help individuals and families find satisfaction and security in handling their own financial affairs through the development of good money management education. Debt has been a huge issue due to loss of employment and general rise in cost of living. We have the development of the "working poor" within our community due to the costs of living and the fall out from COVID and how it affected businesses and workers alike.

Whanau support is an area of growth, which broadens our range of activities for our community where we are seeing those seeking support, advice and advocacy in areas of marital issues, family and criminal court issues as well as general personal and family issues. Depression and loss of hope is overwhelming many people. We have employed an extra member of staff who has experience in social service provision.

Our services are meeting an essential need for the various communities in our far north sector. Our budgeting service has an educational component where clients learn skills to manage their own finances and what is available in the community or through government agencies where help can be accessed.

Our whanau/family support services are meeting the increased needs in the community for those who are disenfranchised, living with abuse and other negative impacts in their life by providing a confidential professional service which is accessible.

We are seeking funding to cover operational costs such as rent, phone, stationery, general costs and insurance. Phone costs are increasing due to most clients using mobile phones along with other costs e.g. stationery, as they relate to the increase in clients. In order to increase staffing levels to

meet the needs of our community, it is even more essential for operational costs to be covered by funding such as this.

Attached is a copy of our Chairman's Report from our recent AGM which eloquently sets out the current climate facing our service. We also attach a support letter from Te Mana Oranga Trust.

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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	5,800.00	2900.00
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)	3,126.00	1563.00
Equipment Hire		
Equipment Purchase (describe)		
Utilities	4,800.00	2400.00
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments	250.00	125.00
Travel/Mileage	2,500.00	1,250.00
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	16,476.00	8,238.00

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
Baptist Ministries - salaries & running costs	10,000
COGS - global	10,000
FNDC - salaries	7,000
Foundation North - salaries	25,000
TOTAL	52,000

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

Funding Source	Amount	Approved
Foundation North	\$25,000	Yes / <u>Pending</u>
Baptist Ministry	\$15,000	Yes / <u>Pending</u>
		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
Rent	\$5,000	2020	<u>Y</u> / N
Rent, Operation costs & promotion	\$5,000	2021	Y / N
			<u>Y</u> / 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)

Northern Community Family Service

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

[Signature]

B R Shepherd

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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 Kex Bodi Position Chairman
Postal Address 100 Bay 19 Koro Post Code 0884
Phone Number Mobile Number 021 0874 0782
Signature [Signature] Date 5-10-22

Signatory Two

Name Coral Shepherd Position
Postal Address 34 Darwin Road KenKen Post Code 0230
Phone Number Mobile Number 021 162 7648
Signature C R Shepherd Date 5-10-22

Funding Application – Northern Community Family Services

Schedule of Supporting Documentation

Document	Title
1	Chairman's Report
2	Quote – Venue hire
3	Resolution of Committee to apply for funding
4	Performance Report
5	Westpac bank statement
6	Letter of support – Te Mana Oranga Trust