



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.
- If there's anything on this form you're not sure of, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- 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.
- **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.

The following *must* be submitted along with this application form:

- Signed applicant declaration
- Two quotes for purchases where practicable, **or** evidence of expected purchases
- Business plan (if applicable) including project costs
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Programme outline (if applicable)
- A health and safety plan (if applicable)
- Most recent financial statements / annual accounts
- A deposit slip

Applicant details

Organisation	HOKIANGA TOURISM ASSOCIATION INC.	Number of Members	40
Postal Address	PO BOX 67 OPONONI	Post Code	0445
Physical Address	N/A	Post Code	
Contact Person	LISE STRATHDEE	Position	CHAIR PERSON
Phone Number	09 4055 707	Mobile Number	021 0713054
Email Address	hokiangatourism@gmail.com		

Please briefly describe the purpose of the organisation.

The aim of the HTA is to encourage vibrant and sustainable tourism by promoting Hokianga as an attractive place to visit and to support our local tourism operators in this promotion.



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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	DEVELOPING AND IMPLEMENTING NEW HTA WEBSITE	Date	END SEPT.2018
Location	ONLINE	Time	N/A

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

If so, how much?

Are you applying for annual funding for the remaining years of the triennium¹? 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.

~~This new user-friendly website presents Hokianga as an attractive destination to visit and spend time in. The goal is to motivate and engage with domestic and international visitor decision making processes ie. 'dream-plan-book-travel-share'. Our website invites visitors to dream, plan, book and visit Hokianga to experience our unique environment and culture.~~

~~We encourage the sharing of their visit with friends and family via social media.~~

~~A picture is worth a thousand words and we believe that by using captivating images created exclusively for our website by photographer Tony Bridge, we will tell a compelling story. Bridge's cinematic, narrative imagery of Hokianga is accompanied by comprehensive, easy to access information about what to do and where to stay.~~

~~The new website will benefit all of our (forty and growing) members consisting of accommodation, activity and transport providers alongside food, retail and art outlet members. Promoting Hokianga as a destination and increasing visitor stays will also benefit all businesses reliant on increased visitor traffic within the wider community~~

~~This ranges from individuals wanting to supplement their income by selling excess veggies/fruit at our local markets, sub-contractors working on building and garden maintenance, artists and crafts people to realtors selling and managing Hokianga real estate.~~

~~It will also benefit local entrepreneurs establishing new ventures servicing the Twin Coast Cycle and Far North Cycle Trails.~~

~~Complementing our local tourism business content, this new website provides suggested itineraries, an insight into our unique history and the calendar of annual events~~

~~We want to bolster visitor participation in community events and festivals occurring throughout the district.~~

~~We are well aware that each extra day a visitor decides to stay in Hokianga means more dollars entering and circulating within the local economy.~~

~~The HTA believes that by encouraging visitors to the area we are supporting our local communities to grow thriving businesses, assisting the development of existing businesses and attracting potential new businesses to the area.~~

~~The HTA recognises the importance of maintaining an up to date online presence and we intend to be active with this specific design template at least until 2022.~~

~~We believe this application for funding for building our new website fulfills the strategic planning goals of the Far North District Council in the 2015-2025 goals of the FNDC Long Term Plan.~~

¹The triennium refers to the three-year period between local elections.



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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:

- 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	\$ 3085.00	\$ 1725.00
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities	\$ 178.00	
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)	\$ 3740.00	not applicable
Other (describe) Tony Bridge accomodation 4 nights @ 135.00 per night	\$ 540.00	
TOTALS	\$ 7543.00	\$1725.00

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

What are your organisation's currently accessible financial resources?

How much of this is tagged or committed for specific purposes?

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

Purpose	Amount
Administration/ secreterial work and auditing per annum	\$ 2150.00
Social media marketing inclusive of paid promotions per annum	\$ 1200.00
Meeting venue hire per annum, TIA membership	\$ 748.00
Set aside for 2019 brochure production	\$ 4000.00
Bank fees/postal per annum contingency	\$ 200.00
TOTAL	\$ 8298.00

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

Funding Source	Amount	Approved
HOKIANGA TOURISM ASSOCIATION	\$ 1538.00	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
ASSISTANCE WITH 2017 BROCHURE PRODUCTION	\$ 474.00	NOV/ DEC 2017	Y / N
ASSISTANCE WITH WALKING HOKIANGA BOOK PRODUCTION	\$ 5602.00	2013	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)

HOKIANGA TOURISM ASSOCIATION 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



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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	<input type="text" value="LISE STRATHDEE"/>	Position	<input type="text" value="CHAIR PERSON"/>
Postal Address	<input type="text" value="PO BOX 31 KOHUKOHU"/>		Post Code <input type="text" value="0491"/>
Phone Number	<input type="text" value="09 4055 707"/>	Mobile Number	<input type="text" value="021 071 3054"/>
Signature	<input type="text" value="PLEASE ACCEPT SIGNATURE BELOW FOR THIS SPACE."/>	Date	<input type="text" value="14 AUGUST 2018"/>

Signatory Two (if applicable)

Name	<input type="text"/>	Position	<input type="text"/>
Postal Address	<input type="text"/>		Post Code <input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>