

Local Grant Application Form

11 AUG 2018
Kaikohe Service Centre



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	<u>Te Roopu Rangatahi o Motuti</u>	Number of Members	
Postal Address	<u>325 Motuti Road</u>	Post Code	<u>0492</u>
Physical Address	<u>RD2 Kohukohu Hokanga</u>	Post Code	<u>0492</u>
Contact Person	<u>Emma Maria Davis Jnr</u>	Position	<u>Vice chairman</u>
Phone Number	<u>(09) 4052637</u>	Mobile Number	<u>NA</u>
Email Address	<u>emma.davis@windonlive.com</u>		

Please briefly describe the purpose of the organisation.

Te Roopu Rangatahi o Motuti Family is a youth group that exists to provide innovative and creative activities and services for our youth



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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 Family fun Day Date 29/9/2018
 Location Motuti Marae Time 10am - 3pm

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

If so, how much? No charge free event for family and children

Are you applying for annual funding for the remaining years of the triennium¹? Yes No

If so, how much? Our first event if Successful We may consider for remaining years but this stage only for this year

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.

Te Roope Rangatahi o Motuti was established in February 2018 for our future leaders Our youth and surrounded whanau. Te Roope Rangatahi o Motuti family fun day is a day that promotes positive family values that will develop and strengthen families. These values are promoted through our muni Motuti youth challenges throughout the day which are fun filled contests that encourage families to work together to complete obstacles, that consists of physical and mental challenges for prizes these challenges will take place throughout the day. All activities contribute to encouraging family values that are beneficial, long lasting and have an effective impact on all generations from young to kumataua kua.

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

Te Roopu Rangatahi o Motuti

Invest Instruct Inspire Ignite



emma.davis@windowslive.com



325 Motuti Road RD2 Kohukohu 0492



(09) 4052637

Kaitiaki Service Centre
14 AUG 2018

Forecasted | Estimated Costs:

Items	Estimated Cost:
Entertainment/ Performances: stage lighting, sound, performances, DJ, Admin area, gazebo hire.	\$5,000
Hay stacks for seating areas. (\$6 a stack)	\$300
BBQ tables for food seating area.	Marae is providing
Advertising: Banners, flyers, posters, T-shirts	\$2,000
Media equipment (Photographer)	\$400
Family/ Group Activities: Face painting, bouncy castles, Hot rod cars, merry go round	\$3,700
School project: volunteers to help decorate the area.	\$300 (for food)
Food Stalls: 5-6 food stalls that will come from the community.	No cost
Security: Safety equipment/ cones, fencing, walkie talkies	\$750
Porta loos	\$650
Rubbish bins.	Free
Volunteers: Set up, pack down, information team, admin team, production team	\$500
Catering (Food, kaumātua kuia, hangi)	\$1,500
Total Investment	\$15,100



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Funder of National Development Centres

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		
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		\$6000.00 7000.00

² If the application is for professional or facilitator fees, a job description or scope of work must be attached.



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Service Centre

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
youth fundraising halt beef Raffle 30 dolls ticket 40 numbers youth stall & produce	\$1200.00
youth fundraiser lotto drop	\$1000.00 toward day Hangi
youth fundraiser lotto drop \$1000.00	food.
TOTAL	\$3200.00

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

Funding Source	Amount	Approved
None at this stage only		Yes / Pending
FNDC Application 14/8/2018		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 / <u>N</u>
			Y / <u>N</u>
			Y / <u>N</u>
			Y / <u>N</u>



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Application Form

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)

Te Roopu Rangatahi o Motuhi

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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Application Form

8107 9141
AUG 2018
Kaikōhe Centre

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 Position
Postal Address Post Code
Phone Number Mobile Number
Signature Date

Signatory Two (if applicable)

Name Position
Postal Address Post Code
Phone Number Mobile Number
Signature Date