



# 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](mailto: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	Rawene Community Hall Management Committee	Number of Members	7
Postal Address	PO Box 51, Rawene	Post Code	0443
Physical Address	9 Parnell St, Rawene	Post Code	0443
Contact Person	Lorene Royal	Position	Secretary, Treasurer
Phone Number	09 4057821	Mobile Number	0226198213
Email Address	loreneroyal@gmail.com		

### Please briefly describe the purpose of the organisation.

To provide a fit for purpose, affordable community facility, that members, community groups and individuals may use.

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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?

Are you applying for annual funding for the remaining years of the triennium<sup>1</sup>? ☐ 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.

People of Rawene and the Hokianga. There are very limited facilities in the Hokianga to cater for the various and increasing needs of communities. Being a largely decile one area, affordability is also an issue, as well as volunteer capacity, capability to meet compliance. The Hall is currently used by groups and individuals to provide: wellness and local markets, social events (weddings, funerals, birthdays, events for the elderly), Health and mental health workshops and consultations, creative events; expressive youth workshops, meetings, Tai-chi, dance tuition, dance socials and Hokianga wide public consultations.

The volunteer Hall committee has been extremely proactive in the last 16 months to upgrade and improve the facility, including repainting the Hall interior in 2018 and putting systems in place.

By supporting the volunteer committee to operate this Council facility this will broaden the range of activities and experiences available to the community.

<sup>1</sup> The 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 <sup>2</sup>	400	400
Administration (incl. stationery/copying)	200	
Equipment Hire		
Equipment Purchase (describe) <b>Cleaning station</b>	1,500	
Utilities	1,580	
Hardware (e.g. cement, timber, nails, paint)	500	
Consumable materials (craft supplies, books)	460	
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement	100	
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	6,640	not applicable
Other (describe)	5,600	2,100
<b>TOTALS</b>	<b>16,980</b>	<b>2,500</b>

<sup>2</sup> 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
Floor Upgrade, Blackout Blind Installation (Pub Charity Grant	8,480
Cutlery Replacement	460
Contract payments for Cleaning & Bookings	680
Maintenance, Chair Ends recapped	300
Bond refund (\$100), Power (\$264), Admin (\$30)	394
<b>TOTAL</b>	<b>10,314</b>

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

Funding Source	Amount	Approved
COGs Pending	2,500	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
none			Y / N
			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)**

Rawene Community Hall Management 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

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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 Lorane Royal Position Treasurer, Secretary  
Postal Address Po Box 51, Rawene Post Code 0443  
Phone Number 09 4057 821 (home) Mobile Number 022 619 8213  
Signature L Royal Date 14/05/2019

## Signatory Two (if applicable)

Name Gwen Freese Position Committee Member  
Postal Address Box 79 Rawene 0443 Post Code 0443  
Phone Number 09 4057 801 Mobile Number N/A  
Signature Gwen Freese Date 14.5.19.

**From:** [Lorene Royal](#)  
**To:** [Marlema Baker](#)  
**Subject:** Re: Local Grant Application - Rawene Community Hall Management Committee  
**Date:** Friday, 17 May 2019 1:37:33 PM  
**Attachments:** [image003.png](#)

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Hi Marlema

The \$400 is for Assurance Review.

The \$2,500 covers the Assurance Review and contributions towards both Booking Admin Contract and Cleaning - the total cost of these two services would be \$5,600 so we're asking for \$2,100 towards that (unless they'd like to give us more)

These are itemised in the attached Annual Budget.

I found it really difficult to include more details on the page ( I can't hold a pen, struggle to hand write, and the application form was strangely uneditable, it would only let me type in huge script on the "other costs").

I hope that clarifies?

**Regards**  
**Lorene Royal**

On Fri, May 17, 2019 at 1:17 PM Marlema Baker <[Marlema.Baker@fndc.govt.nz](mailto:Marlema.Baker@fndc.govt.nz)> wrote:

Hi Lorene,

Thank you for sending in an application for Local Community Grant funding on behalf of Rawene Community Hall Management Committee.

I have a few questions regarding the application. Are you able to clarify the following please:

1. PROJECT COSTS – page 3

- a. Facilitator/Professional Fees – RCHMC are requesting \$400.00. Is this in relation to the Cleaning Contract? Please explain further.

2. PROJECT COSTS – PAGE 3

- a. Other (describe) – RCHMC are requesting \$2500.00. What are the 'Other' costs? Is this in relation to the Hall Admin Contract? If so/not please explain further

Page 3 - PROJECT COSTS need to be amended to include more details outlining where the requested funds will be spent.

Thank you. Have a great day and if you have any questions please let me know.

Nga mihi



**Marlema Baker**  
**Meetings Administrator**

Corporate Services, Far North District Council | **24-hour Contact Centre** 0800 920 029

ddi +6494015224 | [Marlema.Baker@fndc.govt.nz](mailto:Marlema.Baker@fndc.govt.nz)

[Website](#) | [Facebook](#) | [LinkedIn](#) | [Careers](#)

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Get it done online at your convenience, visit our website - [www.fndc.govt.nz](http://www.fndc.govt.nz)

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