

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 Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- **Send your completed form** to governance@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	Rawene Area Residents Association	Number of Members	15
Postal Address	41- P.O.Box 26 Rawene	Post Code	0443
Physical Address	41-3 Webster St, Rawene	Post Code	0473
Contact Person	Km Joiner	Position	Secretary/Treasurer
Phone Number	09 4057631	Mobile Number	021 2367682
Email Address	Kirsty@rawz.co.nz		

Please briefly describe the purpose of the organisation.

The well being of ratepayers and residents in the township and area of Rawene



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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:

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

- Ecological restoration of a weed infested area that has periodically caught on fire putting local residents at risk. Project partners are DOC, FNDC, Hokianga Harbour Care Inc, Te Roopu Ahikaa and Rawene Area Residents Association. We are moving into the second phase of this project and require funding for control and eradication of noxious weeds which will enable us to continue planting the area with indigenous coastal plants.

- Benefits - community creating an easily accessible public space where people can enjoy native flora and fauna and learn about ecological restoration with the future addition of interpretive panels explaining the ecological restoration and the cultural and ecological value of the plants and animals of the public reserve.

22 May 2019

To FNDC

Kaikohe Hokianga Community Board

RE: Funding Application Manning Street Revegetation Project;

This letter is to outline a scope of work for the Ecological Contractor that we hope to employ to co-ordinate and carry out weed control. Residents in Rawene generally advocate for minimal to nil use of herbicides around the township and as such we require the services of a suitably qualified contractor to:

The following scopes of work pertain to the area identified in the revegetation plan of the Manning Street DOC and FNDC reserves (a plan has been developed for this project and can be supplied to the community board if requested)

- 1) Judiciously utilize herbicides to control difficult weeds i.e. pampass and elephant grass
- 2) Co-ordinate PD workers and volunteers to carry out manual removal of other weeds e.g. gorse, lantana, tobacco weed and kahili ginger
- 3) Provide a report to RARA indicating a projected cost of staying on top of the weed issues associated with the revegetation project and suggested workplan to meet this objective.
- 4) The work will be delivered alongside a planting plan so that blocks of the total area are dealt with in a progressive fashion so as to achieve project milestones outlined in the initial project plan.

Yours sincerely,

Justin Blaikie- Project lead on behalf of RARA

justinb@nrc.govt.nz

0275422992



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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		
Advertising/Promotion		
Facilitator/Professional Fees ²	Ecological contractor for weed control	\$2000
Administration (incl. stationery/copying)		
Equipment Hire	Heavy duty mulcher	\$3000
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary	Ecological contractor	not applicable
Volunteer Value (\$20/hr)	\$5000.00	not applicable
Other (describe)		
TOTALS	\$10,000	\$5000.00

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
Community Hui & Township Beautification	3,060.00
TOTAL	3,060.00

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

Funding Source	Amount	Approved
		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
			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 Area Residents Association

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

Alan E. Donald

Signatory Two



Application Form

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

Name Position
Postal Address Post Code
Phone Number Mobile Number
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On behalf of: (full name of organisation)

Ranvene Area Residents Association

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.
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Signatory One

[Signature]

Signatory Two



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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 Kirsty Joiner Position Secretary Treasurer

Postal Address P.O. Box 26, Rawene Post Code 0443

Phone Number 09 4057631 Mobile Number 021 2367682

Signature K Joiner Date 15 May 2019

Signatory Two

Name Position

Postal Address Post Code

Phone Number Mobile Number

Signature Date

Rawene Area Residents Association

P.O.Box 26 Rawene

0443

Secretary – Kirsty Joiner

To elected members of the Kaikohe Hokianga Community Board,

on behalf of RARA I am writing to you requesting \$5000.00 of funding as indicated in the attached application form, the funding is being sought so that we can continue on with the next phase of a community ecological restoration project namely; Manning Street Revegetation Project.

RARA wishes to acknowledge previous funding allocated from the community board for this project which was used to purchase plants, carry out weed control work and form a walking track leading down from Manning Street to the foreshore. A firebreak to protect houses in the immediate area from the risk of another fire was also established with that funding.

The next phase of the project is to eliminate weeds from the next area to be planted, RARA wishes to do this largely without the use of herbicides for several reasons, the most pertinent one being that the majority of the local community are against the use of herbicides on public land within the Rawene township.

We have had several very successful volunteer days removing rubbish from the site, planting natives, hand weeding around those native plants and mulching both the track surface plants that have required extra attention due to last summers drought.

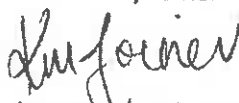
A Pou has been erected and blessed during a dawn ceremony at the site which serves to acknowledge the four hapu which most closely have cultural and historical connections to the Rawene Peninsula. It is pleasing to note that the amount of rubbish being left at the site (which has historically been an illegal tip) has greatly reduced since the inception of this project.

Hokianga Harbour Care Inc is supplying the native plants for the next phase of the project for no cost and we have also secured support for hand releasing of plants through a youth development and training program 'Eco Toa' which is being delivered by Recruit Me (a local forestry training provider).

In the long term a walkway along the foreshore of Peninsula is planned which will link the township of Rawene to this revegetation project and also provide a link to a very significant DOC reserve of pristine coastal forest, it is envisaged this will be a great asset to the local community but also a significant drawcard for visiting tourists.

Yours faithfully,

Kirsty Joiner


Secretary / Treasurer, Rawene Area Residents Association