



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	<input type="text" value="Nekaweka Valley Community Trust"/>	Number of Members	<input type="text" value="8"/>
Postal Address	<input type="text" value="PO Box 5, Waimamaku"/>	Post Code	<input type="text" value="0473"/>
Physical Address	<input type="text" value="7233 SH12, Waimamaku"/>	Post Code	<input type="text" value="0473"/>
Contact Person	<input type="text" value="Courtney Davis"/>	Position	<input type="text" value="Trustee"/>
Phone Number	<input type="text" value="09 4396443"/>	Mobile Number	<input type="text" value="0220809675"/>
Email Address	<input type="text" value="cdavis@terorona.iwi.nz"/>		

Please briefly describe the purpose of the organisation.

(see attached)



Local Grant Application Form

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.

(see attached)

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?

Community discussions began in 1995 on developing initiatives that would improve the lives of the people in Waimamaku. Waimamaku is a small town situated in a valley that runs between Waipoua Forest and the Hokianga Harbour. It is incredibly isolated with poor communication utilities and limited access to services.

From these initial discussions the idea of a Resource Centre in Waimamaku was born. The Resource Centre, located in the heart of town was established with the intent to provide services, support and create employment opportunities for the people of Waimamaku. The Resource Centre was successful in supporting a number of initiatives such as herb gardening. It was also a great space for the sharing of knowledge, information, developing training opportunities and recycling through the redistribution of secondhand clothing and goods. Now twenty years later the Resource Centre is still operational. This is a true testament to the resilience of the people of Waimamaku who have kept it running with little funding and through the utilisation of committed volunteers. In such a small community with low visitor numbers it is a great achievement that its doors are still open. However, over the years, as participation has dwindled, so have the services it has been able to provide and the very kaupapa of the space has changed from being that of a Community space to a retail space with its primary function now being an op shop.

Over the last year there has been a renewed interest from a number of community members to revitalise the space and redefine its kaupapa taking it back to a true community space that serves the community and community groups in the area.

Earlier this year three of the long standing trustees of the Wekaweka Valley Community Trust resigned and six new trustees came on board. Initial discussions were very exciting as everyone shared ideas on how the space could be used to best serve the community. Ideas such as tool libraries, book exchanges, workshops, classes, workstations and better access to technology were suggested.

There are many active community groups in Waimamaku that do not have an administrative space. It was discussed that the Resource Centre should support these groups by providing space for them to work, administration facilities and facilitate connections with other groups. There are many creative people in the Waimamaku Valley who have ideas of starting small business initiatives such as cheese-making, lavender and herb cultivation, tourism ventures and food production. We believe the Resource Centre should be a place to support such social enterprise. We believe our coordinators could do this by providing advice on bookkeeping, funding or connecting them with those that could help.

The vision for the Waimamaku Resource Centre is of a vibrant and humming community space that is inclusive, welcoming and well-used by all that live in the Waimamaku Valley. We hope that the Resource Centre can support those wanting to start their own initiatives, support community groups and be a dynamic and interesting place that residents feel like they own.

To this end, we are seeking funding for the operational costs to run the Resource Centre for the next year. We have applied for funding to pay a project coordinator and to update our technology but still require the funds to pay for operating costs such as rent, power and internet. As you can see from our financials we are very low on resources and without funding to pay for the operating costs we may have to close our doors.

We believe the Resource centre will have many positive outcomes for our community. We hope that the Resource Centre will function well for our community and that means being welcoming and accessible to everyone. We believe it will help to bring our community together. There is a lot of evidence that the opportunity to gather together and pursue shared interests brings many benefits to personal, and community, physical and mental health, well-being, resilience and strength.

Budget

EXPENDITURE	TOTAL COSTS	AMOUNT REQUESTED
Telephone and internet	\$1664	\$1664
Repairs and maintenance	\$500	\$500
Rent	\$1200	\$1200
Printing, postage and stationary	\$621	\$621
Power and gas	\$1302	\$1302
Volunteer value \$20p/h for 270hrs	\$5400	0
TOTAL	\$10687	\$5287



Local Grant Application Form

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		
Administration (incl. stationery/copying)	Attached Budget	
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	\$10687	\$5287

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



Local Grant Application Form

Financial Information

Is your organisation registered for GST? Yes No GST Number \$9282-38

How much money does your organisation currently have?

How much of this money is already committed to specific purposes? \$8874.86

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

Purpose	Amount
Infrastructure + technology	\$8874.86
TOTAL	

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

Funding Source	Amount	Approved
Lotteries Commission for wages for coordinator	\$40,000	Yes / <u>Pending</u>
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

Please state any previous funding the organisation has received from Council over the last five years: N/A

Purpose	Amount	Date	Project Report Submitted
			Y / N
			Y / N
			Y / N
			Y / N



Local Grant 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)

Wekaweka Valley Community Trust

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



Local Grant 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	<input type="text" value="TERESA LOMAS"/>	Position	<input type="text" value="TREASURER"/>
Postal Address	<input type="text" value="PO Box 33, WAIMAMAKU"/>		Post Code <input type="text" value="0446"/>
Phone Number	<input type="text" value="09-4054535"/>	Mobile Number	<input type="text" value="021 405811"/>
Signature	<input type="text" value="TERESA LOMAS"/>	Date	<input type="text" value="9-9-19"/>

Signatory Two

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"/>