

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 + Districts Community Development Inc Number of Members 8

Postal Address PO Box 51 Rawene Post Code 0443

Physical Address 11 Parnell St Rawene Post Code 0491

Contact Person Delvene Morrissey Position Secretary

Phone Number 021 223 9555 Mobile Number (09) 405 7734

Email Address delvenem73@gmail.com or radcomdev@gmail.com

Please briefly describe the purpose of the organisation.

community development

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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

Operating Expenses.

Date

2019/20

Location

Rawene

Time

on-going

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.

Please see attached documentation.

Name of Activity:**Increasing accessibility to services for Hokianga communities****Who will benefit from the activity and how?**

The people of Hokianga and Rawene - through a centrally located community hub.

We have spent 6 months consulting throughout our communities particularly users of the RAD Community Centre to determine community needs in regards to both the RAD facility and services. With observed growth (2018 stats not yet available) alongside limited facilities in the Hokianga to meet the actual needs of communities, together with our consultations and most recent survey we can confidently say that the creation of a centrally located **community** hub or Whare Manaakitanga in Rawene will serve communities on both sides of the harbour. This is one small measure to address the geographical, socio-economic disadvantages and disparities that exist in Hokianga.

How it will broaden the range of activities and experiences available to the community:

Increasing the accessibility to services for our communities, we have a three pronged approach:

i) A range of wellness services, ii) expanding on the current information, advocacy & printing business services, and iii) offering conference facilities while upgrading the private meeting spaces, an open kitchen, internet hub and common room. As the building is currently not fit for purpose and with our plan to expand access and choice of services we are working with council staff on a refit and renovation plan to renovate for practitioners already serving the area who do not have a base, while also providing spaces for existing government funded services.

Background:

Rawene and Districts Community Development (RAD) has been involved in community development for the past 13 years. We are very appreciative of the Community Board's assistance in getting the terms of our lease (Tenancy 2: Rawene Service Centre Building), renegotiated with Council, after a prolonged period of indecision. (RAD had been in discussion since November 2015 with Council staff over maintenance and repairs, and since June 2016 was seeking clarity on Council policies relating to rent and outgoings).

Since December 2018 the uncertainty of RAD's tenure has hindered ongoing planning, regarding potential services, subtenants, and community users. Council staff changes have caused delays in the drafting the lease. As at November 11, 2019 we have a draft lease with a known rental, but we do not yet have updated outgoings. We are an entirely volunteer organisation and without accurate forecasting, we have not been best placed to approach funders for our operational expenses or for any projects due to our uncertain and precarious security of tenure. .All recent RAD energies have been in relation to council negotiations,

whether it be the renewal of the lease, or their re-fit of our building. Therefore our attached annual budget is provisional.

Which is why we now seek assistance from the community board to remain open and solvent for the next 12 months. We have two sub-tenants (Sport Northland and the Regional Co-ordinator for Te Wananga o Awanui-a-rangi) who would be as affected as well should we no longer be able to open our doors, not to mention the effect on the community and their lack of available resources in our area.

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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	110	
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)	5 222	2 153
Equipment Hire		
Equipment Purchase (describe)		
Utilities See breakdown attached	3573	2012
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage	1 200	
Volunteer Expenses Reimbursement	400	
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	19 200	not applicable
Other (describe) Professional cleaning	1670	835
TOTALS see attached budget	31 375	5 000

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

Provisional Budget 12 months - 1 Jan 2020 - 31 Dec 2020 - Rawene & Districts Community Development Inc

Income & Expenditure	Annual	FNDC Request	NOTES
Income:			All figures GST Exclusive
Subtenants rent	2,170.00		
Meeting room fees	600.00		estimate anticipating disruption through refit
Photocopy, Internet, Print	1,984		estimate
Fundraising Calendar Sales	2,500.00		target goal to fundraise through calendar sales
TOTAL	7254		
Expenditure:			
Assurance Fees	420.00	420.00	Assurance Review
Assets maintenance	700.00		Public internet computers, staff computers
Accounting	540.00	540.00	Xero/consultancy
Fees, Levies, Subscriptions	65.00		Charities Service, Bank fees
Fundraising	218.00		Calendar 2020 template
Insurance	790.00	670.00	* Possible increase for public liability premium
Outgoings: FNDC apportionments	878.00	559.00	Contribution to Outgoings not yet determined by Council
Power	1,453.00	1,453.00	Based on 12 months
Phone & Internet	1,242.00		
Photocopy Canon Lease	523.00	523.00	
Printing & Photocopying	1,466.00		
Professional Cleaning	1,670.00	835.00	@ \$34.79 per clean x 48 weeks
Rent	110.00		
Stationery	500.00		incl paper, office supplies
Travel	1,200.00		National travel
Volunteer expenses	400.00		incl architect expenses for refit design
SUB TOTAL	12175.00		
Volunteer Hours	19,200.00		20 hours x 48 weeks @ \$20 per hour
TOTAL	31375.00	5000.00	