

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 Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.
- **Send your completed form** to funding@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 N/A as Trust has just been formed
- ☒ Programme/event/project outline
- ☒ A health and safety plan
- ☒ Your organisation's business plan (if applicable) N/A as Trust has just been formed
- ☒ If your event is taking place on Council land or road/s, evidence of permission to do so N/A
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	H.U.S.H. Trust ("Hope Unity Strength Hauora")	Number of Members	3
Postal Address	PO Box 678, Kaikohe	Post Code	
Physical Address	26c Rankin Street, Kaikohe	Post Code	0405
Contact Person	Bo-Deene Stephens	Position	Trustee & CEO Hush Dance Studio
Phone Number	N/A	Mobile Number	(021) 542 879
Email Address	hushdancestudio@gmail.com		

Please briefly describe the purpose of the organisation.

Provide an environment that encourages growth and creativity that nurtures future community leaders.

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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.

Hush Dance Studio:

This event benefits our rangatahi by providing them with a platform which allows them to express themselves through dance, step out of their comfort zone and display their talents in front of their own community. The build up to this event provides them with good "work ethic", motivation and confidence building skills.

We are able to encourage and promote a healthy lifestyle by highlighting local and neighbouring rangatahi to their whanau and our community, ensuring that classes are conducted in supportive environments encouraging young people to remain involved, which in effect promotes positivity. We provide an environment that encourages growth and creativity that nurtures future community leaders.

This production will be delivered following Maori tikanga, starting and ending with a karakia. Rangatahi are encouraged from the beginning of the Term to participate. We strive to showcase our production in a timely and professional manner, and utilising this event as a practical platform for training and mentoring rangatahi. We publicise and promote our production on all social media forums.

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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	175	88
Advertising/Promotion	60	30
Facilitator/Professional Fees ²	750	375
Administration (incl. stationery/copying)	50	25
Equipment Hire	300	150
Equipment Purchase (describe)	0	0
Utilities	0	0
Hardware (e.g. cement, timber, nails, paint)	0	0
Consumable materials (craft supplies, books)	0	0
Refreshments	300	150
Travel/Mileage	100	50
Volunteer Expenses Reimbursement	0	0
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	1,120	not applicable
Other (describe) : Includes, sound & lighting, videographer, singer and uniform/apparel	2,697	1,349
TOTALS	5,552	2,217

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
Weekly rent x 2	\$325.00
Mobile, wifi, fixed line x 2	\$185.00
Avanti Finance x 2	\$177.92
Apparel	\$141.00
TOTAL	\$828.92

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

Funding Source	Amount	Approved
Far North District Council	\$5,551.70	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
N/A			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)

H.U.S.H. Trust ("Hope Unity Strength Hauora")

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



APPENDICES: SUPPORTING DOCUMENTS

1.0 Production Outline

The idea/Te kaupapa: Showcase local and surrounding area rangatahi to their whanau and our Community. The build up to this event provides them with good “work ethic”, motivation and confidence building skills. Hush provide an environment that encourages growth and creativity that nurtures future community leaders.

The process/Te whakatutuki: Planning is required from the start of the Term. Alongside the CEO of Hush, the Event Co-ordinator will liaise with all internal and external stakeholders: students, parents, entertainers, production crew and volunteers alike. Weekly meetings will be held to discuss all aspects of the event to ensure that everything is running on track.

The criteria/ Ngā paearu: This production will be delivered following Maori tikanga, starting and ending with a karakia. Rangatahi are encouraged from the beginning of the Term to participate. We strive to showcase our production in a timely and professional manner, and utilising this event as a practical platform for training and mentoring rangatahi. Publicise and promote our production on all social media forums.