



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
- 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="Wekiwaka Valley Community Trust"/>	Number of Members	<input type="text" value="6 trustees"/>
Postal Address	<input type="text" value="PO Box 5, Wainamaku"/>	Post Code	<input type="text" value="0473"/>
Physical Address	<input type="text" value="735 State Highway 13, Wainamaku"/>	Post Code	<input type="text" value="0473"/>
Contact Person	<input type="text" value="Courtney Davis"/>	Position	<input type="text" value="Secretary"/>
Phone Number	<input type="text" value="09 405 4661"/>	Mobile Number	<input type="text" value="0220 909675"/>
Email Address	<input type="text" value="courtneyfdavis@gmail.com"/>		

Please briefly describe the purpose of the organisation.

(see attached sheet)



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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 signage/branding	1,100.00	1,100.00
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe) Vacuum, Fridge, TV, speakers, screen, coffee machine, wheelchair lamp	(see attached sheet) 3,965.98	3,965.98
Utilities		
Hardware (e.g. cement, timber, nails, paint)	(paint) 300.00	300.00
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	(12h x 52w x \$20) \$12,420.00	not applicable
Other (describe)		
TOTALS	17,785.98	5,365.98

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
Project coordination	\$10,000.00
Operational costs - utilities	\$5,000.00
Operational costs - other misc	\$4,000.00
TOTAL	

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
Operational costs	\$1,000.00	October 2019	(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)

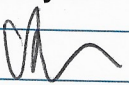
Wekaweka Valley Community Trust

We, the undersigned, declare the following:

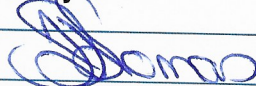
In submitting this application:

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





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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 Position
Postal Address Post Code
Phone Number Mobile Number
Signature Date

Signatory Two

Name Position
Postal Address Post Code
Phone Number Mobile Number
Signature Date

Waimamaku Resource Centre

About:

The Wekaweka Valley Community Trust operates in Waimamaku Valley and our biggest activity is the running of the Waimamaku Resource Centre. The Resource Centre provides access to the internet and technology such as computers, printing and scanning facilities. The Resource Centre runs workshops on computing, funding, and anything else the community requires. We provide a meeting space for other community groups as well as private classes such as Te Reo. We also facilitate a tool library for the garden group and maintain the pataka kai. The Resource Centre is also an important space in town for social interaction and we host the knitting group and 'meet and greet' group. The Resource Centre also has a small op-shop out the back in order to provide cheap clothing and homewares for people and to promote the importance of recycling.

It really is an essential service and space in Waimamaku, however due to funding issues the space has not been upgraded at all over the last twenty years. This means all the equipment, gear, and the space itself needs a revamp. We are seeking funding to make some basic upgrades and purchase new equipment.

Activity

The Waimamaku Resource Centre has not had the money to upgrade our facility in a very long time. Most of the equipment and gear we have has been donated and is old and broken. We feel like we would be able to attract and maintain volunteers more with equipment like a working fridge, vacuum cleaner and coffee machine.

The cafe next to the Resource Centre has now closed down and people in Waimamaku are looking for a space to socialise with other residents. We are requesting a funding to purchase a coffee machine in order to provide a service and space for people to meet and socialise.

We are also requesting funding to purchase a vacuum cleaner and small fridge in order to make it easier for volunteers to maintain the space.

Waimamaku doesn't have many spaces for social interaction and activities. The Resource Centre has been hosting movie nights that have been well received. We are asking for funding to purchase a screen for movie nights.

Currently the Resource Centre is not wheel-chair accessible and we are deeply concerned that we are not accessible to those in wheelchairs. We are therefore requesting funding to purchase a ramp to put at our door so the space can be used by those in wheelchairs.

The Waimamaku Community Resource Centre hasn't been upgraded in at least ten years. It desperately needs a re-vamp. However, being incredibly under-resourced we do not currently have any funds to do so. We are asking for funding to purchase some paint, upgrade our sign and to commission a local artist to design a logo for the centre, which is

something we do not currently have.

We hope that an upgrade to the Resource Centre and equipment will bring a new life to the space. We hope it will secure new interest in volunteering and being involved in the various activities.

Waimamaku lacks social spaces and places for social interaction. The Resource Centre is currently the only place where people can meet up with other people during the day. We believe the current equipment is not adequate and we want to provide fresh and modern technology and equipment for the people of Waimamaku. Generally, the West Coast is under-resourced and the last place to receive funding for improvements and upgrades and we don't want our community to be left behind.

Now more than ever we are aware of the importance of connected and resilient communities. Waimamaku is located in an incredibly isolated area far from services, supermarkets, public facilities, governmental and non-governmental agencies. It is incredibly important for us as a Trust to ensure that we have a space for people to connect and develop strong resilient networks so we can take care of each other in times of crisis.

Budget

ITEM	SUPPLIER	SOURCE	COST
Vacuum cleaner	Noel Leeming	Community Board	649.00
Fridge	Noel Leeming	Community Board	499.00
TV Screen	Noel Leeming	Community Board	599.00
Speakers	Noel Leeming	Community Board	319.99
Paint	Resene Kaikohe	Community Board	300.00
Signage	Local Artist Commission	Community Board	700.00
Screen	Noel Leeming	Community Board	499.00
Design of Logo and branding support	Local Artist Commission	Community Board	400.00
Coffee Machine	Noel Leeming	Community Board	899.99
Wheelchair accessible lamp	Rampworx	Community Board	500.00
TOTAL			5365.98

ITEM	SUPPLIER	SOURCE	COST
Resource Centre Coordination	In-kind	Volunteer	12hrsp/w @ \$21p/h - \$13,104.00
TOTAL			13,104.00