



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	Jacman Entertainment Ltd	Number of Members	1
Postal Address	154 Waipapa West Road, RD2, Kerikeri	Post Code	0295
Physical Address	154 Waipapa West Road, RD2, Kerikeri	Post Code	0295
Contact Person	Jackie Sanders	Position	Director
Phone Number	021 373739	Mobile Number	021 373739
Email Address	jackie@jacman.co.nz		

Please briefly describe the purpose of the organisation.

Jacman Entertainment Ltd develops, presents and promotes events and festivals in NZ and Australia.
The company has been in operation for 12 years and is based in the Far North, New Zealand.



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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.

See following page.

The Hullabaloo Children's Arts Festival will present an 8 day programme of high quality kids entertainment set against the backdrop of the stunning Far North region. Events and activities contribute greatly to a community, bringing vibrancy and a sense of place. The festival will cater to the local family market, bringing shows to the region that rarely make it past Whangarei. There will be special locations used as venues, such as Waitangi Treaty Grounds, Puketi Forest and The Pioneer Village.

As well as creating unique experiences for Far North residents, the festival aims to appeal strongly to the domestic traveller, giving families yet another reason to choose Northland as a destination for their holidays. The Festival will work closely with local tourism providers to compliment, enhance or promote their offerings by way of hosting shows in their venues with ticket prices including the show and entry (eg: The Pioneer Village, Waitangi Treaty Grounds) or by including a show and activity (eg: Hullabaloo in the Forest - a locally devised puppet show and guided forest night walk).

Local suppliers will also benefit. Jacman Entertainment has been a major hirer of equipment in the region over the last 4 years, presenting large and medium scale events each year that have required fencing, marquees, toilets, generators, printing and production. We have also hired and trained many local crew, participated in Gateway programmes to give youth event experience and also supported many local charities and organisations by utilising volunteers who are working on behalf of their cause. We are proud to have supported multiple local sports teams, Rotary clubs, Alzheimers Northland and Mai Lyfe Youth Group. With the current world situation, we are unable to bring the international artists to NZ, yet we are extremely excited to be developing new and exciting events for the region and to continue to support our local communities, suppliers and crew.

For all the above reasons, we envisage that the Hullabaloo Children's Arts Festival will be a boost to the local economy, not only this year, but in subsequent years. We will also have a range of events and activities that are presented by local Northland talent...there is an incredible amount of it out there as we build the event to an annual offering and showcase parts of our region outside of the usual Bay of Islands zone. We will present 2 days of shows at The Pioneer Village, featuring artists Craig Smith (Wonky Donkey Man) and Capt Festus McBoyle. This will be a key attraction in our festival programme.



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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	Venue income is included in ticket price	0
Advertising/Promotion	2300	0
Facilitator/Professional Fees ²	2300	0
Administration (incl. stationery/copying)	230	0
Equipment Hire (Marquee + Production)	6246	6246
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	0	0
Consumable materials (craft supplies, books)	0	0
Refreshments	460	0
Travel/Mileage	230	0
Volunteer Expenses Reimbursement	200	0
Wages/Salary	1150	not applicable
Volunteer Value (\$20/hr)	1680	not applicable
Other (describe) Artists Fees x 2 DAYS	4600	2300
TOTALS	19,396	8,546

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
Jacman Entertainment is investing in the development of the Hullabaloo Children's Arts Festival	
Brand development	1150
Website	2300
Artists Fees / Venue Deposits / Supplier Deposits	11500
Marketing	11500
TOTAL	26,450

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

Funding Source	Amount	Approved
Will be applying to other funders for different sections of the Festival. This is our first funding application.		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
Deliver UB40 Concert, Kerikeri	9,200.00	17.12.2015	<input checked="" type="checkbox"/> Y / N
Deliver Event Series in Bay of Islands	11,500.00	3.11.2016	<input checked="" type="checkbox"/> 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)

Jacman Entertainment Ltd

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	<input type="text" value="Jackie Sanders"/>	Position	<input type="text" value="Director"/>
Postal Address	<input type="text" value="154 Waipapa West Road, RD2, Kerikeri"/>		Post Code <input type="text" value="0295"/>
Phone Number	<input type="text" value="021 373739"/>	Mobile Number	<input type="text" value="021 373739"/>
Signature	<input type="text" value="Jackie Sanders"/>	Date	<input type="text" value="12 July 2020"/>

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"/>

