

# 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](http://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](mailto:funding@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [funding@fndc.govt.nz](mailto: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	ECOCENTRE KAITAIA / FAR NORTH ENVIRONMENT CENTRE Te Pokapu Tiaki Taiao o Te Tai Tokerau Trust		Number of Members	300+
Postal Address	Shop 5, 42 Commerce St, Kaitaia		Post Code	0410
Physical Address	Shop 5, 42 Commerce St, Kaitaia		Post Code	0410
Contact Person	Donna King	Position	Funding & Finance officer	
Phone Number	09 408 1086	Mobile Number	022 458 2313	
Email Address	info@ecocentre.co.nz			

### Please briefly describe the purpose of the organisation.

The EcoCentre Kaitaia works at the grassroots, aiming to provide environmental education to encourage protection of the environment, to work towards zero waste, to build community capacity to adapt, empower ourselves with information and skills, achieve food security for all and organise for community resilience, whilst networking with existing groups.



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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 Timebank Membership Support Date 12 months  
Location Kohukohu & Kaikohe 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.

**Who will benefit from the activity and how:**

The Kaitia Timebank has successfully amalgamated with smaller timebanks in the Far North to create the Tai Tokerau Timebank. By expanding the hours available for a Membership Support Coordinator (MSC), we have been able to increase the capacity of the Tai Tokerau Timebank to assist community members in the Kaikohe-Hokianga Ward. The Tai Tokerau Timebank is currently the fifth largest Timebank in New Zealand and is still expanding.

The Timebank functions like a club. Membership is open to all residents of the Far North and currently involves people of a range of ages, ethnicities and qualifications. Timebanking enables people to trade skills in a community without the need for money. It helps members to help each other.

People who need help of any kind can telephone, text, email or arrange to meet with the Timebank MSC. The MSC then finds someone within the Timebank who can help the person concerned and assists with setting the exchange up, to the point where people are eventually able to arrange their own trades.

Through encouraging Timebank trading, the MSC will support the many volunteers who are part of the Tai Tokerau Timebank. By initially working alongside new members as they negotiate the website or the offline participation process, by identifying the help they need and the talents they have to offer and encouraging them to make contact with other members who can assist, the MSC helps people to help themselves.

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

The MSC will contact and/or visit members who are new, have initiated few or no trades, or don't have transport, to help them list the skills, talents, knowledge they have to share and establish what they need help with. Also, to familiarise them with the website or alternate offline ways to participate. New members who do not have access to the internet will be matched up with a buddy to keep them informed of all postings and community events. A regular paper newsletter is also circulated to offline members. With the increase in numbers, and continued interest in Timebank, having access to office space is essential to the continued effectiveness of the MSC in this region.

The MSC will network with Community Groups and present information about Tai Tokerau Timebank and how it can benefit their group/members/whanau/clients.

People become more involved in the community, less socially isolated, and more independent, through participating with the Timebank. The MSC encourages full participation by members and helps to remove barriers to full participation, eg through lack of confidence with using the technology.

Many of the services that people currently exchange could not be afforded if the individuals had to pay the current market costs to access these services.

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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	2261	2261
Advertising/Promotion		
Facilitator/Professional Fees <sup>2</sup>	15600	0
Administration (incl. stationery/copying)	893 (5%)	503
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	\$ 18,754 -	\$ 2,764

<sup>2</sup> 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 71-849-252

How much money does your organisation currently have? \$81,535

How much of this money is already committed to specific purposes? \$76,474

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

Purpose	Amount
Timebank Membership Coordinators	\$22,631
Creative Monday Workshops	998
Community Garden Coordinator	11,335
Centre Manager & Finance Officer	34,215
Rent - Kaitiaki	6,000
TOTAL Outstanding Invoices etc	1303
	<u>\$76,482</u>

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

Funding Source	Amount	Approved
Lotteries Northland Community	12,000	<u>Yes</u> / Pending
Pub Charities	3,600	Yes / <u>Pending</u>
		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
Timebank Coordinator Fees	\$2930	16/05/19	<u>Y</u> / N
Crafty Monday Workshops	990	16/07/19	Y / <u>N</u>
Kaitiaki Kapu	1023	06/19	Y / <u>N</u>
Rent	4882	18/01/18	<u>Y</u> / N
Rent	4000	11/16	<u>Y</u>
Rent	500	6/16	<u>Y</u>
Kaitiaki Wai	1150	6/20	<u>N</u>



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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)**

Te Pokapu Triki Taiao O Te Tai Tokerau 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 Rebecca Ranum Position Chairperson  
Postal Address P.O. Box 446, Kaitaia 0441. Post Code 0441  
Phone Number 09 409 3077 Mobile Number 021 0826 0361  
Signature [Signature] Date 3-07-2020

## Signatory Two

Name Donna King Position Funding & Finance officer  
Postal Address 449 Kaitaia-Awaroa Rd, RD1 Kaitaia Post Code 0481  
Phone Number  Mobile Number 022 458 2313  
Signature [Signature] Date 3-7-2020

## **Schedule of Supporting Documentation**

### **Far North Environment Centre**

**The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.**

<b>1</b>	<b>Programme Outline</b>
<b>2</b>	<b>Bank Statement – 03 July – 04 July 2020</b>
<b>3</b>	<b>Performance Report</b>
<b>4</b>	<b>Independent Contractor Agreement</b>
<b>5</b>	<b>Letter of Employment offer</b>
<b>6</b>	<b>Health &amp; Safety Guide &amp; Programme</b>
<b>7</b>	<b>Support Letter – Herald Building Group</b>
<b>8</b>	
<b>9</b>	
<b>10</b>	
<b>11</b>	
<b>12</b>	
<b>13</b>	