

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	Hokianga Country Music Club Inc		Number of Members	126
Postal Address	110 State Highway 12, RD3 Kaikohe		Post Code	0473
Physical Address	110 State Highway 12, RD3, Kaikohe Opunohi		Post Code	0473
Contact Person	Medina Davis	Position	Secretary/Treasurer	
Phone Number	0275551530	Mobile Number	0275551530	
Email Address	hokianga.countrymusic@gmail.com			

Please briefly describe the purpose of the organisation. Major activity to promote the Hokianga as an ideal holiday (tourism) destination.

To foster, encourage, develop the musical talents of all members

To promote + convene social activities to further the above objectives

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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 2021 Hokianga Country Music Festival Date 24, 25, 26 Sept 2021

Location Waimamaku, Opononi, Omapere, Rawene, Kohukohu. Time 11am - midnight

Will there be a charge for the public to attend or participate in the project or event? ☒ Yes ☐ No

If so, how much? All Weekend Badge Entry \$40

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.

We are applying for Funding for Bands/Performers Ferry Crossings, and also for Special Ferries for our visitors.

- Our Festival Venues are situated in Waimamaku, Omapere, Opononi, Rawene and Kohukohu. Continuous music is played at all venues throughout the weekend, with the opportunity for everyone to enjoy Hokianga at their leisure, not just the music but also green countryside, beautiful harbour vistas and our hokianga hospitality. These are all memories that our visitors take home with them and also what brings them back.

Our festival bands will be crossing on the Ferry throughout the weekend, as well as many festival goers to get to Kohukohu Hotel venue. Kohukohu is 'an off the radar' township that so many of our festival patrons take this opportunity to see the North side and Kohukohu.

With the influx of people at this time of year, the majority of our accommodation is snapped up, local business gear up for a busy Weekend. Accommodation, food services, petrol services, and hotels gear up for our visitors at this time. Receipt sales of badge sold indicate on average 600-700 people every year are in the area.

- We are always grateful and appreciative to the our volunteers who give their time to make our festival memorable. Ladies from the Lions have manned our Opononi Door for several years, all our Door People, Courtesy Van Drivers, Advertising boards, and especially our committee who organize Bands, Venues, Funding, Billboards, Flyers, Badges, Decorating venues voluntarily.





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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
- ~~X~~ 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
Band Accommodation	Actual	27566	
Band Accommodation- Paid	Actual	4265	
Ferry	Actual	2575	2575
PA Technicians	Actual	11000	
Venue Hire- Rawene/Opononi	Actual	660	660
Advertising/Promotion/Printing	Estimate	500	
Auditor Fee	Estimate	150	
Festival FR Activities	Estimate	500	
Festival Travel	Estimate	1000	
Levys & Fees	Estimate	600	
Stationery & Badges	Estimate	1800	
Total Expenses		50616	3235

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
These funds are committed to our club members activities. They have raised these funds over the years and is held in a separate account from the festival.	13100.48
The Festival Account is solely for Festival Activities.	
TOTAL	13100.48

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

Funding Source	Amount	Approved
Pub Channy	385.66	Yes / Pending
Application to be submitted in August		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
Fund Special Ferries	\$ 2785	Sept 2019	Y / N
"	\$ 1500	2018	Y / N
"	\$ 2179	2017	Y / N
"	\$ 2296	2016	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)

Hokianga Country Music Club Incorporated

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

Schedule of Supporting Documentation

Hokianga Country Music Festival

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

1	Cover letter
2	Financial Information
3	Quote – Sound technicians
4	Quote – Band Accommodation
5	Ferry and Venue Hire Information
6	Promotional Poster
7	Schedule of Acts
8	Quote – Rawene Hall Hire
9	Quote – Opononi Hall Hire