

# 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
- N/A ☐ Your organisation's business plan (if applicable)
- N/A ☐ 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="Manaki Tinanga Trust"/>	Number of Members	<input type="text" value="126"/>
Postal Address	<input type="text" value="PO Box 112 Rawene"/>	Post Code	<input type="text" value="0443"/>
Physical Address	<input type="text" value="20 Clendon Esplanade Rawene"/>	Post Code	<input type="text" value="0473"/>
Contact Person	<input type="text" value="Jenny McDougall"/>	Position	<input type="text" value="Funding Secretary"/>
Phone Number	<input type="text" value="094057598"/>	Mobile Number	<input type="text" value="0211477151"/>
Email Address	<input type="text" value="jennymcd@extra.co.nz"/>		

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

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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.

Please see attached -



We are a small not-for-profit community gym which works to provide training and fitness facilities for the Hokianga community.

We aim to accomodate everyone in the community, regardless of age or fitness level, with exercise classes, a fitness instructor and a fully equipped gym. We also have partnerships with Sport Northland's Green Prescription programme, and Hauora Hokianga's Mental Health Team, who bring their clients to the gym as a support for their physical and psychological well-being.

To meet the diverse needs of all our members, and to make it as easy as possible for everyone to use the gym whenever they can, we are open 24/7, with our members using an electronic key tag door entry system. Once they have joined the gym, each of our members receives an activated key tag which allows them entry to the gym at any time, night or day.

We purchased this door entry system over two years ago, from a contractor who has also continued to service the system for us, activating and deactivating key tags as our members either joined up, or left. However, our contractor has not always been able to deliver this service as soon as we requested it, and this became a real issue for us recently when the new COVID traffic light settings were introduced. In order to remain open at the COVID red and orange settings, we were required by Government mandate to only allow entry to the gym to fully vaccinated members. To comply with the mandate, all our unvaccinated members' key tags were required to be deactivated and their memberships put on hold, either until they were fully vaccinated, or until we reach the green light setting and can safely open to everyone again.

We provided our contractor with a list of key tags to deactivate, but he was unable to act on this as soon as required, leaving us vulnerable and potentially in breach of the mandate. Through this experience, we have realised that in order to be responsive to government requirements in a timely fashion, and to keep our members safe, we must be able to manage the door entry/key tag system ourselves.



We have now gained the expertise to do this, but require a basic laptop able to run Windows from Microsoft to operate the door entry system programme, and we are applying to you for funding to purchase this item. This laptop would be dedicated to all gym business, including our gym session booking system, which was instituted to keep gym members safe by limiting the numbers in the gym at any one time, in order to comply with Government COVID social distancing requirements. It would be used exclusively for gym business, but kept at a trustee's home for security, and taken to the gym only when the door system needed monitoring, or key tags required activating or deactivating.

Running our own door entry and booking systems from a dedicated laptop will ensure the safety of our members, who expect to be assured that they are using a fully-vaxxed gym, and will give us confidence going forward that we are able to respond to all government mandates and requirements on time and efficiently. It will allow us to check at any time the frequency of gym use, so that we can better schedule our services to suit. And it will also save us on contractor's fees, allowing that money to instead be used to purchase equipment or services for the benefit of our members.

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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		
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Acer Laptop	758-00	758-00
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)	\$1,000.00 (see seperate page)	not applicable
Other (describe)		
TOTALS	\$1,758.00 758-00	758-00

<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

How much money does your organisation currently have? (< 9/1/22)

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): (until 31/9/22)

Purpose	Amount
Contractor payments, cleaning materials	15955-00
Utilities (power, insurance)	1800-00
Security	1000-00
Admin (printing, Xero, auditor)	2500-00
Equipment (repairs, maintenance)	2000-00
TOTAL	

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

Funding Source	Amount	Approved
please see attached		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
Mayor's Fund - cleaning	996-46	June 2019	(Y) / N
Community Board - equipment	4000-00	May 2019	(Y) / N
Community Board - hall	1560-00	Feb 2021	Y / (N) pending
hireage			Y / N

## Manaki Tinana Trust

### Hokianga Community Gym

*Volunteer time in support of Door Entry/Key Tag Management  
laptop funding application*

23/11/21	Manaki Tinana Trust Board of Trustees <i>Communication with all gym members re vaccine passes</i>	2 hrs
23/11/21	onwards Elizabeth Moynahan (Treasurer) & Anthony Wright (Board Member & IT Support)) <i>Validating and recording vaccine passes</i>	23 hrs
2/12/21	Fiona Fleming (Board Member), Elizabeth Moynahan & Anthony Wright <i>Completion of deactivation list and communication with contractor</i>	15 hrs
25/12/21	Fiona Fleming <i>Communication with contractor</i>	1 hr
24/12/21	Jenny McDougall (Funding Secretary) <i>Training to download and access PRESCO door entry system</i>	3 hrs
27/12/21	Jenny McDougall <i>Training to activate and deactivate key tags</i>	3 hrs
28/12/21	Anthony Wright <i>Training in all aspects of managing door entry system and key tags</i>	3 hrs
<b>Total</b>		<b>50 hrs</b>

**@ \$20 per hr = \$1000**





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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)**

Manaki Tinana 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 Elizabeth Stella Maynohan Position Treasurer  
Postal Address 48 Parnew Street - Rawene Post Code 0143  
Phone Number 092835928 Mobile Number 02102660157  
Signature [Signature] Date 3/01/2022

## Signatory Two

Name Jennifer McDougall Position Funding Secretary  
Postal Address 246 Wharekawa Rd RD3 Kaikohe Post Code 0473  
Phone Number 094057598 Mobile Number 0211477751  
Signature [Signature] Date 3/1/2022



## **Schedule of Supporting Documentation**

### **MANAKI TINANA TRUST**

#### **(Purchase of a Laptop)**

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

<b>1</b>	<b>Quote – Acer Aspire 3 x 1 page</b>
<b>2</b>	<b>Quote – Microsoft Surface Laptop x 1 page</b>
<b>3</b>	<b>Performance Report for Year Ended 31 March 2021 x 13 pages</b>
<b>4</b>	<b>Bank Balance x 2 pages</b>
<b>5</b>	<b>Health and Safety Plan x 2 pages</b>