

# 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 Weka Weka Valley Community Trust Number of Members 8 trustees

Postal Address P.O. Box 5, Waimamaku Post Code 0473

Physical Address 7235 State Hwy 12, Waimamaku Post Code 0473

Contact Person Sandy-Lee Bell Position Co-ordinator/Secretary

Phone Number 09 405 4661 Mobile Number 021 031 2584

Email Address WaimamakuResourceCentre@gmail.com

Please briefly describe the purpose of the organisation.

See attached sheet.

# Waimamaku Resource Centre

## About:

**The Wekaweka Valley Community Trust** - Developing initiatives that improve the lives of the people in Waimamaku.

The trust operates in Waimamaku Valley and our biggest activity is the running of the Waimamaku Resource Centre.

Waimamaku is a small town situated in a valley that runs between Waipoua Forest and the Hokianga Harbour. It is incredibly isolated with poor communication utilities and limited access to services.

The Waimamaku Resource Centre or the RC, located in the heart of town was established with the intent to provide services, support and create employment opportunities for the people of Waimamaku. It's a true community space that serves the community and community groups in the area. The vision for the Waimamaku Resource Centre is of a vibrant and humming community space that is inclusive, welcoming and well-used by all that live in the Waimamaku Valley.

## Activities:

### **Waimamaku Resource Centre or the RC:**

The RC is a place where the general community of Waimamaku can go to access a variety of resources and services for a small fee or koha. Inside the RC we have free WIFI, computers, printing, photocopier/scanner, an Op shop, an extensive book collection, a Tool library for borrowers and event and community notice boards. We can provide assistance to locals with emailing, paying bills online, searching information.

We have co-ordinators and a team of volunteers who help to keep the RC humming along.

This year we want to be able to provide a space inside the RC to showcase local arts and crafts people. There are many fantastic creative people in our community that would benefit from having a space where they can showcase their work and it also may provide a passive income to those that are in need.

*In order for us to support this initiative we need substantial shelving units to display the arts and crafts on, along with storage for RC equipment.*

Some community members also like to come into the RC just to relax and have a cup of tea or coffee, have a chat. *We would like to provide some comfortable furniture to sit on for our elderly, and kaumatua, kuia community members.*

*Further more we would like to be able to have an Espresso Coffee Machine, no other service in Waimamaku offers this type of coffee or hot chocolate, so we would like to be able to provide this to our local community members as an alternative to the run-of-the-mill instant or packet varieties.*

*Our Op Shop area inside the back part of the RC is a bit tired looking in general, so we would like to paint the walls white to brighten up the space, and give it a new fresh look. We have a lot of clothing that is donated from our community, and we would like to be able to steam clean some of these items ourselves to provide fresh clean clothing for our community members.*

*We would also like to create spaces inside the RC for “hot desking” - where community members can use a semi private space for their projects. We would like to have modern bar leaner type workstations and bar stools for this.*

*We also would like to be able to set up spaces into break out rooms, we envision doing this by having room dividers so we can open up or close off certain areas of the RC.*

*We have minimal natural light inside the RC, we would like to have some strong lighting in the space to help when working on projects and hosting creative workshops.*

### **Workshops:**

We have plans underway to begin hosting a series of workshops throughout the year. These workshops will provide opportunities to community members to up-skill and learn whilst spending time together in a social setting.

Examples of workshops: predator trapping, jewellery making, fermenting, screen printing, mobile phone usage for seniors, taonga puoro, native fauna identification, youth mural and bombing workshop and more.

*We need trestle tables for practical workbenches and learning desks, to assist with the workshops.*

### **Village Markets:**

Our monthly community village markets comprises of local stalls selling arts, crafts, produce, food and other unique products. The Resource Centre staff and volunteers organise this event, we provide a food stall and an area where community members can sit and enjoy a bite to eat and support local stallholders. This year we have added into the marketplace a local music and entertainment component, local schools, bands, individuals, groups can have the opportunity to play or perform to their community, bringing an uplifting and fun element to the market place.

*Again trestle tables and bar leaner type table seating would be very useful in this situation, also for our other planned events this year like Matariki/Puanga and Hokianga Pride.*

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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

Waimamaku Resource

Date

6/3/2022

Location

HOKIANGA Centre

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 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		
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)	please see attached sheet.	
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)		
<b>TOTALS</b>		

<sup>2</sup> If the application is for professional or facilitator fees, a job description or scope of work must be attached.

## **Budget**

<b>ITEM</b>	<b>SUPPLIER</b>	<b>SOURCE</b>	<b>COST</b>
Shelving units x6	Mitre 10	Community Board	684
Trestle tables x 8	Trade me	Community	800
Paint 20l	Mitre 10	Community Board	415
Room divider/ roller blinds x 4	Mitre 10	Community Board	360
Coffee machine	Harvey	Community	750
Barstools x10	Freedom	Community Board	990
Desk leaners x5	Trade me	Community	1320
Steam cleaner	Godfreys	Community	329
Armchairs x2	Freedom	Community	1698
Sofa x2	Freedom	Community	2198
Lamps x6	Mitre 10	Community	522
<b>TOTAL</b>			<b>10,066</b>

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



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## Financial Information

Is your organisation registered for GST?



Yes



No

GST Number

056-647-023

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
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	2019	(Y) / N
"	\$ 3,000	2020	(Y) / N
			Y / N
			Y / N

1. How much money does your organisation currently have?

*Total current funds held in bank accounts: \$58,421. 24*

2. How much money is committed to specific purposes?

*\$27,032.22 is funds held on behalf of unincorporated community groups as umbrella organisations.*

*Balance held is for wages and operating costs for the RC and workshops, training etc*

3. What are the purposes and the amounts already tagged or committed?

Community Health Umbrella Acc	1336.71
Community Garden Umbrella AC	18185.79
Waimamaku Sports group	4.06
Youth group umbrella	7505.66



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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)**

Weka Weka 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 Courtney Davis Position Chairperson  
Postal Address 2233 State Hwy 12 Waimamaku Post Code 0473  
Phone Number 09 405 4661 Mobile Number 022 080 96 75  
Signature [Signature] Date 6/3/22

### Signatory Two

Name JULIET TIHEMA Position Trustee  
Postal Address PO. BOX 48 WAIMAMAKU Post Code 0446  
Phone Number  Mobile Number 021 085 25 960  
Signature [Signature] Date 07/03/2021

## **Schedule of Supporting Documentation**

### **WEKA WEKA VALLEY COMMUNITY TRUST**

**(Waimamaku Resource Centre)**

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

<b>1</b>	<b>Quotes x 11 pages</b>
<b>2</b>	<b>COVID-19 Safety Plan x 3 pages</b>
<b>3</b>	<b>Bank Statement x 1 page</b>
<b>4</b>	<b>Draft Performance Report until March 2021 x 15 pages</b>