

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	<input type="text" value="Kaikohe Rugby Football & Sports Club"/>	Number of Members	<input type="text"/>
Postal Address	<input type="text" value="PO Box 307, Kaikohe"/>	Post Code	<input type="text" value="0405"/>
Physical Address	<input type="text" value="Penney Crescent, Kaikohe"/>	Post Code	<input type="text" value="0405"/>
Contact Person	<input type="text" value="Nichole Robinson"/>	Position	<input type="text" value="Secretary"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="02108849757"/>
Email Address	<input type="text" value="nichole@kaikoherugby.club"/>		

Please briefly describe the purpose of the organisation.

The Kaikohe Rugby Football and Sports Club Inc is a sporting organisation whose goal it is to ensure that a variety of sporting codes and sporting opportunities are available to locals of Kaikohe and the surrounding areas. And to ensure that these opportunities are affordable, easily accessed and are suitable for people of all ages and skill levels.

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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.

Our clubroom has evolved over the years to accommodate the game's growth and it has served many purposes, including hosting Super Rugby Pre Season Game (Blues v Chiefs), Christmas

Parade Events, various celebrations such as birthdays, fundraising events and of course many aftermatch events for rugby and rugby league games.

However, like many things, our beloved building is beginning to show its age as it is a dated structure, and we may no longer be able to provide the type of product that our members and community are seeking and will be seeking in the future. In addition, the costs and risks, associated with ongoing building maintenance, continue to grow.

BENEFITS OF UPGRADING OUR CLUBROOM:

Beyond being able to enjoy a new facility, members will see other benefits, including additional revenue from events, could attract new members and also enhance the reputation of the club.

Over the past couple of years, we have seen a decline in memberships (due to Covid). Rugby Seasons have been shorten and some have been cancelled, and because of this the income that our club usually brings in has greatly reduced. Our committee has recognised that we need to expand our revenue streams and upgrading the clubrooms will help us to do this.

HOW WILL IT BROADEN THE RANGE OF ACTIVITIES AND EXPERIENCES AVAILABLE TO THE COMMUNITY:

This will help the club to not only increase our revenue but it will also provide a modern facility which community members can use to host events such as sporting events, weddings, birthdays etc. Currently Kaikohe does not have a venue to host events such as these.

Another goal is to host more premier events such as the Super Rugby Pre Season match, or host a NPC/FPC Rugby Game and upgrading our clubrooms will go along way to ensuring that we achieve that goal.

Our grounds are arguably, the best rugby grounds in the Far North and our clubrooms should reflect that.

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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 ²		
Administration (incl. stationery/copying)		
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)	36685.00	31900.00
Architectural Fees		
TOTALS	36685.00	31900.00

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
Day to Day expenses (Electricity/Insurances etc)	\$14091.59
TOTAL	\$14091.59

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

Funding Source	Amount	Approved
n / a		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
Televised Mitre 10 Cup Game - Northland v Taranaki	3972.00	Nov 2020	<input type="checkbox"/> Y / <input checked="" type="checkbox"/> N
Consents for Playing Lights	1245.00	Nov 2018	<input type="checkbox"/> Y / <input checked="" type="checkbox"/> N
Augmented Playing Lights	3075.00	April 2021	<input type="checkbox"/> Y / <input checked="" type="checkbox"/> 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)

Nichole Lee Robinson

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

Nichole Robinson

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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 Cheryl Waaka Position President
Postal Address 5978 F SH12, Ohaeawai Post Code 0472
Phone Number Mobile Number 027 43 43 417
Signature *Cheryl Waaka* Date 17/03/2022

Signatory Two

Name Nichole Robinson Position Secretary
Postal Address 1689 State Highway 12, Omanaia Post Code 0473
Phone Number Mobile Number 02108849757
Signature *Nichole Robinson* Date 17/03/2022

Schedule of Supporting Documentation

KAIKOHE RUGBY FOOTBALL AN SPORTS CLUB INC

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

1	Quote: Burgess Treep and Knight Architects – x 4 pages
2	Bank Statements – x 5 pages
3	Annual Reports Year Ended September 2020 x 10 pages