



# 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 (Refer to Project Plan finalising Health & Safety Plan 29/4/22)
- 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	Okorihi Marae Charitable Trust, Charities Number: CC30668	Number of Members	1000+
Postal Address	PO Box 91, Kerikeri	Post Code	0240
Physical Address	Te Iringa West Road, Kaikohe	Post Code	
Contact Person	Martha Westerlund	Position	Secretary, Board of Trustees
Phone Number		Mobile Number	027 285 3653
Email Address	martha221122@gmail.com		

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

To complete major marae project namely driveway, carparking, pathways, landscaping, catering for 200-500 people over a two day event, subject to COVID restrictions.



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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.

Okorihī marae burned down in 2003. Over the years our hapu have been committed to a restoration programme to rebuild our kitchen, dining room, meeting house and ablution block. This part of the project is now completed and our funds used up. Our hapu Ngati Ueoneone and our visitors will benefit having access to the marae and a place for parking. We invite everyone through our website including community groups, government, work groups and all visitors to participate in the use of our commercial kitchen and dining room, upgraded ablution block and new meeting house and can also offer full digital capability. Pathways and landscaping is designed referencing tikanga and matauranga values that are relevant to Ngati Ueoneone. Our Poukara is the only surviving structure from the fire that destroyed our marae. The Poukara represents all 4 original tupuna and is significant to the pathways, landscaping and position of our meeting house.

The roadway will provide access onto the marae with designated car parking for visitors, whanau and groups that want to hire the premises

The hapu will be able to re-establish ourselves and revitalise cultural practises and aspirations.

The hireage of our facilities will help cover overheads and sustain our marae for future generations.



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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)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	Provided in written quotes	
Consumable materials (craft supplies, books)		
Refreshments 5 meals over 2 day event	Expected 200-500 people subject to COVID restrictions including dignitaries, officials & visitors.	\$6000.00
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary Catering		not applicable
Volunteer Value (\$20/hr) x 10 ppe x 80 hours	\$16,000.00	not applicable
Other (describe)	Roading, carparking, landscaping, path ways to be installed and completed for the final stage of 2 stage new build restoration project for Okorihī marae in Te Iringa West Rd, Kaikohe.	\$28,819.00
<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.



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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
Wharehui building completion fund	\$174,178.82
Funds on behalf Pakinga Pa fund	\$173.73
<b>TOTAL</b>	<b>\$174,352.55</b>

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

Funding Source	Amount	Approved
Nil		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
Nil funding	0.00		Y / N
			Y / N
			Y / N
			Y / N

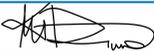


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## We agree to the following conditions if we are funded by Local Community Grant Funding:

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	Martha Westerlund	Position	Secretary
Postal Address	PO Box 91, Kerikeri	Post Code	0240
Phone Number		Mobile Number	0272853653
Signature		Date	5/4/2022

## Signatory Two

Name	Gay Cook	Position	Treasurer
Postal Address	11 Matariki Place, Whatuwhiwhi, KAITAIA	Post Code	0483
Phone Number		Mobile Number	021804537
Signature		Date	5/4/22

## Schedule of Supporting Documentation

### OKORIHI MARAE CHARITABLE TRUST

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

1	Landscape Plan – x 6 pages
2	Catering Minutes – x 4 pages
3	Project Manager Job Description and CV – x 4 pages
4	Marae Programme – 3 pages
5	Marae Opening Timeline – x 1 page
6	Project Plan for the Opening of Okorihi Marae Whare Tupuna – x 5 pages
7	Marae Opening Working Group Structure and Meetings – x 25 pages
8	Marae Strategic Plan – x 15 pages
9	COVID Response Risk Register – x 3 pages
10	Bank Statement – x 1 page
11	Performance Report – 10 pages