

# 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	KAIKOHE (RAU MARAMA) COMMUNITY TRUST		Number of Members	
Postal Address	32 BISSET ROAD, KAIKOHE		Post Code	0405
Physical Address			Post Code	
Contact Person	JOHN VUJCICH	Position	CHAIRPERSON	
Phone Number		Mobile Number	021 983 720	
Email Address	vuicichj@gmail.com			

Please briefly describe the purpose of the organisation.

Supporting community development.

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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 Wipe Out Project

Date As required

Location Kaikohe

Time N/A.

Will there be a charge for the public to attend or participate in the project or event?

☐ Yes

☒ No

If so, how much? N/A

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 refer to attach "Wipe Out" project description  
attached

# “Wipe Out” Project

## INTRODUCTION

The Wipe Out Project is a graffiti removal programme, I have voluntarily operated over the last 5-6 years the aim of the programme was to help youth offenders complete their community services hours and whilst doing this kept our community graffiti clean and reduced their re-offending.

The young people, Police deal within our area, are increasingly coming under the influence of gangs and gang culture. This combined with the financial deprivation at home, and a lack of willingness to 'foster the child', means that our youth do not get the opportunities to experience the outdoor environment. It is this natural environment which can be a constant in a young person's life. It can be a vehicle for self-discovery and advancement.

Outdoor education provides opportunities which enrich the lives of 'at risk' youth offenders. Young people learn by enjoying experiences appropriate to their needs and their environment. Varied experiences are necessary for maximum development. All learners should be given opportunities to explore the world around them. The provision of supervised challenges helps young people develop self-confidence. It also develops a need for collective responsibility, which is an essential tool for day to day living.

It is widely acknowledged that Maori Youth at risk are largely devoid of their cultural identity and its inherent values. It has also been proven that an awareness and embracing of their identity and culture leads to a marked reduction in them engaging in negative behaviours.

One of the key components of this activity is that it is a catalyst for supporting to change the negative behaviour and attitude of those who participate.

## MISSION

To offer beautification of art-based activities / physical outdoor pursuits programme, presented in a “cultural world view” context, which is both innovative, and challenging. This will be provided in a safe environment, positively extending the participants. The programme will adhere to best practice models for outdoor education and learning.

The key theme of leadership potential messages will be reflected in all outdoor activities undertaken and throughout the programme.

The activities will develop skills that equip these young people for the outdoor environment and learning the art of graffiti. It will also foster an appreciation, awareness, and respect for that outdoor environment as well as themselves within those environments.

It will foster self-confidence, personal innovation, and skill building, within a cultural framework (Leadership). The activities will look to enhance the intellectual, social, emotional, physical and spiritual elements of these young people. The activities will reinforce socially accepted values and standards by surrounding the participants with positive role models and leadership.

## EXECUTION

- The programme may collaborate with a co-ordinated approach between local community, schools, agencies and businesses.

The project will tailor a programme specifically to the needs of the young people depending on the youths 'dreams & goals, their ability and weather conditions; they can find themselves doing any of the following activities.

- Camping
- Sports / Physical Exercise.
- Touch.
- Basketball.
- Skate boarding.
- Cycling.
- Scooter riding.
- Participating in Graffiti and art.
- Observation.
- Fishing and Eeling

## AIM

- **Drug and Alcohol-free programme.**
- Enhance and reflect the culture of the participants.
- Encourage respect and care for the community and environment.
- Develop a culture of using our natural environment for sport and recreation
- To be sensitive to the needs of people with a variety of disabilities, or limitations.
- To provide fair play, positive behaviour, and a sense of teamwork.
- To work with and improve Peer Group outcomes of the Youth at Risk.
- To assist young people in achieving their outdoor education life skill goals.
- Maximum transfer of knowledge and skills back to their home and school environment.
- Keeping our communities' graffiti free is a shared responsibility. Help make Kaikohe a more beautiful and liveable community.
- The programme activities are designed to enhance cultural awareness, participation, learning, and fun.
- Eliminate and reduce any criminal activities



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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)	1,000	1,000
Equipment Hire	1,000	1,000
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	1,000	1,000
Consumable materials (craft supplies, books)	1,000	1,000
Refreshments		
Travel/Mileage	1,000	1,000
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value ( <del>\$20/hr</del> ) \$25.00	5,000	not applicable
Other (describe)		
<b>TOTALS</b>	<b>10,000</b>	<b>5,000</b>

\* Per Annum for Two Years

<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

043 - 753 - 452

How much money does your organisation currently have?

50,371.24

How much of this money is already committed to specific purposes?

50,371.24

List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
Nga Wheta o Te Wa o Kaikohe	13,877.77
Kaikohe (Rau Marama) Community Trust	36,493.47
(SiP Panel Insulation product development)	
TOTAL	

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
N/a.			Y / N
			Y / N
			Y / 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)**

KAIKOHE (RAU MARAUA) 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 John Vujcich Position Chairperson  
Postal Address 32 Bisset Road, Kaikohe Post Code 0405  
Phone Number  Mobile Number 021 983 720  
Signature [Signature] Date 13/05/2022

## Signatory Two

Name Paul Wihongi Position Trustee  
Postal Address 33 Taheke Rd, Kaikohe Post Code 0405  
Phone Number 09 401 1001 Mobile Number 021 1144 105  
Signature [Signature] Date 13/05/2022



## **Schedule of Supporting Documentation**

### **KAIKOHE (RAU MARAMA) COMMUNITY TRUST**

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

<b>1</b>	<b>Cover Letter – x 1 page</b>
<b>2</b>	<b>Photos of activities – x 2 pages</b>
<b>3</b>	<b>Statement of Income and Expenditure – x 2 pages</b>
<b>4</b>	<b>Bank Statement – x 2 pages</b>