

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="Hokitika Tinian Trust"/>	Number of Members	<input type="text" value="153"/>
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="09 4057598"/>	Mobile Number	<input type="text" value="0211477751"/>
Email Address	<input type="text" value="jennymcd@xtra.co.nz"/>		

Please briefly describe the purpose of the organisation.

<input type="text" value="We operate as Hokitika Community Gym, offering gym and exercise facilities to all, regardless of age or ability"/>
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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 Purchase of TV and trolley Date June 2022
Location Rawene 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, run by a charitable trust. We work to provide training and fitness facilities and programmes for the Hokianga community, regardless of age, fitness level, or ability. We operate a fully-equipped gym in the community building on the Rawene Domain, with the services of a personal trainer offered to all members free of charge.

In addition, Hokianga Community Gym runs an Over 60's Women's exercise group three times a week. This caters for a group of older women members wishing to exercise together, and supporting each other on their fitness journeys. Of these 3 weekly sessions, one is run in the gym, and the other two are held at the Rawene Town Hall, where there is plenty of space, allowing us to do aerobics, Swiss ball and yoga classes.

The Over 60's Women's Group is tutored by volunteers from within the class. Many of the tutors refer to Youtube exercise videos for ideas and inspiration for workout programmes, and then incorporate these into their own sessions. Others bring along their own laptops or tablets, so that they can play downloaded Youtube workout videos direct to the class.

The tutor will often balance their laptop or tablet on a chair on the Town Hall stage, to make it as visible as possible, but it is very difficult for a whole class to see and follow a programme on such a small screen.

We are seeking funding to buy a large flatscreen TV to attach to a laptop via an HDMI cable, effectively greatly increasing the size of the screen, and making it visible to everyone. Exercise videos could also be saved on USB sticks, and played through the TV.

In our attached quotes, we have chosen a TV, rather than just a monitor, as TVs of this size are quite common and actually cheaper than very large monitors, which are a specialist product, and generally sold only for gaming purposes.

We propose that the TV would be stored within the Town Hall, in the music room, which has a separate key that very few people have access to. In addition, we would chain and padlock the TV to

the wall within the room. So in terms of security, the TV would need 3 separate keys to access it - a key to the Town Hall, a key to the music room and a key to the padlock.

We are also seeking funding for a mobile trolley to securely mount the TV onto, making it easy and safe to move.

A further use of the TV would be again as a monitor connected to a laptop, for presentations for Trust meetings, and for training purposes.

The present Gym building has capacity issues, and long-term we would like to build a twin building alongside it, which would function as a community hub, and have plenty of space available for aerobics, Zumba, yoga, etc. This would mean that we would no longer need to hire the Town Hall, and the TV would then be moved to the new building and utilised there.

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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) Trolley	259-99	259-99
Phillips 65" TV	1399-00	1399-00
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)		not applicable
Other (describe)		
TOTALS	1658-99	1658-99

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
Contractor (personal trainer) payments	9755-00
Contribution to new cabin	5000-00
Current cabin (office) lease	3000-00
Equipment replacement & repairs	1000-00
Admin (insurance, power, auditor)	2000-00
TOTAL	20755-00

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

Funding Source	Amount	Approved
please see attached	\$1720-00	Yes / Pending
volunteer hours		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
Mayoral fund - cleaning	996-46	June 2019	(Y) / N
Community Board - equipment	4000-00	May 2019	(Y) / N
Community Board - hall rent	1560-00	Feb 2021	Y / (N) pending
Community Board - laptop	758-00	Jan 2022	(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)

Manaki Tiniana 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 agency, 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 Jenny McDougall Position Trustee / Funding Sec
Postal Address 246 Wharekawa Rd RD3 Kaikohe Post Code 0473
Phone Number 09 4057598 Mobile Number 021 14 77751
Signature [Signature] Date 2/5/2022

Signatory Two

Name Anthony Wright Position Trustee
Postal Address 218 Wharekawa Rd RD3 Kaikohe Post Code 0473
Phone Number 09 4057578 Mobile Number 021 080 59 100
Signature [Signature] Date 02/05/2022

Schedule of Supporting Documentation

MINAKI TINANA TRUST

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

1	Volunteer Time Breakdown – x 1 page
2	Quote for TV – x 4 pages
3	Quote for TV Stand – x 3 pages
4	Bank Statement – x 3 pages
5	Health and Safety Plans – x 3 pages
6	Performance Report Year Ended 31 March 2021 – 13 pages