

# 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	Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (EcoCentre Kaitiaia)	Number of Members	550
Postal Address	Shop 5, 42 Commerce Street, Kaitiaia	Post Code	0410
Physical Address	Shop 5, 42 Commerce Street, Kaitiaia (entrance off Bank Street)	Post Code	0410
Contact Person	Donna King	Position	Funding & Finance Officer
Phone Number		Mobile Number	022 458 2313
Email Address	mebanjo@outlook.com		

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

We want to make Tai Tokerau a better place for people to live, both socially and environmentally. Our Mission: "We strengthen connections by creating and nurturing local eco-hubs, facilitating meaningful learning opportunities, and contributing to resourceful communities."

# Local Grant Application Form



## 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.

Tai Tokerau Timebank operates like a club where members provide peer to peer help and support and also contribute to community projects, in exchange for time credits. Timebanking enables individuals to trade skills in a community without the need for money. There is no discrimination between skills or time traded. It helps members to help themselves and each other. There are currently over 550 members involving people of a range of ethnicities, ages, and qualifications, including the elderly/retired, parents, school aged children, Maori, Polynesian, Pakeha, new migrants, professionals, low income/unemployed and disabled, and over 55 community groups. Our Timebank Coordinators help to facilitate exchanges and arrange working bees; workshops; and, socials in local neighborhoods to encourage inclusion into society. We find that group events, such as socials and workshops, help to break down the barriers preventing people from asking for help, contributing to self-sustainable neighborhoods. Our Far North Community has some of the highest levels of unemployment in NZ and a very high proportion of families and individuals on low incomes. There are also a high number of people with poor health and/or disabilities. It is very difficult for many to meet basic needs such as accessing healthy food, transport and medical services. For older people and those with disabilities, social isolation is a common problem, especially for those who live alone and need support, companionship and help with basic household tasks. New arrivals welcome help settling in and contributing to the community. Younger folk enjoy the opportunity to learn from their elders' skills and experience. By introducing new technology on an upgraded phone, the timebank coordinator will be able to further facilitate trades, community events and workshops, thereby increasing social connectivity and personal development of members.

# Local Grant Application Form



## 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	2,600	0
Advertising/Promotion	360	0
Facilitator/Professional Fees <sup>2</sup>	13,260	0
Administration (incl. stationery/copying) (5%)	930	120
Equipment Hire		
Equipment Purchase (describe) Apple iPhone	869	869
Utilities (Phone Plan \$60/month)	626	626
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	300	300
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Workshop Facilitators (3hrs x \$30/hr x 6)	540	540
<b>TOTALS</b>	<b>19,485</b>	<b>2,455</b>

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

# Local Grant Application Form



## 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
Tai Tokerau Timebank Coordinators & equipment	\$ 29,331
EcoCentre Kaitiaa Contractors	\$ 43,277
Rent	\$ 4,000
Community Garden & Zero Waste Contractors and Equipment	\$ 7,169
Workshops / Training / Creditors	\$ 3,838
<b>TOTAL</b>	<b>\$ 87,615</b>

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

Funding Source	Amount	Approved
Lotteries Northland Community Funding	\$ 10,000	Yes / <del>Pending</del>
Pub Charities	\$ 7,000	<del>Yes</del> / 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
Creative Communities - Workshops	\$2,500	June 2022	X / N
Te Hiku Ward - CUE	\$5,000	June 2021	Y / X
Te Hiku Ward - Timebank Coordinators	\$3,000	December 2020	Y / X
FNDC Kaikohe - Kohukohu rent	\$1,300	November 2020	Y / X



# Local Grant Application Form

## 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)**

Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (EcoCentre Kaitiaia)

**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**

Donna King

**Signatory Two**

Jan Kaihe

# Local Grant Application Form



## 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	Donna King	Position	Funding & Finance Officer
Postal Address	449 Kaitaia-Awaroa Road, R.D. 1, Kaitaia	Post Code	0481
Phone Number		Mobile Number	022 458 2313
Signature	<i>Donna King</i>	Date	04/07/2022

## Signatory Two

Name	Ian Kaihe-Wetting	Position	Chairperson
Postal Address	11 Tahuna Road, Kaitaia	Post Code	0410
Phone Number		Mobile Number	027 210 0870
Signature	<i>Ian Kaihe</i>	Date	06/07/2022

## **Schedule of Supporting Documentation**

**TE POKAPU TIAKI TAI AO O TE TAI TOKERAU TRUST (ECO CENTRE)**

**(Tai Tokerau Timebank)**

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

<b>1</b>	<b>Quotes: Apple iPhone, Vodafone Mobile Plan, Spark Mobile Plan</b>
<b>2</b>	<b>Job Description TTT Member Support Coordinator December 2020</b>
<b>3</b>	<b>Far North Environment Centre Performance Report 2021</b>
<b>4</b>	<b>Health and Safety Manual</b>
<b>5</b>	<b>Bank Statements</b>
<b>6</b>	<b>Ano Ano June Report</b>