

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 Business association"/>	Number of Members	<input type="text" value="30+"/>
Postal Address	<input type="text" value="19 Raihara Street, Kaikohe 0405"/>	Post Code	<input type="text"/>
Physical Address	<input type="text" value="N/A"/>	Post Code	<input type="text"/>
Contact Person	<input type="text" value="Anika Whapshott"/>	Position	<input type="text" value="Administrator"/>
Phone Number	<input type="text" value="0211240382"/>	Mobile Number	<input type="text" value="0211240382"/>
Email Address	<input type="text" value="admin@kaikohe.town"/>		

Please briefly describe the purpose of the organisation.

<input type="text" value="To cover the overheads incurred to facilitate the Kaikohe Christmas Parade!"/>
<input type="text"/>
<input type="text"/>

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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
 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.

The kaikohe and Hokianga community as a whole will benefit it is a time to celebrate, Christmas and also our community

The event is all about families spending time together and enjoying the celebrations -having fun!

Local businesses and education and sports groups will be encouraged to join in the parade - which will be based around a theme.

There will be a range of activities for whanau to enjoy some will be free and some will incur a gold coin donation

We will encourage support and sponsorship from local businesses much the same as last year.

Each year this event gets better and better we expect a good turn out this year

We will be providing a fun, safe environment and atmosphere to enjoy and to celebrate in.

_____ We have answered the request from the community and we will be bringing the back to the main street of Kaikohe -

Broadway and the parade will end on the site of the Old Hotel 65 - 69 Broadway . we will make sure there is a celebration

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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	0	0
Advertising/Promotion BBM and Printing	750 + 326	1076
Facilitator/Professional Fees ²		0
Administration (incl. stationery/copying)	1250	1250
Equipment Hire stage and sound	400	400
Equipment Purchase (describe) Prize Money	300	0
decorations	250	250
Utilities Portaloos	254	254
Hardware (e.g. cement, timber, nails, paint)	50	
Consumable materials (craft supplies, books)	250 lollies and decorations	250
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	2000	not applicable
Other (describe) Road closure traffic mangement	1370	1370
Emcee and music	260	260
Childrens entertainers	400	0
TOTALS	\$7635	\$4860

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
CCTV Scheme	36 864.87
Community Patrol Vehicle -	420.70
Community Lighting	360.50
- Administration -	2000
AGM	840
TOTAL	40,486.07

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

Funding Source	Amount	Approved
Proceeds of crime	\$60,000	Yes X / Pending
Incoming Subs - not back yet		Yes / Pending X
		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
Christmas in the village \$2500 OCT 2021	2500		Yes/ N
Past and present dinner \$2000 August 19	2000		Yes / N
xmas in the village 2021	2500		Yes/ N
xmas in village 2020	2500		Yes/ 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 Business association

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 Jack Poutsma

Signatory Two Mike Shaw

Jack Poutsma

Mike Shaw


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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	<input type="text" value="Jack Poutsma"/>	Position	<input type="text" value="Treasurer"/>
Postal Address	<input type="text"/>		Post Code <input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text"/>
Signature	 <small>Jack Poutsma (Aug 3, 2022 14:59 GMT+12)</small>	Date	<input type="text"/>

Signatory Two

Name	<input type="text" value="Mike Shaw"/>	Position	<input type="text" value="Secretary"/>
Postal Address	<input type="text"/>		Post Code <input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text"/>
Signature	 <small>Michael Shaw (Aug 3, 2022 16:13 GMT+12)</small>	Date	<input type="text"/>

Schedule of Supporting Documentation

KAIKOHE BUSINESS ASSOCIATION

(Kaikohe Christmas Parade 2022)

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

1	Quote: Portable Toilets
2	Quote: Traffic Management
3	Quote: Advertising and Marketing
4	Quote: Administration and Advertising/Marketing
5	Quote: Entertainment and Sound System
6	Bank Statements
7	Safety Plan
8	Annual accounts as 31 March 2022