

Local Community Grant Fund

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.
- If there's anything on this form you're not sure of, please contact the Governance team at DDI (09) 401 5188, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- 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.
- **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.

The following **must** be submitted along with this application form:

- ☒ Signed applicant declaration
- ☒ Two quotes for purchases where practicable, **or** evidence of expected purchases
- ☒ Business plan (including project costs)
- ☒ Details of all other funding secured or pending approval for this project (minimum 50%)
- ☒ Programme outline (if applying for operating costs)
- ☒ A health and safety plan

Applicant details

Organisation	OKATHAY BOWLING CLUB	Number of Members	30
Postal Address	20 SETTLEYS WAY	Post Code	
Physical Address	OKATHAY	Post Code	0478
Contact Person	DANIEL AMOSA	Position	CLUB MEMBER
Phone Number		Mobile Number	0224360997
Email Address	daniel_amosa@hotmail.com		

Please briefly describe the purpose of the organisation.

TO PROVIDE A VENUE FOR THE COMMUNITY
TO ENJOY THE SPORT OF BOWLS, AND
CONGREGATE TO ENJOY REFRESHMENTS & FOOD.

Page 2

Why does the Okaihau Bowling Club now need an all-weather surface?

- Able to host local competitions all year round. The term 'local' would encompass the wider area that feeds into the Okaihau Bowling Club such as the Southern Hokianga, Far North and wider Northland communities reaching out to both coasts
- We currently only run 5 tournaments on average per year for the public whereas an all-weather surface would most definitely triple this ability with the possibility of hosting high level Centre tournaments
- Economic development through being able to attract persons to the area for bowling tournaments and other bowling coaching seminars, that will in turn encourage local businesses to open and receive that support which could lead to potential employment opportunities for our younger people.
- District wide benefit in so much that as some clubs are closing e-g Waitangi and other clubs struggling for membership, the Okaihau Bowling Club will be able to offer a playing surface that will not only encourage those members to be able to continue their love of bowls without having to travel too far but it will also be able to withstand the projected increase use of the surface thereby directly providing a longer term district wide benefit.
- There have been several champions to date out of the Okaihau Club that have represented Far North Bowls in Centre wide tournaments. An all-weather surface will allow continued growth in this sport and a commitment for future development of bowlers that could further enable them to go on and represent not only the region but Far North as a whole – which reflects positively on the Far North District Council as administrators of the Far North communities.
- An all-weather surface will provide f out-of-season local school coaching and development seminars that will potentially serve not only provide younger persons with possible sporting direction but would serve as a coaching mechanism in areas of sportsmanship, etiquette, and teamwork. School involvement will most likely result in school team competitions which has been indicated in the school support letters attached.
- Potential for wider community connections in terms of business and other sporting group team building exercises e-g “wellbeing or team building days”



Why does the Okaihau Bowling Club now need an all-weather surface? – cont.

- Club growth – an all-weather surface will also and most definitely promote and provide for the Club's growth. With that growth brings opportunities for young people to be a part of what would be a growing and forward-thinking club, which in turn secures the areas future and development opportunities e.g., early interest sparks early talent growth.
- People will want to be a part of a successful entity and as the club grows so too does the area in terms of residency, economy, schooling, reputation, and contribution.
- Training and development opportunities for persons to learn about areas such as green management, club management, people management, tournament organizing, catering management, licensing holder opportunities and compliance responsibilities, all of which have the potential to lead onto bigger and better options for young person's looking for career and or direction.

What have we done so far to work towards this goal?

We have started to improve our facilities which in turn generates income for the club,

A new kitchen has been installed through the Far North District Council grants system making the catering aspect of the club easier and more presentable for visitors and members

A new chemical shed has been purchased via a grant from Pub Charities and a 14ft shipping container was brought onto site , meaning we are compliant with Health and Safety and HSNO regulations regarding chemicals storage.

A new watering system was purchased for \$10,000 and installed which the club itself paid for

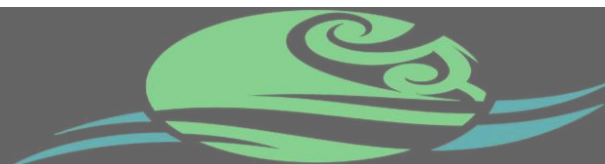
Seed for the green has been purchased with funding from the Oxford Sports trust

We also have an Okaihau Pool Club that use the premises to play against other pool clubs from around the far north, this helps the club financially during the winter months when the green is closed.

We also host birthday parties, local business meetings, refreshments for funerals wakes and even baby showers which all contributes towards the club's growth

The Club has played host to the Far North 4x4 Fundraiser Club which meet at the Bowling Club for breakfast and award ceremonies

Business house bowls and Twilight bowls has provided members of the local and wider communities an opportunity to participate in playing bowls (to date only during daylight savings hours).



Local Community Grant Fund

Application Form



Project Cost

Provide a detailed costs estimate for the project or event. Funding requested may not exceed 50% of the total project 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:

- 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	\$298,600.00	\$100,000.00
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
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		not applicable
Other (describe)		
TOTALS	\$298,600.00	\$100,000.00

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

Local Community Grant Fund Application Form



Financial Information

Is your organisation registered for GST? ☐ Yes ☒ No GST Number

What are your organisation's currently accessible financial resources?

How much of this is tagged or committed for specific purposes?

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

Purpose	Amount
POWER	\$2889-00
PHONE & EFFICIENCY	\$532-00(PH)
INSURANCE	\$2760-00
WATER RATES	\$1181-00
GREEN	\$11,331-00
TOTAL	\$18,693-00

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

Funding Source	Amount	Approved
OKATHAM BOWLING CLUB	45,000	Yes / Pending
PUB CHARITIES	20,000	Yes / Pending
FOUNDATION NORTH	20,000	Yes / Pending
OXFORD TRUST	15,000	Yes / Pending
BNZ BANK LOAN	40,000	Yes / Pending

Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
KITCHEN RE-FIT	5000	9/12/2020	Y / N
BOWLS MATS & JACKS	1599-92	7/4/2021	Y / N
			Y / N
			Y / N

Local Community Grant Fund

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)

OKATHAY BOWLING CLUB INC

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

Local Community Grant Fund

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.
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.
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.
11. To notify the Far North District Council immediately if our GST status changes.

Signatory One

Name Kathryn Hynes Position Bar person / Match Committee
Postal Address 556 Waiake Rd R.D.1 Okaia Post Code 0475
Phone Number 09 4019768 Mobile Number 021 233 0437
Signature [Signature] Date

Signatory Two (if applicable)

Name EILEEN PICKERY Position MEMBER / SIGNATORY
Postal Address P.O. Box 80 Okaia Post Code 0447
Phone Number 09-401-9296 Mobile Number
Signature [Signature] Date 8/8/22

Schedule of Supporting Documentation

OKAIHAU BLOWING CLUB INCORPORATED

(All Weather Surface)

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

1	Quote: Tiger Turf – x 4 pages
2	Quote: Field Turf NZ – x 5 pages
3	Minutes of Okaihau Bowling Club – x 3 pages
4	Okaihau Bowling Club Inc Strategic Plan - x 19 pages
5	Financial Statements – x 13 pages
6	Bank Reconciliation – x 1 page
7	Bank Statement – x 1 page