

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 <u>funding@fndc.govt.nz</u> — we're happy to help.
- 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

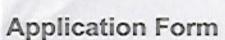
Send your completed form to funding@fndc.govt.nz or to any Council service centre

Organisation	Nagar	Horis	K.	te lag	Inc. Se	Num	ber of Membe	rs
Postal Address	RS 2	okajh	ay				Post Code	0476
Physical Address							Post Code	
Contact Person	May	unica	^		Position	Wa	nager	
Phone Number				Mobile	Number		416238	
Email Address	Leson	104	FR. 60 5	12_				

Please briefly describe the purpose of the organisation.

Signed declarations on pgs 5-6 of this form

Support	Xmas	In the Pa	K 2022	beig	held at
Broadwa	od Al	ez School		\sim	

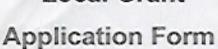




Project Deta	ils	
Which Communi	ty Board is your organisation applying to (see map Schedule A)?	
	Te Hiku ☐ Kaikohe-Hokianga ☐ Bay of Islands-Whangaroa	
Clearly describe	the project or event:	
Name of Activity	Xmes In the Park Date 2. Da. 202	2
Location	Broad sood Aveg School Time gam - 230,	ow
Will there be a ch	arge for the public to attend or participate in the project or event?	
If so, how much?	FREE	
• Who	vity and the services it will provide. Tell us: will benefit from the activity and how; and it will broaden the range of activities and experiences available to the community.	
The can is avon- people is ofen ke	nomation of scrool participating with staff or valueseed 150, if we include who are its usually aread 200 do participate in the day we have requots from haga Res & School (Kohurday Princy) to be include	s d

is avoid 150, if we melide who are its usually and 200 people who participate in the day whe have requests from other Kohaga Res & Salah (Koharkan Pamay) to be marked at the monet were at repectly for 200, we have a limited staff on call (including myself & Board 5) and so heavily rely on valunteers. The day stats off who ease swood performances, (words, Kapetheka far notice of interesting genes including Swimming as native genes - slip in slide & pool activities.

Sonta makes an appearance of griffs that swoods make a we provide are should out to the children of swoods pot upahing. Balloon, bubbles of Food are a major requirement as are dranks, goodies (lotter sive cream) hots of prizes and larghter are a feature. Wharamentage a grang are also port of the day. Karakia & what kovers also start a end the days proceedings.





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	\$ 200	\$100
Advertising/Promotion	9 400	9400
Facilitator/Professional Fees ²	•	
Administration (incl. stationery/copying)		
Equipment Hire	\$ 500	£500
Equipment Purchase (describe)		
Utilities 91 As		
Hardware (e.g. cement, timber, nails, paint)	1,000	1,000
Consumable materials (craft supplies, books)	9400	200
Refreshments of Food.	41000	500
Travel/Mileage	800	D
Volunteer Expenses Reimbursement	1500	1500
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	\$ 5,000	F 4,790

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



Application Form

Financial Information					
Is your organisation registered for GST?	√ Yes	□ No	GST Number	053,689.04	
How much money does your organisation of	95, 386.17				
How much of this money is already commit	48,500.00				

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

Purpose	Amount	
Aduly Commity Education (TEL) ALE	15,500	
Holiday Rograms (MSD)	8,500	
Youth (TPK)	15,000	
Taining (Tanga)	10,000	
TOTAL	48,500	

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

Funding Source	Amount	Approved
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Xmas in lork	3,000	Noo 2019	(Y) / N
Ynas hex	2,500	Nav 2020	(Y) / N
I nes In lot	2,000	1505 Weld	(Y) / N
	The state of the s		Y / N

9

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)

Ngahi Hokiaga Kite Pak he Sovety.

We, the undersigned, declare the following:

In submitting this application:

- We have the authority to commit our organisation to this application and we have been duly authorised by our goveming body.
- 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.
- 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.
- 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.
- 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.
- 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

Myshun





14-10-2022

Application Form

Signature

We agree to the following conditions if we are funded by Local Community Grant Funding:

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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).
- 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 Position marge. CLEDANIA MOUM Name Post Code 0476 Porette Rd RD2 otaihan Postal Address 021416238 021416238 Mobile Number Phone Number W-10-2022 Signature Signatory Two THEASWEL Racuyme Rice Position Name Postal Address 4067 anahula Qd, Wargunka: Post Code 0476 Phone Number 02/825492 Mobile Number 621 825492.

Schedule of Supporting Documentation

NGAPUHI HOKIANGA KI TE RAKI SOCIETY INCORPORATED

(Xmas in the Park)

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

1	Event Plan – x 1 page
2	Bouncy Castle Quote – x 1 page
3	Bank Statement – x 1 page