

# Kaikohe-Hokianga Community Board July 2023 - June 2024

## Local Grant Application Form

Application No. KHCB00008 From Ms Sandy-lee Bell

Form Submitted 29 Aug 2023, 2:51PM NZST

## Applicant Details

**\* indicates a required field**

### Instructions

#### Please read carefully:

- Read this application 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. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- 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.

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

- Two quote 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

### Applicant \*

Ms Sandy-lee Bell

### Postal Address \*

### Physical Address \*

### Applicant Primary Website

Must be a URL.

### Facebook page

South Hokianga Growers Market

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### Contact details

Contact Person One:

**Applicant Project Contact \***

Ms Sandy-lee Bell

**Position \***

co-ordinator

**Phone Number**

**Mobile Number**

**Email \***

Must be an email address.

Contact Person Two:

**Applicant Admin Contact \***

Ms Kara Dodson

**Position \***

co-ordinator

**Phone Number**

**Mobile Number**

**Applicant Admin Contact Primary Email**

Must be an email address.

### Purpose of organisation

**Please briefly describe the purpose of the organisation \***

The Purpose of the organisation is to establish a thriving community based Growers Market, so community members have better access to fresh produce including healthy fruit & vegetables for the benefit of the Hokianga Community.

**Number of Members \***

2

### Project Details

**\* indicates a required field**

#### Project Details

Clearly describe the project or event:

**Name of Activity \***

South Hokianga Growers Market

**Location \***

Freese Park Omapere - Freese Park Rd

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**Will there be a charge for the public to attend or participate in the project or event?**

☐ Yes

☒ No

**If so, how much?**

**Start Date \***

19/11/2023

Must be a date.

**End Date \***

18/02/2024

Must be a date.

**Time**

8am -12pm

**Project Outline:**

**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.**

**Project Outline:**

We believe there is a real community need for improved access to homegrown fresh healthy local fruit and vegetables in the Hokianga area. The Hokianga is disadvantaged by not having significant access to larger food stores like supermarkets or specific fruit and vegetable suppliers.

By establishing the growers market, community members will benefit from being able to attend and purchase a variety of produce.

Growers-to-Community connection points like this market will create economic opportunities for small to mid size home food growers, increase a broader consumer choice and enables direct regular access to healthy fresher food. It also benefits community members by being able to buy direct from the grower therefore eliminating an added third party mark up cost.

It may even inspire local groups to look at a business enterprise to establish a supply of regular kai for the market.

We have been granted FNDC permission to use Freese Park at the southern end of Omapere.

The Growers Market will operate on the 1st and 3rd Sunday of each month starting in November from 8am- 12pm.

Vendors will set up their stalls in the park, with fresh produce that they have either grown or made themselves.

We are not running the markets as a business venture at all, no profits are being made by the organisers, all profits/sales go directly to vendors and there is no fee for the stall holders to have a stall. All the organising hours will be done on a voluntary basis.

Both organisers Sandy-lee and Kara have an extensive work history in organising and co-ordinating community events, including ArtBeat Festival and the Night Markets in Whangarei and the Grey Lynn Park Festival in Auckland.

Sandy-lee is currently the secretary for the Omapere/Opononi Ratepayers and Residents

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association, is also doing contract work for Reconnecting Northland and is an active volunteer for the Hokianga Coastguard.

We are asking the Kaikohe-Hokianga Community Board to support the initiative by funding the purchase of the advertising signage for the Growers Market. This will be a one off cost for the event and will assist immensely in the marketing longevity of the growers market.

We believe in this project and will commit to putting in the voluntary time and energy needed to make the Sth Hokianga Growers Market a success for the betterment of the wider community.

Thank you

Sth Hokianga Growers Market Event Organisers

Kara Dodson and Sandy-lee Bell

## Project Cost

**\* indicates a required field**

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 (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
- If you are applying for operating costs of a programme, please attach a programme outline

## Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount Must be a dollar amount.	Must be a dollar amount Must be a dollar amount.	
Rent/Venue Hire	\$0.00	\$0.00	No files have been uploaded
Advertising/Promotion	\$1,669.80	\$1,669.80	Filename: Keri Print Quote 8393.pdf File size: 25.4 kB
Facilitation/Professional Fees	\$0.00	\$0.00	No files have been uploaded

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Administration	\$0.00	\$0.00	No files have been uploaded
Equipment Hire	\$0.00	\$0.00	No files have been uploaded
Equipment Purchase	\$0.00	\$0.00	No files have been uploaded
Utilities	\$0.00	\$0.00	No files have been uploaded
Hardware (e.g cement, timber)	\$0.00	\$0.00	No files have been uploaded
Consumable materials	\$0.00	\$0.00	No files have been uploaded
Refreshments	\$0.00	\$0.00	No files have been uploaded
Travel/Mileage	\$0.00	\$0.00	No files have been uploaded
Volunteer Expenses Reimbursements	\$2,450.00	\$0.00	Filename: volunteer hours.pdf File size: 16.5 kB
Other (describe)	\$0.00	\$0.00	No files have been uploaded
Other (describe)	\$0.00	\$0.00	No files have been uploaded
Other (describe)	\$0.00	\$0.00	No files have been uploaded

## Funding Request Amount

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

**What is the total cost of your project? \***

\$4,120

Must be a dollar amount.

**What is the amount you are requesting from the Board? \***

\$1,670

Must be a dollar amount.

## Financial Information

**\* indicates a required field**

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**Is your organisation registered for GST? \***

☐ Yes ☒ No

## Current Funding

**How much money does your organisation currently have? \***

\$0.00

Must be a dollar amount.

**How much of this money is already committed to a specific purpose? \***

\$0.00

Must be a dollar amount.

## Tagged Funds

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

Purpose	Amount
	Must be a dollar amount.
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00

## Total Tagged Funds

**Total Expenditure Amount**

\$0.00

This number/amount is calculated.

## Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	
0	\$0.00	
0	\$0.00	

## Previous Funding from FNDC

**Have you previously received funding from FNDC? \***

☐ Yes ☒ No

## Declaration

### 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 of 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)**

South Hokianga Growers Market

### New Section

#### **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 organisations 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

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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 of 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 the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that e 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 the Funding Team 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).
- 10To 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

Sandy-lee Bell

### Position

co-ordinator

### Postal Address

### Phone Number

### Mobile Number

( Must be a Ne

### Date

29/08/2023

Must be a date.



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### Signatory Two

**Name**

Kara Dodson

**Position**

co-ordinator

**Postal Address**

**Phone Number**

**Mobile Number**

**New Question**

29/08/2023

Must be a date.