



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 Governance team at DDI (09) 401 5231, freephone 0800 920 029, or governance@fndc.govt.nz – we're happy to help.
- **Send your completed form** to governance@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 Rōpū o Muriwhenua Incorporated	Number of Members	250
Postal Address	70 North Road Kaitaia	Post Code	0410
Physical Address	Same as above	Post Code	
Contact Person	Sandra Henare	Position	Chairperson
Phone Number	09 4081108	Mobile Number	027612 8013
Email Address	muriwhenua09@gmail.com		

Please briefly describe the purpose of the organisation.

The main purpose of Muriwhenua is to represent the five iwi in the Far North Region of Tai Tokerau these are: Ngati Kuri, Te Aupouri, Ngai Takoto, Ngati Kahu and Te Rarawa, With this in mind, the organisations main goal is to teach the people of these areas the stories and history of Muriwhenua, using a range of practices such as song, haka, sports, raranga, toi māori and korero purakau.



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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

Location Time

Yes No

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

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 Wananga series set out by Muriwhenua aims to connect local Maori back to the whenua, by using the stories of tupuna and Korero purkau of the area. Muriwhenua want to build story tellers and performers, using local youth and local, professional Māori composers to make waiata which tell the stories of the Muriwhenua . The waiata will be composed by a core group of experts of the area, with advice from the rangatahi Māori, who show ability and passion within Toi Maori. The main aim is that Māori of the area have a sense of belonging to the lands in which they reside, thus fostering a proud and vibrant community space.

The community of Muriwhenua is isolated, the tribal lands of Muriwhenua have a population that is getting smaller each year with families leaving the area. There are minimal iwi-based activities with in the far north area. This project will give the young people and their whanau something to do and build their connection with the community and broader iwi of Muriwhenua.

The goal is that all the community will benefit from the activity, but we understand that this is some what of a tasking experience, so we aim that youth ages 16-25 and adults ages 26-40 will benefit from this kaupapa. As we will use the stories of the area to compose waiata that narrate the experiences of the tribes of Muriwhenua This will be delivered in a series of wananga through out the remainder of the year, for registered participants to attend and learn from.

All are encouraged to attend, however we will cap participant numbers, as to make sure that event is of quality to those who are able to attend.

The wananga series of waiata and haka broadens the activity base with in the community as it uses a Maori worldview to deliver an educational view that revolves around a kaupapa Maori setting. Involving waiata, haka, poi and use the of Maori weaponry, whilst installing traits of displace, Hauora Maori and the fostering of whanaungatanga and knowledge of whakapapa within the area



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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	Marae Hirage 4200.00	
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)	Guitars 3195.00	1597
	Taonga Puoro 9948.00	4974
	Moko Stencils 1350.00	675
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments	Food costs @ \$25pp x 50pax @ 6 noho 7500.00	
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary	Volunteer 3000.00	not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		

TOTALS	29,193.00	7246.50

²If 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
Venue Hire for noho/ live-ins	\$6000.00
Transport hire for noho/live-ins	\$8000.00
Food for noho/live-ins	\$10800.00
Accommodation in Wellington for Te Matatini Competition	\$14174.00
Flights to Wellington for Te Matatini Competition	\$17100.00
TOTAL	

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

Funding Source	Amount	Approved
		Yes / Pending
		Yes / 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
			Y / N
			Y / N
			Y / N
			Y / 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)

Te Rōpū o Muriwhenua Incorporated

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

Signatory Two




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	Sandra Henare	Position	Chair person
Postal Address	70 North Road, Kaitaia	Post Code	0410
Phone Number	09 4081108	Mobile Number	0276128013
Signature		Date	1/10/2018

Signatory Two

Name	Leeanne Murray	Position	Treasurer
Postal Address	34 Ross Street, Onerahi, Whangarei	Post Code	0110
Phone Number		Mobile Number	021338129

Signature



Date

1/10/2018