

# 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](http://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](mailto:governance@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [governance@fndc.govt.nz](mailto: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	<input type="text" value="Volunteering Northland"/>	Number of Members	<input type="text"/>
Postal Address	<input type="text" value="Level 1 Civic Arcade, 37-41 Bank Street, Whangarei"/>	Post Code	<input type="text" value="0110"/>
Physical Address	<input type="text" value="Level 1 Civic Arcade, 37-41 Bank Street, Whangarei"/>	Post Code	<input type="text" value="0110"/>
Contact Person	<input type="text" value="Bart van der Meer"/>	Position	<input type="text" value="Manager"/>
Phone Number	<input type="text" value="09-9454984"/>	Mobile Number	<input type="text" value="021-2390101"/>
Email Address	<input type="text" value="mgr@volunteeringnorthland.nz"/>		

### Please briefly describe the purpose of the organisation.

Volunteer centre in Northland, recruitment and referral of volunteers. Promoting, celebrating, supporting and advocating for volunteering. Providing training and support for coordinators.

# Local Grant Application Form



## 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

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.

Volunteering Northland, one of the 17 volunteer centres in NZ, who increases community participation and inclusion by connecting volunteers to organisations throughout Northland.

We support the volunteer leaders/coordinators by; promoting volunteering, providing advice, advocacy, plus volunteer recognition.

The centre provides opportunities for people who are looking to find their place in the community, to gain experience, contribute to a cause, or to simply give back to their community. We continually offer a wide variety of volunteer opportunities to help cater to individual interests, and expertise. We pride ourselves in being able to match strong volunteer candidates to the opportunities listed.

Individuals, non-profits and the community as a whole benefit. Without volunteers many services wouldn't be able to operate. We work with 79 organisations in the Far North District and another 51 on a casual basis. We organise subsidised (some 100%) Professional Development training/workshops (First Aid, Governance, Volunteer Management) for paid and volunteer staff from non-profits. We actively promote volunteer opportunities by holding stalls at community events, advertising weekly in the Northern Advocate and Northland Age, and using social media to directly reach individuals in the community.

Volunteering Northland is an Essential Service reporting to Civil Defence responding to help requests.

# Local Grant Application Form



## 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	3,500	500
Advertising/Promotion	10,000	1,275
Facilitator/Professional Fees <sup>2</sup>	0	0
Administration (incl. stationery/copying)	1,750	200
Equipment Hire	0	0
Equipment Purchase (describe)	0	0
	-	-
Utilities	0	0
Hardware (e.g. cement, timber, nails, paint)	0	0
Consumable materials (craft supplies, books)	0	0
Refreshments	0	0
Travel/Mileage	3,750	375
Volunteer Expenses Reimbursement	1,000	50
Wages/Salary	135,000	not applicable
Volunteer Value (\$20/hr)	28,000	not applicable
Other (describe) A. Workshops/Consultancy	35,000	0
B. Staff training/Memberships/Accounting charges	4,050	500
C. Phone and Internet / Depreciation	18,000	2,100
<b>TOTALS</b>	<b>240,050</b>	<b>5,000</b>

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

# Local Grant Application Form



## Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 110-683-650

How much money does your organisation currently have? as per 13 Apr: 130,550

Includes accounts receivable, payable and GST balance

How much of this money is already committed to specific purposes? 130,550

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

Purpose	Amount
Reserves	68,000
Workshops/training for Northland non-profits till Dec 2020	21,118
Towards the remaining of our financial year Aug 2019-Jul 2020	41,432
<b>TOTAL</b>	<b>130,550</b>

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

Funding Source	Amount	Approved
In our current financial year we received:		Yes / Pending
Grants from WDC, KDC, DIA, COGS, Lottery, Oxford Foundation North, Pub Charity for 2019-2020	129,891	Yes / <del>Pending</del>
Contract MSD	7,500	Yes / <del>Pending</del>
Interest, donations, contributions, consultancy	19,389	Yes / <del>Pending</del>
		Yes / <del>Pending</del>

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

Purpose	Amount	Date	Project Report Submitted
Operating cost	5,000	14 April 2019	Y / <del>N</del>
Operating cost	3,700	3 April 2019	Y / <del>N</del>
Operating cost	5,000	16 April 2019	Y / <del>N</del>
			Y / <del>N</del>



# Local Grant 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)**

Volunteering Northland

**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**

CJ Anderson




# Local Grant Application Form



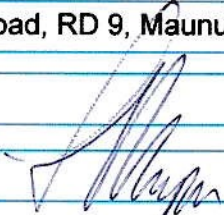
## We agree to the following conditions if we are funded by Local Community Grant Funding:

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	Chris Anderson	Position	Trustee
Postal Address	Puketotara Road, RD3, Glenbervie, Whangarei	Post Code	0173
Phone Number	09 974 8084	Mobile Number	021 281 1200
Signature		Date	6 May 2020

## Signatory Two

Name	Fiona Morgan	Position	Chairperson
Postal Address	263 Cemetery Road, RD 9, Maunu, Whangarei	Post Code	0179
Phone Number	09 437 9162	Mobile Number	0274 716 649
Signature		Date	6 May 2020

## **Schedule of Supporting Documentation**

### **Volunteering Northland**

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

<b>1</b>	<b>Strategic Plan Summary</b>
<b>2</b>	<b>Strategic Plan</b>
<b>3</b>	<b>Performance Report</b>