

# 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 Community Development team at [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) – we're happy to help. [freephone 0800 920 029](tel:0800920029), or
- Send your completed form to [funding@fndc.govt.nz](mailto:funding@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="Te Tūhua ki Aotearoa Charitable Trust"/>	Number of Members	<input type="text" value="200"/>
Postal Address	<input type="text" value="195 McLennan Road Whangarei"/>	Post Code	<input type="text" value="0182"/>
Physical Address	<input type="text" value="as above"/>	Post Code	<input type="text"/>
Contact Person	<input type="text" value="Tepora Kauwhata"/>	Position	<input type="text" value="Secretary"/>
Phone Number	<input type="text" value="0221609074"/>	Mobile Number	<input type="text"/>
Email Address	<input type="text" value="tepora.tetuhua@gmail.com"/>		

Please briefly describe the purpose of the organisation.

**Te Tūhua ki Aotearoa Charitable Trust** was registered in 2018. The primary purpose of the Trust is to promote the wellbeing of people from all age groups. To empower them to achieve their full potential, through education, culture, social and physical well-being, by providing opportunities and resources to experience and practice skills to enhance their every-day lives

**Te Tūhua** is a sharp obsidian tool cutting away the barriers to support the community in activities promoting growth and wellbeing.

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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

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.

Te Tūhua ki Aotearoa Charitable Trust is currently seeking sponsorship to host **The Aotearoa Māori National Surfing Titles 2020** Ahipara – Te Taitokerau labour weekend.

The titles were first held in Taranaki 1993 before being held in a number of regions throughout New Zealand. The National surfing body **Surfing New Zealand** supports and professionally runs this event.

Our Te Tūhua Pūhi te Aewa surf team have been travelling to Taranaki for the last 3 titles and each time we put in a *tono* (put in a request) and finally last year Taranaki allowed these titles to come to the North.

This is the first time **The Aotearoa Māori National Surfing Titles** will be held in Te Taitokerau.

In February this year our team travelled to Wainui Marae Ahipara to meet with all the Marae and Takiwā reps to ask if we could hold this event in their area. They were honored and grateful that we went to see them first. The community is in full support offering two Marae and Te Kohanga Campground to host. Te Runanga o Te Rarawa are in full support and believe it is a great opportunity to bring the community together after Covid 19.

Approximately 100 Māori surfers and their whānau from the North and South Islands, from numerous Iwi the length of the country will participate and join for the clash of the Iwi. This has in the past unearthed a number of the nations' elite surfing talent and has been a pathway to National and International representation.

These titles are a waka for a celebration of Māori surfing and whanaungatanga over three awesome days. Surfing New Zealand professionally judge all events from junior's through to senior divisions as well as long board and stand up paddle boarding with the Open Men and Women's grade topping rank. There will also be an amateur novice grade for inclusivity.

Our aim for **The Aotearoa Māori National Surfing Titles** is to hold them here in Te Taitokerau for the next three years moving them around so that all our surfing communities and especially the young gromets can have the opportunity to surf up against experienced top National and International surfers.

It is our vision to staircase these titles so that these titles can have representation at the Pacific and Oceanic International Surfing competitions.

We are aware of the current COVID-19 restrictions placed on the country at the present time and have attached **Te Tūhua** Covid-19 procedures for the weekend and **Surfing New Zealand** current Level 2 Covid-19 Event processes from

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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	3,000	
Project Development Operational Costs	15,000	
SNZ Judges/Professional Fees <sup>2</sup>	7,900	3,000
Administration (incl. stationery/copying)		
Equipment Hire	1,900	
Environment Waste Management Plan	5,000	
Utilities – Round the rock transport	2 500	
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Cultural Tikanga Manaakitanga - Food	2,500	
Travel/Mileage		
Security Parking Management	1,500	
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
Comms – Health and Safety	3,000	
<b>TOTALS</b>		<b>3 000</b>

<sup>2</sup>If 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
NZ Surfing Sanctioning including endorsements, public liability insurance	\$500.00
Official Event Permits	\$1,200.00
Consumables - Heat sheets - Banner Ties - Stationary	\$100.00
Professional Officials Services - 11 staff including judges,	\$ 500.00
Official Event Equipment Hire (transport of equipment, computer scoring system, generator, Pa System	\$1,900.00
Uniform Branding - Rashices (Health & Safety) competitors to use in the water	\$1 400
<b>TOTAL</b>	<b>\$7,000.00</b>

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

Funding Source	Amount	Approved
Oxford Funding Trust	\$7,000.00	<b>Yes</b> / Pending
Pub Charities	\$10,000.00	Yes / <b>Pending</b>
Te Puni Kokiri	\$10,000.00	Yes / <b>Pending</b>
		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 Tūhura ki Aotearoa Charitable Trust

**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**

*R. Kawahara*

**Signatory Two**

*Alan Egan*




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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 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	Deborah Kauwhata	Position	Sec
Postal Address	179 Puhipuhi Road Whakapara	Post Code	0182
Phone Number		Mobile Number	0221609074
Signature		Date	23/09/2020 23/9/2020

## Signatory Two

Name	Dale van Engelen	Position	Chair
Postal Address	195 McLennan Rd	Post Code	0182
Phone Number	094337026	Mobile Number	0277337026
Signature		Date	23/9/2020

## **Schedule of Supporting Documentation**

### **Te Tuhua ki Aotearoa Charitable Trust**

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

<b>1</b>	<b>Performance Report</b>
<b>2</b>	<b>Westpac Bank Statement from 18 May 2020 to 17 July 2020</b>
<b>3</b>	<b>Westpac Transactions as at 17 July 2020</b>
<b>4</b>	<b>Health &amp; Safety Plan</b>
<b>5</b>	<b>Covid19 Overview</b>
<b>6</b>	<b>Quote – Te Houtaewa Maori Charitable Trust</b>
<b>7</b>	<b>Quote – Surfing New Zealand</b>
<b>8</b>	<b>Registration Form</b>