



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 Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.
- **Send your completed form** to 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	Hauhara Big Game + Sports Fishing Club Inc.	Number of Members	400
Postal Address	P.O.Box 20 - Hauhara RD4	Post Code	0484
Physical Address	4036 Far North Road - Pukenui	Post Code	0484
Contact Person	Brian Bellingham	Position	Vice President
Phone Number	09 408 1340	Mobile Number	021 848 098
Email Address	bellingham.quarry@xtra.co.nz.		

Please briefly describe the purpose of the organisation.

To encourage the sport of fishing for all sections of the community and provide facilities, club, social, community and educational activities.

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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 Demolition + construction of new wharf Date 2021
Location Hauhora Big Game + Sports Fishing Club 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.

Please refer to separate sheet.

Project Details Attachment.

The project needing urgent attention is the replacement of the wooden wharf constructed approximately 25 years ago. The wooden piles which are failing due to rot, the fixtures (bolts and nuts) also need replacing due to rust. There are piles which have broken below the low water mark due to sea worm and rot which is not unexpected considering the age of the structure which would normally have a maximum life of 20 years. Club members have made several attempts to repair the piles using plastic sleeves and pumped concrete with great difficulty and minimal success to try and keep the facility operational and avoid the jetty being condemned.

The funding will be used to construct a safe, fit for purpose wharf capable of servicing the needs of all boat users large and small, locals and visitors, as well as the public, young and old, who regularly use the wharf for fishing and swimming.

The key outcomes of the upgrade is rebuild using sealed steel piles so the club can continue to provide the local and wider community with a facility that will last another 25 to 30 years. The team from Heron Construction, including the managing director assessed the issues with existing wharf during a site visit to discuss and determine the best methods of practice to achieve an upgraded wharf that will meet the needs of the local community. Heron contractors as specialist marine contractors will be responsible for risk assessments, hazard management and safe operating procedures. The HBGSFC has its own fully qualified primary industry safety officer.

The wharf is a key part of the complex where people can safely load and unload gear and people onto launches and trailer boats, an important factor in a fishing and boating community.

A Northland Regional Council resource consent was granted for the wharf upgrade in February 2020.

It also compliments the boat ramp, boat trailer park, building, public toilets, St John ambulance station, rescue helicopter landing pad, electric car charging site and children's playground which forms a community hub for various activities and events.

The project cost is substantial, the club has focussed all its efforts to raise as much income as possible but will be applying for funding from various organisations including Foundation North and the Lotteries Grant Board.

At this time, we have \$28,000.00 allocated from club funds and have an application for \$220,220.00 pending with Foundation North.

In discussions with Heron construction highlighting the need to reduce the project cost has resulted in club volunteers to be able reduce the total cost of the original quote by donating labour and services which also giving the club some ownership we can be proud of at the completion of the project. The HBGSFC volunteer savings as quoted by Heron Construction is detailed on their quote at \$27,194.32. We are seeking funding for items B8 and B9 on the Heron Construction price schedule attached for a total of \$20,670.00 so are officially requesting the maximum amount of \$20,000.00.

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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		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) To remove and replace steel beams as quoted. Items B8 and B9	10,780-00 9,890-00	20,000-00
TOTALS	20670-00	20,000-00

² 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

53660177

How much money does your organisation currently have?

77,000-00

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

72,000-00

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

Purpose	Amount
Wharf fund allocation	28,000-00
Fishing competition prizes	29,000-00
Wages, power, rates - operational costs	15,000-00
TOTAL	

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

Funding Source	Amount	Approved
Houhora Big Game + Sports Fishing Club	28,000-00	Yes / Pending
Foundation North	220,220-00	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
Resealing Road Surface	31,000-00	March 2018	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)

Houhora Big Game and Sports Fishing Club Inc.

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

[Signature]

Signatory Two

[Signature]

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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 TRACEY MOLD Position PRESIDENT
Postal Address 32B HARBOUR VIEW ROAD - RD4-KAITIA Post Code 0484
Phone Number Mobile Number 027 457 3458
Signature *Tracey Mold* Date 16/12/20

Signatory Two

Name BRIAN BELLINGHAM Position VICE PRESIDENT
Postal Address P.O. Box 144 - KAITIA Post Code 0441
Phone Number 09 408 1340 Mobile Number 021 848 098
Signature *B. Bellingham* Date 16/12/20

Schedule of Supporting Documentation

Houhora Big Game and Sports Fishing Club – Demolition and Construction of new Wharf

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

1	ASB Transaction History Report from 01 November 2020 to 30 November 2020 – Society Cheque account (x 5 pages)
2	ASB Transaction History Report form 01 November 2020 to 30 November 2020 – Fast Saver account (x2 page)
3	ASB Transaction History Report from 01 November 2020 to 30 November 2020 – ORBIT Home Loan account
4	ASB Transaction History Report from 01 November 2020 to 30 November 2020 – Online Debit Card
5	Financial Statements for the year 2020
6	Profit and Loss Breakdown from July 2020 to June 2021
7	Project Details cover letter
8	Support Letter – Ngati Kuri Trust Board Inc
9	Quote – Total Marine Services Ltd
10	Quote / Letter - Heron Construction
11	Heron Construction - Plans
12	Heron Construction – Health and Safety Plan
13	Heron Construction – Replacement Wharf Proposal
14	Heron Construction – Scope of Works Appendix 1
15	Heron Construction – Design Drawings Appendix 2
16	Photo – Arial full scope
17	Photo – Removal of stairway and landing by volunteers