



# 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 freephone 0800 920 029, or [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) – we're happy to help.
- **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	Floral Art Society N2 Northland <sup>area</sup>	Number of Members	79
Postal Address	PO Box 486 Kerikeri	Post Code	0230
Physical Address	13 Pa Road Kerikeri	Post Code	0245
Contact Person	Lyn Reed	Position	Northland Area Treasurer
Phone Number	09 407 5455	Mobile Number	0210793337
Email Address	lyn.reed42@gmail.com		

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

To encourage, stimulate + promote community participation in the Art of floral design + appreciate its cultural value.



# Local Grant

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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:

*Designer of the Year*

Name of Activity

*Northland Area Floral Art Society*

Date

*28/29/30 October*

Location

*Te Hiku Centre, Kaitiaki*

Time

*30th, Open to the Public.*

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

Yes

No

If so, how much?

*Gold coin entry + \$10 for Floral Art Demonstration*

*on Public Day  
Sat 30 October  
(Optional)*

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.

*"Designer of the Year" is a competitive event encompassing the four clubs in Northland - Whangarei, Kerikeri, Doubtless Bay + Kaitiaki, to find the best design, technically + artistically. Designers create their entries on the Friday morning - they are judged Friday afternoon + results announced at the Awards dinner Friday evening. Saturday, the venue is open for the public to view as well as the opportunity to attend a demonstration of floral art to encourage <sup>membership,</sup> stimulate and promote this art form in the Far North Community and to educate about plant material - indigenous, exotic + past. Each club takes a turn to host Designer of the Year, the winner representing Northland at National Conference. All age groups can benefit from the visual impact + design components of this competitive event - Novice, Intermediate, Open + Senior. The public also have the opportunity to vote for their favoured design.*



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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

*please refer to attached budget for more details.*

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire <i>(quote attached)</i>	924	924
Advertising/Promotion	200	100
Facilitator/Professional Fees <sup>2</sup> *	450	450
Administration (incl. stationery/copying)	450	200
Equipment Hire	250	-
Equipment Purchase (describe)	-	-
Utilities	-	-
Hardware (e.g. cement, timber, nails, paint)	-	-
Consumable materials (craft supplies, books)	200	
Refreshments	200	
Travel/Mileage	468	400
Volunteer Expenses Reimbursement	100	-
Wages/Salary	-	not applicable
Volunteer Value (\$20/hr) <i>26 hrs</i>	520	not applicable
Other (describe) <i>Awards dinner Accommodation - Judge + demonstrators</i>	1200 525	- 426.
<b>TOTALS</b>	<b>5487</b>	<b>2500</b>

*\* attached - contracts for Judge + Demonstrators*

<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?   
*Current bank statements attached*

How much of this money is already committed to specific purposes?   
*We need to be able to cover this event if funding is not granted.*

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

Purpose	Amount
Ongoing education of members 100% of funds	6013
<b>TOTAL</b>	<b>6013.</b>

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

Funding Source	Amount	Approved
Creative Communities nthld	948	<input checked="" type="radio"/> 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
Designer of the Year - Whg	1000	2016	<input checked="" type="radio"/> Y / N
" " " - Kta	680	2017	<input checked="" type="radio"/> Y / N
" " " - Kenkeni	2963	2018	<input checked="" type="radio"/> Y / N
" " " - Doubtless Bay	1000	2020	<input checked="" type="radio"/> Y / N



## Local Grant

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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)**

Kaitiāia Floral Art Club (host club for this event)

**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**

K. G. Best

**Signatory Two**

R. Kennell

# 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  Position   
Postal Address  Post Code   
Phone Number  Mobile Number   
Signature  Date

## Signatory Two

Name  Position   
Postal Address  Post Code   
Phone Number  Mobile Number   
Signature  Date

**Schedule of Supporting Documentation**  
**FLORAL ARTS SOCIETY NZ – NORTHLAND AREA**  
**DESIGNER OF THE YEAR 2021**

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

<b>1</b>	<b>Cover letter for funding application x 1 page</b>
<b>2</b>	<b>Budget for event x 2 pages</b>
<b>3</b>	<b>ANZ Bank statement as at 30 June 2021 x 3 pages</b>
<b>4</b>	<b>Financial Report as at 31 December 2020 x 5</b>
<b>5</b>	<b>Health &amp; Safety Plan x 1 page</b>
<b>6</b>	<b>Quote Judges Contract – FASNZ x 2 pages</b>
<b>7</b>	<b>Quote – Te Ahu Charitable Trust x 1 page</b>