



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
- n/a Your organisation's business plan (if applicable)
- n/a 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 Whakaora Tangata"/>	Number of Members	<input type="text" value="n/a"/>
Postal Address	<input type="text" value="PO Box 497, Kaitaia"/>	Post Code	<input type="text" value="0441"/>
Physical Address	<input type="text" value="44 Puckey Avenue, Kaitaia"/>	Post Code	<input type="text" value="0410"/>
Contact Person	<input type="text" value="Simone Graham"/>	Position	<input type="text" value="Grants Manager"/>
Phone Number	<input type="text" value="(09) 408 0910 - Kaitaia Office"/>	Mobile Number	<input type="text" value="(021)1400265"/>
Email Address	<input type="text" value="simone@tewhakaora.org.nz"/>		

Please briefly describe the purpose of the organisation.

Te Whakaora Tangata delivers programmes and services to the community which identify the root causes of intergenerational dysfunction and help restore emotional resilience and wellbeing to vulnerable whānau.



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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.

What we do:

Te Whakaora Tangata serves the highest-risk families in the Far North, working to break cycles of dysfunction for families in need of a better future. Our work addresses the deep-rooted issues of trauma that cause inter-generational family dysfunction, along with the multiple challenges our communities face including depression, drug & alcohol abuse, domestic violence, suicide, sexual abuse and family breakdown.

Our programmes include Family Restoration Courses, Whānau Coaching, One-on-One counselling, group mentoring, crisis intervention and advocacy. We work with local community services who refer their clients to us including He Korowai Trust, He Tupua Waiora, Ngatikahu Social and Health Services, Te Rarawa Social Services, Korou Kore Marae, and Kaitaia Christian Fellowship. . These groups have begun to rely on us to bring emotional stability to their clients so their programmes can be more effective. Since launching in the Far North in early 2020 we have facilitated four Family Restoration Courses to 128 clients – positively impacting up to 450 vulnerable children.

Who we work with:

Our work in the Far North is based in Kaitaia, but we work with whānau from the whole surrounding region. The people we work with struggle with complex issues, including depression, drug addictions, criminal activity, and intergenerational welfare dependency. 86% of the whānau we work with in the Far North are Māori, 5% Pasifika; 62% are unemployed, and 29% are employed in part-time or casual work only. 50% did not complete or did not attend high school at all. 94% of our clients have children in their homes.

How they benefit:

Te Whakaora's programme successfully engages 'hard-to-reach' parents and significantly increases child protective factors in the home, reducing the disruption and trauma caused by family violence. As they build emotional wellness and resilience through our programmes, many of our clients give up the drugs and alcohol they were addicted to as they find that they no longer need to 'numb their pain'.

Over the last year we surveyed clients before and after each Family Restoration Course – the first stage of their journey with us – and 93% stated they have experienced an improvement in at least one of the following:

- Mental health: depression, anxiety, and suicidal thoughts.
- Social connectedness: social contact, domestic violence, and relationships with children.

Our Request:

After being designated an Essential Service during the national lockdown, we saw a huge increase in requests for help and quickly outgrew the space we had been using at He Korowai Trust and needed to move into larger premises. In April 2021 we moved to our new premises in Puckey Ave, where we prepare our programmes, conduct counselling sessions with high-risk clients and meet with referring agents and new clients seeking help. Although we receive some grants funding towards various aspects of programme and service delivery, this does not cover our overheads such as premises rental. We are requesting funding assistance of \$2,700 towards 6 weeks' rent for our premises at 44 Puckey Ave, Kaitaia.



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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 - 44 Puckey Ave, Kaitaia	\$23,400.00 per year / \$450 per wk	\$2700 - for 6 weeks
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)		
TOTALS	\$23,400.00	\$2700.00

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

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
Beyond Horizons Trust grant - one year salary/ AKL Whanau Coach	\$39,000
Puffin Charitable Trust \$5k, Wilberforce Foundation \$15k - AKL Opex	\$20,000
Lighthouse Foundation \$9k, Rotary Onehunga \$8k - Far North Salaries	\$17,000
Monthly Payroll	\$84,923
TOTAL	\$160,923

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

Funding Source	Amount	Approved
J R McKenzie Trust	\$12,000	Pending
<i>Northland Community Foundation</i>	<i>\$15,000</i>	Declined

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 Whakaora Tangata

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

Simone Graham

Signatory Two

Jenilee Reddy



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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 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

TE WHAKAORA TANGATA

FAMILY RESTORATION PROGRAMME – FAR NORTH

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

1	Annual Accounts – FYE 31 March 2021 x 15 pages
2	Audit Report – FYE 31 March 2021 x 2 pages
3	Westpac Bank Statements – 1 June to 30 June 2021 x 8 pages
4	Rental details supporting application with commercial deed of lease x 7 pages
5	Funding Request supporting letter and information x 4 pages
6	Application Support letters x 3
7	Health & Safety Manual x 55 pages