

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	Kaitaia College	Number of Members	
Postal Address	53- 79 Redan Road, Kaitaia College	Post Code	0410
Physical Address	Redan Rd, Kaitaia	Post Code	
Contact Person	Josie Thomson	Position	Teacher of Dance & Drama
Phone Number	09 408 0190	Mobile Number	02102269672
Email Address	jthomson@kaitaiacollege.school.nz		

Please briefly describe the purpose of the organisation.

Kaitaia College has provided education for year 9 to 13 students for over 90 years. The Arts department caters for a range of options including dance, drama, music & visual arts.

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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	Kaitaia College Arts Expo 2022	Date	27th-29th September
Location	The Te Ahu Centre Kaitaia	Time	12am-8pm
Will there be a charge for the public to attend or participate in the project or event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If so, how much?	\$5.00 Per Person		

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.

The Kaitaia College Arts Expo 2022 will take place over four days at the Te Ahu Centre Little Theatre and the banquet room. Students will perform and exhibit highlights of their music, visual arts, photography, drama & dance pieces from 2022.

Students have created their own choreography and also learnt several dances to be performed at this event.

This experience will benefit students by helping to build self-worth by being involved in a wider world extensive experience and presenting their creative work in a professional setting.

Whanau will benefit through viewing and responding to the student's performance & arts works.

This encourages a sense of pride, well-being and interaction through involvement in the arts.

We as an the Arts Department hope that through participations in the Arts Expo in 2022 that dialogue across cultures and communities will be encouraged by this shared experience.

Kaitaia College and its teacher,s will be taking student's work seriously by viewing the show with professional lighting, costumes and a real live theatre venue.

Experiences of this nature are remembered as landmarks in the lives of those taking part for years.



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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	1,215.02	607.51
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire	2,990.00	1,495.00
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		2,102.51

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
Please see attached financial statements.	
TOTAL	

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

Funding Source	Amount	Approved
Moe Funding	2,102.51	<input checked="" type="radio"/> Yes / <input type="radio"/> Pending
		<input type="radio"/> Yes / <input type="radio"/> Pending
		<input type="radio"/> Yes / <input type="radio"/> Pending
		<input type="radio"/> Yes / <input type="radio"/> Pending
		<input type="radio"/> Yes / <input type="radio"/> Pending

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

Purpose	Amount	Date	Project Report Submitted
Te Hiku Board Funding	4107.00	31 August 2021	<input checked="" type="radio"/> Y / <input type="radio"/> N
			<input type="radio"/> Y / <input type="radio"/> N
			<input type="radio"/> Y / <input type="radio"/> N
			<input type="radio"/> Y / <input type="radio"/> 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)

Kaitaia College

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 Louise Anaru, Principal

L Anaru - Principal

Signatory Two Tracy Ruke, Executive Officer

Tracy Ruke

Schedule of Supporting Documentation

KAITAIA COLLEGE

(Kaitaia College Arts Expo 2022)

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

1	Cover Letter from the Principal
2	Quote – Te Ahu Charitable Trust
3	Quote – Lakeside Sound and Light
4	Additional Information – Project Outline
5	Kaitaia College Annual Report
6	Kaitaia College Strategic and Annual Plan