

Local Grant Application Form

Meeting 12/07
\$3049.00
Closers 10/06 ✓
venue cleaner
door/table cover

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 *Te Anu*
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	KAITIA SPORT AND LEISURE TRUST		Number of Members	4
Postal Address	Shop 9/2 Bank St, Kaitia		Post Code	0410
Physical Address	PO Box 72, Kaitia		Post Code	0441
Contact Person	Shirley Williams	Position	Secretary	
Phone Number	021 027 99896	Mobile Number	09 408 2426	
Email Address	kclub2015@gmail.com			

Please briefly describe the purpose of the organisation.

not for profit
We are local community trust, who holds an annual sporting event for our community. We cohost with local Boxing Club.



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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 Annual charity Boxing Event Date SATURDAY 17/09/2022
Location Te Ahu - Kaitiaki Time 5.30 pm. to MIDNIGHT

Will there be a charge for the public to attend or participate in the project or event? ☒ Yes ☐ No

If so, how much? Tickets range from \$150 each to \$90 each. Includes Food

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 community benefits. You would have to go to Auckland for this type of event. We engage local entrants. Offer training at boxing clubs. We engage local community groups to staff event. This can be above 150 pax. Attendees are about 300. We work with boxing club in Waipapa. We engage as many local services and providers. We operate under NZ Boxing Assoc. rules and have Auckland Judges and referees.

The event is always asked about, as soon as one finishes. So it has become part of the Far North's Social Calendar. The boxers benefit with fitness, discipline and well being as the training covers all body work.

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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 <i>Venue</i>	2400	2235
Advertising/Promotion	2900	
Facilitator/Professional Fees ² <i>door entry cleaner</i>	1800	609
Administration (incl. stationery/copying)	1000	
Equipment Hire	39000	
Equipment Purchase (describe) <i>Covers for Tables</i> <i>Draps for Tables</i>	500	248
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments <i>Food</i>	12000	
Travel/Mileage		
Volunteer Expenses Reimbursement	2500	
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) <i>Accommodation</i>	1800	
TOTALS	63900	3092

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 119-873-908

How much money does your organisation currently have? 8500.00

How much of this money is already committed to specific purposes? Sporting Grants for individuals.

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

Purpose	Amount
Start up administration costs	1000
eg: paper, ink cartridges	
stationery, flyers	
TOTAL	

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

Funding Source	Amount	Approved
Publicity (June)	4098	Yes / <u>Pending</u>
Oxford Sports Trust (June)	10870	Yes / <u>Pending</u>
		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
Annual Event costs	2753	2021	<u>(Y)</u> / N
Darts Event costs	2500	2019	<u>(Y)</u> / N
Boxing Event costs	1426	2018	<u>(Y)</u> / N
			<u>(Y)</u> / 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)

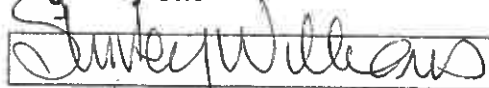
KAITAIA SPORT AND LEISURE TRUST

We, the undersigned, declare the following:

In submitting this application:

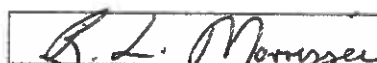
1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department 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



X

Signatory Two



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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 SHIRLEY WILLIAMS Position Secretary
Postal Address 42 B PUCKEY AVE KAITAIA Post Code 0410
Phone Number 09 400 2426 Mobile Number 021 027 89896
Signature Shirley Williams Date 01/06/2022

X Signatory Two

Name Brendan Morrissey Position Chairperson
Postal Address 8 Eden Terrace, Kaitaia Post Code 0410
Phone Number 09 4080255 Mobile Number 027 8900842
Signature B. L. Morrissey Date 8.06.22

Schedule of Supporting Documentation

KAITAIA SPORT AND LEISURE TRUST

(Annual Charity Boxing Event 2022)

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

1	Cover Letter
2	Quote: Te Ahu Charitable Trust (Venue Hire)
3	Quote: Building Safer Communities (Ticket Security)
4	Quotes: Empire Mart (Decorations) and Kaitaia Sport and Leisure Trust (Cleaning)
5	Health and Safety Plan
6	Bank Statement
7	2021 Financial Statements