

Local Grant Application Form

FNDC ADMIN
12 OCT 2022



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	HOUHORA BIG GAME + SPORTS FISHING CLUB INC.	Number of Members	400
Postal Address	P.O. Box 20 - HOUHORA RD4	Post Code	0484
Physical Address	4036 FAR NORTH RD - PUKENUI	Post Code	0484
Contact Person	TRACEY MOLD	Position	PRESIDENT
Phone Number	406 7400	Mobile Number	027 457 3458
Email Address	president.houhora@gmail.com		

Please briefly describe the purpose of the organisation.

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



Local Grant Application Form

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 REPLACEMENT COMMERCIAL OVEN

Date

Location

HAUHOA BIG GAME & SPORT FISHING

Time

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

☐ Yes

☒ No

If so, how much?

N/A

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 see separate sheet.

Replacement Commercial Oven Request.

The Houhora Fishing Club generate essential income need to pay club overheads through fishing competitions, membership registrations but primarily through the bar and kitchen catering.

The facility provides meals to club members and the public regularly on Friday and Saturday evenings cooking up to 130 meals on club nights. The club also caters for weddings, funerals, meetings and various events throughout the year. The larger fishing competitions attract people from outside the area including the popular Houhora One Base Tournament. The NZ Sport Fishing Council which includes representation of delegates from around the country have nomination the Houhora Big Game and Sports Fishing Club to host their annual conference in September 2023.

The commercial oven currently used has been in use longer than anyone can remember and has served us well, but now needs to be upgraded as replacement parts are not available so cannot be repaired. The oven has no fan bake operation leading to the staff and volunteers in the kitchen to continually open the oven to rotate and turn the hot food baking trays every 10 - 15 mins to try and get an even temperature without burning them, also a safety concern when reaching into an oven set at 90 degrees C.

Weddings, winter and Christmas meals are restricted to only two meat options using the old oven where other meat dishes must be cooked off licence and brought to the club to provide the meals requested by large paying groups. Hot finger foods such as sausage rolls are prone to burning unless someone is constantly monitoring the oven temperature.

In considering the increased patronage and workload from the kitchen, it would be better prepared if two type 7 ovens were installed rather than one type 10 oven. This would enable the club kitchen to produce multiple hot dish options when both the main dining room and Port Viewing Lounge (PVL) have functions running at the same time and allow for large volume meats to be cooked simultaneously e.g., roast chicken, lamb shanks, leg hams, pasta bakes.

Although the club is asset rich with the recent completion of the new wharf, the financial position of the club has been challenged with two years of uncertainty and interruptions from the pandemic lockdowns, which ceased the club's normal income stream.

At the request of members and the public, the club has broadened its community status by recently organising the PVL to operate as a sports bar by viewing various sports events on television.

The club's committee recognises the potential for the club facility to expand its products and services in catering to the local and wider community, so respectfully request funding from the Te Hiku Community Board for \$28,921.20 to purchase two seven tray commercial ovens with stands to give the Fishing Club complex the capability to meet an increasing demand for quality catering.

Pricing details.

The club has received two separate quotes, the cheaper units from Southern Hospitality are Turbofan EC40D7 Digital Electric Combi Ovens for \$13,513.50 each with SK40A stainless steel stands at \$947.10 for a total price of \$28,921.20 excluding GST.

Local Grant Application Form



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) Turbo fan combi oven with stainless stands x2	\$28,921 - 20 + GST	\$28,921 - 20
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 If the application is for professional or facilitator fees, a job description or scope of work must be attached.

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number **53660177**

How much money does your organisation currently have? **No club funds available**

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

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

Purpose	Amount
The HBG SFC operating expenses of a minimum of \$150,000-00 including, Insurance, Electricity, Wages, NZSFC membership fees Rates	\$150,000-00 min.
TOTAL	\$150,000 -00 min.

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

Funding Source	Amount	Approved
None at this time		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
Resealing entrance/Heli pad	31,000	March 2018	Y / N
New wharf project	20,000	January 2021	Y / N
			Y / N
			Y / N

Local Grant Application Form



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.

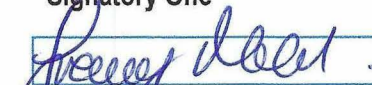
We, the undersigned, declare the following:

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

Signatory Two





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 TRACEY MOLD Position PRESIDENT
Postal Address 32B HARBOUR VIEW ROAD. R4 HOUHORA Post Code 0484
Phone Number Tracey Mole Mobile Number 027 457 3458
Signature [Signature] Date 3/10/22

Signatory Two

Name BRIAN BELLINGHAM Position CLUB MEMBER
Postal Address P.O. Box 144, KAITIA Post Code 0441
Phone Number 09 4081 340 Mobile Number 021 848 098
Signature [Signature] Date 3/10/22

Schedule of Supporting Documentation

HOUHORA BIG GAME AND SPORTS FISHING CLUB INCORPORATED

Replacement Commercial Oven

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

1	Picture of current oven x 1 page
2	Quote: Southern Hospitality x 1 page
3	Quote: Nisbets x 1 page
4	Balance Sheet as at October 2022