

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	Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (EcoCentre Kaitaia)	Number of Members	560 Plus
Postal Address	Shop 5, 42 Commerce Street, Kaitaia	Post Code	0410
Physical Address	Shop 5, 42 Commerce Street, Kaitaia (entrance off Bank Street)	Post Code	0410
Contact Person	Donna King	Position	Funding & Finance Officer
Phone Number	022 458 2313	Mobile Number	022 458 2313
Email Address	mebanjo@outlook.com		

Please briefly describe the purpose of the organisation.

Our Vision: The land, water and inhabitants flourish now and into the future. Our Mission: We strengthen connections by creating and nurturing local eco-hubs, facilitating meaningful learning opportunities, and contributing to resourceful communities.

Our Values: 1. Generating a culture of respect and connection towards Te Taiao (the environment), ourselves and others; 2. Creating resilience through nourishing local self-determination and participatory democracy; 3. Living the change to create Te Tiriti-based ecological social and economic justice; 4. Inclusiveness through caring, sharing and cooperation; 5. Building a thriving community with meaningful connections.



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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.

Eight different seasonal workshops to be developed and held in the community. Each workshop will be repeated eight times during a six week period, around a specific seasonal date, eg Spring Equinox; or, Matariki. Four of the sessions would be for the general community and will be held at public locations such as public parks, or the library, or at Ano Ano. The remaining four sessions of each workshop would be modified for children and would be held in classrooms, halls, outdoor locations etc.

The workshops will be seasonally focused, using mostly natural materials or repurposed / upcycled materials diverted from landfill, and will include oral storytelling, as well as an opportunity for participants to share their own experiences, and remember what their ancestors did to celebrate the season. They are intended to foster creativity, connection to the community and nature, and be entertaining and memorable.

Examples of workshops include:

- Plantable seed eggs for Spring Equinox
- Forest crowns from foraged materials (gathered on a nature walk) during Whiringa-a-nuku / Beltane
- Kites and/or lanterns for Matariki and Winter Solstice
- Wool dolls and candle making for Imbolc / First light
- Ojos de Dios or scarecrows for Autumn Equinox
- Upcycled skipping ropes, poi, outdoor games for Summer Solstice
- Sock puppets and indoor toy making for Samhain / the beginning of Winter

The aim is to celebrate the seasons in a way that connects us to nature's changes around us. If it continues year after year, it becomes a tradition and a celebration, a chance to pause from our busy lives and reconnect with each other and the natural world around us. It will provide a way for participants to meet each other and make friendships, and to bond over shared experiences, and shared ancestry. Friendship creates support networks and reduces the isolation that can lead to other social and mental health issues in our communities.

Sharing and learning about the ways our different ancestors celebrated the seasons is a way to learn where we come from, who we are, and what we all have in common. This builds inner resilience and a sense of belonging and worth.

Making crafts using natural materials reminds us of the value of the natural world, and how we can interact with it in a way which doesn't harm nature. These materials can be returned to the land once they break or we discard them, rather than ending up in a landfill.

Working with nature, and in nature, especially when combined with creative expression and group handcrafts, benefits our emotional, social, physical and mental health.

Oral storytelling creates meaning, builds connection, and helps us to understand ourselves and our world. Rather than telling us what to think; it evokes feeling, invites curiosity, and sparks the imagination. These workshops aim to foster kaitiakitanga, and a strong connection to the earth, our ancestors, and each other.

Children are often inattentive and disruptive when being taught facts about the environmental damage around us and what we can do to change it. However, those same children are enthralled by oral storytelling and handcrafts. To achieve the same (or better) result in our environmental education work, we wish to focus on, and creating more spaces for the things they enjoy.

Feedback from regular Ano Ano workshops is that people, of all ages and backgrounds, are grateful for an opportunity to come together with their community in a place that has no social or economic barriers. People are grateful to remember their childhoods during these sessions, to share their knowledge, and stories, with each other and learn about different cultures, all while making something beautiful and meaningful together.

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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	480	0
Advertising/Promotion	1,440	0
Facilitator/Professional Fees ²	9,600	6,240
Administration (incl. stationery/copying)	1,920	0
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	1,280	960
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Reclaimed and/or foraged materials	1,920	
TOTALS	16,640	7,200

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
EcoCentre Contractors	44,671
Tai Tokerau Timebank Coordinators & equipment	22,442
Rent	2,000
Community Garden & Zero Waste Contractors and Equipment	15,297
AnoAno Contractors; Workshops; Training; Suppliers	2,975
TOTAL	87,385

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

Funding Source	Amount	Approved
Foundation North	8,000	Yes / Pending
Oxford Sports Trust	480	Yes / Pending
Op Shop Discards, Foraging etc	1,920	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
Kaikohe-Hokianga Ward: Workshops	960	September 2022	Y N
BOI-Whangaroa Ward: Equipment/Workshops	4,920	September 2022	Y N
Te Hiku Ward - CUE	5,000	September 2022	Y N
Creative Communities - Workshops	2,500	September 2022	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 Pokapu Tiaki Taiao O Te Tai Tokerau Trust (EcoCentre Kaitiaia)

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

Donna King

Signatory Two

[Signature]

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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	<input type="text" value="Donna King"/>	Position	<input type="text" value="Funding & Finance Officer"/>
Postal Address	<input type="text" value="449 Kaitaia-Awaroa Road, R.D. 1, Kaitaia"/>	Post Code	<input type="text" value="0481"/>
Phone Number	<input type="text" value="022 458 2313"/>	Mobile Number	<input type="text" value="022 458 2313"/>
Signature	<input type="text" value="Donna King"/>	Date	<input type="text"/>

Signatory Two

Name	<input type="text" value="Ian Kaihe-Wetting"/>	Position	<input type="text" value="Chairperson"/>
Postal Address	<input type="text" value="11 Tahuna Road, Kaitaia"/>	Post Code	<input type="text" value="0410"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="027 210 0870"/>
Signature	<input type="text" value="Ian Kaihe-Wetting"/>	Date	<input type="text"/>

Schedule of Supporting Documentation

TE POKAPU TIAKI TAIAO O TE TAI TOKERAU TRUST (ECOCENTRE KAITAIA)

(Nature Craft Workshops in the Te Hiku Community)

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

1	Costings and Schedule – x 2 pages
2	Contractor Agreement – x 4 pages
3	Health and Safety Plan for Volunteers – x 2 pages
4	Health and Safety Induction – x 1 page
5	Health and Safety Hazard Management – x 4 pages
6	Performance Report 2022 – x 17 pages
7	Bank Statement x 1 page