



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 *S/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 *N/A*
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	Karikari Pen. Res & Ratepayers CCTV	Number of Members	5
Postal Address	1 Brunton Place, Tokerau Beach RD3 Kaitaia	Post Code	0483
Physical Address	Karikari Hall Matai Bay Road, RD3 Kaitaia	Post Code	
Contact Person	Evan Mackay	Position	Chairperson
Phone Number		Mobile Number	02745827608
Email Address	cctvkarikari@gmail.com		

Please briefly describe the purpose of the organisation.

To install and maintain CCTV coverage around the Karikari Peninsula

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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	Installation & maintenance of CCTV cameras	Date	ongoing
Location	Tokerau Beach, Ramp Road, Rangiputa	Time	ongoing
Will there be a charge for the public to attend or participate in the project or event?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.

The community as a whole benefits by the security provided by the presence of CCTV cameras.

Crime has proven to be reduced since the introduction- FMG has provided Police statistics around the reduction in reported crime.

The ongoing maintenance provides clarity for Police to follow up theft, burglary and suspicious activity including drug dealing and antisocial behaviour.

More security makes the peninsula a safer place to live, attracting more people, and growing the economy of the area

Our application is for the full amount of funds required to complete installation of cameras across the peninsula, and for ongoing maintenance.

Fundraising has been halted for the last 3 years due to COVID but the work continues.

A fundraising event is to be held at the Karikari Hall Market Anniversary Weekend and a drive for private donations from householders and homeowners in the area is currently underway.

The committee was hoping to apply and receive funding from the Proceeds of Crime fund but applications were not excepted for this financial year and apparently into next year. The generosity of local residents and Council has helped us to get to where we are today but the work is not done yet!



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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		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe) Cameras and equip as per quotes	70660	70660
Utilities Wifi + Power pa	1134.96 + 2796.36 = 3931.32	3931.32
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) Northland CCTV Maintenance	\$2760 pa	2760
TOTALS		88220.32

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
ongoing maintenance and spread of cameras to serve the whole peninsula.	
TOTAL	

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

Funding Source	Amount	Approved
Donations	2036.00	Yes / Pending
Fundraising - cookbooks	140.00	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
Camera installation costs	33,000	October 2021	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)

Karikari Peninsula Ratepayers Assn CCTV Project

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

Evan Mackay

Signatory Two

Vivienne Cramond



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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="Evan Mackay"/>	Position	<input type="text" value="Chairman"/>
Postal Address	<input type="text" value="1 Brunton Place RD3 Kaitaia"/>		Post Code <input type="text" value="0483"/>
Phone Number	<input type="text" value="0274527 608"/>	Mobile Number	<input type="text" value="0274527608"/>
Signature	<input type="text" value="Evan Mackay"/>	Date	<input type="text" value="17-1-23"/>

Signatory Two

Name	<input type="text" value="Vivienne Cramond"/>	Position	<input type="text" value="Secretary"/>
Postal Address	<input type="text" value="102 Virtue Cres RD3 Kaitaia"/>		Post Code <input type="text" value="0483"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="0211185620"/>
Signature	<input type="text" value="Vivienne Cramond"/>	Date	<input type="text" value="17/1/2023"/>

Funding Application – Karikari Peninsula Residents and Ratepayers

Schedule of Supporting Documentation

Document	Title
1	ASB Statement
2	Northland CCTV Quotation
3	Financial Report