

Te Hiku Community Grants Fund 2023-2024

Local Grant Application Form

Application No. THCB00029 From Momentum Charitable Trust

Form Submitted 12 Mar 2024, 12:28PM NZDT

Applicant Details

*** indicates a required field**

Instructions

Please read carefully:

- Read this application 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. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- 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.

The following **must** be submitted along with this application form:

- Two quote for purchases where practicable, **or** evidence of expected purchases
- Business plan (including project costs)
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Programme outline (if applying for operating costs)
- A health and safety plan.

Applicant details

Applicant *

Momentum Charitable Trust

Postal Address *

[Redacted postal address]

Country are required. Country must be

Physical Address *

[Redacted physical address]

code, and Country are required. Country must be

Website

<http://www.momentum.org.nz>

Must be a URL.

Facebook page

<https://www.facebook.com/momentumcharitabletrust/>

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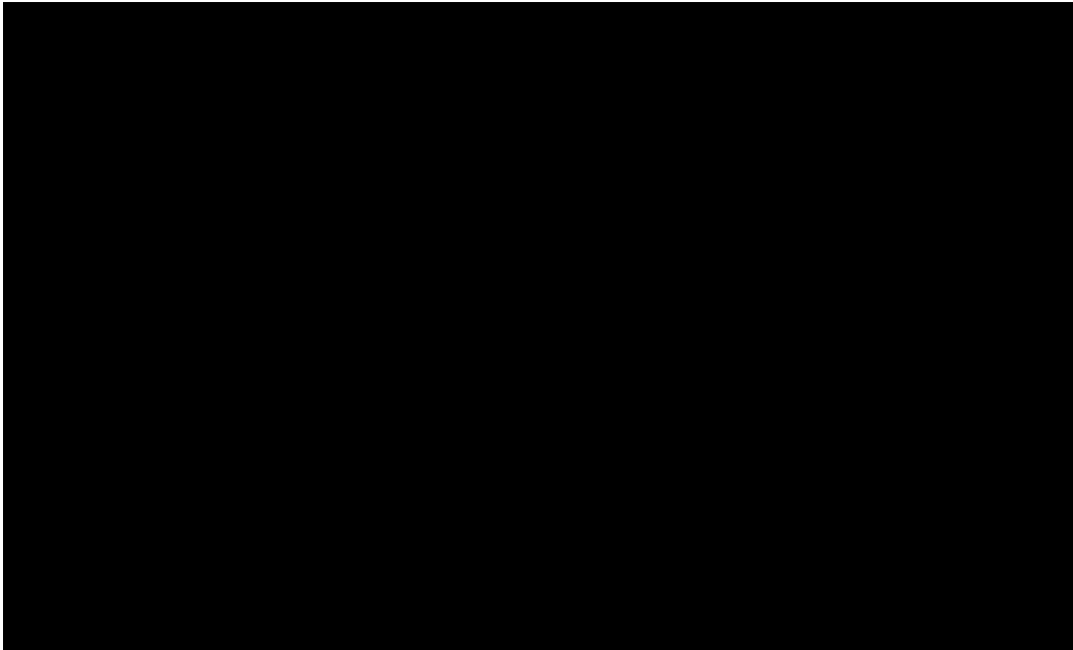
Contact details

Contact Person One:

Contact Person Two:

Applicant Project Contact *

Applicant Admin Contact

A large black rectangular box redacting the contact details for both Contact Person One and Contact Person Two.

Purpose of organisation

Please briefly describe the purpose of the organisation *

Momentum was established to provide support, education and social integration initiatives for people in prison, on probation, or serving a community-based sentence. Our philosophy is that everyone deserves a fair shot at life. People in the criminal justice system have often not had a fair shot due to systemic issues like poverty, racism, violence or abuse, and they are stigmatised by wider society after they leave prison. We work to address this by empowering people in prison or people serving a community-based sentence with essential life skills to live a fulfilling and law-abiding life. In the programmes, participants learn tools and strategies to face real-world challenges effectively. Momentum has also developed a mentor programme that connects people leaving prison with a volunteer from their community to walk alongside them in their journey out of prison. This programme is being piloted across three prison sites this year. By equipping people with a life skills education, as well as emotional and practical support through the time of release and beyond, Momentum aims to create a clear pathway for people out of prison. In time, we hope to ease the pressure on the probation system and eventually reduce reoffending rates in Aotearoa.

Number of Members *

5

Project Details

*** indicates a required field**

Project Details

Clearly describe the project or event:

Name of Activity *

Life and financial skills programmes at Kaitaia Probation Centre

Location *

51 North Park Drive, Kaitaia

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

☐ Yes

☒ No

Project dates:

Start Date

End Date:

Date

Date:

01/05/2024

30/06/2024

Must be a date.

Must be a date.

Project Outline

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.**

Project outline: *

Momentum is seeking funding of \$4,540.00 for two one-day life and financial skills programmes, facilitated by Life101, to be run at the Kaitaia Probation Centre in May - June 2024. These programmes address many of the barriers that people recently released from prison and serving community sentences face, including underemployment, financial uncertainty or mismanagement, negative self-talk, and lack of trust or engagement with institutions (like banks, IRD etc), by building participants' confidence, competence, and ability to make their own choices through a life skills education. Up to 40 people will benefit from this initiative.

Since 2018, Momentum has partnered with Life101 – a notable and leading provider in the Northern Region's prisons and probation centres – to deliver these life and financial skills programmes. Life101 employ specialised facilitators who have experience working in the criminal justice system and have high levels of engagement and respect among people in prison and on probation.

The Department of Corrections has confirmed with us that most – if not all – people on probation at the Kaitaia Probation Centre (51 North Park Drive, Kaitaia) come from their local area, meaning participants of our programmes will take their improved skills and motivation directly back into their local community.

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These programmes meet three key areas of need for people serving community-based sentences and those recently released from prison:

1. Employment and work-readiness skills, like C.V. writing, role-play job interviews, how to apply for a job, how to cope with nerves and what to wear to an interview.
2. Money skills, like creating budgets, saving techniques, how to set up a KiwiSaver, teaching your children good savings habits, and how to get started in investing.
3. Self-value and interpersonal skills, like identifying personal strengths and values, building emotional intelligence and conscious communication, strategies for dealing with difficult emotions and difficult people, and goal-setting.

One of the unique points of these programmes is that participants are able to share stories and have normal conversations with both the facilitator and with each other. The programmes don't dwell on participants' deficits or past mistakes but instead encourage them to see the potential they have to make positive changes in their lives. Life101 also supply participants with workbooks that include helpful information that they can refer back to at any time following the programmes' end.

On an outcomes level, after completing the programmes, participants will be confident to engage with potential employers and be better equipped to navigate the job market – a task made more difficult for those facing the stigma of having been in prison or on probation. Participants will be able and motivated to manage and save their money. They will also have increased self-esteem and deeper empathy for others. In the longer term, we have noticed that participants are more motivated to consider further education. Many will be actively working towards financial goals like saving for a car, a rental bond, or an emergency fund. A life skills education also helps people on probation to participate in society in an active and constructive way, bringing benefits to the wider community. By being able to effectively deal with the demands and challenges of everyday life, people who have experienced prison and/or probation will be able to make positive choices and avoid risky behaviours, alleviating stress from their whānau, support people and community.

Knowing our impact and evaluating these programmes is core to Momentum's approach. Taking into account the unique needs of the people we work with, the facilitators undertake informal, conversational evaluation with participants as a group throughout the programmes. They also ask participants to complete pre and post-programme evaluation surveys to anonymously collect feedback on how they learned, what worked well and what didn't. With this information, Life101 creates debrief reports showing both quantitative and qualitative data for higher management and corrections staff to show the unique points of insight that participants have gained. This data is also key to informing Momentum's development of the mentor programme.

Being released from prison or serving a community sentence can be a challenging time. We want to see people in prison and on probation get a fair shot at life, we hope to make the transition into the community a more positive one. We would be incredibly grateful to receive support from the Te Hiku Community Board for this initiative.

Project Cost

*** indicates a required field**

Provide a detailed cost estimate for the activity. Funding requested may not exceed 50% of the total cost.

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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 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

Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
Rent/Venue Hire	\$0.00	\$0.00	No files have been uploaded
Advertising/Promotion	\$0.00	\$0.00	No files have been uploaded
Facilitator/Professional Fees	\$0.00	\$0.00	No files have been uploaded
Administration (inc. stationery/copying)	\$0.00	\$0.00	No files have been uploaded
Equipment Hire	\$0.00	\$0.00	No files have been uploaded
Equipment Purchase (describe)	\$0.00	\$0.00	No files have been uploaded
Utilities	\$0.00	\$0.00	No files have been uploaded
Hardware (e.g cement, timber, nails, paint)	\$0.00	\$0.00	No files have been uploaded
Consumable materials (craft supplies, books)	\$0.00	\$0.00	No files have been uploaded
Refreshments	\$0.00	\$0.00	No files have been uploaded
Travel/Mileage	\$0.00	\$0.00	No files have been uploaded
Volunteer Expenses Reimbursement	\$0.00	\$0.00	No files have been uploaded

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1 x one-day 'Work-Ready, World-Ready' programme at Kaitaia Probation Centre for up to 20 individuals.	\$2,270.00	\$2,270.00	Filename: Letter of Explanation.pdf File size: 259.7 kB Filename: Quote.pdf File size: 74.1 kB
1 x one-day 'Money&Me' programme at Kaitaia Probation Centre for up to 20 individuals.	\$2,270.00	\$2,270.00	Filename: Letter of Explanation.pdf File size: 259.7 kB Filename: Quote.pdf File size: 74.1 kB
Other (describe)	\$0.00	\$0.00	No files have been uploaded

Funding Request Amount

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

What is the total cost of your project? *

\$4,540

Must be a dollar amount.

What is the amount you are requesting from the Board? *

\$4,540

Must be a dollar amount.

Financial Information

*** indicates a required field**

Financial Information

If your organisation registered for GST *

☒ Yes ☐ No

GST Number

GST Number

126095929

Current Funding

How much money does your organisation currently have? *

\$19,000.00

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Must be a dollar amount.

How much of this money is already committed to a specific purpose? *

\$19,000.00

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
2 x 4-day life and financial skills programmes at Northland Prison	\$10,463.90
4 x 1-day life and financial skills programmes at Auckland Probation Centres	\$6,780.00
Mentor programme pilot seed funding	\$1,756.10
	\$
	\$

Total Tagged Funds

Total Expenditure Amount

\$19,000.00

This number/amount is calculated.

Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	
Not applicable.	\$0.00	
	\$	
	\$	
	\$	
	\$	

Previous Funding from FNDC

Have you previously received funding from FNDC?

☐ Yes ☒ No

Last page

*** indicates a required field**

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 of 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.

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 organisations 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

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 of the letter of agreement. failure to do so will result in loss of the grant money.

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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 the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that e 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 the Funding Team 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.

Signatures

Signatory One

Signatory Two

Name *

Name

