

Infrastructure Grant Application

Before you start, please check the IGF Policy criteria (Appendix One) to ensure your project is eligible for funding. The Infrastructure Grant Fund is for the hard cost of infrastructure. It does not cover operational expenses. As part of your application, you must provide a business plan. Please provide summary details on this form and expand on them in your business plan. This form must be completed in full — partially completed forms will not be progressed.

CONTACT DETAILS

Primary contact/ project coordinator	<input type="text"/>		
Postal address	<input type="text"/>	Town	<input type="text"/>
		Post Code	<input type="text"/>
Phone number	<input type="text"/>	Mobile	<input type="text"/>
Email address	<input type="text"/>		

SECONDARY CONTACT DETAILS

Name	<input type="text"/>		
Email Address	<input type="text"/>	Mobile	<input type="text"/>

PROJECT DETAILS

Name of project	<input type="text"/>
Aim of project	<input type="text"/>
Location of infrastructure	<input type="text" value="Please include GPS coordinates and maps if possible"/>
How is this land zoned?	<input type="text" value="Please check the District Plan online or talk to FNDC Planners"/>

Do you have permission from the land owner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Please include written proof of permission in your application
Within which Ward will the infrastructure sit?	<input type="checkbox"/> Bay of Islands	<input type="checkbox"/> Te Hiku	<input type="checkbox"/> Kaikohe-Hokianga
Does similar infrastructure already exist in this Ward?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know
Does similar infrastructure already exist in the District?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know
Will this infrastructure be able to be used all year round?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know

Will access be free, or if revenue such as a yearly membership fee or donation will be collected, please specify costs & explain how this will be collected and managed.

Will this infrastructure be accessible to mobility impaired members of the community (e.g. wheelchair access, elderly, children etc)? If yes, please explain how.

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BUSINESS PLAN

We ask that all applicants to provide a business plan for their project. This business plan must include the following information:

How and when did your project start?

Have you or the project coordinator successfully managed large scale projects before? Please give examples:

If not, how are you going to access assistance?

What other funding has already been secured - please list source and amount?

Do you agree to use local (within Far North District) businesses/contractors where possible?

How will you fund ongoing maintenance and manage depreciation?

Have you completed a Health & Safety Plan (if required). If so, please include. Yes No

Please demonstrate the community need for your project and explain your level of community support.

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In your business plan, please explain how you will meet the following principles:

- Help create a safe and healthy district
- Help develop a sustainable and liveable environment
- Help create a vibrant and thriving economy
- Enhance access to facilities for the general public
- Fill a community need
- Broaden the range of activities and experiences available to the general public
- Enhance access to services
- Projects that align with Council's Community Outcomes (please refer to page 11 of FNDC Long Term Plan)

If you need help writing a business plan, please refer to the [MBIE website](#) or contact FNDC Community and Policy Development staff.

FINANCIAL INFORMATION

Is your organisation registered for GST?

 Yes

 No

GST Number

Provide a detailed cost estimate for the project (GST exclusive):

Amount already secured

Amount requested

Total Cost

Has this project received funding from this Infrastructure Grant Fund (previously known as the District Community Grant Fund) before?

If yes, please explain.

Has this project received funding from Council before (including Community Boards and other Funds)?

If yes, please explain.

Please Note:

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

	Expenditure	Total Cost	Amount Requested
Materials and Building Costs	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Equipment Purchase/Hire	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Services costs e.g. power, access, water	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Professional Fees	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Permits & Compliance Costs	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Wages/salary	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Volunteer Value	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Travel/Mileage	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Administration (including stationary/copying)	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Consumables (tea/coffee/books)	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

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Other

	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Totals	\$	\$

A full budget breakdown has been included in our business plan instead of being completed above.

APPLICANT DECLARATION

Two signatories over the age of 18 are required to sign this application to confirm that all of the terms and conditions are clearly understood.

Name (Signatory 1) Date
Signature

Name (Signatory 2) Date
Signature

SUBMISSION DETAIL

Please submit your completed application by post or email to:

<p>Post Far North District Council Infrastructure Grant Application Private Bag 752 Kaikohe 0440</p>	<p>Email: funding@fndc.govt.nz</p>
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APPLICATION GUIDANCE

Introduction

Council has limited funding to invest in new infrastructure within the District. The Infrastructure Grant Fund (IGF) is a contestable fund for the hard cost of infrastructure. The IGF does not cover operational expenses.

Application Form

Each application must include a completed application form, which can be found under Funding on our website. The form can be filled out online, but must be printed for signature.

Applications with incomplete or missing information will not be considered for funding.

Please ensure your application is succinct and only relevant information is included.

Contact Details

Please ensure you complete this section in full – please put n/a in any sections that you do not have information for.

Project Details

This section covers what your project is about - Aim, Location and Accessibility. We expect you to go into more detail in your Business Plan.

Business Plan

You must attach a business plan to the application form. The information that you need to include is listed on the application form. The Business Plan does not have to be a complicated document and can be as simple as one or two pages. It must, however, include the project background and address how your project will meet the specific principles listed on page two of the application form.

Financial Information

Far North District Council must ensure fiscal responsibility with ratepayers money. Before we can agree to any funding, we need to know your financial position and your proposed project budget. The form on page 3 gives a basic budget breakdown. If you have a budget already prepared, you may include it in your business plan. In this case, please tick the box at the bottom of the page, so that we know it is in your Business Plan.

Funding is not available to cover wages/salary, professional fees, permits and compliance costs, volunteer value, travel and mileage, administration or consumables, but these things should still be included in your budget if applicable.

Volunteer Value is an approximate cost of the hours volunteers are contributing to your project (eg If you have 10 volunteers each doing 10 hours work at \$20.00, this adds \$2000.00 to your project budget). This counts towards your investment in the project, even if you don't physically have to pay it.

We also require copies of your (and/or your umbrella organisations) most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate your ability to manage a grant.

Privacy Information

If there is any private information in your application or you have personal details you wish to be withheld, please ensure that you advise us when you lodge the application. Once your application is lodged, this information becomes public information and may be made available on Council's website.

Applicant Declaration

Two signatories over the age of 18 are required to sign the application to confirm that all of the terms and conditions are clearly understood.

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APPENDIX 1

INFRASTRUCTURE GRANT FUND

Policies

1. The Council through the combined Community Boards will allocate the Infrastructure Grant Fund in a manner consistent with the objectives of this policy, the Community Outcomes as stated in the Long Term Plan, and the conditions listed on the application form.
2. The Infrastructure Grant Fund is for one-off projects. One or more projects may be successful each year.
3. Applications are required to be made on the official Infrastructure Grant Application Form and be accompanied by all information requested on the application form.
4. Applications are to be called for as soon as practicable after 1 September each year.
5. Incomplete, late, or non-complying applications will not be processed.
6. Priority will be given to social and community enterprises that contribute to community wellbeing.
7. Applicants must demonstrate that they are able to deliver to the level as agreed and are willing to collaborate or partner where appropriate.
8. Applicants wishing to undertake projects on Council-owned properties must comply with Council's Policies including Health and Safety Policies and any other requirements as specified in the agreement.
9. Grant funding from any Council source shall not exceed 50% of the total project costs, which may include a calculation based on volunteer time.
10. Successful projects will:
 - provide new infrastructure;
 - provide the most direct benefit to the widest part of the identified community
 - provide open access to the identified community
 - fulfil demonstrated community needs or provide services not already available;
 - have a high degree of local participation and engagement;
 - have applied for funding from sources outside of Council
 - be consistent with or contribute to Council's Community Outcomes;
 - be likely to be economically sustainable in the long term; and
 - be family-friendly and, where possible, accessible to the mobility impaired.
11. The following are not eligible for funding:
 - repair or replacement of existing infrastructure
 - operational expenditure
 - retroactive projects
 - wages or salary
 - commercial activities, unless of direct benefit to the community;
 - projects/infrastructure outside of the district
 - applicants who have failed to successfully submit a Project Report for a project funded within the last five years.
12. All recipients of funding are required to enter into an agreement with Council that outlines the terms and conditions of the approved grant or contract for service. Funds will not be provided until both parties have signed the agreement.
13. At the completion of a project that has received funding, recipients are required to complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years.
14. The project report must identify:
 - The organisation to which funding was granted;
 - Description of the project, with photographs attached;
 - Council funding received, with receipts or explanatory notes attached;
 - The applicant's contribution to the project; and
 - Overall outcomes and main benefits of the project.
15. Projects that occur over the period of more than one year must submit a progress report every six months to update Council on the use of the funds and current status of the project.
16. All successful applications may be subject to an audit. This audit may include finance, level of service, service quality, and inclusiveness of service.
17. Council staff will prepare a project report to Community Boards for completed projects.
18. Projects that have been funded by the Infrastructure Grant Fund in the past, while not prohibited from applying to the fund again, will automatically rate lower than projects that are new to the fund. Projects funded in the previous funding year will not be eligible.
19. Any issue that could jeopardise the completion of the project or the reporting must be reported to Council staff as soon as possible.