

2017/2018 Rodney - Targeted Events Grant round Two

17/18 Rodney Targeted Events Grants application

Application TE1816-101 From Kaipara Memorial RSA (Inc)

Welcome / He mihi

Important information / Pārongo matua

Please check:

- Who is eligible to apply
- What we don't fund
- What information you will need to include in your application.

All applications must be completed and submitted using this online application form. Remember to save as you work.

Sections of the application form will be greyed out because they are not relevant to your project.

If you have limited computer access, you can [book a computer](#) or [librarian](#) for one hour in one of [Auckland's libraries](#). Ensure you take all the required documents saved on a memory stick so you can upload these in your application form.

Contact a grants advisor at NorthWest.Events@aucklandcouncil.govt.nz or phone 09 301 0101 if you need advice on your application. Please note there is no technical support after 5:00pm.

Documents you may need to complete this application form:

- audited accounts, financial statements
- annual report
- minutes or letter from chairperson showing decision to apply
- letters of support
- letter of agreement from school/s if your project is being delivered in a school
- any permits necessary if your project is on public land
- evidence of bank account number (must be one of the following):
 - blank pre printed deposit slip
 - certified bank statement or letter
 - online print screen image (must show bank's web address (URL))

Contact Details / Whakapā Kaitono

* indicates a required field

Applicant

Organisation/Individual name *

Kaipara Memorial RSA (Inc)

Must match the name on the bank account information supplied

Address

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Physical Address

*
49 Commercial Road
Helensville Auckland 0800
Must be a New Zealand postcode

Please click [here](#) for the postcode finder website

Is your postal address different from your physical address? *

Yes No
If yes, please complete below

Website

Website address

Facebook page

Contact details

Admin contact person *

James Graham Matthews

Position held in organisation (if applying as an organisation) *

Secretary manager

Daytime phone number *

094208888

Mobile Phone Number

(02) 1145 4920

Email address *

Kaipararsa@xtra.co.nz

Project contact person (must be a different person from the admin contact and needs to be a signatory designated for the organisation or group. *

Steve Wilson

Position held in organisation (if applying as an organisation) *

Vice President

Daytime phone number

(02) 7430 5718

Mobile phone number

(02) 7430 5718

Email address

gspwilson@gmail.com

Applicant details

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* indicates a required field

What is the legal status of your organisation/group? *

Incorporated Society Charitable Trust Limited Liability Company Other:
Other: can include not for profit community group, Māori trusts, e.g. putea trust, whanua trust, ahu whenua trust, whenua topu trust and/or kai tiaki trust.

What registration numbers apply to your organisation?

(Please provide all applicable numbers)

New Zealand Companies Office incorporated society number

221441

Must be a number

Please click [here](#) to visit the Societies and Trusts website

Charities NZ Registration

New Zealand Charities Register Information
Reg Number
Legal Name
Other Names
Reg Status
Charity's Street Address
Charity's Postal Address
Telephone
Fax
Email
Website
Reg Date

NZ Companies Register

New Zealand Companies Register Information
NZBN
Entity Name
Registration Date
Entity Status
Entity Type
Registered Address
Physical Address

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Organisation objectives / Ngā whaingā me te ripoata ā tau

What are the primary objectives of your organisation? *

To pursue the aims and objects of the Royal New Zealand Returned and Services Association (Inc) namely To perpetuate the comradeship born of service and to promote the general well being of service men and former servicemen and their respective dependants. The aforementioned is only one of the six objects of the Royal NZ RSA Association. To list all six would use more than the allotted number of words.

Must be no more than 120 words

What activities or services does your organisation offer to achieve these objectives? *

Comradeship, Welfare assistance to those in need. Assistance with transport to hospital and doctor appointments, Hospital visits, Help with applying for assistance, A place to meet for social events. Anzac Day and Armistice day commemorations.

Must be no more than 120 words

Are you affiliated with a nation or regional body? *

Yes No

If yes, you will be required to provide more information

What is the name of the organisation you are affiliated with?

Royal New Zealand Returned and Services Association (Inc)

Project Details / Ngā pārongo mahinga

* indicates a required field

Local board priorities

Choose the local board priority your event or activity aligns with: *

- Our transport infrastructure keeps pace with the needs of our communities. Our growing townships have the same choices for quality public transport as the rest of Auckland. Communities have access to walkways, bridleways and cycle ways. Our roads are well maintained.
- Our communities influence local decision-making. They are empowered and enabled to act and take the lead on community projects and in the planning for their areas. Community groups and residents partner with the council and others to identify and deliver what is best for them.
- Our local parks and sports facilities cater to a wide range of sporting and recreational interests. They are easily accessible, connecting our towns, villages and growth areas. Our parks are enjoyable places to visit and relax or be active in.
- Our harbours and the rivers and streams that feed them are healthy and thriving natural marine environments. Our storm water and wastewater services are reliable, well maintained and environmentally friendly, minimising downstream environmental impacts. There is minimal sediment and silt flowing into our waterways from new developments and earthworks.

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Local facilities that are the heart of our communities. They are well used and cared for by the communities that manage them. The diverse range of activities run by our communities creates a rich and accessible arts and culture scene.

How will the priorities you have selected be supported by your event or activity? *

The organisation and management of the annual Anzac Day parade for the Helensville district which comprises of a Dawn service at Parakai followed by a service at the Soldiers cemetery, a parade of around 300 led by service veterans and including scouts school children and a number of other community organisations who wish to be involved. The commemoration culminates with a service outside the Kaipara memorial Hall to which around 500 people are in attendance. As part of Anzac day the RSA provides a breakfast and lunch to our veterans and their spouses. The residents of the district have been joining in with the Kaipara Memorial Returned and Services Association (Inc) for more than forty years and for some of the residents it is one of the highlights of their year. The Dawn Service is attended by many veterans, the public with representatives from the New Zealand and overseas Airforce, Army Navy, Police, Fire Brigade, St Johns, local scouts and school children from the surrounding Kaipara district. This service is a very moving experience for most of the attendees as they remember what happened to our soldiers at Gallipoli and throughout all wars we have served in since Gallipoli. We also commemorate our Australian cousins in all our services as the word Anzac stands for Australia and New Zealand Army corps. The cemetery service is a short sombre service held at the Helensville soldiers cemetery where prayers and the ode are said in Maori at the grave side of our local veterans buried in the cemetery. The parade down the main street of Helensville and the service outside of the memorial Hall normally about three hundred participants plus a brass band with another three to four to five hundred lining the main street and attending the service.

Must be at least 250 words.

Project title *

Anzac Day 2018 Commemoration

Must be no more than 10 words

Project location *

Parakai Cenotaph, Helensville Cemetery, Commercial Road Helensville for the parade and at the Kaipara Memorial Hall Helensville.

This means the building name, street address, location of event or venue where the project will happen.

To find what local board area your project is taking place in please visit the [local board finder tool](#).

Is your project on council owned property/land?

Yes No

Please describe your project in three to four sentences *

To commemorate Anzac Day 2018 involving the local community and service and ex service personnel. This involves two events at the Parakai Cenotaph and Helensville Cemetery and the parade down Commercial Road followed by a service at the Memorial Hall. Organising an event such as Anzac Day is not a simple project as four different parades take place at the Parakai Cenotaph, local cemetery, march down the main street and the main service at the Memorial Hall. The Kaipara Memorial RSA does all this at no cost to the community. There

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will be two religious ministers carrying out the spiritual roles and local iwi saying prayers and reading the RSA ode in maori.

Must be no more than 120 words

When will your project take place?

Start date *

25/04/2018

End date *

25/04/2018

Project plan / Mahere mahinga

Please complete the table below

Tasks - what will you do?	By when (date)?	What will you achieve?
All the organisation, event applications and licences *	01/04.2018 *	A succesful well run local event at no cost to anyone *

Community benefits

How have you established there is a need for this project? *

Yes there is a need. The community supports the RSA and Anzac Day Commemorations are very well attended and appreciated by them. It is well known that the youth of today support of Anzac Day comes from Commemoration services such as we hold in Helensville.

Must be no more than 120 words.

What are the community outcomes of your project? *

The opportunity of the community to be involved and join the RSA in commemorating what is a very important day for the whole of New Zealand including NZDEF and the government of new Zealand.

Must be no more than 200 words.

Describe three things you want the project to achieve in terms of benefits for participants and/or others

How will you measure these outcomes? *

By the number of people who attend and the positive comments we receive.

Must be no more than 150 words.

Describe three changes you will see if the expected outcomes of the project occur

How many people are directly involved in the delivery of this project? *

Two

e.g. team members

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What is the estimated number of people reached through this project? *

Four to six hundred. A good fine day will bring in more.

What expertise does your organisation have in delivering similar projects? *

Have been running Anzac day for the past forty years. A great deal of knowledge within the RSA

Must be no more than 120 words.

Must be no more than 120 words

Māori Outcomes

Is your organisation Māori or are you a Māori individual? *

Yes No

Auckland Council provides funding for Māori and wider organisations to uplift Māori well-being and achieve better outcomes with Māori.

Will your project/activity target Maori or Maori outcomes?

Yes No

Maori outcomes include Maori events, Maori sculpture and public art or protection of Maori cultural heritage eg waahi tapu. Improving Maori social, economic, and cultural well-being. Uses matauranga and tikanga Maori and works with mana whenua or Maori organisations to produce shared outcomes.

Please select which Māori outcome applies to your project? *

Māori led - either a Māori organisation that is applying or Māori directed (came about as a request from Māori).

Māori involvement in the design/concept

Māori focus - tikanga (practises), mātauranga (knowledge), reo (language)

Māori participation - Māori priority group, target group, high representation or Māori staff delivering

Please explain how your project/activity will achieve the above Māori outcomes *

There are many Maori service and ex service people at all the services. Prayers will be contacted in Maori as will the RSA Ode.

Must be no more than 120 words.

Smoke-free Auckland

Please tell us how you will promote smoke-free messages with your project

No smoking in the RSA

Must be no more than 120 words.

Collaborating organisations or individuals

Will any other organisations or individuals be collaborating with you on this project, including volunteer groups? Please list them and their role.

Collaborating organisation/individual

Contribution to project

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St Johns Cadets	At the service s and marching in the parade
Scouts	At the services and marching
Fire Brigade	At the services and marching. Also do the lighting and sound at the cenotaph
NZ Police	At the services and marching
NZ Defence force	At the services and marching
Local School children	At the services and marching
Kaipara College Participants	Flag bearers at the services and marching
Local football, Tai Kwon Do clubs	At the services amd marching

Acknowledgement and promotion

Do you plan to promote/market/advertise your project? *

Yes No Don't know

If yes, please provide details on how

Local Newspapers, RSA Newsletter

Must be no more than 120 words.

How will you publicly acknowledge the local board's contribution towards this project? *

RSA Newsletter photo's and local newspapers Helensville only has a local paper monthly.

Must be no more than 120 words.

e.g. place logo on printed material, invite local board members to your event, signage, advertising materials etc.

Demographics

To help council and local boards better understand who will benefit from this project, please indicate below who this is targeted at. This is for internal use only.

Will your project be accessible to people with disabilities? *

Yes No

Long term disability is defined as lasting six months or more and stops people from doing everyday things other people can do.

Please explain how

Wheelchair access and people to assist.

Must be no more than 120 words.

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Is your project targeted at people with a long term disability? *

Yes No

What proportion of your project is targeted at the following age groups?

If your project is not targeted to any specific age group please enter 100 in the 'All ages' box.

(Numbers only, "%" symbol is not needed)

0 - 5 years

Must be a percentage

6 - 14 years

Must be a percentage

15 - 24 years

Must be a percentage

25 - 44 years

Must be a percentage

45 - 64 years

Must be a percentage

65+ years

Must be a percentage

All ages

100

Must be a percentage

Which ethnic group(s) is your project targeted at? Select any that apply: *

New Zealand European Other European Māori Pacific Peoples Chinese Korean Indian Other Asian Middle Eastern Latin American African All/everyone Other:

What proportion of your project is targeted at male/female participants?

If your project is not targeted to either gender group please enter 100 in the 'All' box.

(numbers only, "%" symbol is not needed)

Percentage of male

Must be a number.

Percentage of female

Must be a number.

All - not targeted at either male/female

600

Must be a number.

Rain date

Start date

End date

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25/04/2018

25/04/2018

Is a Contractor/3rd Party/Producer helping to deliver the event/project?

Yes No

Project Budget / Te tahua

* indicates a required field

What part of the project are you requesting funding for? *

Brass band payment, Public address system, Advertising, Veterans lunch and breakfast

Must be no more than 100 words

Is there a cost of participation for this project? If so please state what the type of cost is, and how much it is i.e. tickets \$5 each, entry fee, entry by donation/koha *

*

No

Are you GST registered? *

Yes No

What is your GST number? *

12913804

Must be a number.

Table one: expenses/costs for the project

Please provide itemised costs of the project. Refer to the application guide for examples of what to include.

Please attach a quote or evidence such as screenshots of items or past invoices for a similar activity for each listed item over \$150.

If you or your group are GST registered, please **do not** include GST in the amounts.

If you or your group are **not** GST registered, please **do** include GST (were applicable) in the amounts.

Expenditure and description (e.g. Venue Hire: 9 hours @ \$20 p/h)	Total cost of item	Attach quote
Veterans Lunch and Breakfast	\$930.00	Filename: 201802151327.docx File size: 30.9 kB

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Confirmed or approved as at the time of filling out this application.

Total Expenditure Amount	Total income amount	Total other funding sources	How much are you/ your organisation contributing? (Excludes income from 'Table three')
\$2,530.00	\$0.00	\$0.00	\$400.00 *
Total: \$2,530.00			Total: \$400.00
Total of table one This number/amount is calculated.	Total of table two This number/amount is calculated.	Total of table three This number/amount is calculated.	Must be a dollar amount e.g. \$1,227.81

Total Amount Requested *

\$2,530.00

What is the total financial support you are requesting in this application?

If the local board(s) is unable to fund the full amount you request, would a smaller grant still be of assistance? *

Yes No

If only part of your project can be funded, which part would you prefer?

Veterans Luncheon/breakfast and Brass Band

Must be no more than 100 words.

Please explain and indicate an amount.

Supporting documentation

* indicates a required field

Financial attachments

Please attach proof of bank account details / Pēke tiaki pūtea *

Filename: 201802151338.docx

File size: 86.9 kB

Applicant name must match the name on the bank account information supplied

Please attach proof of bank account details for the umbrella organisation / Pēke tiaki pūtea

Filename: 201802151342.docx

File size: 10.9 kB

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Please attach a copy of your annual report, including financial statements *

Filename: 201802151334.docx
File size: 19.5 kB

Please upload minutes from your organisation or a letter from an officeholder authorising your application *

Filename: 201802151334.docx
File size: 19.5 kB

Supporting project documentation

Attach any supporting documents you feel might help us understand your project.

Filename: 201802151334.docx
File size: 19.5 kB

Do you have any other information to support your application?

The Kaipara Memorial RSA makes nothing from holding Anzac Day commemorations. It actually costs the RSA to run so any assistance is appreciated.

Must be no more than 100 words

If you are working with schools or early childhood education providers you must attach a letter of acceptance/agreement from each provider.

No files have been uploaded

Please upload your council lease agreement if you are undertaking building works or maintenance.

No files have been uploaded

Declaration and privacy

* indicates a required field

Note: Auckland Council reserves the right to subsequently decline an application or request a refund of a grant if any of the above information is found to be incorrect.

I/We certify that to the best of our/my knowledge the information contained in this application is correct *

Yes No

I/We confirm that any funds granted will only be used for the activity described in this application *

Yes No

I/We confirm that I/we will submit to the local board an accountability report and supporting paid invoices and receipts (GST exclusive) that applies to GST registered groups, within 60 days of the completion of my/our activity *

Yes No

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I/We confirm that to the best of our/my knowledge I/we have no perceived , potential or actual conflict of interest in applying for or using any grant funding *

Yes No

For guidance on whether you have a perceived, potential or actual conflict as a result of applying for and using grant funding you should consider the following matters - if in doubt you should declare the conflict.

A conflict of interest could arise where you (the applicant) have a responsibility as a result of receiving council grant monies. This could affect another responsibility, duty or relationship you may also have.

For example

- If you are an Auckland Council employee/local board member or a councillor
- If your organisations committee or board member is an Auckland Council employee/ local board member.
- Personal or family relationships that you have
 - with council employees
 - with council contractors
 - organisations or persons that you will procure services from with the grant monies
- Financial relationships
 - e.g. investments that you have in entities that you will procure services from with the grant monies
- Employment relationships or membership of clubs
 - e.g. you intend to procure services with the grant monies from your employer or a club you are a member of - who will benefit financially from the arrangement.

If you have answered no to any of the above, please provide details below:

I am an employee and member of the Kaipara Memorial RSA. All other assistants are members of the RSA. However the RSA has no financial gain from running this free event for the people of the district.

Must be no more than 100 words

- **I/We understand that Auckland Council is bound by the Local Government Official Information and Meetings Act 1987**
- **I/We understand that my/our name and brief details about the project may be released to the media or appear in publicity material**
- **I/We understand that I/we have the right to have access to this information**
- **I/We undertake that I/we have obtained the consent of all people involved to provide these details.**

*

Accept Decline

Date:

16/02/2018

When your application is submitted you will receive an automatic confirmation email that the application has been received from Smartygrants. If you do not receive an email confirmation, please check to see if the email has been treated as "spam".

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If you need assistance please contact the Community Grants Advisor at communityfunding@aucklandcouncil.govt.nz or phone 09 301 0101.

How did you find out about this fund?

- Applied previously
- Council staff member
- Council website
- Council mail-out
- Council staff member
- Local board member
- Local newspaper
- Poster/flyer
- Radio
- Social media
- Word-of-mouth
- Other:

Privacy

Any personal information that you provide in this form will be held and protected by Auckland Council in accordance with our [privacy policy](#) and with the Privacy Act 1993. Our privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.