

# Community Wellbeing - Local Community Board Fund Application for Financial Assistance 2008/2009



Waitakere City Council

*Te Taiapu o Waitakere*

Send to: The Chief Executive  
Waitakere City Council  
Private Bag 93109  
Henderson  
WAITAKERE 0650

Deliver to: Waitakere Central  
6 Henderson Valley Road  
Henderson  
Telephone (09) 839 0400

WAITAKERE CITY COUNCIL

Attention: Grants Officer

Cwb

29 AUG 2008

1052

23188

Applications close 5:00pm Friday 29 August 2008.  
Late or faxed applications will not be considered.

Please complete one application form per project. If you need help with your application please phone the Call Centre on 839 0400.

## Check your eligibility

The Council's eligibility criteria and priorities for funding are set out in the Community Wellbeing Fund Guidelines. Please read them carefully before filling out this form.

Is your organisation / group of a non-profit making nature? Yes

Is your application for a non-sporting or non-arts related project? Yes

Will your project benefit Waitakere City's residents? Yes

If you have answered yes to all of the above questions you are eligible to apply.

If you have not answered yes or are unsure about any of the above questions please phone the Call Centre on 839 0400.

## 1. Tell us about yourself

1.1 Full name of Group / Organisation: Don Buck Endowment

1.2 Street address: 1240 Don Buck Road Massey  
Waitakere City 0614

1.3 Postal address: As above

1.4 Telephone number: 8324899 Fax number: 8324890

Email address: donbuck@donbuck.org.nz

A201

### Tell us about yourself continued

1.5 Please name two people the Council can contact if we need further information regarding this application.

Name: Shelley Olsen Telephone Day: 8144152

Night: 8144152

Name: Meggan Keckane Telephone Day: 8324599

Night: 8335511

1.6 What are your organisation's goals?

To provide quality Early Childhood Education to the Massey Community

1.7 Is your organisation a legally constituted trust or incorporated society?  
If yes, please attach a copy of your constitution or incorporation.

Yes  No

1.8 Are you registered for G.S.T.?

Yes  No

1.9 If Yes, your G.S.T. number is: 70-276-739

## 2. Project Details

2.1 Describe the programme, project or service for which you wish to apply for funding.

(continue on a separate sheet if necessary)

To purchase a paper shredder for our administrative office  
To purchase teaching resources which encourage physical activity.

2.2 What community benefits will result from your project?

\* To protect all Kindergartens private information as part of the 'Privacy Act', including childrens records.  
\* Introducing new physical activities creates new challenges whilst assisting children with developing motor skills, coordination and counting.

## 2. Project Details continued

2.3 Where do you expect that the majority of your participants will come from?  
(refer to the maps at back of guidelines)

Henderson Ward

Massey Ward

New Lynn Ward

Waitakere Ward

2.4 Please nominate which Council Committee you would like this application to be considered by:

Choose only one

Henderson Community Board

Massey Community Board

New Lynn Community Board

Waitakere Community Board

2.5 Is the project aiming to involve or target a particular cultural or ethnic group? Please tick the appropriate box.

Maori  NZ European  Pacific Island (specify) \_\_\_\_\_

Asian (specify) \_\_\_\_\_  Other (specify) All ethnicities

2.6 Does your project target a particular group? If yes, tick the appropriate box.

Children  Youth  Women

Older People  Disabled

2.7 Which strategic community outcome does your project support? (Please refer to the Policy & Guidelines)

Strong communities  Toiora  Urban & rural villages

Working together

2.8 Planned project dates:

Start: 1st October

Finish: 31st October

### 3. Financial Details

3.1 Please outline the costs of your project. You may include a percentage of overhead costs, including salaries and volunteer labour, which apply to the project. You must include written quotes. Organisations not registered for GST should include GST in their estimates.

Item	Dollar Amount
Shredder	\$ 230.00
Teaching Resources	\$ 1,231.30
	\$
	\$
	\$
<b>A</b>	<b>Total Cost \$ 1,461.30</b>

3.2 Please outline how you intend to fund the project, excluding this application e.g. donated materials, cash in hand, other grants, fundraising

	\$
	\$
	\$
	\$
	\$
<b>B</b>	<b>Total Income \$</b>

3.3 Please work out below the amount of funding requested. The total cost of the project (A), minus total funds available for the project (B) will usually equal the amount requested from the Wellbeing Fund. (Not normally exceeding \$1500.)

A. Total cost of project	\$ 1,461.30
B. Total less funds available	\$
C. Difference	\$ 1,461.30
D. Amount requested	\$ 1,461.30

That in general, the maximum amount any one applicant receives from the Community Wellbeing Fund, Community Board allocation is \$1500.

3.4 Do you confirm that you will be presenting your application in person?  Yes

3.5 If you are an existing group or organisation, provide a copy of your last set of annual accounts.

A204

#### 4. Declaration

I declare that the information supplied here is correct. If the application is successful, I/we agree to:

- (i) return a Certificate of Expenditure (which will be sent to me in due course by Waitakere city Council) and provide a copy of all receipts from the money spent.
- (ii) participate in any funding audit of my organisation of project conducted by Waitakere City Council.

I consent to the Waitakere City Council recording the personal information provided in this application and retaining and using this information to send me relevant Council information such as newsletters. I also undertake that I have obtained the consent of the other person named in this form to provide their details to Council. I understand that my name and/or the name of my group may be released to the media or used in publicity material in connection with any funding granted by Council. I am aware that I have the right to have access to and correction of the information held by Council. This consent is given under the Privacy Act 1993.

Signed on behalf of my organisation in accordance with our rules:

Name: Shelley Olsen

Position: Committee Support

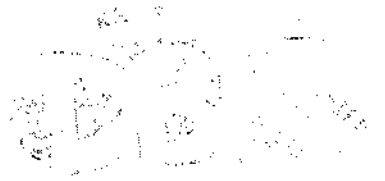
Signature: [Signature] Date: 25/11/08

#### Checklist

- Have you answered every question?
- Have you included a detailed budget?
- Do your figures add up?
- Have you included suppliers quotes?
- Have you attached a latest set of annual accounts?
- Have you attached a Certificate of Incorporation or the Organisation's Constitution?

Failure to do so may invalidate your application.

A205



L. D. B. C. Kindergarten

23 July 2006

174a Don Buck Road, Massey  
Ph: 832 4394, Fax: 832 4394, donbuck@aka.org.nz

The Chief Executive  
Private Bag 93 109  
Henderson  
WAITAKERE CITY 0650

Dear Sir,

Please find enclosed our application to the Community Wellbeing Fund.

#### Our Kindergarten

We are a two teacher Kindergarten, under the umbrella of the Auckland Kindergarten Association providing quality donation based preschool education to the Massey community. We cater for 60 children over morning and afternoon sessions, and have a consistently large waiting list. We have at present, a committee of 7 who are responsible for the financial management of the Kindergarten, working alongside our teachers to ensure the children's learning environment is challenging, healthy and safe.

#### Our Project

We are applying for financial assistance to purchase a shredder for our administrative office and teaching resources for the children.

With the large amount of Ministry of Education and ERO requirements in regard to childrens information, learning stories, portfolios etc, and with the continual turnover of children – we create a large volume of paperwork that cannot be directly recycled. The purchase of a shredder will enable us to shred all private and confidential information ready for Council recycling.

We are very low on physical activity resources which challenge our children. We have selected items which will also extend their motor skills, coordination and counting. The purchase of these resources will enable us to broaden our activities and learning programme, thus offering a wider, more stimulating range of material to the children.

We thank you for your consideration.

Yours faithfully

Shelley Olsen  
Committee Support for  
Don Buck Road Kindergarten

A206

Invoice - 2109, 1003 11

Order number: 51755 Your order: N51755  
 Customer: 302275 Creation date: 22/07/08  
 Our reference: John Rodgers NZ Sch  
 Your reference: John Rodgers NZ Sch

Address: DON BUCK KINDERGARTEN  
 124 (A) DON BUCK ROAD  
 MASSEY  
 WAITAKERE  
 NEW ZEALAND 0614  
 New Zealand

WY200	23/07/08	1 EACH	659.90	0.00	659.90
WePlay - Motor Skills Universal Set 114 Pcs					
JG540	29/07/08	1 EACH	145.90	0.00	145.90
Top - Giant - 44cm Deep x 80cm Diameter (Late)					
WY903	23/07/08	1 EACH	92.90	0.00	92.90
WePlay - Roller Board					
WY404	23/07/08	2 EACH	19.70	0.00	39.40
WePlay - Jumping Bouncing Ball - 40cm diam.					
AS098	23/07/08	3 EACH	26.30	0.00	78.90
Juggling Scarves 42Cm X 12					
BRU060	23/07/08	5 EACH	22.30	0.00	111.50
Launcher 62Cm X 10Cm					
IG5214	23/07/08	1 EACH	62.90	0.00	62.90
Stepping Stones - Set of 6					
BRU148	23/07/08	1 EACH	39.90	0.00	39.90
Agility Ladder 5M X 12 Rungs					

Total lines: 1,231.30  
 Order discount: 0.00  
 Freight: 44.90  
 Total excluding GST: 1,276.20  
 GST: 159.60  
 Total: \$1,435.70

Modern Teaching Aids Ltd  
 PO Box 912001  
 Auckland Mail Centre 1030  
 Auckland, New Zealand  
 Freephone: 0800 808 044 Freefax: 0800 682 329  
 Web: www.mta.co.nz

A207

# Quotation



DON BUCK KINDERGARTEN  
124A DON BUCK ROAD  
MASSEY  
WAITAKERE 0614

Attention: ATT SHELLEY

## Customer Service

Freephone 0800 577 700  
Freefax 0800 367 724

Quote reference: 4378910  
Customer Number: 4014425  
Date: 24 JUL 08  
Page 1 of 1

Thank you for the opportunity to quote on your supply requirements. It is with pleasure that we offer the following for your consideration. Please note that all pricing is nett and excludes GST.

Product Code	Quantity	Product Description	Price	Unit	Amount
2375407	1	SHREDDER M/DUTY PS67CS CROSS CUT 8 SHEET CAPACITY FELLOW	\$230.00	EACH	\$230.00

This quotation is valid until: 23 AUG 08

**Total ex GST \$230.00**

PLEASE NOTE: Acceptance of the quote indicates your acceptance of our terms and conditions of trade (please refer to [www.schoolsupplies.co.nz](http://www.schoolsupplies.co.nz) for details).

Any products with an item code of "Special" indicates the product would be purchased especially for you. This means the sale is final and the product non-returnable unless there is a manufacturing fault. Minimum delivery time for these items is 2-3 days.

Again thank you for the opportunity to be of service. Please contact me if you require any further assistance.

Yours sincerely

Susie Park

Yes, please send me the products quoted above.

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_ Purchase Order \_\_\_\_\_

A208

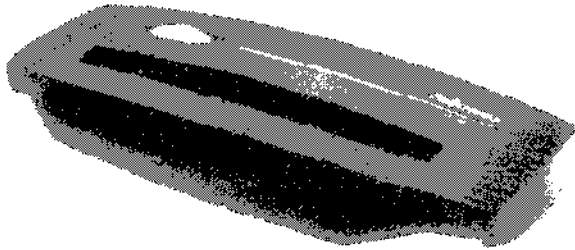
**Fellowes P5 Light Duty Personal Shredder**

Economical personal shredder for the occasional user. Manufacturer's maximum recommended daily usage is up to 60 sheets. Shreds up to five sheets of A4, 80gsm paper at a time and has 7mm strip cut sheets with a 230mm throat width. It can shred staples and fits over most office waste bins between 340-400mm wide. It has an auto start/stop and a reverse function to clear paper jams.

**Purchasing Unit - Each**

2285754 - Fellowes P5 Strip Cut Light Duty Shredder

- Supplier has Enviro-Mark II - Gold certification
- 1 Year Manufacturer's Warranty



**Fellowes P45C Light Duty Personal Shredder**

Designed for moderate use, this shredder sheets up to six sheets into cross cut particles. Up to 60 sheets per minute. It has a patented safety lock to prevent accidents. Also features durable steel cutters and a pivoting neck for quick easy waste removal from the 17L wastebasket. It also has a sheet capacity gauge, reverse function and auto start/stop.

**Purchasing Unit - Each**

2455753 - Fellowes P45C Cross Cut Light Duty Shredder

- Supplier has Enviro-Mark II - Gold certification
- 1 Year Manufacturer's Warranty



**Fellowes P40 Light Duty Personal Shredder**

Designed for the moderate duty needs of home or home office, this shredder shreds up to eight sheets per pass into 6.3mm strips as fast as 85 sheets per minute. Patented safety lock prevents accidental shredder operation. Equipped with a 240mm paper entry that easily accepts letter or legal size documents. Also features durable steel cutters that accept credit cards and staples. Pivoting head with handle allows quick, easy waste removal from 17L wastebasket. Sheet capacity gauge helps prevent paper jams, while the reverse function easily removes paper jams. Auto start/stop ensures quick, easy shredder operation.

**Purchasing Unit - Each**

1231545 - Fellowes P40 Strip Cut Light Duty Shredder

- Supplier has Enviro-Mark II - Gold certification
- 1 Year Manufacturer's Warranty



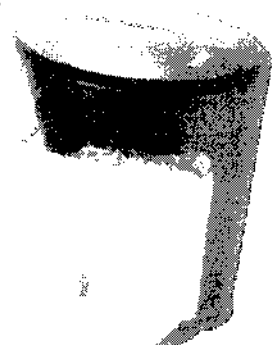
**Fellowes DS1 Light Duty Personal Shredder**

This shredder is ideal for light use. Comes with SafeSense technology that stops the shredder when hands are too close to the paper opening. Shreds up to 11 sheets per pass. Features durable steel cutters that accept credit cards, staples and paper clips. It has an 18 liter mesh step-can style wastebasket. Other features include magnetic safety interlock stopping the shredder when the wastebasket is removed, auto start/stop and reverse function.

**Purchasing Unit - Each**

2382389 - Fellowes DS1 Compact Cut Light Duty Shredder

- Supplier has Enviro-Mark II - Gold certification
- 2 Year Manufacturer's Warranty



**Fellowes Medium Duty Personal Shredders**

Designed for medium use, these shredders come with SafeSense technology that stops the shredder when hands are too close to the paper opening. The PS67Cs shreds up to 8 sheets per pass, has durable steel cutters that accept credit cards, staples and paper clips. It has a window to allow you to see if the 23L wastebasket is full. Also features auto start/stop, sheet capacity gauge and recessed collapsible handle. The PS77Cs shreds up to 12 sheets per pass, takes CDs and has a 27L wastebasket.

**Purchasing Unit - Each**

2376407 - PS67Cs (compact)

2295789 - PS77Cs

- Supplier has Enviro-Mark II - Gold certification
- 2 Year Manufacturer's Warranty



**Fellowes Heavy Duty Personal Shredders**

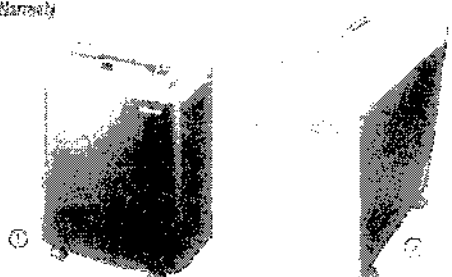
These machines are perfect for the small office and can handle heavy usage from 50 to 100 sheets per pass. They feature SafeSense Technology stopping the shredder when hands are too close to the shredder. The SB67Cs shreds up to 15 sheets per pass and up to 150 sheets per minute. Accepts credit cards, staples, paper clips and CDs. Other features include sheet capacity gauge, auto start/stop and a convenient holder for on and shredder bags. The SB77Cs has 27L wastebasket. The SB97Cs shreds 17 sheets per pass and has a 33L wastebasket.

**Purchasing Unit - Each**

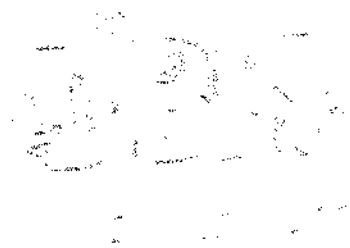
2376466 - SB67Cs

2376482 - SB97Cs

- Supplier has Enviro-Mark II - Gold certification
- 2 Year Manufacturer's Warranty



A209



1000 Don Buck Drive  
PO Box 4889, Fox, 853 22 1 1 1, Phoenix, Arizona 850 1 7 1

29 August 2008

Dear Sir

Our closing End of Year balance showing on the enclosed audited receipts and payments statement shows a closing cash book balance of \$42,324.56.

The relative AKA Council Grant money has since been paid toward the upgrade and extension of our administrative office for which work has been recently undertaken and completed.

Yours faithfully

Shelley Olsen  
DON BUCK Kindergarten

AZ10

2008 08 29 10:00 AM

**AUCKLAND KINDERGARTEN ASSOCIATION**  
**Don Buck Kindergarten**  
**Receipts and Payments Statement**  
**For the Year Ended 31 December 2007**

	2007	2006
Opening Cash Book Balance	\$2,970.32	\$8,431.11
<b>ADD RECEIPTS</b>		
Parent Fees	275.47	0.00
Parent Optional Charges	3,258.10	0.00
Parent Donations to 30 June 2007	6,437.60	12,751.20
Parent Donations from 1 July 2007	1,115.20	0.00
20 Hours Free Funding	14,083.89	0.00
Net Fundraising Income	5,446.81	5,073.46
Interest	388.31	292.73
Grant Community Board	1,500.00	0.00
Grant Licensing Trust	2,988.48	3,000.00
GST	(540.81)	270.11
MOE Equity Funding	2,979.99	4,433.49
AKA Council Grant	33,883.00	0.00
Sundry	6,036.82	5,144.48
	77,852.76	30,965.47
<b>LESS PAYMENTS</b>		
Optional Charges Paid to Head Office	2,069.14	0.00
Cleaning	6,045.93	6,564.53
Support Staff	8,607.02	7,867.46
General Kindergarten Expenses	4,390.36	3,909.27
Play & Educational Resources	6,265.98	4,930.01
Power	2,178.00	2,134.70
Repairs & Maintenance	929.69	255.34
Telephone	1,283.02	1,340.80
Property Expenses	1,123.39	1,793.13
General Administration Expenses	1,581.09	776.03
Fixed Asset Additions	4,024.90	6,854.99
	38,498.52	36,426.26
Closing Cash Book Balance	\$42,324.56	\$2,970.32

**Report to the Members of Don Buck Kindergarten**

The Auckland Kindergarten Association is responsible for the preparation of the attached Receipts and Payments Statement.

We have examined the accounting records of Don Buck Kindergarten conducted as part of the audit of the Auckland Kindergarten Association. This included agreeing opening and closing bank balances to bank statements and review of receipts and payments recorded. The above Receipts and Payments Statement is in agreement with the accounting records which from our review have been properly kept in accordance with accepted Auckland Kindergarten Association procedures.

Control over income from fundraising activities prior to its being recorded is limited, and there can be no practical audit procedures to determine the effects of limited control.

Based upon our review, and except for adjustments that might have been necessary had we been able to obtain sufficient evidence concerning fundraising activities, nothing has come to our attention that indicated that any of the information disclosed is incorrect.

*Deloitte*

**A211**

**MONTHLY SUMMARY OF RECEIPTS AND PAYMENTS**  
**DON BUCK KINDERGARTEN**  
For the Month of July 2009

	Current Month		YTD	
	Actual	Budget	Actual	Budget
<b>OPENING CASH BOOK BALANCE</b>	<b>66,108.56</b>			
<b>ADD RECEIPTS</b>				
Parent Fees	-			
Parent Optional Charges	-			
Parent Donations	-			
20 Hours Free Funding	0,280.97			
Fundraising Income	107.87			
Interest	395.18			
Grants	-			
Early Funding	-			
GST Refund From IRD	2,007.21			
Sundry Income	25.00			
AKA Donations Grants	-			
AKA Discontinuation and Extended Sessions	-			
<b>TOTAL MONTHLY RECEIPTS</b>	<b>2,735.23</b>	-	-	-
<b>LESS PAYMENTS</b>				
Optional Charges Paid to AKA	-			
Cleaning	-			
Support Staff	0.51			
Kindergarten Expenses	1,507.19			
Play & Educ. Resources	888.50			
Power	268.75			
Repairs & Maintenance	4,589.90			
Telephone	99.35			
Property Expenses	2,409.27			
General Admin Expenses	1,795.00			
<b>Fundraising Expenses:</b>				
Fixed Asset Additions	-			
GST on expenses net of income	2,190.61			
GST Payment to IRD	-			
Sundry Expenses:	-			
<b>TOTAL MONTHLY PAYMENTS</b>	<b>17,085.43</b>	-	-	-
<b>CLOSING CASH BOOK BALANCE</b>	<b>57,818.38</b>			
less Tagged Funding/Grants not yet spent	(30,425.13)		(see details on Bank Reconciliations)	
less 20 Hours Free Funding Provisions in Advance	(7,300.72)		(see details on Bank Reconciliations)	
<b>Available funds</b>	<b>14,073.53</b>			

*(Above Figures are GST Exclusive)*

**A212**

# CERTIFICATE OF INCORPORATION

AUCKLAND KINDERGARTEN ASSOCIATION  
211868

This is to certify that AUCKLAND KINDERGARTEN ASSOCIATION was incorporated under the Charitable Trusts Act 1957 on the 28th day of February 1911.

*Neville Harris*

Neville Harris  
Registrar of Incorporated Societies  
28th day of February 1911



Charities Commission  
100 Waterfront Drive  
Wellington

# AUCKLAND KINDERGARTEN ASSOCIATION (INC)

Auckland Kindergarten Association (Inc)

Registration number: CC222833

This is to certify that Auckland Kindergarten Association Group was registered as a charitable entity under the Charities Act 2005 on 3 March 2003.



Chair  
Charities Commission



Chief Executive  
Charities Commission

A214

# Community Wellbeing - Local Community Board Fund Application for Financial Assistance 2008/2009



Waitakere City Council  
*Te Taiaro o Waitakere*

1423  
Send to: The Chief Executive  
Waitakere City Council  
Private Bag 93109  
Henderson  
WAITAKERE 0850

Deliver to: Waitakere Central  
6 Henderson Valley Road  
Henderson  
Telephone (09) 839 0400

23186

Attention: Grants Officer

WAITAKERE CITY COUNCIL

Applications close 5:00pm Friday 29 August 2008.  
Late or faxed applications will not be considered.

29 AUG 2008

1059 CWB

Please complete one application form per project. If you need help with your application please phone the Call Centre on 839 0400.

## Check your eligibility

The Council's eligibility criteria and priorities for funding are set out in the Community Wellbeing Fund Guidelines. Please read them carefully before filling out this form.

Is your organisation / group of a non-profit making nature? Yes

Is your application for a non-sporting or non-arts related project? Yes

Will your project benefit Waitakere City's residents? Yes

If you have answered yes to all of the above questions you are eligible to apply.

If you have not answered yes or are unsure about any of the above questions please phone the Call Centre on 839 0400.

## 1. Tell us about yourself

1.1 Full name of Group / Organisation: Massey #2 and #3, mainly music  
(Massey Presbyterian Church)

1.2 Street address: 510 Don Buck Road  
Massey

1.3 Postal address: P.O. Box 84-133  
Westgate 0657

1.4 Telephone number: 9-8360523 Fax number: \_\_\_\_\_

Email address: gaines@paradise.net.nz

A26T

Tell us about yourself continued

1.5 Please name two people the Council can contact if we need further information regarding this application.

Name: Kim Colner Telephone Day: 021 7514 820

Night: 8360 523

Name: Jenny Pettersen Telephone Day: 021 6314662

Night: 8321231

1.6 What are your organisation's goals?

To provide a fun place where children and their parents/caregivers can enjoy music, dancing and company (continued on attached sheet)

1.7 Is your organisation a legally constituted trust or incorporated society?

If yes, please attach a copy of your constitution or incorporation.

Yes  No

1.8 Are you registered for G.S.T.?

(Massey Presbyterian Church)

Yes  No

1.9 If Yes, your G.S.T. number is:

10673513

explained in the attached page

2. Project Details

2.1 Describe the programme, project or service for which you wish to apply for funding.

(continue on a separate sheet if necessary)

Please see attached sheet

2.2 What community benefits will result from your project?

Please see attached sheet

A216

**Community Wellbeing Fund  
Application for Financial Assistance 2008/09**

**Massey #2 and #3 mainly music**



**Question 1.6 (cont)**

mainly music exists to:

- Help preschoolers and their caregivers to enjoy music, rhythm, creative dance etc
- Help preschool children develop skills – co-ordination, fine and gross motor movements, social interaction, appreciation of music and musical styles, language and numerical development.
- Provide children with a structured environment and then a time of free play.
- Bring children and adults together for a time of safe interaction, and in so doing, teaching adults rhymes and songs that can be used at home.
- Give parents an opportunity to network with other parents of preschoolers in their community.
- Celebrate Mother's Day and Father's Day – reminding parents of the importance of their role in the life of their child(ren).

Each week, parents and caregivers bring their children for a thirty minute session of music, rhyme, movement, listening and more. The adults must participate in the session, and in fact, it is vital that they do so, because this encourages the children to enter more fully into the actions and singing.

After the session, adults and children are provided with morning tea. Toys and books are also provided for the children to play with. This allows time for children to enjoy each others company and to develop social skills. It also allows those adults who don't have a wide circle of friends to be introduced to others who have preschoolers and they are therefore able to 'learn' from each other and support each other.

A217

## Questions 1.7 – 1.9

Massey #2 and #3 mainly music are affiliated to mainly music inc, a national organisation. We are financially independent however, as each mainly music group operates on its own. We operate under the auspices of the Massey Presbyterian Church and run our sessions in the church building. Massey Presbyterian Church is GST registered and that GST number is on the form.

### Question 2.1

Massey #2 mainly music has been operating on Friday mornings since February 2004. Massey #3 mainly music has been operating on Tuesday mornings since February 2007.

The second group was started to help deal with the increased numbers attending our mainly music group.

Over 2007 our numbers continued to grow, to the point where, in Term 1 of this year, we had an average of 56.7 children each Friday and 47.9 children each Tuesday with a maximum of 66 and 63 children respectively.

As we were not in a position to start a third group at that time, we have been forced to close our rolls for both sessions. Part of the reason for this is the difficulty in maintaining control over the session with our existing sound equipment. The session leaders currently use a lapel microphone. This is well suited to the more sedentary pursuit of preaching, but not so good when used by someone doing the Pukeko Stomp! We would therefore like to purchase a "headworn" microphone which is much better suited for the active use to which it is put.

We are hoping that this will not only improve the quality of our sessions but also enable us to fit in a few more children per session with our only limit being the physical space available and the number of volunteers in our teams.

## Question 2.2

If we are fortunate enough to receive a grant we will be in a position to improve the quality of sound and the level of control over our sessions. This will enhance the learning opportunities for the children and the whole experience for both adults and children, as well as increasing the capacity of each session.

Our mainly music groups benefit the community of Massey. They provide an opportunity for positive interactions with people from a variety of ethnicities and ages, and encourage healthy lifestyles through music and movement. Over the past year we have also seen how much support the parents and caregivers who come along can give one another in difficult circumstances.

mainly music encourages strong communities - He lwi Kaha as the people who attend our sessions are local people. Through mainly music they develop new networks which enhance their sense of belonging to the community.

Toiora – Healthy lifestyles are also encouraged by mainly music. Our sessions themselves involve (often intense) physical activity. Parents and caregivers are encouraged to get out and about and get involved with other people in a similar position. We hope that this also encourages them to maintain a healthy physical, social and emotional lifestyle by assuring them that they do not need to be alone at home with small children. There are opportunities to develop new skills, provide fun learning opportunities for the children in their care and to make new friends and extend their networks within the community.

The benefits of all of these things have been measured to date in the numbers attending our sessions, and the enjoyment levels of those people. More recently they have also been measured by the degree of concern people who did not know each other prior to coming to mainly music are showing for one another. We have also heard some people say that they had been new to parenthood or new to the area and had met another mother at the park and been told about us. We are really pleased that our “big people” are enjoying the group enough, and confident enough of the welcome that new people will receive, to recommend us in this way.

## 2. Project Details continued

2.3 Where do you expect that the majority of your participants will come from?  
(refer to the maps at back of guidelines)

Henderson Ward

Massey Ward

New Lynn Ward

Waitakere Ward

2.4 Please nominate which Council Committee you would like this application to be considered by:

Choose only one

Henderson Community Board

Massey Community Board

New Lynn Community Board

Waitakere Community Board

2.5 Is the project aiming to involve or target a particular cultural or ethnic group? Please tick the appropriate box.

Maori  NZ European  Pacific Island (specify) \_\_\_\_\_  
 Asian (specify) \_\_\_\_\_  Other (specify) \_\_\_\_\_

2.6 Does your project target a particular group? If yes, tick the appropriate box.

Children & ~~categories~~  Youth  Women  
 Older People  Disabled

2.7 Which strategic community outcome does your project support? (Please refer to the Policy & Guidelines)

Strong communities  Toiora  Urban & rural villages  
 Working together

2.8 Planned project dates:

Start: late 2008

Finish: \_\_\_\_\_

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### 3. Financial Details

3.1 Please outline the costs of your project. You may include a percentage of overhead costs, including salaries and volunteer labour, which apply to the project. You must include written quotes. Organisations not registered for GST should include GST in their estimates.

Item	Dollar Amount
Shure PGX 14-20 UHF Wireless	\$
System with body pack and wireless	\$
headwear microphone	\$ 1065.78
	\$
	\$
<b>A</b>	<b>Total Cost \$ 1065.78 ex GST.</b>

3.2 Please outline how you intend to fund the project, **excluding** this application e.g. donated materials, cash in hand, other grants, fundraising

Income from families	\$
attending mainly music	\$ 150.00
	\$
	\$
	\$
<b>B</b>	<b>Total Income \$ 150.00</b>

3.3 Please work out below the amount of funding requested. The total cost of the project (A), minus total funds available for the project (B) will usually equal the amount requested from the Wellbeing Fund. (Not normally exceeding \$1500.)

A. Total cost of project	\$ 1065.78
B. Total less funds available	\$ 150.00
C. Difference	\$ 915.78
D. Amount requested	\$ 915.78

That in general, the maximum amount any one applicant receives from the Community Wellbeing Fund, Community Board allocation is \$1500.

3.4 Do you confirm that you will be presenting your application in person?  Yes

3.5 If you are an existing group or organisation, provide a copy of your last set of annual accounts.

explanation and "accounts" attached.



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# QUOTATION

GST No 62-244-216

To: Mainly Music, MPC  
Attn: Kim Garner

Quotation Number **0808101**

10 Aug 2008

QUANTITY	DESCRIPTION	NZ\$
1	Shure PGX 14-20 UHF Wireless system with body pack and WH20 headworn microphone <u>or</u>	\$1199.00
1	Shure PGX1 body pack and WH20 headworn microphone to link with existing MPC PGX system	\$ 680.00
	Brochures attached. Prices <u>include</u> GST	

Sub Total	
GST	
Total	

.....  
Signed on Behalf of NARROW ROAD Ltd

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### **Question 3.5**

We have included a summary of our own (mainly music) accounts for the time that we have been operating. These have not been audited and are kept independently of the full church accounts. Please note that some of the expenditure on items purchased using our grant from the Community Wellbeing fund last year are included in the 2007 accounts. The income from the grant is not, but is included in the 2008 accounts.

## Massey #2 mainly music financial statements

<b>Statement for Year 2004</b>		
Starting Balance		\$0.00
<b>Total Income</b>		<b>\$2,323.68</b>
Session Income	\$1,369.55	
Donations and Church contribution	\$454.13	
Loan	\$500.00	
<b>Total Expenditure</b>		<b>\$1,783.27</b>
Set-up and Promotion	\$398.28	
Props, Music etc	\$518.48	
Consumables, ongoing	\$866.51	
Closing Balance (including loan of \$500)		\$540.41
<b>Excess Income over Expenditure</b>		<b>\$540.41</b>
<b>Operating excess income over expenditure</b>		<b>\$40.41</b>

<b>Statement for Year 2005</b>		
Starting Balance (including loan of \$500)		\$540.41
<b>Total Income</b>		<b>\$1,432.25</b>
Session Income	\$1,932.25	
Loan Repayment	(\$500.00)	
<b>Total Expenditure</b>		<b>\$1,551.25</b>
Props, Music etc	\$182.75	
Consumables, ongoing	\$1,368.50	
Closing Balance		\$421.41
<b>Excess Income over Expenditure</b>		<b>(\$119.00)</b>
<b>Operating excess income over expenditure</b>		<b>\$381.00</b>

<b>Statement for Year 2006</b>		
Starting Balance		\$421.41
<b>Total Income</b>		<b>\$3,673.50</b>
Session Income	\$3,145.25	
Donations and Church Contribution	\$528.25	
<b>Total Expenditure</b>		<b>\$4,269.77</b>
Props, Music etc	\$561.97	
Consumables, ongoing	\$3,707.80	
Closing Balance		-\$174.86
<b>Excess Income over Expenditure</b>		<b>(\$596.27)</b>
<b>Operating excess income over expenditure</b>		<b>-\$896.27</b>

<b>Statement for Year 2007</b>		
Starting Balance		-\$174.86
<b>Total Income</b>		<b>\$6,561.10</b>
Session Income	\$6,261.10	
Donations and Church Contribution	\$300.00	
<b>Total Expenditure</b>		<b>\$6,121.92</b>
Props, Music etc	\$472.58	
Consumables, ongoing	\$5,649.34	
Closing Balance		\$264.32
<b>Excess Income over Expenditure</b>		<b>\$439.18</b>
<b>Operating excess income over expenditure</b>		<b>\$139.18</b>

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#### 4. Declaration

I declare that the information supplied here is correct. If the application is successful, I/we agree to:

- (i) return a Certificate of Expenditure (which will be sent to me in due course by Waitakere city Council) and provide a copy of all receipts from the money spent.
- (ii) participate in any funding audit of my organisation of project conducted by Waitakere City Council.

I consent to the Waitakere City Council recording the personal information provided in this application and retaining and using this information to send me relevant Council information such as newsletters. I also undertake that I have obtained the consent of the other person named in this form to provide their details to Council. I understand that my name and/or the name of my group may be released to the media or used in publicity material in connection with any funding granted by Council. I am aware that I have the right to have access to and correction of the information held by Council. This consent is given under the Privacy Act 1993.

Signed on behalf of my organisation in accordance with our rules:

Name: Kim Garner

Position: Team Leader & Administrator

Signature: [Signature] Date: 23/8/08

#### Checklist

- Have you answered every question?
- Have you included a detailed budget?
- Do your figures add up?
- Have you included suppliers quotes?
- Have you attached a latest set of annual accounts?
- Have you attached a Certificate of Incorporation or the Organisation's Constitution?

Failure to do so may invalidate your application.

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