

25 AUG 2008

22407

Deborah Tait  
61 Tainui Road  
Waiama  
Waikakere 0604

22/08/08

The Grants Officer  
Community Wellbeing Fund  
Waikakere City Council  
HENDERSON 0650

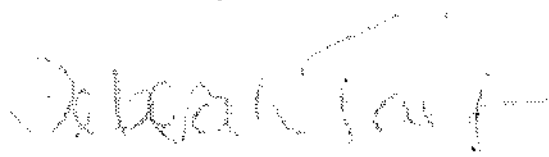
Kia ora

Please find enclosed the Waiama Community Group's application to the Community Wellbeing Local Fund 2008. We will trust you will find all the relevant details and documentation to hand.

As the group's project co-coordinator, I would like to present our schema in person to the Waikakere Community Board. I look forward to hearing from you with regard to this.

We would also like to extend a warm invitation to all Waikakere Community Board members to visit the proposed location of our project. We believe an on-site meeting will help enhance, clarify and flesh out the details of what we regard as a very exciting proposal. To facilitate a site visit, I can be contacted on 817-5371 or at [debtait@actrix.co.nz](mailto:debtait@actrix.co.nz).

Yours sincerely



Deborah Tait

Waiama Community Group project co-coordinator

Chief Executive	
Corporate Services	
City Services	
Moselle	
Consultancy Services	
EGD - WATER	
Strategic Group	
Consent Services	
Plant Services	

**Tell us about yourself continued**

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

Name: Deborah Turk Telephone Day: 8175371

Night: 8175371

Name: Janet Hammond Telephone Day: 8172233

Night: 8172233

1.6 What are your organisation's goals?

See attached mission statement

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: \_\_\_\_\_

**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)

See attached sheet

2.2 What community benefits will result from your project?

See attached sheet

*Agg*

1.6 Mission Statement

The Waima Community Group (WCG) exists to foster a sense of community, to promote events and activities which encourage active local participation and to identify and support projects which enhance the safety and wellbeing of our community and local environment.

About us

WCG grew from the initiative of a local resident two years ago to develop stronger community links. Since then we have become a cohesive and lively group which meets on a monthly basis. We focus on local concerns including environmental, safety and traffic issues and, at the other end of the spectrum, organise fund-raising events and social gatherings.

Once a month, our newsletter, produced in conjunction with a local real estate agent, is delivered to over 400 homes to inform the neighborhood of our activities and events to which all are warmly welcome.

To date, some our accomplishments include:

- Lobbying council to make it safer to cross Woodlands Park Rd to access Waima Reserve. A pedestrian safety refuge has been installed and fencing round the park has been completed to increase child safety and prevent cars from driving on to the grass. We thank council for this.
- We requested the removal of five clothing bins located at the Hollywood Ave/Nagio Rd intersection. These were infrequently used and had become a target for graffiti, fly-tipping and vandalism.
- Following an ARC bio-security officer address on pests in Waitakere, a young group member offered to set Timms traps and dispose of the resulting carcasses for those more squeamishly inclined. Other group members have been experimenting with rat baiting stations. Both possums and rats are a problem in Waima and successful eradication is dependent on a consistent community effort.
- Neil Henderson from Waitakere Weedfree Trust spoke to the group about noxious weeds including their appropriate elimination and disposal. We are committed to this process. We continue to liaise with Neil regarding a trial project to purchase a community mulcher.
- We have registered for Operation Spring Clean 2008 after identifying a number of litter-prone spots in Waima.
- We work closely with June Henderson to help identify new residents to ensure they receive a Welcome pack.
- We have forged a strong connection with Simon Mowatt of the Waituna Action Group. We are very excited to get a new reserve in our patch and look forward to having a role in the development and management of this project.
- Social events for the community organized by WCG include the hiring of the Rainforest Express followed by a BBQ, coffee mornings for mums with toddlers, group walks and picnics, a visit to the Hula Water Filter Station and our annual mid-summer and mid-winter celebrations.
- On-going fund-raising activities include a number of garage sales and a modest but regular monthly income from those who advertise in our newsletter. This has culminated in our plan to erect signage for our area to truly put us on the map. Hence our application for Wellbeing Fund support.

A23

**2.1 Project details**

Although clearly defined on the map, Waima has no signage or distinguishing feature. In order to rectify this, we plan to erect a piece of Waitakere bluestone sourced from Bethells Beach quarry. The stone will be installed and engraved by Kelygne England, a talented local stonemason.

With permission of the Waitakere Council, we have chosen a site which is approximately 50 metres from the junction of Scenic Drive and Woodlands Park Rd. This location, on the left-hand side of Woodlands Park Rd (opposite the old water filter station) was once a Designated View.

Following the installation of the stone, a selection of low-growing native plants, locally sourced, will be planted around the base by members of our group. We envisage an application of bark chips or mulch of some kind will be necessary to keep this embellishment weed-free.

Further to this, we are also in dialogue with the council regarding permission for the re-instatement of a seat. We have discovered from our research, including anecdotal evidence from a long-time resident, that there was for many years a bench seat on the site which provided a popular resting place. Over time the seat has entirely disintegrated.

To summarise, our contribution to the project involves WCG expenditure to meet the balance of the purchase and installation of the stone ((\$245.00), the purchase of a bench seat on receipt of council permission ((\$200 approx) and an estimated \$100 to obtain native plants, organic topsoil and mulch or bark chips. Labour to install the seat and plant the area around the base of the stone will also be provided by us on a voluntary basis. Please refer to Financial Details for further information.

**2.2 Community benefits that will result from our project**

The installation of the stone engraved with 'Waima' will provide an artistic feature to area of council land which is largely neglected and overgrown. It will also name our area. The provision of a bench seat and the restoration and care of the site will benefit both locals and the many visitors to the area who embark on the Exhibition Drive walk.

The Waitakere Council parks and reserves department has indicated they will put the site on their (occasional) mowing list to help keep the area tidy. Waima Community Group members are also committed to maintenance and up-keep of the area on a regular voluntary basis.

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 | <input type="checkbox"/> | Massey Ward    | <input type="checkbox"/>            |
| New Lynn Ward  | <input type="checkbox"/> | Waitakere Ward | <input checked="" type="checkbox"/> |

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

Choose only one

- |                           |                                     |
|---------------------------|-------------------------------------|
| Henderson Community Board | <input type="checkbox"/>            |
| Massey Community Board    | <input type="checkbox"/>            |
| New Lynn Community Board  | <input type="checkbox"/>            |
| Waitakere Community Board | <input checked="" type="checkbox"/> |

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

- |                                          |                                                     |                                                         |
|------------------------------------------|-----------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Maori           | <input type="checkbox"/> NZ European                | <input type="checkbox"/> Pacific Island (specify) _____ |
| <input type="checkbox"/> Asian (specify) | <input type="checkbox"/> Other (specify) <u>N/A</u> |                                                         |

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

- |                                       |                                   |                                |            |
|---------------------------------------|-----------------------------------|--------------------------------|------------|
| <input type="checkbox"/> Children     | <input type="checkbox"/> Youth    | <input type="checkbox"/> Women | <u>N/A</u> |
| <input type="checkbox"/> Older People | <input type="checkbox"/> Disabled |                                |            |

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

- |                                                        |                                 |                                                 |
|--------------------------------------------------------|---------------------------------|-------------------------------------------------|
| <input checked="" type="checkbox"/> Strong communities | <input type="checkbox"/> Toiora | <input type="checkbox"/> Urban & rural villages |
| <input checked="" type="checkbox"/> Working together   |                                 |                                                 |

2.8 Planned project dates:

Start: no set date but  
hopefully October 08

Finish: taken 2-3 days as  
it is weather dependent

**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
Stone engraving, installation	\$ 1745.15
bench, sink	\$ 200.00
plants, pebbles mix	\$ 100.00
	\$
	\$
<b>A</b>	<b>Total Cost \$ 2045.15</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

cash in hand from	\$ 545.15
garage sales + fundraising	\$
	\$
	\$
	\$
<b>B</b>	<b>Total income \$ 545.15</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	\$ 2045.15
B. Total less funds available	\$ 545.15
C. Difference	\$ 1500.00
D. Amount requested	\$ 1500.00

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.

Agf

WAIMA COMMUNITY GROUP

A	B	C	D	E	F	G	H	I	J	K
1 date	description	Deposits	Interest	IRD with holding tax	Expenses	Balance	Notes			
2 02-11-2006	Garage Sale	\$110.40				\$110.40				
3 03-11-2006	Garage Sale	\$128.10				\$238.50				
4 13-11-2006	Garage Sale	\$50.00				\$288.50	transferred to new account			
5 31-01-2007	Interest		\$0.29			\$288.79				
6 31-01-2007	With holding tax			\$0.11		\$288.88				
7 28-02-2007	Interest & with holding tax		\$0.11	\$0.04		\$288.75				
8 31-03-2007	Interest & with holding tax		\$0.12	\$0.02		\$288.85				
9 16-04-2007	Garage Sale	\$134.60				\$423.45				
10 23-04-2007	Garage Sale	\$7.00				\$430.45				
11 24-04-2007	Garage Sale(changing table)	\$10.00				\$440.45				
12 30-04-2007	Interest		\$0.15			\$440.60				
13 30-04-2007	Bonus Interest		\$0.73			\$441.33				
14 30-04-2007	With holding tax				\$0.17	\$441.16				
15 28-05-2007	Trade me Sale	\$30.00				\$471.16				
16 31-05-2007	Interest		\$0.19			\$471.35				
17 31-05-2007	Bonus Interest		\$0.94			\$472.29				
18 31-05-2007	With holding tax			\$0.22		\$472.07				
19 19-06-02007	Trade me sale	\$4.00				\$476.07				
20 30-06-02007	Interest & with holding tax		\$0.19	\$0.04		\$476.22				
21 31-07-2007	Interest & with holding tax		\$0.22	\$0.04		\$476.40	Community newsletter begins(Sponsored)			
22 06-08-2007	Social Expenses				\$54.50	\$421.90				
23 22-08-2007	Stone Mason Ad	\$25.00				\$446.90				
24 31-08-2007	Interest		\$0.19	\$0.04		\$447.05				
25 03-09-2007	Stone Mason Ads	\$115.00				\$562.05				
26 30-09-2007	Interest		\$0.23			\$562.28				
27 30-09-2007	Bonus Interest		\$1.13			\$563.41				
28 30-09-2007	With holding tax			\$0.27		\$563.14				
29 01-10-2007	Yoga Ad	\$25.00				\$588.14				
30 16-10-2007	Garage Sale	\$185.50				\$773.64				
31 18-10-2007	Trade me sale	\$12.00				\$785.64				
32 31-10-2007	Interest		\$0.29			\$785.93				
33 31-10-2007	Bonus Interest		\$1.45			\$787.38				
34 31-10-2007	With holding tax			\$0.34		\$787.04				
35 19-11-2007	Trade me sale	\$6.00				\$792.04				
36 30-11-2007	Interest & with holding tax		\$0.33	\$0.06		\$792.31				
37 31-12-2007	Interest & with holding tax		\$0.34	\$0.07		\$792.58				
38 09-01-2008	Rain forest express trip	\$500.00				\$1,292.58				
39 14-01-2008	Rain forest express trip	\$195.00				\$1,487.58				
40 17-01-2008	Rain forest express trip	\$50.00				\$1,537.58	money put to 2nd account			
41 22-01-2008	Rain forest express trip	\$50.00				\$1,587.58				

WAIMA COMMUNITY GROUP

	A	B	C	D	E	F	G	H	I	J	K
42	31-01-2008	Interest		\$1.90			\$1,589.48				
43	31-01-2008	Bonus Interest		\$2.74			\$1,592.22				
44	31-01-2008	With holding tax			\$0.90		\$1,591.32				
45	31-01-2008	cheque clearance fee				\$1.50	1589.82				
46	04-02-2008	Rain forest express trip	\$25.00				\$1,614.82				
47	13-02-2008	Rain forest express trip				\$740.00	\$874.82				
48	18-02-2008	Rain forest express trip	\$50.00				\$924.82				
49	26-02-2008	Mark England Ad	\$75.00				\$999.82				
50	28-02-2008	Interest Debit				\$0.02	\$999.80				
51	29-02-2008	Interest		\$1.34			\$1,001.14				
52	29-02-2008	With holding tax			\$0.26		\$1,000.88				
53	31-03-2008	Interest & with holding tax		\$0.40	\$0.08		\$1,001.20				
54	30-04-2008	Interest & with holding tax		\$0.39	\$0.08		\$1,001.50				
55	31-05-2008	Interest & with holding tax		\$0.40	\$0.08		\$1,001.83				
56	18-06-2008	Trade me (Desk)	\$15.50				\$1,017.33				
57	24-06-2008	Trade me (Petticoat table)	\$5.00				\$1,022.30				
58	26-06-2008	Miracle Computers Ad	\$50.00				\$1,072.33				
59	26-06-2008	Miracle Counselling Ad	\$25.00				\$1,097.33				
60	30-06-2008	Pamper Nite	\$50.00				\$1,147.33				
61	30-06-2008	Trade Me sale Snow Pants	\$61.00				\$1,208.33				
62	30-06-2008	Interest		\$0.57			\$1,208.90				
63	30-06-2007	Bonus Interest		\$1.99			\$1,210.89				
64	30-06-2008	With holding Tax			\$0.50		\$1,210.39				
65	09-07-2008	Pamper Nite Expenses				48.48	\$1,161.91				

2nd acct closed money used for pamper nite

WAIMA COMMUNITY GROUP

	A	B	C	D	E	F	G	H	I	J	K
66	15-07-2008	Pamper Nite	\$5.00				\$1,166.91				
67	18-07-2008	Pamper Nite	\$75.00				\$1,241.91				
68	30-07-2008	M England Adv/ MiracleVillage Org	\$240.00				\$1,481.91				
69	31-07-2008	Interest		\$2.05			\$1,483.96				
70	31-07-2008	Bonus Interest		\$2.56			\$1,486.52				
71	31-07-2008	With holding Tax			\$0.90		\$1,485.62				
72	05-08-2008	Mid Xmas Nite				\$144.00	\$1,341.62				

### 4. Declaration

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

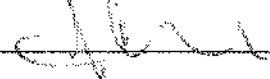
- (i) return a Certificate of Expenditure (which will be sent to me in due course by Waitakere city Council) and provide a copy of all receipts from the money spent.
- (ii) participate in any funding audit of my organisation of project conducted by Waitakere City Council.

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: JANET HAMMOND

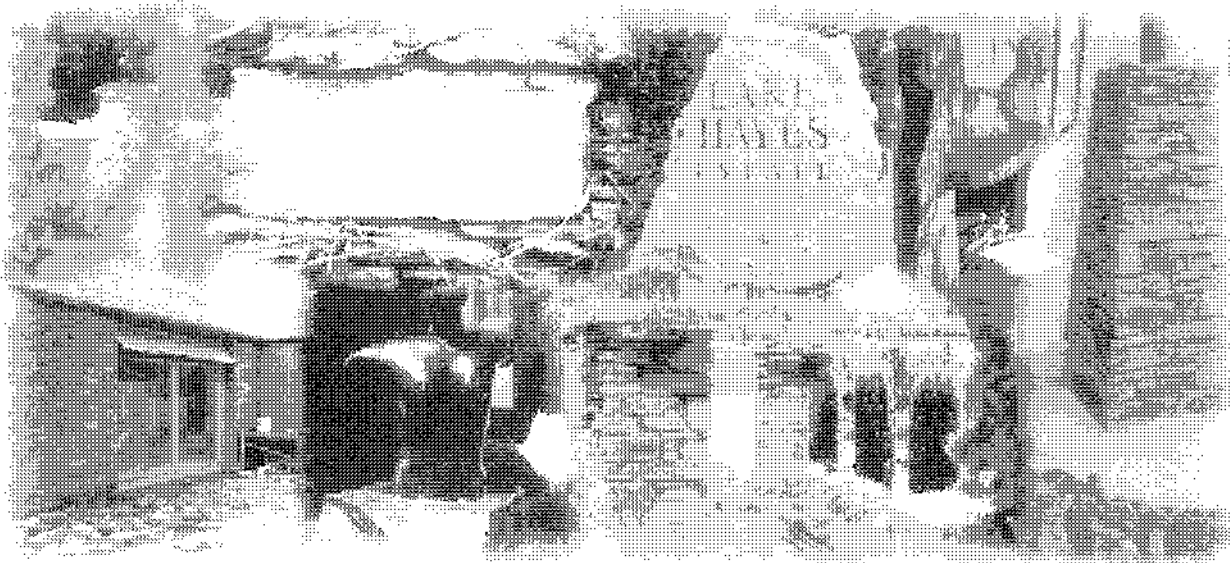
Position: TREASURER

Signature:  Date: 19<sup>th</sup> Aug 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.



Kelynge England  
2 Grovelands way  
Titirangi, Auckland.  
ph. 817 6306

13.8.08

Quote For Waitakere stone install and engraving.

For 1 stone sign

Excavation \$200

Stone \$350

Delivery \$371.25

Cement footing \$200

Engraving and generator hire \$400

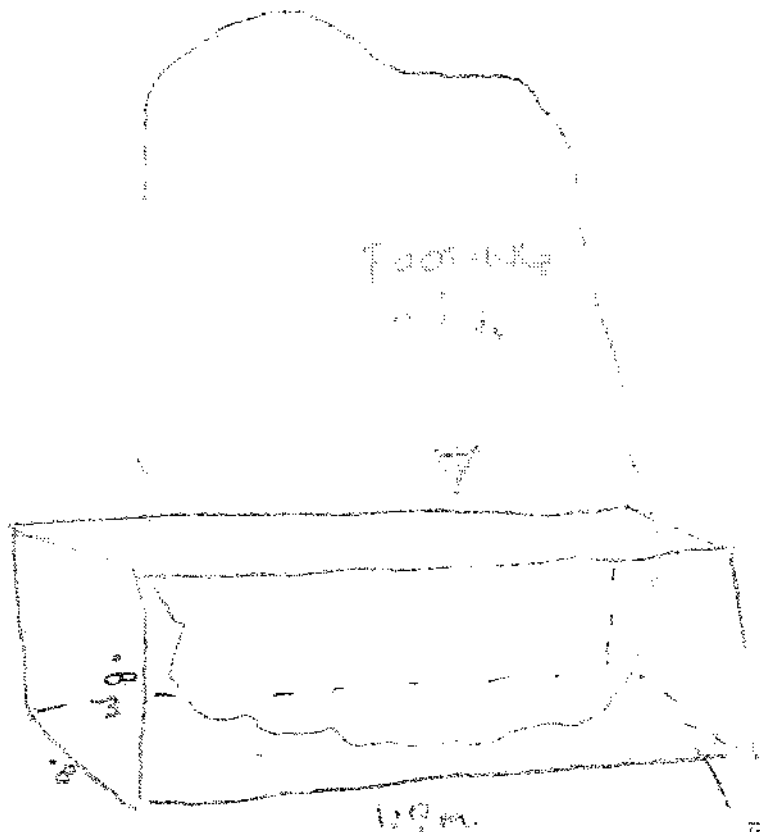
Sub Total 1651.25

Gst \$193.90

Total \$1745.15

Site for stone - Woodlands Park Rd

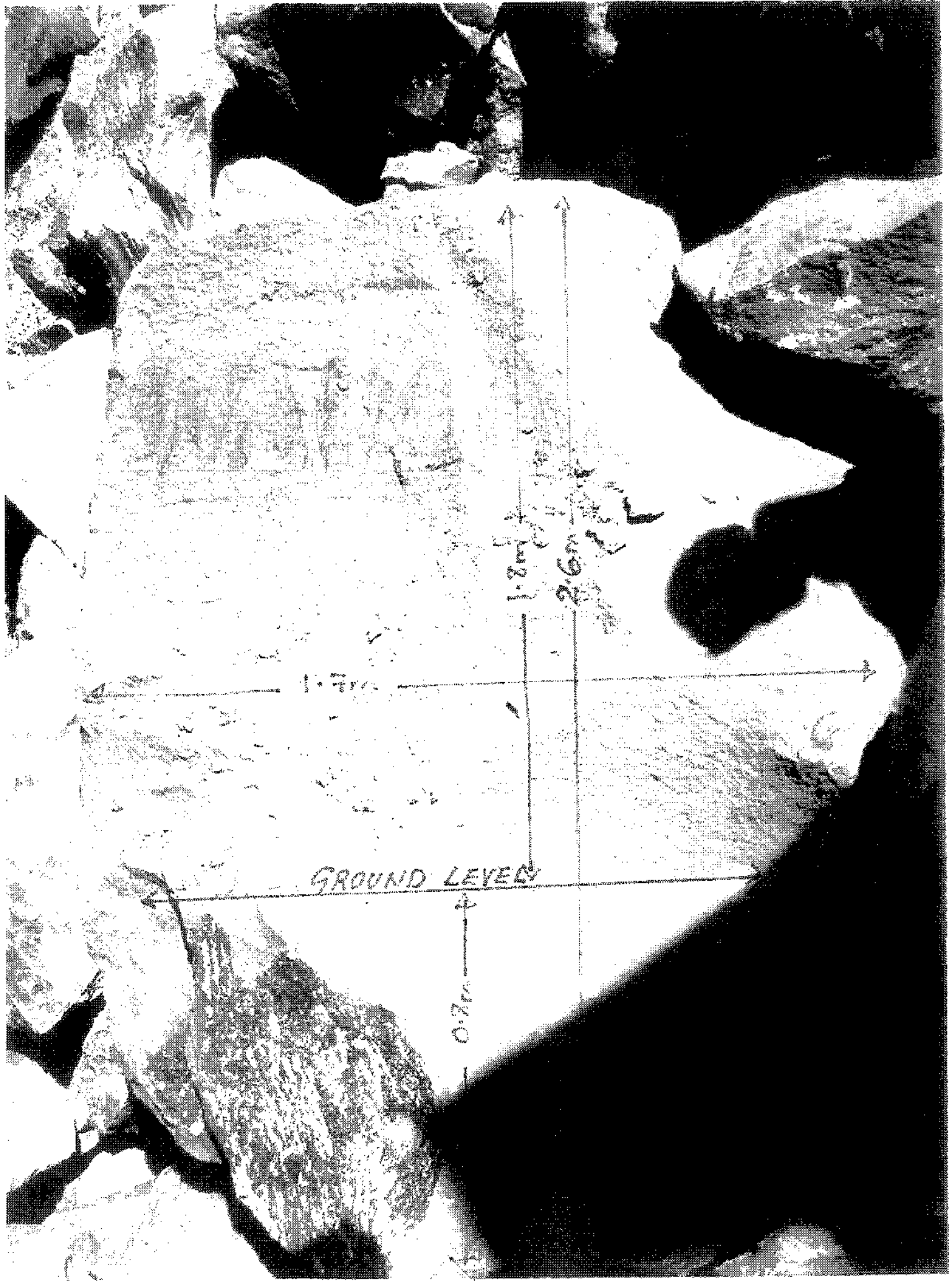




511 523 411 611



A43



GROUND LEVEL

1.8m  
2.6m

0.7m

244

**Subject:** RE: Waima stone  
**CC:** John Carroll <John.Carroll@waitakere.govt.nz>  
**Date:** Wed, 05 Mar 2008 16:15:20 +1300  
**Status:** Normal  
**From:** Adam Moller <Adam.Moller@waitakere.govt.nz>  
**Reply-to:** Adam Moller <Adam.Moller@waitakere.govt.nz>

Hi Catharine,

My apologies for the time it has taken to finalise our decision in regard to your application.

The proposal was reviewed by our design review committee and a subsequent site visit undertaken to check the proposed location and approaching road layout.

Because of the size and weight of the proposed rock we have assessed it to be a fixed object hazard and therefore it has to be located outside the "clearzone". The clearzone is an area which should be kept free of hazards as far as is practically possible to minimise the risk of injury to the occupants of wayward vehicles, and is determined having regard for the likely approach speeds, road geometry and traffic volumes. In this case I am satisfied that a distance of 4 metres from the kerb line will provide sufficient clearzone given the likely approach speeds of vehicles turning off from Scenic Drive onto Woodlands Park Road.

This should allow sufficient space to locate the rock within the grassed berm area on the road side that you have identified and we are happy to approve the location subject to the following conditions.

- 1) No part of the rock shall be any closer than 4metres back from the kerb line of Woodlands Park Road. (Part of the concrete footing may be closer provided it is flush with the natural ground surface.)
- 2) At the time of installation the contractor installing the rock shall obtain a road opening notice from Council and shall liaise with all utility companies in the area to identify any buried services that could be effected by digging to install the footing for the rock. (These include Council's EcoWater department, Vector (power and gas co), WaterCare Services (possible bulk water pipes from the filter station), Telecom NZ.)
- 3) Council accepts no responsibility for any maintenance of the rock/sign whatever the cause (weathering, graffiti, vandalism, vehicle impact accidental or deliberate)

I have also advised Council's parks department of the proposal as they handle berm maintenance of roads. The berm area in question is not currently on any mowing programmes, however they have indicated it can be included in the programme on an infrequent basis to keep the long grass from getting too high in front of the sign.

Regards,

Adam Moller

---

**From:** John Carroll  
**Sent:** Tuesday, 4 March 2008 9:12 a.m.  
**To:** 'CD'  
**Cc:** Adam Moller  
**Subject:** RE: Waima stone  
**Importance:** High

Hi Catherine,

Sorry, but I did respond to your previous email and advised you that Adam Moller, Senior Transport Engineer Design is now processing your application.

Your courier delivery was delivered to our Records unit and I was on leave at the time too so your application

A45

Verbal Quote for  
manufacture of macrocarpa  
bench seat \$200



These benches are beautiful and long-lasting and  
sold at our local Titirangi market.  
Alek is away overseas at present but will be back  
by October

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



Waitakere City Council  
Te Tatao 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

23182

WAITAKERE CITY COUNCIL

Attention: Grants Officer

29 AUG 2008

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: Summerland Playgroup

1.2 Street address: Sturges West Community House  
58 Summerland Drive, Henderson

1.3 Postal address: ~~58 Summerland Drive~~ / - 24 Harvest drive,  
Henderson, Auckland

1.4 Telephone number: 838 1955 Fax number: 838 1955

Email address: ~~summerlandplaygroup@ihug.co.nz~~  
summerlandplaygroup@ihug.co.nz

## 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) \_\_\_\_\_

\* Playgroup has a cross-section of ethnic groups

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

Toi Ora

Urban & rural villages

Working together

2.8 Planned project dates:

Start: October 2008

Finish: October 2009

### 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: Deanna Milbourn

Position: Treasurer

Signature: [Handwritten Signature] Date: 20/8/08

### 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.

2008 249

# Sturges West Community House

58 Summerland Drive

Henderson

WAITAKERE CITY

GST No. 92-353-872

## TAX INVOICE

Summerland Playgroup  
24 Harvest Drive  
Henderson  
WAITAKERE CITY

Tax invoice 381  
Date 29-Jul-2008  
Customer code RUG0001  
Reference Term 2 2008

Description	Quantity	Unit	Each	GST	Total
Playgroup Flat Rate \$23 - Meeting Room/Arts & Crafts/Kitchen Wed 7/5 - 2/7/08	9		20.44	23.00	207.00
20 x Colour Photocopies	20		0.18	0.44	4.00

*paid chq # 559  
20/8/08*





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

WAITAKERE CITY COUNCIL

29 AUG 2008



Waitakere City Council  
Te Taiāwhiri Waitākere

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

23183

Attention: Grants Officer

CNR  
1068

Applications close 5:00pm Friday 29 August 2008.  
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## 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: HUIA CORNWALLIS RATEPAYERS AND RESIDENTS ASSOCIATION INC
- 1.2 Street address: THE HUIA HALL  
1253 HUIA RD HUIA WAITAKERE CITY
- 1.3 Postal address: 17 UPLAND RD HUIA  
WAITAKERE CITY 0604
- 1.4 Telephone number: (09) 8118770 Fax number: N/A  
Email address: denisejohnia@xtra.co.nz

### Tell us about yourself continued

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

Name: Jo QUATERMASS Telephone Day: (09) 8118770

Night: Ditto

Name: BARRY NEAL Telephone Day: (09) 8118054

Night: Ditto

1.6 What are your organisation's goals?

See attached.

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: \_\_\_\_\_

## 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 engages services of face painters and hire a bouncy castle for Easter Sunday Market Day 2009

This year it will be combined with a 3 Waters Technology display and we are wanting to attract a good attendance and provide a good family fun-day atmosphere.

2.2 What community benefits will result from your project? The project will provide

more activities for 'kids' at our Easter Market Day (Easter Sunday 2009) It will

- o Increase attendance and participation in the community event (Easter Community Market Day)
- o Encourage families to attend the '3 Waters Technology' display (Ecowater) which will run in conjunction with the Easter Market Day
- o Encourage families to visit the hall and see the displays! the Hall Upgrade that will be run in conjunction with the Market Day
- o Help expand the strong sense of community among local residents

### **Purpose of organisation, projects and services**

The Association represents ratepayers and residents of the area between Mill Bay and Whatipu which also encompasses Cornwallis, Huia, Little Huia and Foster Bay, and covers some 350 households and 1000+ residents.

Under our Constitution our objectives are:

- a. To promote progress and improvements within the area to introduce and support schemes and generally take steps for the provision and maintenance of recreation and sports grounds, halls and public services and amenities
- b. To promote the beautification and general development of the area while ensuring the conservation of the natural environment
- c. To promote and encourage activities that will foster community spirit
- d. For the achievement and furtherance of any of these objects to act in conjunction with any other body having like interests
- e. To acquire land and hold it in trust for the members of the Association for the furtherance of any of these purposes

We have recently completed a strategic planning exercise and a copy of the resulting vision statement and strategic objectives is attached. This was endorsed at our last AGM on 26 July 2008.

As an organisation the services and programmes we provide can be summarised as:

- ❑ Owning, maintaining and managing The Huia Hall on behalf of the community of Huia-Cornwallis, raising funds in connection with this and promoting use of the Hall.
- ❑ By making the Hall available to local groups at a reasonable cost we facilitate a range of social, cultural, educational and recreational activities
- ❑ Organise community meetings and events to inform and involve the community and to build a sense of community
- ❑ Representing the interests of the community on a range of local and wider issues – social, cultural, environmental and economic – to Council, ARC, Watercare Services Ltd, central government agencies and other organisations
- ❑ Represent the community on Council groups, e.g. West Coast Plan Liaison Group, Onsite Wastewater Liaison Group
- ❑ Promote and act as the umbrella organisation for a range of local groups including Neighbourhood Support, Landcare group, WaiCare, Local Water Agenda Steering Group

The above information demonstrates that as an organisation we contribute to the achievement of Council's Strategic Objectives and the particular Council/Community outcomes set out in the Community Assistance Policy as well as others such as supporting local democracy.

Our services directly benefit all the members of our community, 360 households and around 900 people as well as people from outside our immediate community, many from other parts of Waitakere, who use the Hall and visit our community. All residents and ratepayers of the Huia-Cornwallis area are automatically members of the Association. A smaller number, around 50, are financial members. We cannot give the population spread between age groups in the community but would say it is fairly even across the whole range 0 to 65+ with probably proportionally more in the 20-65 bracket.

AGS

Huia-Cornwallis Ratepayers and Residents Association Inc

**As an organisation, our vision is to**

Preserve the treasure of Huia Cornwallis with responsive and innovative attention to the needs of the community.

**To achieve this, over the next three years we will:**

Grow – people, skills, funds

Be in touch with the community/ Work for and with the community

Be well supported by the community with active involvement in all our activities

Be seen as a proactive organisation that recognises and responds to the needs of the community

Be recognised locally and externally as the voice of the community

Have secure funding with reserves and reduce our dependence on Council funds

Ensure the Huia Hall is developed and maintained to a high standard and is well used by a variety of groups, organisations and individuals

Be innovative in how we approach things

Continue to care for our environment and our community

Be ready for the future

## 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

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

Children

Youth

Women

All

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: Early Sunday 2009 Finish: \_\_\_\_\_

### 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
Advertising	\$ 200.00
Food and beverages for sale	\$ 500.00
Prizes	\$ 50.00
facepainting & bouncy castles	\$ 1150.00
<b>A Total Cost</b>	<b>\$ 1900.00</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

Cash in hand	\$ 750.00
	\$
	\$
	\$
	\$
<b>B Total Income</b>	<b>\$ 750.00</b> plus some food will be donated.

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	\$ 1900
B. Total less funds available	\$ 750
C. Difference	\$ 1150
D. Amount requested	\$ 1150

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.

#### 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: JO QUATERMASS

Position: SECRETARY

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### 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.

AS9

# CERTIFICATE OF INCORPORATION

## THE HUIA--CORNWALLIS RATEPAYERS' AND RESIDENTS' ASSOCIATION INCORPORATED 221568

This is to certify that THE HUIA RATEPAYERS AND RESIDENTS ASSOCIATION  
INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 19th day of May  
1949  
and changed its name to 'THE HUIA--CORNWALLIS RATEPAYERS' AND RESIDENTS'  
ASSOCIATION INCORPORATED on the 14th day of December 1975.

*Neville Hami*

Registrar of Incorporated Societies  
27th day of August 2008



**Denise & Jo**

**From:** aboutfacez [aboutfacez@kol.co.nz]  
**Sent:** Wednesday, 27 August 2008 3:30 p.m.  
**To:** Denise & Jo  
**Subject:** Re: Booking and quote

Hi Jo,  
Yay! I found time to do this today.  
The cost for two face painters painting from 10am to 3pm  
A total of 5 hours each (10 hours for both artists)  
and a bouncy castle ,generator & fuel  
Total cost (all inclusive will be \$1150)  
Cheers  
look forward to hearing from you.  
Cushla  
[www.aboutfacez.co.nz](http://www.aboutfacez.co.nz)  
ph 8132412  
0274459673

----- Original Message -----

**From:** Denise & Jo  
**To:** aboutfacez@kol.co.nz  
**Sent:** Wednesday, August 27, 2008 9:13 AM  
**Subject:** Booking and quote

Hi Cushla,

As discussed Huia-Cornwallis R and R Association would like to book entertainment – face painter/s and bouncy castle – for a community day on Easter Sunday 2009 between 10am and 3.00 pm, to be held at the Huia Hall and environs, 1253 Huia Road. Could you please email us a quote for this? It would be appreciated if you could get this to me by tomorrow night as the grant application closes Friday. Apologies for the short time frame and thanks for your help.

Regards

Jo Q

**Jo Quatermass**  
**Secretary**  
**Huia-Cornwallis Ratepayers & Residents Assoc Inc**  
**Phone (09) 8118 770**

HUIA CORNWALLIS RESIDENTS & RATEPAYERS ASSOCIATION (INC)

<u>2007</u>	<u>CURRENT ASSETS</u>	<u>2008</u>
12900	ASB Bank	4665
1363	Term Deposits	20170
	<u>FIXED ASSETS</u>	
1953	Furniture and Equipment	1572
26153	Building	26153
6850	Land Improvements	6850
<u>49219</u>		<u>59410</u>

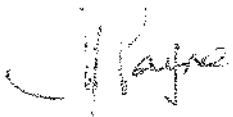
THIS IS REPRESENTED BY:

44025	Balance at 31/3/07	49219
5194	Profit/Loss for Year	10191
<u>49219</u>		<u>59410</u>

Qualified Opinion

I have obtained all the information and explanations I have required.  
In common with other organisations of a similar nature, control over income prior to its being recorded is limited and there is no practical audit procedures to determine the effect of this limited control.

Subject to the possible effect of the limited control over income referred to in the preceding paragraph in my opinion the financial report fairly reflects the financial position of the HUIA CORNWALLIS RESIDENTS & RATEPAYERS ASSOCIATION (INC) as at the 31st March, 2008 and the results of its operation for the period ended 31st March 2008



Y. Payne Auditor

HUIA CORNWALLIS RESIDENTS & RATEPAYERS ASSOCIATION (INC)

Statement of Profit and Loss for the year Ended 31st March

<u>2007</u>	<u>Income</u>	<u>2008</u>
100	Subscriptions	107
3884	Grants and Donations	11933
2823	Fund Raising	4038
4299	Hall Hire	5379
958	Raffle	0
59	Interest	207
810	Garage Sale	0
60	Rates Refund	0
126	Heating	214
	Project Income	4896
<hr/>		<hr/>
13119		26774

EXPENDITURE

1939	Hall and Contents Insurance	1932
0	Advertising	75
1790	Power and Rates	2112
270	Repairs and Maintenance	994
3	Bank Charges	0
797	Cleaning	1247
108	General Expenses	371
484	Depreciation	381
0	Donations	180
209	Photocopying & Stationery	366
1171	Fundraising	0
315	Gift	0
570	Subs	90
269	First Aid	0
0	Survey	8835
<hr/>		<hr/>
7825		16583

5194 Excess Income over Expenditure 10191

**HUA CORNWALLIS RESIDENTS & RATEPAYERS ASSOCIATION (INC.)**

**Depreciation Schedule for year ended 31st March 2008**

	Date	Cost	Additions	Disposals	Book Value	Rate	Claimed	31/03/2008
Building					26153	20%	0	26153
Land Improvements					6850	20%	0	6850
Furniture and Fittings		1408			220	20%	44	176
Heaters(4 )		929			161	20%	32	129
Refrigerator		369			125	20%	25	100
Barbeque					45	20%	0	36
Pie Warmer		394			93	20%	19	74
Gas Heatwe and Bottle	Jul-01	297			16	40%	6	10
Ladder	Jul-01	374			68	26%	18	50
Tables	Jun-02	214			50	26%	13	37
Stove	Apr-03	2500			383	26%	101	282
Filing Cabinet	Jun-05	1052			793	14.4%	114	679
					<b>34956</b>		<b>381</b>	<b>34575</b>

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