

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form



All sections must be completed and supporting material attached to the back of the form (see section 8 checklist). More information can be found on the Whakatāne District Council website www.whakatane.govt.nz or by contacting Cherie Tongariro or Susan French (Governance Support Advisors) on (07) 306 0500.

Completed applications must be sent to: Chief Executive, Whakatāne District Council
Private Bag 1002, Whakatāne 3158 or
Email: Governance@whakatane.govt.nz

HELPFUL INFORMATION BEFORE FILLING OUT THE FORM

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- The project must be held within the Whakatāne-Ōhope Community Board area.
- Applications will be considered throughout the year subject to funding availability and should be submitted at least 14 days before the meeting. Meeting dates can be found on: <https://www.whakatane.govt.nz/about-council/meetings>
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- The application must be completed and signed by the applicant and include a summary of the project, what the funds are for, a budget showing how the costs were calculated, copies of quotes, latest financial report and details of your bank account - either a bank encoded deposit slip or the top of a bank statement with organisation details and the bank logo.
- If successful, applicants will be required to use the Community Board logo on advertising material and other items associated with the event or project to acknowledge the grant.
- A declaration of expenditure and project report is required to be submitted once the project has been completed.
- Pre event information, photographs and community feedback are encouraged and may be placed on the Board's Facebook page: <https://m.facebook.com/whakataneohopecommunityboard/>
- Funds not uplifted within six months from the allocation date will lapse.
- The Council's Climate Change Strategy 2020-23 can be found on the Council's webpage: <https://www.whakatane.govt.nz/contact-us/have-your-say/closed-consultations/climate-change-strategy-and-action-plans>

Whakatāne-Ōhope Community Board Guidelines

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WHAKATĀNE-ŌHOPE COMMUNITY BOARD

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1

CONTACT DETAILS

1.1 Name of your organisation: Whakatane District Community Arts Council Inc Soc (Arts Whakatane)

Phone: [REDACTED]

Email: Susanne Whale

Social Media Links – website, Facebook etc. <https://www.lightupwhakatane.com/>

<https://www.facebook.com/lightupwhakatane/> <https://www.instagram.com/lightupwhakatane.festival/?hl=en>

(N/A if applying as an individual)

1.2 Name of principal contact: Sue Whale

Position held: Chair Arts Whakatane, Committee Member of Trust Horizon, Light Up Whakatane

Phone/Mobile: [REDACTED]

Email: : Susanne Whale

1.3 Name of secondary contact: Terri Wilkins

Position held: Member of EPIC, Committee member of Trust Horizon, Light Up Whakatane

Phone/Mobile: [REDACTED]

Email: Terri Wilkins [REDACTED]

1.4 How long has your organisation been operating?

Since 1986. The Light Up Whakatane Committee since the first Trust Horizon, Light Up Whakatane event in 2022

Objectives and activities of your organisation: Arts Whakatane

Arts Whakatāne acts as an umbrella organisation for arts-related activities in the Eastern Bay Area. Its purpose is to promote, initiate and support projects and activities that stimulate and strengthen the artistic and cultural life in the Eastern Bay by

- (a) encouraging participation from all sectors of the community in the arts and other cultural and educational activities;
- (b) promoting the arts and associated activities. Some programmes are organised by Arts Whakatāne and others by other groups, schools or agencies;
- (c) facilitating arts activities particularly those that involve a range of arts disciplines and arts groups; and
- (d) advocating for the arts in the community.

(N/A if applying as an individual)

1.5 Is your group GST Registered?: No

Yes

GST Number: [REDACTED]

(N/A if applying as an individual)

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

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ABOUT YOUR FUNDING REQUEST

2.1 Please provide a title for the project, service, event proposal for which you are seeking funding (approx 8 words):

Trust Horizon, Light Up Whakatane 10 night Lighting Trail

2.2 Give a brief description of the project, service, event proposal for which you are seeking funding (*if you have a separate project plan or require more space, please list the key points here and attach a full description of your proposal to the back of this form*):

The Trust Horizon Light Up Whakatāne event is a relatively new event on the Whakatāne Arts calendar, with events having been held in Winter 2022 and 2023. The event was initially created in response to the impact of the Covid pandemic. Since the beginning it has been a collaborative approach between Whakatāne District Council, EPIC Whakatane and Arts Whakatāne to bring together our community and manuhiri to celebrate arts, music, dance, and interactions through light.

Free community events require a lot of local support from sponsors and volunteers. Currently we face a shortfall of funding. We would like to assist schools to involve their students to create light installations (money for materials) as well as support to enable local artist Sarah Hudson to present her planned entry into the artist's light trail. This is where funding from Whakatane and Ohope Community board can ensure the Trust Horizon Light Up event can continue to grow and prosper.

2.3

How long does the project, service or proposal run?

Starts: 26th July 2024

Is the project ongoing?



annual event

Finishes: 04th August 2024

2.4

Funding Description – tick appropriate boxes



Community Pride



Cultural or Sporting Event



Seed Funding for a community event



Support for a community project

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

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Youth Development



Environmental

2.5

The Whakatāne District Council has adopted a set of Climate Change Principles to ensure that climate change be considered in all decisions. Please consider potential impacts to Climate Change that the project/event may have.

Trust Horizon Light Up Whakatane has a low impact on our environment. It is a walking Light Art trail which encourages whanau to get out and about during winter nights to be delighted and inspired by art displays. It showcases our beautiful moana and town centre and encourages care and love for our community and environment.

We will Act now & We care for and protect our environment,
The festival community evenings manage waste with robust waste planning and teams of volunteers monitoring bins and educating participants on waste.

We decided not to sell glow sticks any more even though they are a good fundraiser, because they have a negative impact on the environment.

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

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MEASURING THE SUCCESS YOUR PROJECT, SERVICE OR EVENT PROPOSAL

Discretionary Funds

3.1 Show us how you will measure that your project, service or event proposal would be beneficial to the community

Arts Whakatāne along with our collaboration partners WDC and EPIC run this festival as a way of supporting artists to develop and make their art form available to the community, develop an event with potential to drive tourism and economic development in town and support businesses during a usually quiet time of year.

We know events can also achieve the following:

- Build feelings of belonging, identity, and a sense of pride. Celebrate who we are.
- Grow awareness of our culture and diverse community.
- Contribute to inclusivity - reflecting the diversity of our people, culture, age, abilities, and interests.
- Helps increase the visitor market and support talent attraction to Whakatāne.
- Opportunity to showcase Whakatāne’s amazing landscape, lifestyle, and experiences.
- Benefit our economy - supporting growth of the events industry, generating business for locals and increased expenditure from visitors.
- Contribute to our social, cultural, and economic outcomes, making our District a great place to live, work, learn, visit, and play.
- Important for mental health – can reduce depression, anxiety and loneliness.
- The positive effects last for months.

Arts Whakatāne is an umbrella organisation for the arts community with ambitious plans for the future. While we deliver our own events, we also act as a catalyst and enabler for other art activities and events, and we can assist in helping to coordinate these new activities, develop opportunities for new events and to better connect with tangata whenua to create activities that stimulate and strengthen the artistic and cultural life of our community.

Due to the ongoing effects of Covid, recent extreme weather events and the increased cost of living impacting on everyone, many local funding sources have been depleted. We have been lucky enough to have strong local support from naming rights sponsor Trust Horizon and a range of other sponsors, however additional funding is critical to ensure Trust Horizon Light Up Whakatāne continues to grow and is cemented as a festival highlight in the Bay of Plenty.

3.2

What will happen to the project if:

- this funding application is unsuccessful or,
- only a portion of the funds are received or,
- a guarantee against loss is provided rather than a grant?



The project will proceed as outlined



The project will be delayed
(please specify expected length of delay): _____



The project will be downgraded



The project will be prevented from being carried out

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

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FINANCIAL DETAILS OF YOUR PROJECT, SERVICE OR PROPOSAL

Note: All figures to include GST (if any).

Please provide a breakdown of the budget for the project, service or proposal for which you are seeking assistance:

PROJECT COSTS		PROJECT INCOME	
Description of cost	Amount	Income source	Amount
Salaries / wages	\$ n/a	Applicant organisation's contribution (WDC, Arts, EPIC)	\$ 15,000
Postage / Call for entries / bookkeeper administration	\$ 2,850.00	Fundraising	\$
Advertising / promotion	\$ 10,550.00	Donations / sponsorship	\$ 5,000
Professional fees	\$ n/a	Entry fees	\$ n/a
Travel costs	\$ n/a	Value of donated material	\$ n/a
Project materials	\$	Other Grants applied for (please specify): Aotearoa Gaming Trust	\$ 20,000
Labour cost	\$ 40,100	Naming Rights Sponsor	\$ 40,000
Venue / equipment hire	\$ 3,000.00	Other income (Community Night Funding WDC):	\$ 20,000
Other costs (please specify): Artists	\$ 45,500.00		
Artwork – Sarah Hudson	\$1,500.00		
Schools' Installation Project	\$4,000		
TOTAL ESTIMATED COST	(a) 105,500.00	TOTAL INCOME	(b) \$100,000.00

**TOTAL FUNDING
SHORTFALL/AMOUNT SOUGHT**
(i.e. 'a' minus 'b')

\$ 5,500

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form - Organisation

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OTHER COUNCIL FUNDING

Note: All figures to include GST (if any)

What funding assistance has your group/organisation applied for and/or received from the Council over the past 3 years – either by way of a grant or ‘in kind’ support (advertising, promotional material, equipment, donations)		
Year	Amount received. (either \$ or in kind)	Purpose
2022	15,000	Support development of a brand-new Light show with potential to drive visitation long term
2023	35,000 + in kind Events Team	Continued support of Light Show, funding to ensure robust H&S & Traffic Management to provide two large community festival evenings during Winter season to stimulate economy and drive visitation

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DECLARATION

We the undersigned do solemnly and sincerely declare and acknowledge that:

- The details we have given in all sections of this application are true and correct to the best of our knowledge.
- We have the authority to commit our group to this application.
- All information contained in this application is subject to the Local Government Official Information and Meetings Act 1987, and will be included in a **publicly available** agenda.
(If you do not wish for any personal details to be made public, please indicate this in your application. The information is held and administered by Whakatāne District Council in accordance with the Privacy Act 2020 and Whakatāne District Councils Privacy Policy.)
- The Council may collect from third parties any information it deems necessary about the applicant or the application.
- We will provide a short summary of the project’s success, benefits and promotion within 30 days.
- We acknowledge and approve receiving further communications from the Community Board.

Name:	Sue Whale
Position held:	Chair
Signature:	
Date:	14 th May 2024
Any personal details to withhold:	none
Name:	Philippa Hales
Position held:	Treasurer
Signature:	
Date:	14 May 2024

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form - Organisation

Any personal details to withhold:

7

CHECKLIST

Please complete the following checklist to ensure you have completed the application process and attached all necessary information:

- All sections of this form have been completed -yes
- Read the funding description and ticked the appropriate category -yes
- You have attached a bank generated deposit slip verifying your bank account details -yes
- You have attached a separate copy of your project plan where one has been developed -yes
- You have attached quotes for expenses for your project, service or event proposal where these have been obtained - yes
- You have attached a copy of your latest audited accounts or balance sheet or, if you are a new group, a statement of estimated income and expenditure for your first year -yes
- The declaration form has been signed by two members of your organisation that have the authority to do so - yes
- You have made a copy of this application for your future reference - yes





Trust Horizon, Light Up Whakatāne

Dates	26 July - 5 August 2024
Location	Whakatāne Town Centre Wharaurangi, Mitchell Park Whakatane Riverbank Peace Park Whakatane i-site Whakatane Esplanade
Expected Numbers	500 per night 5000 + 2500 each Community Event
Target Audience	Visitors and Locals
Objective	Using artist light installations, create an event to attract nearby tourist markets (East coast, Tauranga, Rotorua, Te Puke), wider tourist markets (Taupō, Gisborne, Hamilton) and locals into Whakatāne CBD.

EVENT DETAILS

Building upon the resounding success of our 2022 & 2023 Trust Horizon Light Up Whakatāne festival, we are thrilled to present our third edition of captivating light installations and digital displays, embracing the enchanting winter ambiance. This ten-day festival will be held in the heart of Whakatane CBD, drawing in both visitors and locals, who are eager to immerse themselves in the mesmerizing atmosphere and contribute to the local economy.

Expect a diverse array of approximately 15 thoughtfully commissioned and submitted installations, carefully curated to captivate audiences from sunset until 9 pm each evening. Leading up to the event, we will host workshops and create opportunities for the public and Whanau to craft their own light installations, fostering a sense of participation and community engagement within the 2024 festival. We are proud to collaborate with artists from local Hapu and surrounding Iwi.

As part of the festival, we have planned two vibrant evenings of activities. On the festival's Friday opening night, features a diverse range of performances, designed to entice more visitors to the bustling town center. Mouthwatering delights from food trucks will be readily available at this venue, ensuring a delightful culinary experience for all. The subsequent Saturday a splendid Light Up walking parade will guide participants along the moana past the i-site to the festival event zone behind the shops in Kakahoroa Drive Car Park, where they will be treated to live music and an array of entertainment from 5 pm to 9 pm.

Throughout the CBD, an enchanting tapestry of installations awaits discovery, transforming key locations such as Whaururangi, Mitchell Park, The River Bank, Peace Park, i-site, and the Yacht Club into luminous wonderlands. These carefully chosen sites serve as the canvas upon which artistry and imagination merge to illuminate our surroundings.

AUDIENCE

Nearby tourist markets (East coast, Tauranga, Rotorua, Te Puke) , wider tourist markets (Taupō, Gisborne, Hamilton) and locals into Whakatāne CBD

SPONSORSHIP

Trust Horizon
WDC
BOPRC
Bayleys

Eastland Generation
Air Chathams

ROLES & RESPONSIBILITIES

Kim (WDC) - Overall event Manager, Sponsorship / Budget / Event applications / Risk Management

Sam - Event Manager/Coordinator for 10 day Festival, Marketing and Design

Virginia and Terri - EPIC, Business Connections

Kristen Davies (WDC) - Community Night Coordinator

Sue - Whanau Workshops, School Engagement

ART WORKS - Below are 2023 Artists (2024 to be updated soon)

Art Name	Details	Where	Type
Pou Rama	Metal Statues	Mitchelle Park	Outdoor
Continental Drift	Holographs		Outdoor
2020 Vison	Wooden Face Projections	Yacht Club	Outdoor
Another Ocean	Interactive Projection	TBC	Outdoor
Whakamarama	Light Boxes	TBC	Indoor
Takawhīwhiwhi	Projection	TBC	Outdoor
Te Atapo	Light Box work (Jamie Boynton)	Civic?	Indoor
Nga Mata o te Ariki Tawhirimatea	Light Box	TBC	Outdoor
Dot Matrix	large scale, retro, analogue touch screen device		Outdoor under protection
Winter Wonderland	Tree wrap	Tree on roundabout Isite	Outdoor
Pathway of Light			Outdoor
Celestial Drip	Hanging piece	Esplanade	Undercover

Ring of Light	Hanging Piece	TBC	Against wall
Ka Mua Ka Muri and Tutunui	Projection	Taketake	Outdoor
Donna, Marama,	Halo and Wearable art		
WHS Project 'Kura'	Students project	Three locations	Outdoor

ACTIVATIONS - all welcome to leverage from the light festival - all groups are encouraged to get involved

Activity	Details	Where	When
Biking Group	Night Bikes		
Whanau workshop- School Holidays	Saturday morning at Little Orchard Room by Sue Whale gold coin donation	Te Koputu	
Light Parade	From the Riverbank to our festival zone	River Bank	4Aug24
Dancing/Singing in The Rose Gardens	Run by Arts Whakatane & Stage Door Academy	The Rose Gardens	
Night markets	Kristen arranging Night Markets during festival nights		
Laser show or candles on river	Sue/Beryl looking into this maybe boating community?		
Retailers window dressing competition	EPIC to communicate with EPIC members and set up a competition.		
Food	Fundraisers		

Night Flicks	Lighting themed movie to show at Whakamax	Friday night	
Childrens Kiwi Burrow Zone	Make a glow in the dark kiwi and display in our Kiwi Burrow Zone	Event Festival Zone HQ	
Trains	Glow in the dark running night		

TIMELINE

When	What	Details	Responsibility
September - onward	Connect with local business	Business that have raised interest and or might be interested to be put on a potential sponsor document	Terri
September	Map out all possible projection/ Installation Places	Go around town and document map out all locations	Sam,
October August	Schedule post for social media to keep on pulse	Create a post schedule account with 22 festival photos	Sam
October	Correspond with Hapu and local Maori artists	to commission works for the 2024 Festival, Artist (Timeframe and Costing needed)	Terri
December	Website Updated ready for 2024 Launch	Create submission pages and T&Cs	Sam/ Kristen
December	Call for Entries open	Via Website and The big Idea, some promotion	Sam
Mid Dec	WDC paperwork for Large event		
January	Apply for funding		Kim

Mid Jan	Corporate and Business Sponsorship		All
18th April	Submission to Creative NZ open for Festival	Submit early	Sam
April	Confirm Naming Sponsor	Proposal Complete	Sue, Terri & Kim
May	Submission Close		Sam
Mid May	Event funding secured	Apply event funding	Sue, Kim
End May	Marketing Plan to commence - Save the Date	Posters, Instagram and Website, Facebook Event, Magazines	Kristen & Sam
End June	Activation programme confirmed	All activities and programme confirmed	All
Early July	Forms submitted	Health & Safety plan Event Management plan Waste Management plan	Kim
July/Aug	Installing of light Installation	Set up on a Monday/Tuesday Test Wednesday/Thursday Installations in situ: Friday, Saturday and Sunday Pack-up Monday morning	Sam
26th July	Opening Ceremony		Kristen
4th Aug	Parade Night		Kristen

KEY MESSAGES

- Come see Whakatane alive at night
- We've got lots of great spaces in town
- Visit our town centre

PROPOSED PROMOTIONAL ACTIVITY

Summary

Magazines

Uno

Air Chathams

Our Place

Website

Social media and digital advertising

Traditional media

Beacon

Sun FM

1XX

When	What	Channel	Cost
December	Call for Entry	Social Media	Some advertising
		The Big Idea	\$220 + GST
March/April	Magazines		
April		Radio	Cost & Sponsorship
Create		Beacon	Cost
		Posters	Cost
		Email Comms	

DESIRED OUTCOMES and SUCCESS MEASURES

- Engagement on Social media
- Numbers on Saturday
- Feedback on event
- Increased food traffic Sat night
- Increased spend for hospitality

Schools and Whanau Projects

1. Design Thinking Lighting Project

For students in Whakatane High School's Technology classes.

Teacher: Natalie Cattell

The Idea:

Introduce students to the Design Process when working in the local wider community, through designing and making their own lighting exhibitions. Begin with a group project making lazer cut lanterns, then expand into smaller individual pieces. Lanterns will be inspired by the local rohe, story of Wairaka and what makes Whakatane special to our rangatahi.

The Process:

A series of workshops with electricians, lighting designers and arts directors, teaching students the design process and culminating in a variety of lighting exhibitions, created and presented at the "Light Up Whakatane" community light festival in July/August 2024.

The People:

Natalie Cattell: Teacher in Charge

Samantha Poots: Project Coordinator at Arts Whakatāne and local artist

Hadley Boyle: Lighting design - workshop presenter.

Peter Robertson: Electrician – workshop presenter

26 students of the "design thinking elective" who have chosen to participate. They are age 13 – 15.

The Criteria:

The students will learn about the making of light installations, considering practical, technical, artistic and sustainable aspects. The students will work in the field (the Whakatane CBD) to assemble their creations and experience the responses by the general public.

The Budget:

Acrylic perspex	3mm transparent acrylic Perspex (\$127.17 per sheet. 16 sheets of various colours	\$2,034.72
Totals		\$2,034.72

Natalie has also applied to the Creative Communities fund for other materials. She has not yet been informed of the outcome.

2. Other schools and whanau programmes

Arts Whakatāne is planning to run a subsidised lantern making workshop for whanau at the Whakatane Library's Little Orchard Room on 20 July in conjunction with staff at the library (Kerrin Burns). The lanterns are intended for use at the Community Parade during the Trust Horizon Light Festival. Local artists Sue Gould and Tania Akehurst will be the tutors. Retired art teacher Sue Whale will support. Sue and Tania held a similar workshop in 2022.

Arts Whakatāne would also like to support local primary schools with lantern making projects by supplying them with paper lanterns to be decorated.

The Budget

Materials for Whanau workshop at the library to decorate paper lanterns and make an illuminated taniwha which is to be carried at the parade.	Paper lanterns, LED lights, dowelling for handles, paint, glitter, streamers, wire, cane tissue paper.	\$1,000
Materials to support local primary schools with lantern making workshops	Paper lanterns, LED lights, dowelling for handles, paint, glitter, streamers, wire, cane tissue paper.	\$965.28
Totals		\$1,965.28

Summary of Money requested:

Sarah Hudson's installation		\$1,500
Natalie Cattell's Whakatane High School's elective project		\$2,034.72
Whanau Project at Library		\$1,000
Supporting other schools with lantern making		\$965.28
Totals		\$5,500

**Arts Whakatane Meeting Minutes
Wednesday 15 May 2024, 5:30 – 7:30pm**

1. Present: Sue Whale, Beryl Wilson, Philippa Hales, David Glover, Tania Akehurst, Sue Gould, Kararaina Beckett, Caroline Stewart.
2. Funding Application

It was resolved that Sue Whale (Chair) and Philippa Hales (Treasurer) apply to The Whakatāne/Ohope Community Board on behalf of Arts Whakatāne for a Grant to cover...

Ref	Needs	Supplier	Cost
1	Schools Projects for Light Up Whakatane 2024 (materials)	Natalie Cattell (WHS) Other schools	\$2,000 \$2,000
2	Sarah Hudson Light Installation	Sarah Hudson	\$1,500

This is certified as a true and correct record of the resolution:



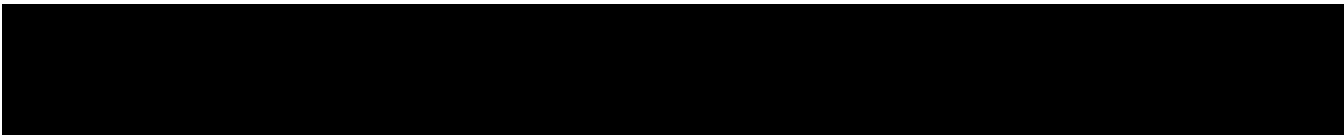
Sue Whale
Chairperson



Philippa Hales
Treasurer



Beryl Wilson
Secretary



WHAKATĀNE-ŌHOPE COMMUNITY BOARD

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WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form

1

CONTACT DETAILS

1.1 Name of your organisation: The Events Network Trust (rebranded as Eastern Bay of Plenty Community Network)

Phone: [REDACTED]

Email: [REDACTED]

Social Media Links – website, Facebook etc.

WEB - www.tent.org.nz

FB –EBOP Community Network

1.2 Name of principal contact: Judy Turner

Position held: Trustee

Phone/Mobile: [REDACTED]

Email: [REDACTED]

1.3 Name of secondary contact: Jennifer Manning

Position held: Trust Manager

Phone/Mobile: [REDACTED]

Email: [REDACTED]

1.4 How long has your organisation been operating? 8 years

Objectives and activities of your organisation:

Providing assist local charitable and community organisations to thrive by providing opportunities to strengthen their capacity and sustainability.

We do this through our projects that collaborate with other local charitable and community groups, by providing up-skilling opportunities through workshops, by providing resources such as volunteers, promotional support and strategic administrative support.

We also support the community by being actively involved in initiatives such as the Community Christmas Day Lunch, the Whakatāne Homelessness Action Team and the Jobs for the Community Project.

We also provide for local charitable and community organisations and projects through our social enterprise, 4GOOD Vending, which uses its revenue to build on our purpose in the community.

1.5 Is your group GST Registered?: No Yes

(N/A if applying as an individual)

GST Number: [REDACTED]

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form

2

ABOUT YOUR FUNDING REQUEST

2.1 Please provide a title for the project, service, event proposal for which you are seeking funding (approx 8 words):

MEET THE LOCALS/Doing Great Things Volunteering Celebration & Expo

2.2 Give a brief description of the project, service, event proposal for which you are seeking funding (*if you have a separate project plan or require more space, please list the key points here and attach a full description of your proposal to the back of this form*):

We are organising MEET THE LOCALS event, an expo and celebration of local volunteerism and charitable organisations the upcoming National Volunteers Week. It is scheduled for June 15th at Whakatāne War Memorial.

Last year, our inaugural year, we had over 40 organisations from a variety of interests and causes and approximately 200 visitors.

The purpose is to promote local charitable and community groups and the amazing work their volunteers do for our community's wellbeing. It will also focus on encouraging the wider community to get involved with local volunteerism and provide them with the opportunity to find an interest or cause that they would be keen to support.

It will be free to the public as well as community organisations, with the intent of not only celebrating our local volunteers but showcasing organisations to encourage more volunteerism.

It will feature organisations from a variety of focuses, including: family, youth, sport, elderly, arts, health, environment and people in need.

It will have a variety of activities running throughout the day that are family-friendly and participants will be encouraged to have engaging activities of their own running at their stands.

Note: Due to the amount of time and resources needed to coordinate and deliver a large-scale event, and the limited manpower and time constraints our organisation has, we need to hire an experienced coordinator to ensure its success.

2.3 How long does the project, service or proposal run? Starts: Saturday, 15th June, 2024

Is the project ongoing? Finishes: _____

2.4 Funding Description – tick appropriate boxes

Community Pride

Cultural or Sporting Event

Seed Funding for a community event

Support for a community project

Youth Development

Environmental

2.5 The Whakatāne District Council has adopted a set of Climate Change Principles to ensure that climate change be considered in all decisions. Please consider potential impacts to Climate Change that the project/event may have.

Will consider recycled product options, where possible. Have recycling options in our management of waste.

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form

3

MEASURING THE SUCCESS YOUR PROJECT, SERVICE OR EVENT PROPOSAL

3.1 Show us how you will measure that your project, service or event proposal would be beneficial to the community

The event will benefit our local organisations because it is providing them with an opportunity to promote themselves to a larger number of people. Providing them with more opportunity to engage and potentially secure more volunteers/support.

The event will benefit the wider community because it is providing members of the public an opportunity to learn more about local community groups and organisations that they may not know about.

The event will benefit the community because it is providing an opportunity to build stronger connections between volunteerism and community wellbeing.

We will be able to measure the success of the event by:

- The number of participating organisations
- The number of attendees
- The feedback received by attendees and participants
- The number of participants that engaged with new volunteers
- The feedback from volunteers

Please see attached Feedback Report from 2023 event.

3.2

What will happen to the project if:

- this funding application is unsuccessful or,
- only a portion of the funds are received or,
- a guarantee against loss is provided rather than a grant?

The project will proceed as outlined

The project will be delayed
(please specify expected length of delay):

However, having the event delayed will take away the connection with National Volunteer Week.

The event would be downgraded to match secured funding (including other funders). If it cannot be delivered to match its purpose it may be delayed

4

FINANCIAL DETAILS OF YOUR PROJECT, SERVICE OR PROPOSAL

Note: All figures to include GST (if any).

Please provide a breakdown of the budget for the project, service or proposal for which you are seeking assistance:

PROJECT COSTS		PROJECT INCOME	
Description of cost	Amount	Income source	Amount

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form

Salaries / wages	\$	Applicant organisation's	\$500.00
Postage / telephone / administration	\$	Fundraising	\$
Advertising (Print and Radio)	\$4,801.25	Donations / sponsorship	\$
*Professional fees (128hrs incl onsite staff)	\$5,000.00	Entry fees	\$
Travel costs	\$	Value of donated material	\$
Project materials (Posters, Programmes) - programmes are a booklet directory	\$1,227.05	Other Grants applied for (please specify): Lion Foundation, NZCT, Pub, AGT	\$14, 142.00
Labour cost	\$	- did not apply for catering and entertainment because doesn't meet those funders criteria	
Venue (War Memorial, Reception)	\$1,184.01	Other income (please specify):	
Other costs (please specify): consumables	\$		
**Entertainment (expo)	\$1,149.30 est	Note: Will not know confirmed funding until end of May/early June	
Staging (incl sound/video)	\$3,302.01		
**Catering (up to 100 people - \$20/head)	\$2,300.00		
*increase based on 2023 experience (additional hrs and staff were needed because event participation was larger than estimated)			
TOTAL ESTIMATED COST	(a) \$18,963.62	TOTAL INCOME	(b) \$18,463.62

**TOTAL FUNDING
SHORTFALL/AMOUNT SOUGHT**
(i.e. 'a' minus 'b')

\$15,000 - \$5,000 in funds - Plus up to \$10,000 in Guarantee Against Loss (if grants don't add up to shortfall owing)
--

NOTE: We are confident that we will receive some funding from the applications we have submitted but we cannot be confident on the amounts and if there will be restrictions. Last year, we secured enough funding to cover all costs. However, because we are trying to align the event date to National Volunteers Week again this has meant we could not apply to some of the same funders this time (must be 12months since last grant).

We are asking for a combination of a grant and GAL. The grant will help cover some the items that may not be covered by other funders (catering, entertainment, professional fees) and the GAL will provide us with the confidence to go ahead with the event as planned for National Volunteers Week, knowing if there is a shortfall we do not have to postpone last minute. Having it as a launch to National Volunteers Weeks adds value to the event and its purpose. This also means next year we will have more opportunities to seek funding from other sources.

We are confident we will at least secure enough funding from other funders to cover the difference of \$18463.62 and \$15,000 (\$3,463.62).

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form - Organisation

5

OTHER COUNCIL FUNDING

Note: All figures to include GST (if any)

What funding assistance has your group/organisation applied for **and/or** received from the Council over the past 3 years – either by way of a grant or ‘in kind’ support (advertising, promotional material, equipment, donations)

Year	Amount received (either \$ or in kind)	Purpose
2019-2022	\$3,450	Annual Grant - \$1,150 per year towards operations
2023	\$2,243.65	\$1,093.65 Charity Calendars – printing / \$1,150 Meet the Locals Expo contribution

6

DECLARATION

We the undersigned do solemnly and sincerely declare and acknowledge that:

The details we have given in all sections of this application are true and correct to the best of our knowledge. We have the authority to commit our group to this application.

All information contained in this application is subject to the Local Government Official Information and Meetings Act 1987, and will be included in a **publicly available** agenda.

(If you do not wish for any personal details to be made public, please indicate this in your application.)

The information is held and administered by Whakatāne District Council in accordance with the Privacy Act 2020 and Whakatāne District Councils Privacy Policy.)

The Council may collect from third parties any information it deems necessary about the applicant or the application.

We will provide a short summary of the project’s success, benefits and promotion within 30 days.

We acknowledge and approve receiving further communications from the Community Board.

Name:	Judy Turner
Position held in group:	Trustee
Signature:	<i>J. Turner</i>
Date:	7/5/2024
Any personal details to withhold:	
Name:	Jennifer Manning
Position held in group:	Manager
Signature:	<i>J. Manning</i>
Date:	7/5/24
Any personal details to withhold	

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form - Organisation

7

CHECKLIST

Please complete the following checklist to ensure you have completed the application process and attached all necessary information:

- All sections of this form have been completed
- Read the funding description and ticked the appropriate category
- You have attached a bank generated deposit slip verifying your bank account details **(already on file)**
- You have attached a separate copy of your project plan where one has been developed
- You have attached quotes for expenses for your project, service or event proposal where these have been obtained
- You have attached a copy of your latest audited accounts or balance sheet or, if you are a new group, a statement of estimated income and expenditure for your first year
- The declaration form has been signed by two members of your organisation that have the authority to do so
- You have made a copy of this application for your future reference



Eastern Bay of Plenty
**MEET THE
LOCALS**
**Doing great things
in our community**
VOLUNTEERING CELEBRATION & EXPO

**Whakatāne
War Memorial**

10am to 2pm

**Saturday
15 June 2024**

May 3 2024

Whakatāne-Ōhope Community Board

Please find enclosed an application to Whakatāne-Ōhope Community Board to support our 2nd Meet the Locals/Doing Great Things volunteering expo, supporting local charitable community groups and the volunteers that do amazing work in our community.

The Meet the Locals 2023, our first event, had a great response, with over 40 organisations participating and an estimated 200 visitors. Attached is some feedback from the event.

This year we have scheduled the event of happen on 15 June, to launch National Volunteers Week. However, we need your support to make that happen.

Currently we are awaiting responses from four funders to cover a \$14,142 budget, excluding entertainment and catering for participants (they do not fund these expenses). The funders we could apply to this year decreased simply because we moved the date of the event. Further, some of these funders will not be providing their responses until days before the event.

Kind regards

Jennifer Manning

on behalf of

Eastern Bay of Plenty
Community Network

Proudly supported by:



WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form - Organisation



WHAT THEY ARE SAYING ABOUT...

"Most impressed, good turnout and most informative. I wasn't aware of how many organisations there are in Whakatane. Well done everyone involved."
(member of the public, facebook message)

We met a great young lady at the recent Meet the Locals Expo in Whakatane - who at Year 9 knows as much about native birds as the adults. We gave Annabel a small gift and introduced her to some local environmental youth groups. Thanks to TENT and HALO Whakatane.
(Forest & Bird EBOP facebook post)

Thank you to those who came along to the Meet The Locals event for a korero. Huge thank you to EBOP Community Network for putting on this event!
(Awatapu Otamakaokao Kaitiaki Trust, facebook post)

We had a fantastic morning meeting new people and also had a steady stream of our own members come through to say hello/kia ora. A big ngā mihi/thank you to our members that came and supported us throughout the day and to EBOP Community Network for their hard work in pulling off a successful event.
(Virtual Eastern Bay Villages, facebook post)

Over the weekend, we participated in the 'Meet the Locals' gathering held at the Whakatāne War Memorial Hall. It proved to be an excellent opportunity to connect with fellow charitable organizations and community groups. Most importantly, we had the chance to engage with the public and inform them about the important mahi we do in the community. It was really awesome to have Derek the Kiwi join us for an hour or two and I think he has made a lifelong buddy in Harold the Giraffe! Thanks to everyone who stopped by and chatted with us and a massive thanks to EBOP Community network for organising such a wonderful event.
(Whakatane Kiwi Trust, facebook post)

Meet the Locals Event, Whakatane. Wonderful opportunity to promote and meet our local community.
(Hearing Support BOP, facebook post)

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form - Organisation



18th April 2024

TENT – The Events Network Trust
c/o 42 Hoterini Street, Ohope

Jennifer Manning

Hello Jennifer,

Thank you for your enquiry.

Quotation: **Advertising for Meet the Locals event, 15 June 2024**

Quarter Page x7 advertisements - \$250 + gst per advertisement

Total: \$1,750 + gst (\$2,012.50 inc. gst)

Published in the Beacon: TBA – 2024

If you require further information, please don't hesitate to contact me.

Kind Regards

Phil Conn

Advertising Consultant

Phone: 07 308 8129 extn. 822

Mobile: 027 495 86 97

Email: phil@thebeacon.co.nz



Community Newspaper of the Year 2019 & 2020



voyager. | **Media Awards 2020**
Celebrating excellence in journalism

32 Pyne St PO Box 243 Whakatane 3158
Phone (07) 308 8129 ext 822 Email phil@thebeacon.co.nz

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form - Organisation



QUOTE

TENT / The Events Network Trust

Date
19 Apr 2024

Expiry
19 May 2024

Quote Number
QU-0001

GST Number
138-472-140

Media Bay of Plenty
Limited

PO Box 496
Whakatāne 3158

NEW ZEALAND

Description	Quantity	Unit Price	Discount	Amount NZD
TENT / The Events Network Trust	1.00	2,650.00	1,325.00	1,325.00
Meet the Locals event 15 June 2024				
Radio Advertising				
		Subtotal (includes a discount of 1,325.00)		1,325.00
		TOTAL GST 15%		198.75
		TOTAL NZD		1,523.75

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form - Organisation

SUNFM
106.5 HE RA HOU
IT'S A BRAND NEW DAY!

TUMEKEFM
96.9 TE REO ORA
WHAKARONGO MAI

TENT (The Event Network Trust)

Attention: Jennifer Manning

Event: Meet the Locals Expo 15 June 2024

29 April 2024

Dear Jennifer

Thank you for making contact with regards to providing a quote for your up and coming event, Meet the Locals Expo 15 June 2024

We offer the following for your consideration:

100 x 30 second adverts

1 x on air Interview (recorded and share on Tumeke FM)

1 x Social Media post

Total \$1100 + gst

All advertisements will be placed in prime time radio, 6am to 10am Breakfast Show, 10am to 2pm Days Show and 2pm to 6pm Drive Show. We will be bonusing free where there are available spots.

Please let me know if you have any questions. I look forward to hearing from you soon.

Yours faithfully

Julie Kururangi

Media Specialist

0274373997

PHONE: 027 212 0695 | 07 308 0403 **EMAIL:** office@sunfm.co.nz

STUDIO: 4-10 Louvain Street, Whakatāne **WWW.TUMEKEFM.CO.NZ** **WWW.SUNFM.CO.NZ**

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form - Organisation

CHRIS FORD EVENTS

QUOTE FOR SERVICES

13 Kauri Street, Edgecumbe
 Mobile: 027 312 6700
 Email: chrisfordwainui@gmail.com

Date: 15/4/2024

To:
 TENT/The Events Network Trust
info@tent.org.nz

EVENT	VENUE LOCATION	DATE	TIME
MEET THE LOCALS/Doing Great Things Volunteering Expo	Whakatane War Memorial	14/15 JUNE 2024	10am - 2pm

Description	Line total
Event Planning, Development and Management, including:	5,000.00
- Administration (liaise with suppliers, registrations, participant support, securing staff/volunteers, speakers/entertainment, finance - working within approved budget)	
- Marketing (content development for media releases, registrations/attendance advertising, social media, liaise for promotional campaign and implementation)	
- Site Management (staff/volunteer management, entertainment, health & safety, waste management, traffic management, set up, on-site event programme, teardown)	
-	

Subtotal	5,000.00
GST	N/A
Total	5,000.00

Thank you for considering our services.

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form - Organisation



P.O Box 61, Whakatane. Phone (07) 308 8418. Email: info@mannprint.co.nz
GST No. 63-652-520 ANZ 06 0489 0084800 00

TENT / The Events Network Trust

Date: 17/04/24
Our Ref. 48161
Phone No. 307 8557
Fax No.
Mobile No. 027 304 6347

JENNIFER MANNING

We thank you for your enquiry and have much pleasure in submitting the following quotation.

Quotation for - **MEET THE LOCALS EXPO - A5 PROGRAMME BOOKLETS**

Specifications are - COMPRISING 44 PAGES SELF COVER
PRINTED FULL COLOUR ON BOTH SIDES ON 128GSM SATIN ART PAPER
TEXT SUPPLIED BUT FORMATTING AND LAYOUT BY MANN PRINT & DESIGN
SADDLE STAPLED

Size 210 mm x 297 mm **folded to** - 148 mm x 210 mm

Stock to be used - 128 gsm NEO PRO DIGITAL WHITE SATIN ART PAPER

Quantity(s): 100

PRICE (ex. GST): \$993.00

Plus GST: \$148.95

Total (incl. GST) \$1,141.95

This quote is valid for 30 days.

TERMS OF TRADE: Accounts are payable 20th of the month following date of statement. "In the event that this account is not met within our terms, we reserve the right to add all costs of collection to this account pursuant to the Fair Trading Act 1986" For new customers, a credit form must be completed and verified before credit can be given.

Yours faithfully

David Goile
General Manager

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form - Organisation



P.O Box 61, Whakatane. Phone (07) 308 8418. Email: info@mannprint.co.nz
GST No. 63-652-520 ANZ 06 0489 0084800 00

TENT / The E Network Trust

Date: 17/04/24
Our Ref. 48162
Phone No. 307 8557
Fax No.
Mobile No. 027 304 6347

JENNIFER

We thank you for your enquiry and have much pleasure in submitting the following quotation.

Quotation for - MEET THE LOCALS EXPO - A3 POSTERS

Specifications are - PRINTED FULL COLOUR ON 1 SIDE ONLY ON 150GSM GLOSS ART PAPER
PRINTED FROM COMPATIBLE .PDF FILE SUPPLIED BY CUSTOMER
Size 297 mm x 420 mm

Stock to be used - gsm

Quantity(s): 20

PRICE (ex. GST): \$42.00

Plus GST: \$6.30

Total (incl. GST) \$48.30

This quote is valid for 30 days.

TERMS OF TRADE: Accounts are payable 20th of the month following date of statement. "In the event that this account is not met within our terms, we reserve the right to add all costs of collection to this account pursuant to the Fair Trading Act 1986" For new customers, a credit form must be completed and verified before credit can be given.

Yours faithfully

David Goile
General Manager



P.O Box 61, Whakatane. Phone (07) 308 8418. Email: info@mannprint.co.nz
GST No. 63-652-520 ANZ 06 0489 0084800 00

TENT / The E Network Trust

Date: 17/04/24
Our Ref. 48163
Phone No. 307 8557
Fax No.
Mobile No. 027 304 6347

JENNIFER

We thank you for your enquiry and have much pleasure in submitting the following quotation.

Quotation for - MEET THE LOCALS EXPO - A4 POSTERS

Specifications are - PRINTED FULL COLOUR ON 1 SIDE ONLY ON 150GSM GLOSS ART PAPER
PRINTED FROM COMPATIBLE .PDF FILE SUPPLIED BY CUSTOMER
Size 210 mm x 297 mm

Stock to be used - gsm

Quantity(s): 20

PRICE (ex. GST): \$32.00

Plus GST: \$4.80

Total (incl. GST) \$36.80

This quote is valid for 30 days.

TERMS OF TRADE: Accounts are payable 20th of the month following date of statement. "In the event that this account is not met within our terms, we reserve the right to add all costs of collection to this account pursuant to the Fair Trading Act 1986" For new customers, a credit form must be completed and verified before credit can be given.

Yours faithfully

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form - Organisation



16 April 2024

The Events Network Trust
C/- 42 Hoterini Street
Ōhope 3121

To whom it may concern,

QUOTE FOR HIRE OF THE STADIUM & RECEPTION LOUNGE– THE EVENTS NETWORK TRUST

This letter is to confirm the venue hire fees for the event that is scheduled to be held in the Stadium and Reception Lounge, Whakatane on the 14th and 15th June 2024. This event is run by The Events Network Trust who have requested a quote for the purpose of funding. The total venue hire fees are summarised below:

Detail	Daily Rate	Quantity	Total
Stadium & Reception Lounge	\$592.00	2	\$1,184.00
TOTAL HIRE FEES FOR EVENT			\$1,184.00

All prices are inclusive of GST.

The quoted fee may vary upon invoicing should further charges be incurred in the case of any damages or should additional cleaning be required.

There will also be a damages and security bond of \$220 which is refundable if there are no damages or outstanding costs.

If you have any questions regarding this quotation, please don't hesitate to contact me.

Yours sincerely,

Gail Kerr
ASSETS AND ADMINISTRATION OFFICER

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form - Organisation



QUOTE

TENT

Date
16 Apr 2024

Expiry
16 May 2024

Quote Number
QU-0768

Reference
14 June 24

GST Number
66106802

TUI PARTY HIRE
Ph:07-3080120
E:info@tuirpartyhire.co.
nz
www.tuirpartyhire.co.nz

Description	Quantity	Unit Price	GST	Amount NZD
PA system, no stand sorry	1.00	80.00	15%	80.00
Bar Leaner	6.00	12.00	15%	72.00
Bar Stool	22.00	3.00	15%	66.00
Round Black Tablecloth	15.00	15.00	15%	225.00
Tablecloth Black	10.00	12.00	15%	120.00
Balloon decorations	2.00	15.00	15%	30.00
Juice glasses	250.00	0.50	15%	125.00
Arcoroc Mugs	150.00	0.50	15%	75.00
Ice Lip Jug	20.00	2.00	15%	40.00
Vase and seed lights	10.00	6.00	15%	60.00
Balloon Garland, helium balloons, etc	1.00	300.00	15%	300.00
Platter Long Melamine	26.00	2.00	15%	52.00
Dinner Napkins	2.00	18.00	15%	36.00
Disposable cups and lids	50.00	0.42	15%	21.00
INCLUDES GST 15%				169.82
TOTAL NZD				1,302.00



QUOTE

WAVS
+64 20 41 058 597
22 Tui St
Whakatāne 3120
New Zealand

The Events Network Trust

Quote ref: QUO-3231475
GST number: 091-935-074
Quote date: 26/04/2024
Expiry date: 26/05/2024

Description	Qty	Unit Price	GST	Total (excl GST)
Meet The Locals 15/6/24 □ 4x 15in loudspeakers, 2x wireless mics, 4k projector, 100in screen, sound desk, cabling, technician	1.00	\$1,739.13	\$260.87	\$1,739.13
		Subtotal (excl GST):		\$1,739.13
		Total GST:		\$260.87
		Total Estimate:		\$2,000.00

For any queries relating to this Quote please contact WAVS

WHAKATĀNE-ŌHOPE COMMUNITY BOARD

Application Form - Organisation

2023 INVOICES FOR ENTERTAINMENT & CATERING (AS EXAMPLE OF COSTS FOR 2024 BUDGET ESTIMATE)



TAX INVOICE

Meet the locals event

Invoice Date
11 Aug 2023

Invoice Number
INV-0804

GST Number
128-302-530

Mews Family Limited
Trading As Cracked
Pepper Catering
195 West Bank Road
RD 2
Whakatane 3192
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Afternoon Tea	100.00	20.00	2,000.00
		Subtotal	2,000.00
		TOTAL GST 15%	300.00
		TOTAL NZD	2,300.00



TAX INVOICE

The E Network Trust (TENT)
Whakatane
Eastern Bay of Plenty
NEW ZEALAND

Invoice Date
31 Aug 2023

Invoice Number
INV-402582

Reference
CIAF Have-A-Go Circus
Workshops for Eastern
Bay of Plenty - Meet
the Locals Volunteering
celebration and expo
on the 19/08/2023

GST Number
119281067

Circus In A Flash Ltd
Attention: Tessa
392 Otumoetai Road
Otumoetai 3110
NEW ZEALAND
circusinaflash.co.nz

Description	Quantity	Unit Price	Discount	Amount NZD
Circus Workshops teaching with 2 tutors and circus equipment kit, including bunting set up for 3 hours at Eastern Bay of Plenty - Meet the Locals Volunteering celebration and expo on the 19th of the August 2023 (Discount for booking over 3 hours)	3.00	275.00	9.09%	750.01
2x Performers Travel Return to Whakatane from Tauranga on the 19th of August 2023. \$175 for driver & \$87.50 for passengers.	1.50	175.00	5.00%	249.38
		Subtotal (includes a discount of 88.11)		999.39
		TOTAL GST 15%		149.91
		TOTAL NZD		1,149.30