



COMMUNITY ORGANISATION GRANTS SCHEME GRANT APPLICATION FORM

COGS
Community Organisation
Grants Scheme

Important: All requested amounts for 2010 COGS grant applications must be based on the new GST rate of 15%

In submitting this application you and/or the organisation you represent (hereafter referred to as the "applicant"), acknowledge and agree that the Department may disclose to or obtain from any other government department or agency, private person or organisation, any information about the applicant for the purposes of gaining or providing information related to the funding of the applicant.

To view any personal information held by us, or if you have any concerns about the personal information that we hold, please write to: The Privacy Officer, Department of Internal Affairs, P.O. Box 805, Wellington

OFFICE USE ONLY

Client number: 219223

Application number: 334514

Date received: 31 Jul 2013

Date acknowledged:

SECTION A: CONTACT DETAILS

- A1. What is your organisation's name?** (If you are a registered legal entity you must enter your legal name that appears on your constitution, trust deed or any other registration document. If you are not, you should enter the name you are formally known as, for example the name on your main operating bank account. If you are a local branch of a national organisation please specify - e.g. Royal N.Z. Plunket Society Manawatu)

Full name of organisation

Thames/Hauraki Health & Disability Resource Centre Trust

- A2. What is your organisation's address?**

Postal address

P O Box 535

City/Town

Thames 3540

Physical address (If different from above)

609 Mackay Street

City/Town

Thames

- A3. What are your organisation's contact details?**

Phone number

07 8687099

Fax number

Email address

dsgthames@gmail.com

Website address

A4. Who is your organisation's main contact for this COGS application?

Te Tari Tawhenua

For national and regional organisations your main or second contact must be a local representative in the area the service or programme is being provided.

First name	Last name
<input type="text" value="Robyn"/>	<input type="text" value="Pengelly"/>
Position	
<input type="text" value="Manager"/>	
Daytime phone number	Alternative phone number
<input type="text" value="078687099"/>	<input type="text" value=""/>
Fax number	Email address
<input type="text" value=""/>	<input type="text" value="dsgthames@gmail.com"/>

A5. Who is your organisation's second contact for this COGS application?

First name	Last name
<input type="text" value="Mary"/>	<input type="text" value="Walker"/>
Position	
<input type="text" value="Trustee/Treasurer"/>	
Daytime phone number	Alternative phone number
<input type="text" value=""/>	<input type="text" value=""/>
Fax number	Email address
<input type="text" value=""/>	<input type="text" value=""/>

A6. Which LDC is your organisation applying to for a COGS grant?

SECTION B: INDEPENDENT REFEREE

B1. Who is your organisation's independent referee? *(This is someone who is not involved in your organisation, but is aware of the services your organisation provides in your community and can comment on that.)*

First name	Last name
<input type="text" value=""/>	<input type="text" value=""/>
Position	Organisation
<input type="text" value="Community Social Worker"/>	<input type="text" value="Waikato DHB"/>
Daytime phone number	Alternative phone number
<input type="text" value=""/>	<input type="text" value=""/>
Address	
<input type="text" value="PO Box 707"/>	
City/Town	Email address
<input type="text" value="Thames"/>	<input type="text" value=""/>



SECTION C: COMMUNITY BENEFITS

Local Priority Notes

These are the local priorities that have been identified by the committee you are applying to.

Priority groups

- Groups in need/ limited access to other funding, including new and small groups
- Sharing resources including multipurpose services
- High volunteer input
- People with disabilities
- Groups who demonstrate a commitment to their philosophy/kaupapa

Priority projects

- Active involvement in community
- Whanau/family support and education
- Kaumatua/seniors
- Rangatahi and tamariki/youth and children
- Budgeting

C1. How will a COGS grant help your organisation to meet its aims and objectives as outlined in the registration form?

The Health & Disability Resource Centre is a 'one stop shop' where people can access information; resources; support; advocacy; mobility equipment and daily living aids for purchase & hire; transport/mobility transport for social gatherings and outings, support groups, health & other appointments; access to computer & internet. All our services aid to enable better access for people with disabilities and older people to everyday living and the things that people without disability and health issues often take for granted.

C2. How will your community benefit if your organisation receives a COGS grant?

Professional Development & Volunteers enable us to provide a better quality service by way of up to date information and resources and the knowledge to give the right advice and support to our clients and in turn empower them to know what their rights are when receiving health & disability services and what services & support are available to them in our communities. Our organisation is a member of the NZ Federation of Disability Information Centres, which gives us the backup from a National organisation & more recognition, not only in our immediate community, but Nationally, and we have access to affordable generic training for our staff & as well as access to fundview. Our board and staff need to have the knowledge to operate our organisation well. We also have a wonderful volunteer who has a wealth of knowledge, including mentoring skill, which would be of great value to us and we would like to employ her for 12 hours for the position of Support Worker/Adminstration Manager.

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C3. Please provide the names of the community groups or networks your organisation works with.

Budget Service, Beneficiary Advocacy Service, Citizens Advice Bureau, PROP, Age Concern, CAPS Hauraki, Community Safety Office, Civil Defence, Hauraki Family Violence Intervention Network, Community Centre, Resource Centres around the Peninsula and Hauraki districts, Thames/Coromandel District Council, Hauraki District Council, WINZ, Greypower, MS Waikato Trust, Stroke Foundation, Parent to Parent, CCS Disability Action, Arthritis NZ, Altogether Autism, Home Health & Mobility, Life Unlimited, Carers NZ, DHB Health Professionals such as Social Workers, District Nurses, Occupational Therapists, Physiotherapists, Ward Staff, Emergency Department, Medical Centres, etc.

C4. Which of the following age groups will benefit from the services your organisation will provide as a result of this COGS grant?

- 12 years and under
- 13-25 years
- 26-64 years
- 65 years and over
- All ages

C5. Which main ethnic group will most benefit from the services your organisation will provide as a result of this COGS grant?

All ethnic groups

Which specific ethnic group within this main group will most benefit from the services your organisation will provide as a result of this COGS grant?

C6. Which other main ethnic group will most benefit from the services your organisation will provide as a result of this COGS grant?

All ethnic groups

Which specific ethnic group within this main group will most benefit from the services your organisation will provide as a result of this COGS grant?

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C7. Will a COGS grant be used mostly to provide services for people in:

- Rural areas
- Urban areas
- Both

Which region does your organisation provide services in?

Waikato

Which local authority area or areas does your organisation provide services in?

Hauraki District, Thames-Coromandel District

C8. Please select up to three sectors from the list below that you believe will most benefit from the services your organisation will provide as a result of this COGS grant:

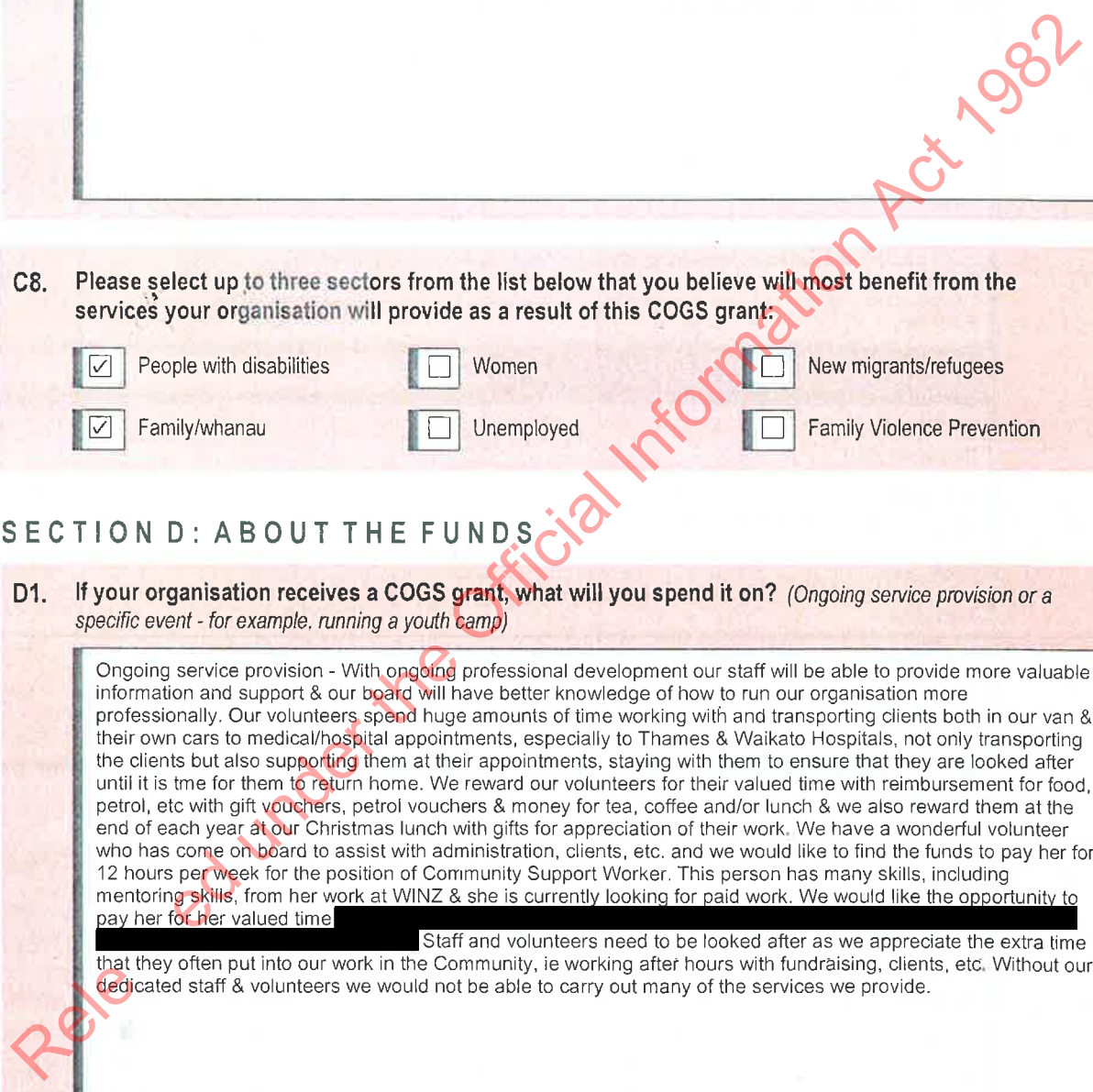
- People with disabilities
- Women
- New migrants/refugees
- Family/whanau
- Unemployed
- Family Violence Prevention

SECTION D: ABOUT THE FUNDS

D1. If your organisation receives a COGS grant, what will you spend it on? (Ongoing service provision or a specific event - for example, running a youth camp)

Ongoing service provision - With ongoing professional development our staff will be able to provide more valuable information and support & our board will have better knowledge of how to run our organisation more professionally. Our volunteers spend huge amounts of time working with and transporting clients both in our van & their own cars to medical/hospital appointments, especially to Thames & Waikato Hospitals, not only transporting the clients but also supporting them at their appointments, staying with them to ensure that they are looked after until it is time for them to return home. We reward our volunteers for their valued time with reimbursement for food, petrol, etc with gift vouchers, petrol vouchers & money for tea, coffee and/or lunch & we also reward them at the end of each year at our Christmas lunch with gifts for appreciation of their work. We have a wonderful volunteer who has come on board to assist with administration, clients, etc. and we would like to find the funds to pay her for 12 hours per week for the position of Community Support Worker. This person has many skills, including mentoring skills, from her work at WINZ & she is currently looking for paid work. We would like the opportunity to pay her for her valued time

Staff and volunteers need to be looked after as we appreciate the extra time that they often put into our work in the Community, ie working after hours with fundraising, clients, etc. Without our dedicated staff & volunteers we would not be able to carry out many of the services we provide.



D2. Financial information about the service or project you are asking COGS to make a contribution to.

Please insert details in the two tables below.

INCOME SECTION

In column 1: Record any funds you have available for the project or service you will deliver during the COGS funding year (1 July to 30 June).

EXPENDITURE SECTION

We want to know what items you would like COGS to make a contribution to. Please choose the item(s) you would like COGS to contribute to. Column 1: Beside each item you have chosen, write the total amount it will cost your organisation to deliver this part of the project or service during the COGS funding year.

Column 2: Beside each item you have chosen, write the amount you want COGS to consider funding. Most COGS grants are about \$3,000 or less.

(Note: If your organisation is GST registered, all requested amounts must be GST exclusive and rounded to the nearest dollar. If your organisation is not GST registered, all requested amounts must be GST inclusive where applicable)

ELIGIBLE ITEMS	COLUMN 1	COLUMN 2 COGS Contribution Requested
INCOME		
COGS Grant Request	\$9,500.00	
Fees & Charges - e.g. paid by clients	\$0.00	
Membership/subscriptions	\$0.00	
Grants	\$0.00	
Sponsorship	\$0.00	
Donations	\$0.00	
Fundraising	\$0.00	
TOTAL	\$9,500.00	
EXPENDITURE		
Personnel Costs		
Wages/Salary	\$39,520.00	\$4,000.00
Training	\$2,500.00	\$1,500.00
Facilitator Fees	\$0.00	\$0.00
Travel/Mileage	\$2,600.00	\$1,500.00
Professional Fees - e.g. supervision	\$0.00	\$0.00
Childcare - e.g. creche for meetings	\$0.00	\$0.00
Volunteer expenses reimbursement	\$7,280.00	\$2,500.00
Operating Costs		
Power/Gas/Water	\$0.00	\$0.00
Rent	\$0.00	\$0.00
Telephone/Internet	\$0.00	\$0.00
Administration	\$0.00	\$0.00
Stationery	\$0.00	\$0.00
Advertising	\$0.00	\$0.00
Photocopying	\$0.00	\$0.00
Programme Costs		
Venue Hire	\$0.00	\$0.00
Equipment Hire	\$0.00	\$0.00
Conference/hui/fono	\$0.00	\$0.00
Consumable materials - e.g. craft supplies, tapes, books	\$0.00	\$0.00
TOTAL	\$51,900.00	\$9,500.00

Note: If applying for wages / salary please attach a job description.

If applying for operating costs for a programme, please attach a programme outline.

D3. Tell us about any other sources of funding for your organisation that will contribute to costs in addition to the COGS grant. (Note: You must include the correct name of the funder. eg Ministry of Social Development)

FUNDER DESCRIPTION	\$ APPLIED FOR	DECISION DATE	\$ GRANTED
Lotteries	\$50,000.00	24 Jul 2013	\$20,000.00
NZCT	\$23,224.00	12 Jul 2013	\$8,000.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
TOTAL	\$73,224.00		\$28,000.00

D4. If your organisation does not receive the full amount requested, how would you make up the difference?

The organisation is doing everything it possibly can to become sustainable. Funding applications are submitted to all funders for which we fit the criteria. Our Showroom and Mobile Showroom brings in some sustainable funds and has been our lifeline in recent months when we have faced imminent closure. Many funders that we used to apply to have changed their criteria and we now no longer receive funds from them.

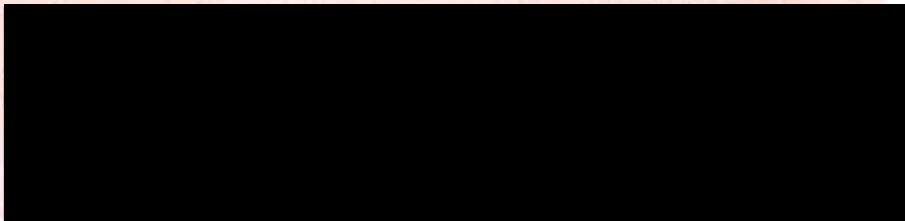
D5. If your organisation receives a COGS grant the Department of Internal Affairs will pay by Direct Credit only. Please record the details of your organisation's main operating bank account in which the COGS grant will be deposited.

(Note: You must provide with this application your most recent bank account statement with the account name and number that match the details you have recorded in this section)

Account name

Banking Institution the account is with

Account number



SECTION E: FINANCIAL POSITION

E1. What are the dates of your organisation's most recent annual accounts and provide total Income and Expenditure for that period.

Start date

01 Apr 2011

End date

31 Mar 2012

What was your organisation's total income for that period?

\$71,658.00

What was your organisation's total expenditure for that period?

\$70,532.00

SECRET

E2. Our accounts are prepared by a suitably experienced person and their details are below. (A suitably experienced person can be either internal or external to the organisation that has reasonable knowledge of finance and accounting. This may include but is not limited to a bank manager, retired accountant or a person who holds recognised accounting qualifications)

First name

Mary

Last name

Walker

Daytime phone number

[Redacted]

Fax number

[Redacted]

Address

[Redacted]

City/Town

Thames

Email address

[Redacted]

Qualification/Experience

Business Accounting

E3. Financial update. Please provide the following financial update.

Start date

01 Apr 2013

End date

31 Jul 2013

What was your organisation's total income for that period?

\$51,511.00

What was your organisation's total expenditure for that period?

\$35,392.00

E4. What is the total of your organisation's current bank balances? (For all accounts, including savings and investments)

Amount

\$30,244.00

How much (if any) of this total is tagged or committed for specific purposes?

\$30,559.00

List the purposes and amounts of money already tagged or committed.

[Redacted]	5838.13 Operational Costs 7.65	8910.75 Replacement of Mobility Van
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SECTION F: ADDITIONAL INFORMATION**F1. Please write in the box below any additional information to support your organisation's COGS application.**

(Note: Examples of additional information may include information not already included in this application; your organisation's commitment to Long Term Council Community Plans, the Treaty of Waitangi etc.)

Our organisation has worked with the local district council who have recently adopted a Disability Strategy which has an overall vision for an inclusive and non-disabling society in the Thames-Coromandel District where the rights of disabled people are recognised and protected. Our Staff are here for the long run because they are all committed and passionate about the organisation. It is imperative that we retain staff and volunteers, but it is becoming increasingly harder to as many of our volunteers are single parents being made to seek paid work by Work and Income. Our paid staff put in many hours of volunteer hours on top of their paid hours of work. We have recently faced imminent closure due to many issues such as unexpected resignation of Trustees and lack of sustainable funds, and held a Stakeholders meeting which was attended by 18 people from our community and health sector with whom we work collaboratively. We also put an article in the local newspaper re our imminent closure and have attracted a potential donor who is working with us. Over the past month our future is now looking brighter. Recent developments from working with another organisation have meant a collaboration proposal of sharing premises, resources, volunteers, etc, which will, in the long term lead to reducing costs for both organisations. This organisation will be moving into our premises in the near future and we are really excited about the future and continuation of both organisations due to this collaboration. We would like to thank COGS for considering our application and for the past contributions to our organisations which have kept our vital services operating.

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