

ApplicationID: 345609 **ClientID:** 219223 **Date Received:** 14 May 2014

COMMUNITY ORGANISATION GRANTS SCHEME GRANT APPLICATION FORM

In submitting this application you and/or the organisation you represent (hereafter referred to as the "applicant"), acknowledge and agree that the Department of Internal Affairs 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, 6140.

SECTION A: CONTACT DETAILS

A1. What is your organisation's name?

Full name of organisation

Thames/Hauraki Health & Disability Resource Centre Trust

A2. What is your organisation's address?

Postal Address

P O Box 535

Thames 3540

Physical Address

609 Mackay Street

Thames

A3. What are your organisation's contact details?

Email address

dsgthames@gmail.com

Phone no

07 8687099

Website address

Fax no

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

First name

Robyn

Day phone no

07 8687099

Last name

Pengelly

Alt. phone no

[REDACTED]

Position

Manager

Fax no

[REDACTED]

Email address

dsgthames@gmail.com

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

First name

Mary

Day phone no

[REDACTED]

Last name

Walker

Alt. phone no

[REDACTED]

Position

Treasurer/Trustee

Fax no

[REDACTED]

Email address

[REDACTED]

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

Hauraki

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SECTION B: INDEPENDENT REFEREE

B1. Who is your organisation's independent referee?

First name	<input type="text"/>	Day phone no	<input type="text"/>
Last name	<input type="text"/>	Alt. phone no	<input type="text"/>
Position	<input type="text"/>		
Organisation	<input type="text"/>		
Address	City/Town		
<input type="text"/>	<input type="text"/>		
Email address	<input type="text"/>		

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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
- At risk members of the community
- Grandparents
- Transport
- Networking
- Life skills development.

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; Community advocacy for WINZ, Tenancy, IRD and Employment; mobility equipment and daily living aids for purchase and hire; transport/mobility transport for social gatherings and outings, support groups, health & appointments; access to computer & internet. A COGS grant will assist to administer all these services and reward our wonderful volunteers who put many hours into their work.

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

Wages, 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 correct 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 and support are available to them in our communities. Our organization is a member of the NZ Federation of Disability Information Centres, which give us the backup & training from a National organization and more

recognition, not only in our immediate community, but Nationally, and we have access to affordable generic training for our staff and as well as access to fundview. Our board and staff need to have the knowledge to operate our organization. We now also have a Community Advocacy Service under our umbrella, which has enhanced our services.

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

Age Concern, Citizens Advice Bureau, Budget Services, PROP, 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, Lilfe 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?

All ages

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

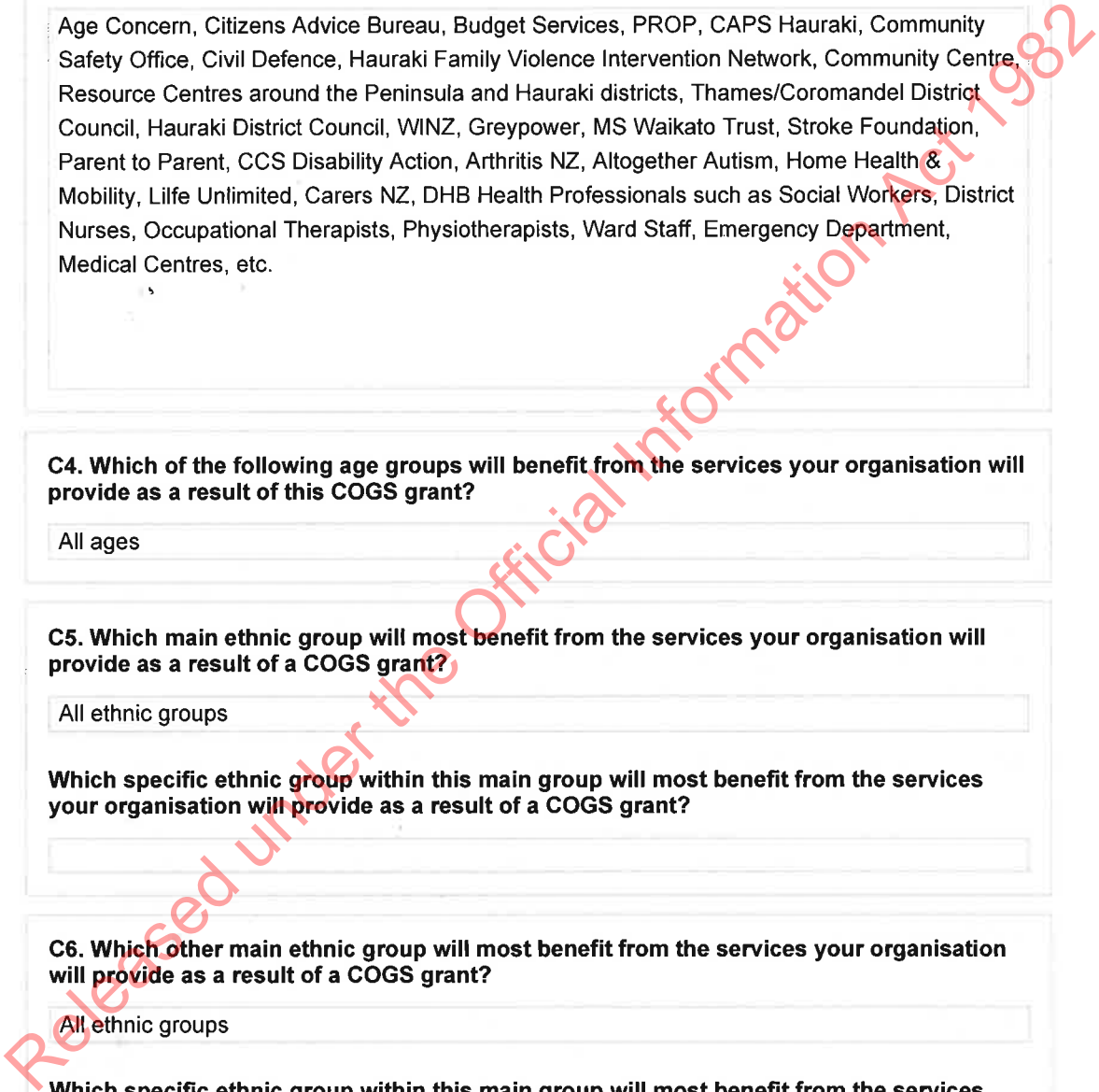
All ethnic groups

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

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



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

Both rural and urban areas

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. Sectors that you believe will most benefit from services your organisation will provide as a result of a COGS grant:

People with disabilities , Family/Whanau , Unemployed

SECTION D: ABOUT THE FUNDS

D1. If your organisation receives a COGS grant, what will you spend it on?

Ongoing service provision - With ongoing professional development our staff will be able to provide more valuable information and support and all our staff, volunteers, and board members will have better knowledge of how to run our organization more professionally. Our volunteers spend huge amounts of time assisting with the general running of our organization, including administration duties, cleaning, and supporting clients. At present we have a volunteer who works 3 days per week carrying out the essential duties such as banking, collating, stats, keeping the place tidy and presentable, driving, assisting with fundraising events, and more. Unfortunately she will be unable continue as a volunteer [REDACTED] Without our dedicated staff and volunteers we would not be able to carry out many of the services we provide. We would like to be able to employ this volunteer for 12 hours per week to ensure that we do not lose her. We have provided training, professional development, mentoring and a great place to work. During the year she has been with us she has built up her self esteem, feels valued as part of our organization and is keen to continue her work with us. We greatly value her contribution.

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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		
Income		
COGS Grant Request	\$10,000.00	
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	\$10,000.00	

EXPENDITURE

(Note: All requested amounts must be based on 15% GST rate)

Personnel Costs

Wages/Salary	\$12,528.00	\$6,264.00
Training	\$2,500.00	\$2,000.00
Facilitator Fees	\$0.00	\$0.00
Travel/Mileage	\$2,600.00	\$0.00
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	\$1,736.00

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	\$24,908.00	\$10,000.00

Note: If applying for wages/salary please send us a copy of the job description after completing this application.
If applying for operating costs for a programme, please send us a copy of the programme outline after completing this application.

D3. Tell us about any other sources of funding for your organisation that will contribute to costs in addition to the COGS grant.

(Note: Include total amounts in the budget income in question D2.)

FUNDER DESCRIPTION	\$ APPLIED FOR	DECISION DATE	\$ GRANTED
TOTAL	\$0.00		\$0.00

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

At this stage it is probable that we will not be able to make up the difference, especially for wages as we have exhausted all other avenues for funds. We will therefore in all probability lose the volunteer we have and be back to square one with either training another volunteer or putting more workload onto our existing paid staff.

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)



SECTION E: FINANCIAL POSITION

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

Start Date	End Date
01 Apr 2012	31 Mar 2013
Organisation's total income for that period	
\$73,705.00	
Organisation's total expenditure for that period	
\$74,886.00	

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

Day phone no

[Redacted]

Last name

Walker

Fax no

[Redacted]

Qualification/Experience

Business Accounting

Email address

[Redacted]

Address

[Redacted]

City/Town

Thames

E3. Financial Update?

(If the end date for your organisation's audited annual accounts is more than nine months old at the closing date for applications, please provide the following financial update)

Start Date

01 Apr 2013

End Date

31 Mar 2014

Organisation's total income for the period

\$127,380.00

Organisation's total expenditure for the period

\$111,342.00

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E4. What is the total of your organisation's current bank balances?

Amount

\$35,187

How much of this total is tagged or committed for specific purposes?

\$28,346

List the purposes and amounts of money already tagged or committed

Grassroots Trust - \$790.00 Operational Costs Pub Charity - \$1282.91 Stationery & Printing
Pride - \$750.00 Cost of Stock Rent - \$492 Accounts - \$1000 Coombes - \$2000 Accountant
Fees Wages - \$17,107.54 Van - \$4925.42 Expenses

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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.)

Thames/Hauraki Health & Disability Resource Centre is a well established organization which was founded in 2003 as a disability support group & registered as a Charitable Trust in 2008. Over the past 10 years our services have grown to meet the needs of people with ill health & disabilities and their families living in the Coromandel Peninsula and Hauraki Districts. Because of the commitment from our dedicated staff, Trustees and Volunteers & supporter we have managed to survive the past 5 years since the recession and worked through many challenges, including facing closure in April 2013. In October 2013 the Community Advocacy Service, Grandparents Raising Grandchildren & Computers In Homes moved into our premises, which lead to sharing of resources, reduction in expenses & better collaboration. Unfortunately the Umbrella Trust for the Community Advocacy Service had to wind up due to financial & board issues & because the Advocacy Service is so vital to our community the HDRC Trust Board made a decision to incorporate that service under it's umbrella. It is imperative that we are able to find the funds to ensure the continuation of both the Community Advocacy Service and the Disability Resource Centre as they are vital to so many people having to deal with day to day issues such as financial hardship, tenancy, employment, health & disability, etc. The Trust has endeavoured to find sustainable funds by way of sales from our Showroom, securing sponsorship & donations, reducing costs by sharing resources and more. We have many letters of endorsement from clients & support organisations & collaborate & network throughout the Coromandel, Hauraki & wider districts, including local councils. We have been involved with the both the TCDC Postitive Ageing Strategy and the Disability Strategy and are part of their disability stakeholders forum, including being involved with an accessibility audit of the Thames town centre. The combined knowledge, experience & expertise of the Community Advocate & the Manager and staff of our Centre is too valuable to lose, not only for Thames but for the wider communities in this district.

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