



Mackenzie

DISTRICT COUNCIL

Date: Monday, 11 July 2022

Time: 3.00pm

Location: Twizel

AGENDA

Late Items

Twizel Community Board Meeting

11 July 2022

Note: This meeting will be digitally recorded by the minute-taker .

Order Of Business

1 Reports3

 1.1 Late Grant Applications 3




1 REPORTS

1.1 LATE GRANT APPLICATIONS

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments:

1. Application from Twizel Trap Library [↓](#) 
2. Letter from Twizel Trap Library [↓](#) 
3. Application from TPDA [↓](#) 
4. Website estimate from TPDA [↓](#) 

STAFF RECOMMENDATIONS

1. That a grant of \$500 be approved/declined for Twizel Trap Library towards the costs of pest traps and pest trap materials.
2. That a grant of \$500 be approved/declined for Twizel Promotions and Development Association towards the cost of a website for the Wine and Salmon Festival.

BACKGROUND

The following grant applications have been received by the community board:

- Angharad Lee from the Twizel Trap Library has requested \$500 towards pest traps and materials to make pest traps.
- Karen Morgan from the TPDA has requested \$500 towards a website for the Twizel Wine and Salmon Festival.



MACKENZIE DISTRICT COUNCIL

Community Board Grant Application Form

A. Details

Name of organisation:	Twizel Trap Library
Contact person:	Angharad Lee
Postal address:	PO Box 115, Twizel 7944
Email address:	twizeltraplibrary@gmail.com
Telephone:	0223995589

B. Which Community Board are you applying to?

1. Twizel Community Board	<input checked="" type="checkbox"/> Yes	You can apply for up to \$500 per grant.	Grant to be spent on projects/events in the Twizel Community Board area
2. Tekapo Community Board	<input type="checkbox"/> Yes	You can apply for up to \$1000 per grant.	Grant to be spent on projects/events in the Tekapo Community Board area
3. Fairlie Community Board	<input type="checkbox"/> Yes	You can apply for up to \$250 per grant.	Grant to be spent on projects/events in the Fairlie Community Board area

C. Organisation Details

1. How many people belong to your organisation?	3
2. What is the legal status of your organisation? E.g. Trust, incorporated society, other.	Other
3. How long has your organisation existed?	June 2022
4. Is your organisation responsible to, or controlled by, any other organisation or authority?	No, however funding will be administered under the TPDA

	umbrella.
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D. Grant Details

1. How much money are you applying for?	\$500										
2. What is this money going to be used for? (Briefly explain): (1) Our project will require the following to begin: - Ply for backing boards to attach Trapinators (possum traps) to loanees. Price is between \$70-\$100. *note: We have kindly been given access to approx. 20 Trapinators from surplus of The Ohau Conservation Trust to use whilst we set up. - Possum Dough to provide our loanees to get them started est. \$25 + freight (2) Other traps for purchasing will include: - 5-10x each of DOC150/200/250 Mustelid traps priced between \$100-\$180 exclu. Each (3) As well as tools for ease of use and maintenance tools: - 2x (eventually more) Trap Setting Tools \$46 exclu. gst - hose piece est. \$20 - Lure - rabbit bait, eggs (a few to get loanee started) est. \$100 - Calibration/maintenance/repair tools est. \$100 Other - advertising, petrol costs if delivery required.											
1. Are you registered for GST?	No										
<i>If yes, GST Number:</i>	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>										
2. What are the total costs of the project and where is the funding coming from?	<table border="1"> <tr> <td>Community board (this application)</td> <td>\$500</td> </tr> <tr> <td>Other funders:</td> <td>\$</td> </tr> <tr> <td>Your contribution:</td> <td>\$</td> </tr> <tr> <td>Total:</td> <td>\$</td> </tr> </table>	Community board (this application)	\$500	Other funders:	\$	Your contribution:	\$	Total:	\$		
Community board (this application)	\$500										
Other funders:	\$										
Your contribution:	\$										
Total:	\$										
If we are successful at receiving the \$500 grant, this will help to set up the Trapinators. All remaining funds as well as future funding and donations will go towards purchasing mustelid traps and tools. Our aim is to continue to expand our traps, tools and other items required. (1) \$125 (2) Estimated \$2,250 (3) Estimated \$200											
3. When will this project happen? We will begin advertising to gauge interest. Funding to purchase ply, dough and some mustelid traps will start the borrow scheme.											

4. Have you applied for other sources of funding? Briefly explain.

None

F. Declaration

I hereby declare that the information supplied above on behalf of my organisation is correct.

I consent to the Mackenzie District Council collecting the personal contact details and information provided in this application for the purpose of considering a grant. I also consent to this completed application form being published on the public agenda of the next community board meeting. This consent is given in accordance with the Privacy Act 1993.

Name:	Angharad Lee		
Position in Organisation / Title:	Volunteer		
Signature:	A.R.Lee	Date:	5/7/22

G. Checklist

1. I have attached a balance sheet or financial statement from my organisation. If no, explain why.	NO At this stage we do not have finances to declare however we will be keeping a balance sheet of any funds we receive and spend via TPDA administration and will declare a financial statement as part of and during our operations.
2. I have attached any other relevant documents that would assist the community board in making a decision.	YES - Cover letter
3. I understand that if my application is approved, I will be asked to supply an invoice for the amount granted and proof of my bank account number.	YES
4. I understand that if my application is approved I will be asked to complete a project completion form that accounts for how the money is spent.	YES

G. For more information

Arlene Goss
Mackenzie District Council
PO Box 52, Fairlie 7949

Phone 03 685 9010 ext 915
or
Arlene.Goss@mackenzie.govt.nz

7 July 2022

Twizel Community Board

Dear Twizel Community Board,

RE: Funding for the Twizel Trap Library

We are writing to you to request funding to enable the set-up of a trap library for Twizel. The trap library would allow Twizel Residents the opportunity to loan traps from the library.

The Ohau Conservation Trust has kindly loaned the library 20 x Trapinator traps, which are kill traps for possums; our project will need to purchase and supply a marine ply backing board to extend the life of the trap and so part of the funding will go towards purchasing a sheet of marine ply and screws as well as a bucket of possum dough (possum lure) of which a small amount will be provided with traps to get people started.

We would also like to purchase 10 x BT 200 Traps in wooden housing, these are valued at around \$87.49 excl GST each, and would allow trapping of stoats, ferrets, hedgehogs, rats.

These traps require a few equipment pieces optional to the loanee including a setting tool, valued at \$10 excl GST each, a Terra Don (carcass removing tool) \$11.50 excl GST, safety clip/s, a piece of hose and gloves. Ideally also a lure could be offered in the form of an egg or rabbit meat.

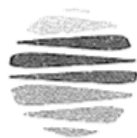
The funding would also likely be used to place an advert in the Twizel Update, printing of agreement/waiver forms (although we hope to be mostly paperless) and other expense costs incurred by volunteers administering the project.

We will operate the Trap Library under the Twizel Promotion's umbrella and they will administer the funding on our behalf, and therefore there is no balance sheet or financial statement included with our application.

Yours faithfully,

A.R. Lee

Angharad Lee on behalf of the Twizel Trap Library members Katrina Te Rito and Eloïse Denis.



Mackenzie

DISTRICT COUNCIL

Community Board Grant Application Form

A. Details

Name of organisation:	Twizel Promotion & Development Association Inc
Contact person:	Karen Morgan
Postal address:	PO Box 4, Twizel 7944
Email address:	manager@twizel.info
Telephone:	(03) 435-0066 OR 027 264 1313

B. Which Community Board are you applying to?

1. Twizel Community Board	<input checked="" type="checkbox"/> Yes	You can apply for up to \$500 per grant.	Grant to be spent on projects/events in the Twizel Community Board area
2. Tekapo Community Board	<input type="checkbox"/> Yes	You can apply for up to \$1000 per grant.	Grant to be spent on projects/events in the Tekapo Community Board area
3. Fairlie Community Board	<input type="checkbox"/> Yes	You can apply for up to \$250 per grant.	Grant to be spent on projects/events in the Fairlie Community Board area

C. Organisation Details

1. How many people belong to your organisation?	99
2. What is the legal status of your organisation? E.g. Trust, incorporated society, other.	Incorporated Society
3. How long has your organisation existed?	30+ years
4. Is your organisation responsible to, or controlled by, any other organisation or authority?	No


D. Grant Details

1. How much money are you applying for?	\$500 - 00	
2. What is this money going to be used for? (Briefly explain): Creation of a designated Twizel Salmon and Wine Website, rather than having it link off the Twizel Promotion & Development Association Inc. Website. Having a designated website will further develop the promotion of Twizel to visitors to the area.		
1. Are you registered for GST? YES	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	
If yes, GST Number:	58819735	
2. What are the total costs of the project and where is the funding coming from? Our contribution to this project is to cover the website Admin. costs (cost of website domain, SSL security, website bandwidth and metrics). This is an annual cost the TRDA will pay going forward.	Community board (this application)	\$500-00
	Other funders:	\$ -
	Your contribution:	\$250-00
	Total:	\$750-00
3. When will this project happen? As soon as possible		
4. Have you applied for other sources of funding? Briefly explain. We have not applied elsewhere for any other sources of funding to cover the cost of creating this designated website for the Twizel Salmon & Wine Festival.		

F. Declaration

I hereby declare that the information supplied above on behalf of my organisation is correct.

I consent to the Mackenzie District Council collecting the personal contact details and information provided in this application for the purpose of considering a grant. I also consent to this completed application form being published on the public agenda of the next community board meeting. This consent is given in accordance with the Privacy Act 1993.

Name:	Karan Morgan		
Position in Organisation / Title:	Office Manager		
Signature:		Date:	07/07/22

G. Checklist

1. I have attached a balance sheet or financial statement from my organisation. If no, explain why.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
2. I have attached any other relevant documents that would assist the community board in making a decision.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
3. I understand that if my application is approved, I will be asked to supply an invoice for the amount granted and proof of my bank account number.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
4. I understand that if my application is approved I will be asked to complete a project completion form that accounts for how the money is spent.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No

G. For more information

Arlene Goss
Mackenzie District Council
PO Box 52, Fairlie 7949

Phone 03 685 9010 ext 915
or
Arlene.Goss@mackenzie.govt.nz

ESTIMATE

Website Development Quote

EVENT GOALS

EVENT GOALS

11 Nortons Road

Avonhead

Christchurch, Canterbury 8042

New Zealand

0273453272

eventgoals.co.nz

BILL TO

Twizel Promotions and Development

Association Inc

Karen Morgan

manager@twizel.info

Estimate Number: 809

Estimate Date: July 4, 2022

Expires On: July 18, 2022

Grand Total (NZD): \$862.50

Items	Quantity	Price	Amount
Website Creation Develop new Salmon & Wine Festival Website including design, content and build	1	\$500.00	\$500.00
Website Administration Cost of website domain, SSL security, website host (Square Space), website bandwidth and metrics.	1	\$250.00	\$250.00

Subtotal: \$750.00

GST 15%: \$112.50

Total: \$862.50

Grand Total (NZD): \$862.50

Notes / Terms

Please note, prices are not confirmed until deposit has been made. A 50% deposit is required to secure booking of the website build. The additional 50% is due on completion of the website build.

JK Tourism & Events LTD