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**Te Puni Kōkiri**

**Te Pūtake o Te Riri - Wars and Conflicts in New Zealand**

**Regional Fund**

**Application Guidelines and Form**

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# Purpose of this guide

This guide outlines the process for applying for funding from the Te Pūtake o Te Riri - Wars and Conflicts in New Zealand Regional Fund (the Fund) for regional commemoration events and initiatives that will take place throughout the year.

**Important information**

* Applications close at 12pm on **Wednesday 9 August 2017**.Applications postmarked on this date will be accepted. Electronic applications will be accepted. Applications received by fax will not be accepted.
* Applicants will receive a decision about their application at least four weeks after the due date outlined above.
* **Please do not use folders or binders to present your application as applications need to be photocopied.**
* To ensure that your application can be clearly identified, please write **Te Pūtake o Te Riri - Wars and Conflicts in New Zealand** in the subject line or on the front of the envelope.
* Please ensure all compliance information (outlined below) and letter/s of support accompany your application otherwise it will be classified as incomplete and may not be processed.

**Enquiries and further information**

If you have any questions about the **Te Pūtake o Te Riri - Wars and Conflicts in New Zealand** Regional Fund, please email tepūtakeoteriri@tpk.govt.nz or get in touch with your local Te Puni Kōkiri office, contact details for our regional offices can be found at [www.tpk.govt.nz](http://www.tpk.govt.nz).

# Purpose of the Fund

To support existing and future Te Pūtake o Te Riri - Wars and Conflicts in New Zealandevents throughout Aotearoa. The Fund has been designed to support iwi, hapū and whānau to initiate, promote and deliver activities and events that commemorate the New Zealand wars.

# Who can apply for this fund?

Te Puni Kōkiri will accept applications from whānau, hapū, iwi and community organisations which:

* have an existing role in community activities and/or services
* have the capacity to administer and support the proposed project and
* make a commitment to provide a detailed report of the proposed project after the event

To be eligible for the Fund, applications are sought for specific events or initiatives which meet the following criteria.

|  |
| --- |
| **Fund Criteria** |
| * the theme is the commemoration of a New Zealand War and/or Conflict
* the event being commemorated is of significance to Māori and Aotearoa New Zealand
* the event builds awareness of specific New Zealand wars and/or conflicts and encourages wide community participation, including from Māori and non-Māori and rangatahi
* the event promotes a cultural experience consistent with the above.

**Priority will be given for proposals that demonstrate:** * support by local iwi and/or hapū
* partnerships with the education community
* the development of resources to mark the event
* a communications plan for the event
* how success of the event will be evaluated
 |

# What is not funded

The table below provides an outline of the items that are not funded or covered under the fund.

| **What is not funded or covered** |
| --- |
| * the purchase of alcohol
* retrospective events and activities
* medical bills
* payment of existing debts
* business ventures
* legal costs
* items of a capital nature including buildings and vehicles.
 |

# Assessment criteria

The assessment process will use the following criteria and weightings to assess eligible proposals.

|  |  |
| --- | --- |
| **Assessment criteria for applicants**  | **Weighting**  |
| **Alignment of the event to the theme of commemorating a New Zealand War and/or conflict and the significance of the event to Māori and Aotearoa New Zealand:** the extent to which the proposal demonstrates its significance to Māori and the nation and the linkage to a significant New Zealand War or Conflict. | **40%** |
| **National and local level awareness:** the extent to which the proposal demonstrates how the applicant/s will:* build awareness of the event, at both a national and local level.
* engage all groups within the community, including Māori and non-Māori audiences and rangatahi.
 | **30%** |
| **Capability and Capacity of organisation:** evidence that shows the capacity and capability to manage the event. | **20%** |
| **Links of proposed event activities to proposed budget:** a detailed budget is provided for all activity related to the event. | **10%** |
| **Total weighting**  | **100%** |

# Application and Assessment Process

## Submitting your application

One original, signed copy of the application and an electronic copy must be submitted to Te Puni Kōkiri at teputakeoteriri@tpk.govt.nz (electronic copy) and Te Puni Kōkiri, PO Box 3943, Wellington 6140 (original, signed hard copy) by **12pm on Wednesday 9 August 2017**. Please do not use folders or binders to present your applications, as applications need to be photocopied. All applicants will receive a decision about their application at least four weeks after the due date outlined above.

Please ensure all compliance information (outlined below) and letter/s of support accompany your application otherwise it will be classified as incomplete and may not be processed.

## Compliance

Please provide the following information with your application.

|  |  |
| --- | --- |
| **Legal Status** | Document proving legal status. For example a Certificate of Incorporation, or proof of Charitable status. |
| **Registered Address** | Confirmation of registered address. |
| **Financial Statements** | Current financial statement or audited accounts. |
| **Vulnerable Children Act 2014****(if this applies)** | If some or all of the application is about providing services to children[[1]](#footnote-1), you must provide us with a copy of your Child Protection Policy. |

## Privacy Act 1993

Organisations collecting personal information on behalf of Te Puni Kōkiri will comply with the provisions of the Privacy Act 1993.

Where Te Puni Kōkiri collects personal information from individuals, only information necessary to meet the requirements of this application will be collected. Those persons have the right to request access to their information at Te Puni Kōkiri, PO Box 3943 Wellington, and if appropriate, request that their information be corrected.

# Funding Agreement and Reporting

## Funding Agreement

If you are successful, we will issue a contract or a Letter of Agreement which complies with the standard All of Government (AoG) contract.

## Reporting

You will be required to submit a progress report or reports to Te Puni Kōkiri over the life of the contract as well as a final report, which includes full financial details relating to the funds you received. All reports will provide details about the outcomes achieved, that the funding has been used for the purposes for which it was given, and the difference it has made for whānau, hapū and iwi. Templates for both the interim reports and the final report will be supplied by Te Puni Kōkiri.

## Publishing information about funded initiatives

Names of the funded recipients will be made public. This information will be published on the website of Te Puni Kōkiri and may be published elsewhere from time to time.

This may include the following:

* name of applicant
* a short summary that describes your event, the start date and completion date
* Te Puni Kōkiri approved funding amount
* a short description about the numbers and location of whānau who will benefit from the event and the outcomes achieved

# Organisation Checklist

|  |
| --- |
| **Please ensure that all sections of your application form have been completed and all compliance documentation and letter/s of support have been attached otherwise this may affect your application and it may not be processed.** |
| **Tick (🗸)** |  |
|  | Noted the key information  |
|  | Contact details of the organisation  |
|  | Contact details of the organisation who will actually deliver the project (if the Organisation above is the umbrella organisation)  |
|  | Your event meets the eligibility criteria for the programme your organisation is applying for |
|  | Application questions have been answered* New Zealand Land Wars Commemoration Application
* Financial Investment
* Risk Management
 |
|  | Templates have been filled in* List of priority budget **items**.
* Risk Assessment
 |
|  | Letter/s of support from community, iwi, hapū or official support of the event (including contact details). * The letters must be current and specific to the event.
 |
|  | All compliance documentation has been supplied* Legal Status
* Financial Statements and /or a full set of current audited accounts
* Vulnerable Children’s Act 2014 - Child Protection Policy (if this applies)
 |
|  | Declaration has been read, understood and signed by an authorised signatory. |

# Your application

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**Te Pūtake o Te Riri - Wars and Conflicts in New Zealand Regional Fund**



All items of section 9.1 must be complete. A blank response may invalidate your proposal.

* 1. **Key Contact Details**

|  |  |
| --- | --- |
| **Lead Contact** | ***This person will have the overall responsibility to manage this initiative*** |
| **Designation** | ***Job title*** |
| **Contact details** | **Landline** |  |
| **Mobile** |  |
| **E-mail** |  |
| **Second Contact** | ***This person will have the overall responsibility to manage this initiative*** |
| **Designation** | ***Job title*** |
| **Contact details** | **Landline** |  |
| **Mobile** |  |
| **E-mail** |  |

**Organisation Details**

|  |
| --- |
| **Registered Organisation Name** |
| **Registered Address** | **Postal** |  |
| **Physical** |  |
| **Registered** | This is the address that is registered with (for example) the Companies Office or Charities Service |
| **Phone** |  |
| **Email** |  |
| **GST Number** |  |
| **Organisation type** |  |
| **Legal Status** |  |
| **Vulnerable Children Act 2014 (if this applies)** | Please ensure that you attach a copy of your organisation Child Protection Policy.  |

**If you are the umbrella organisation, please provide details of the organisation who will actually deliver the sponsorship project if it is different from above.**

*(This person must have authorisation to submit this application on behalf of the Organisation above)*

|  |  |
| --- | --- |
| **Type of Organisation** |  |
| **Lead Contact** | ***This person will have the overall responsibility to manage this initiative*** |
| **Designation** | ***Job title*** |
| **Contact details** | **Landline** |  |
| **Mobile** |  |
| **E-mail** |  |

* 1. **Te Pūtake o Te Riri - Wars and Conflicts in New Zealand Regional** **Event**

|  |  |
| --- | --- |
| Describe the proposed event to commemorate a New Zealand war and/or conflict? |  |
| When and where will the event take place? |  |
| What is your organisation’s capacity and capability to manage the event? |  |
| Do any conflicts of interest exist? |  |

|  |  |
| --- | --- |
| Who in your community/region is this event aimed at? (rangatahi, whānau, kaumātua) |  |
| Describe how the event/s you plan to deliver will increase awareness and understanding of New Zealand wars and conflicts? |  |

|  |  |
| --- | --- |
| **Describe how your event meets the following criteria:** |  |
| * the theme is the commemoration of a New Zealand war and/or conflict
 |  |
| * the event being commemorated is of significance to Māori and the nation
 |  |
| * the event builds awareness of specific New Zealand Land Wars
 |  |
| * please include 2 to 3 specific communication messages about the event you are commemorating that you want the wider public to know
 |  |
| * the event will encourage wide community participation, including from Māori and non-Māori audiences and rangatahi
 |  |
| * the event will promote a cultural experience consistent with the above
 |  |

* 1. **External Support**

|  |  |
| --- | --- |
| Please attach at least one letter of community, iwi, hapū or official support of the event (including contact details). The letters must be current and specific to the event. | *Please provide the name/s of the community, iwi, hapū or official support that has provided a letter of support for the event.* |
|  |
| Please comment on the relationship the external sources have with your organisation and event. |  |

# Financial Investment

To help us build a picture of the level of financial investment your organisation is seeking please answer the questions.

|  |  |
| --- | --- |
| **How much funding are you seeking from Te Puni Kōkiri (GST exclusive) for this event?** | **Please be aware that the full amount may not be available but your organisation may be granted part of this amoun**t. |
| **$** |
| **What is the total cost of the event?** |  |
| **Will you have received or have applied for any funding for this event from:** | **Yes/No** | **Amount** | **For what part of the event** |
| Ministry of Culture and Heritage |  | $ |  |
| Ministry of Education |  | $ |  |
| Ministry of Justice |  | $ |  |
| Other organisation (please list) |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
| **TOTAL** |  | $ |  |
| **Have you received or applied for any in-kind support from any other sources** **for this event**? *“In kind” support is support by way of goods and / or services, rather than money. Instead of giving money to buy needed goods and services, the goods and services themselves are given.* | *If yes*, please name the sources, the type of in-kind support and indicate whether that support has been approved. |
|  |
| **What contribution will your organisation be making to this event?** |  |
| **How much funding have you previously received from Te Puni Kōkiri?** |  |

# Event Budget

**This is a breakdown of the all the costs that have been listed in the Financial Investments section of your application. Please ensure that the information you provide is accurate, if your proposal is successful, you will need to report all the budget items you have provided below.**

**Please ensure that the information in the tables below:**

* **is consistent with costs provided in Financial Investment section;**
* **have listed the budget items and the costs of other funding sources;**
* **does not include any items that have been listed in the *what is not funded* section of the application; and**
* **all costs must be GST exclusive.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget items**  | **Total cost of Budget Item** | **How much are you seeking from Te Puni Kōkiri** | **How much is your Organisation contributing** | **How much, if any, are you receiving from****Ministry of Culture and Heritage** | **How much, if any, are your receiving from****Ministry of Education** | **How much, if any, are your receiving from****Ministry of Justice** | **Other Source****[Please put name of organisation]** | **Other Source****[Please put name of organisation]** | **TOTAL** |
| Information Technology Costs |  |  |  |  |  |  |  |  |  |
| Telecommunications |  |  |  |  |  |  |  |  |  |
| Photocopying |  |  |  |  |  |  |  |  |  |
| Postage & Stationary |  |  |  |  |  |  |  |  |  |
| Advertising |  |   |   |  |   |  |  |  |  |
| Equipment Hire / Lease |  |  |  |  |  |  |  |  |  |
| Telephone |  |  |  |  |  |  |  |  |  |
| Facilitator/Coordinator |  |  |  |  |  |  |  |  |  |
| Meeting/Hui Costs |  |  |  |  |  |  |  |  |  |
| Venue |  |  |  |  |  |  |  |  |  |
| Kai costs |  |  |  |  |  |  |  |  |  |
| List the item and item cost |  |  |  |  |  |  |  |  |  |
| List the item and item cost |  |  |  |  |  |  |  |  |  |

# Risk Assessment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk** | **Likelihood** | **Consequence** | **Level of Risk** | **Risk Treatment** | **Who is responsible for risk?** |
| *i.e. Low awareness of event* | *Low* | *Low attendance of event* | *Moderate* | *Mitigation plan in place that will absorb the shortfall*  | *Organising Committee* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please provide a comprehensive risk assessment using the following template and the Qualitative Risk Analysis Matrix.

**Qualitative Risk Analysis Matrix – Level of Risk. This table analyses the level of likelihood and consequence**

|  |
| --- |
| **TABLE : LEGEND** |
| **E.** | Extreme | Almost certain to, or already has, threatened the survival of the programme, its administration and the organisation either financially or politically.  |
| **H.** | High | Likely to threaten the survival or continued effective function of the programme for the organisation either financially or politically. |
| **M.** | Moderate | Unlikely to be a threat to the efficiency and effectiveness of the programme. |
| **L.** | Low | Unlikely to threaten some aspect of the programme. |

|  |  |  |
| --- | --- | --- |
| **LIKELIHOOD** |  | **CONSEQUENCE** |
| **Level**  | **Indicator** |  | **5.Negligible** | **4.Low** | **3.Medium** | **2.Very High** | **1.Extreme** |
| **A.** | **Almost Certain** |  | **H** | **H** | **E** | **E** | **E** |
| **B.** | **Likely** |  | **M** | **H** | **H** | **E** | **E** |
| **C.** | **Possible** |  | **L** | **M** | **H** | **E** | **E** |
| **D.** | **Unlikely** |  | **L** | **L** | **M** | **E** | **E** |
| **E.** | **Rare** |  | **L** | **L** | **M** | **H** | **H** |

# Declaration

|  |
| --- |
| DECLARATION (This declaration is to be completed by an authorised signatory of your organisation) |
| **In signing this Declaration, I certify that:**1. To the best of my knowledge, the information contained in this proposal is true and accurate;
2. This event project complies with the objectives of my organisation as contained in the Organisation’s Constitution, Trust Deed or Māori Land Court order; in support of this statement I have attached a note from an authorised member of the organisation or a copy of Minutes from an Executive Committee or Board of Trustees meeting, approving the proposed event;
3. There exists no conflicts of interest for me, any other member of the organisation or employee of Te Puni Kōkiri, in making this application (where you are unsure of this issue please discuss with your nearest Te Puni Kōkiri regional office );
4. All sections of the application form have been completed; and
5. All supporting documentation required has been attached.

**In signing this Declaration, I understand that:**1. There is no guarantee that my organisation will be successful in securing Te Puni Kōkiri investment;
2. Te Puni Kōkiri may collect information about my organisation from any third party in respect of this application;
3. If the proposal is successful, the name of my organisation, the purpose of the investment and the Te Puni Kōkiri investment amount will be made available as part of Te Puni Kōkiri’s accountability for public funds;
4. The information provided in this document can be used by Te Puni Kōkiri for statistical purposes and/or policy development;
5. I (the applicant) along with the target group and beneficiaries of the proposed project may be required to participate in an evaluation of the project; and
6. I (the applicant) will accept full accountability and responsibility for all requirements associated with the completion of the project.
 |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(To be signed by the Chairperson or authorised signatory)

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

1. Children’s services are defined as:

Services to one or more children

Services to adults in respect of one or more children

Services provided to adults living in households that include one or more children and that:

do or may affect significantly any one or more aspects of the well-being of those children; and

may be prescribed/defined by the Governor-General by Order in Council. (Note: You can check if your service is included in an Order in Council on [www.legislation.govt.nz](http://www.legislation.govt.nz)). [↑](#footnote-ref-1)