



## Maara Kai Programme 2015-201

### Overview

The Te Puni Kōkiri Maara Kai Programme provides financial assistance to community groups wanting to set up sustainable community garden projects. The Maara Kai Programme is a local level initiative that is administrated through all Te Puni Kōkiri regional offices.

Through the Maara Kai Programme, small one-off funding grants of up to \$2,000 (GST exclusive) are available to help community groups, such as marae, kōhanga reo, Kura, schools and Māori communities. This funding can be used to support the provision of services to enable the establishment of a garden, namely:

- the facilities and structures for a garden, including the construction of garden beds and implement sheds;
- the purchase of garden tools, composting equipment and seeds; and
- education on gardening practices for group members.

Each year the Maara Kai Programme aims to support up to 250 Maara Kai projects across New Zealand.

### Eligibility Criteria

To be eligible for funding through the Maara Kai Programme your application must:

- Promote self-sufficiency (rangatiratanga);
  - Promote wellbeing, good nutrition, and healthy activity (oranga);
  - Promote the sharing of gardening knowledge, including customary techniques (kaitiakitanga and mātauranga); and
  - Involve community cooperation (whanaungatanga).
- Any organisation applying for funding must be a legal entity or have another organisation that is a legal entity to umbrella the application.

- The contact person **must** have authorisation to submit the application on behalf of the organisation.
- The Declaration must be read and signed by the appropriate person/s.

**Te Puni Kōkiri does not fund:**

- Retrospective projects;
- Consultant costs;
- Event Management costs;
- International travel and accommodation;
- National travel and accommodation;
- Medical bills;
- Payment of existing debts;
- Business ventures;
- Legal costs; and
- Items of a capital nature including buildings and vehicles.

**Compliance**

Please provide the following information with your application.

Legal Status	Certification of Incorporation, or Certification of Incorporated societies or Charitable Trust etc.
Registered Address	Proof of your registered address is to be provided. This is the address that has been registered with your Legal status.
Financial Statements	Current financial statements/audited accounts to confirm your organisation is solvent.
Vulnerable Children Act 2014 (if applicable)	If you are a provider of children’s services <sup>1</sup> and some or all of the contract is about providing children’s services, then you must provide us with a copy of your Child Protection Policy.

<sup>1</sup> Children’s services are defined as:

- a. Services to one or more children
- b. Services to adults in respect of one or more children
- c. Services provided to adults living in households that include one or more children and that:
  - (i) do or may affect significantly any one or more aspects of the well-being of those children; and
  - (ii) 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)).

**Privacy**

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

Where Te Puni Kōkiri collects personal information from individuals, only sufficient 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.


Once completed, you will need to email your Maara Kai application to your nearest Te Puni Kōkiri regional office; a list of email details for all regional offices is provided below. In the subject line of the email please write: MAARA KAI APPLICATION so that your application can be identified.

Please ensure that all relevant information is attached to your application otherwise it will be classified as incomplete and may not be processed.

<b>Region</b>	<b>Office</b>	<b>Email address</b>
Te Taitokerau	Kaitaia	<a href="mailto:tpk.te-taitokerau@tpk.govt.nz">tpk.te-taitokerau@tpk.govt.nz</a>
	Whāngārei	<a href="mailto:tpk.te-taitokerau@tpk.govt.nz">tpk.te-taitokerau@tpk.govt.nz</a>
Tāmaki Makaurau	Auckland	<a href="mailto:tpk.tamaki-makaurau@tpk.govt.nz">tpk.tamaki-makaurau@tpk.govt.nz</a>
Waikato-Wairiki	Hamilton	<a href="mailto:tpk.waikato@tpk.govt.nz">tpk.waikato@tpk.govt.nz</a>
	Tauranga	<a href="mailto:tpk.tauranga@tpk.govt.nz">tpk.tauranga@tpk.govt.nz</a>
	Whakatāne	<a href="mailto:tpk.whakatane@tpk.govt.nz">tpk.whakatane@tpk.govt.nz</a>
	Rotorua	<a href="mailto:tpk.rotorua@tpk.govt.nz">tpk.rotorua@tpk.govt.nz</a>
Ikaroa-Rāwhiti	Gisborne	<a href="mailto:tpk.tairawhiti@tpk.govt.nz">tpk.tairawhiti@tpk.govt.nz</a>
	Hastings	<a href="mailto:tpk.takitimu@tpk.govt.nz">tpk.takitimu@tpk.govt.nz</a>
Te Tau Hauāuru	<a href="mailto:tpk.tetaihauauru@tpk.govt.nz">tpk.tetaihauauru@tpk.govt.nz</a>	

	Palmerston North	Whanganui
	Taumarunui	Taranaki
	Lower Hutt	Nelson
Te Waipounamu	Christchurch	<a href="mailto:tpk.te-waipounamu@tpk.govt.nz">tpk.te-waipounamu@tpk.govt.nz</a>
	Dunedin	<a href="mailto:tpk.te-waipounamu@tpk.govt.nz">tpk.te-waipounamu@tpk.govt.nz</a>
	Invercargill	<a href="mailto:tpk.te-waipounamu@tpk.govt.nz">tpk.te-waipounamu@tpk.govt.nz</a>

Te Puni Kōkiri regional staff are available to provide project guidance and advice where required and will ensure that all recipients of the Maara Kai Programme Fund are aware of the reporting requirements necessary for government accountability expectations.

## Maara Kai Programme 2015-2016

### Organisation Details

*(Please complete all sections if your organisation is the umbrella organisation)*

<b>Name</b>		
<b>Address</b>	<b>Postal</b>	
	<b>Physical</b>	
	<b>Registered</b>	<i>This is the address that is registered with the Companies Office, Societies and Trusts etc.</i>
<b>Phone</b>	<b>Landline</b>	
	<b>Mobile</b>	
<b>Email</b>		
<b>Type of Organisation</b>	<i>In this section please tell us what type of organisation you are e.g. a Company, an Incorporated Society, Charitable Trust etc.</i>	
<b>Legal Status</b>		
<b>Contact Person</b>	<i>This person <u>must</u> have authorisation to submit this application on behalf of the Organisation above</i>	

**Please provide details of the organisation who will actually deliver the Maara Kai Project.**

<b>Name</b>		
<b>Address</b>	<b>Postal</b>	
	<b>Physical</b>	
<b>Phone</b>	<b>Landline</b>	
	<b>Mobile</b>	
<b>Email</b>		
<b>Type of Organisation</b>		
<b>Contact Person</b>	<i>This person <u>must</u> have authorisation to submit this application on behalf of the Organisation above</i>	

**Maara Kai Application Information**

<b>Please select (tick) the type of community group that best describes you. (this is the organisation that will be undertaking the Maara Kai project)</b>	
<input type="checkbox"/>	Marae
<input type="checkbox"/>	Kōhanga
<input type="checkbox"/>	Puna Reo
<input type="checkbox"/>	Kura
<input type="checkbox"/>	School
<input type="checkbox"/>	Māori community group
<input type="checkbox"/>	Other (please explain what other community roopu you are)

<b>Who is your project coordinator?</b>	
<b>When was your organisation established?</b>	
<b>Tell us about your Maara Kai project (e.g. how big is it, who does it serve, what do you hope to achieve?)</b>	
<b>Where will your Maara Kai be located (e.g. at the marae, community centre?)</b>	
<b>What do you wish to receive funding for? (please circle those that apply)</b>	<ul style="list-style-type: none"> <li>• provision of services to enable the establishment of a garden</li> <li>• facilities and structures for a garden, including construction of garden beds and implement sheds</li> <li>• purchase of garden tools, composting equipment and seeds</li> <li>• education on gardening practices for group members</li> </ul>

<b>How much funding do you require for your Maara Kai project? (please tick)</b>	<ul style="list-style-type: none"><li>• Up to \$500.00 (GST exclusive)</li><li>• Up to \$1,000.00 (GST exclusive)</li><li>• Up to \$1,500.00 (GST exclusive)</li><li>• Up to \$2,000 (GST exclusive)</li></ul>
<b>Identify any risks that could be associated with this project and how you plan to manage these risks</b>	

## Declaration

DECLARATION (This declaration is to be completed by an authorised signatory of your organisation)

**In signing this Declaration, I certify that:**

- a) To the best of my knowledge, the information contained in this proposal is true and accurate;
- b) This project complies with the objectives of my organisation as contained in the Organisation's Constitution, Trust Deed or Maori 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 project;
- c) 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);
- d) All sections of the application form have been completed; and
- e) All supporting documentation has been attached.

**In signing this Declaration, I understand that:**

- f) There is no guarantee that my organisation will be successful in securing Te Puni Kōkiri investment;
- g) Te Puni Kōkiri may collect information about my organisation from any third party in respect of this application;
- h) 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;
- i) The information provided in this document can be used by Te Puni Kōkiri for statistical purposes and/or policy development, and
- j) 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.
- k) 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: \_\_\_\_\_



## ORGANISATION CHECKLIST

<b>Please ensure that all sections of your application form are completed and all compliance documentation have been attached otherwise this will affect you application and it may not be processed.</b>	
<b>Tick (✓)</b>	
	Contact details of Organisation.
	Contact details of the Organisation who will actually deliver the project (if the Organisation above is the umbrella Organisation).
	Your project meets the eligibility criteria for the programme your organisation is applying for.
	All Application questions have been answered.
	All compliance documentation has been supplied (if this applies) <ul style="list-style-type: none"> <li>• Legal Status</li> <li>• Current financial statements and/or a full set of current audited accounts</li> <li>• Vulnerable Children’s Act 2014 – Child Protection Policy (if this applies)</li> </ul>
	Declaration – has been read, understood and signed.