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**Te Puni Kōkiri**

**Te Pū Harakeke**

**Māra Kai Investment**

**Application information, guidelines and form**

**For projects up to $2,000 (exclusive GST)**

This is a guide to the process for completing and submitting an application for funding from the Te Pū Harakeke Investment. It includes important guidance and instructions on how to complete the application and things you need to know.

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#### Section 1: Important information about the Māra Kai Investment

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| The purpose of the Māra Kai Investment | The Māra Kai Investment provides financial assistance to community groups wanting to set up sustainable community garden projects.  Through the Māra Kai Investment, 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.  As it is a local level initiative, the Māra Kai Investment is administered through Te Puni Kōkiri regional offices. |

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| What we want to invest in | Projects funded through the Māra Kai Investment are intended to encourage the:   * promotion of self-sufficiency (rangatiratanga) * promotion of wellbeing, good nutrition, and healthy activity (oranga) * promotion the sharing of gardening knowledge, including customary techniques (kaitiakitanga and mātauranga) * involvement of community cooperation (whanaungatanga).   Our expectation is that projects funded under the Māra Kai Investment will contribute to the following focus areas:  **Whanaketanga** – partnerships in regional development.  **Whairawa** – support for community based projects, skills, learning and leadership.  **Whakapapa** – strengthening whakapapa and relationships through culture and Te Reo. |

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| What is funded | 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 implements sheds * the purchase of garden tools, composting equipment and seed * education on gardening practices for group members. |

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Section 1: Important information about the Māra Kai Investment, Continued

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| What is not funded | Funding cannot be used to pay for:   * retrospective events and activities * consultant costs, event management costs * international travel and accommodation * medical bills, legal costs, administration costs * payment of existing debts * business ventures * items of a capital nature including buildings and vehicles. |

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| Who can apply for funding? | You can apply for funding if:   * you are a legal entity or your application is made under the umbrella of a legal entity based in New Zealand * all activities identified in your application will be based in New Zealand * you have not received funding for another application under this fund in the current financial year. |

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| Who cannot apply for funding | You cannot apply for funding if you are:   * an entity established or governed by the State Sector Act 1988, the Crown Entities Act 2004, the New Zealand Public Health and Disability Act 2000, the Crown Research Institutes Act 1992, the Local Government Act 2002 or an entity that is at least 50% owned by one or more of these entities * an overseas group or organisation * currently receiving funding under another Te Puni Kōkiri contract (or multiple) and have overdue reports, your application may not be considered. |

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| Key timings to note | Applications can be submitted at any time throughout the year but if your application is received on or after the 8 June, it may not be processed until 1 July.  It is important that your fully completed application, with all supporting documents, is received no later than six weeks before the commencement of your event. |

#### Section 2: Guide to completing the application form

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| Some helpful hints to assist the process along | Do:  🗹 **write the fund** that you are applying to clearly on the subject line of an email or, if posting, on the front of an envelope  🗹 **submit** your application at least six weeks before your project is due to commence direct to your regional office  🗹 **provide clear** and legible supporting documents (outlined below)  🗹 **ask** your regional office if any of the questions are not clear or you would like assistance  🗹 **make sure** the Declaration is read and signed by the Chairperson or authorised signatory.  Don’t:  🗷 **forget to include all supporting documents** as your application will be considered incomplete and not processed. |

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| What’s in the application form and checklist? | | |  |  |  |  | | --- | --- | --- | --- | | **Section** | **Key details sought** | **Evidence or additional information required** | **✓** | | Your details | Organisation details and contact details  Legal Status  Financial statements | Contact details of Organisation, primary contact and partners. |  | | Confirmation of legal status and any associated evidence which can include your registration number or evidence of establishment. |  | | Current financial statements or audited accounts. |  | | Proposal details | Proposal description and purpose  Deliverables | Tell us what you want to do and why. |  | | How and when will this be done? |  | | Funding details | Budget breakdown | Confirm what you plan to spend the funding on. |  | | Disclaimers |  | Disclaimers completed. |  | | Declaration |  | Application signed by appropriately authorised person. |  | |
| The process | |  |  |  | | --- | --- | --- | | Developing your application | Te Puni Kōkiri Regional Offices (contact details provided in ***Appendix 1***) will provide support, advice and guidance when developing your application. Once you are happy with your application it must be signed by an approved person and formally submitted with all the required documentation for assessment. | 1-2 weeks | | Application assessment | Your application is assessed and a recommendation is made by your regional office to the Regional Manager. More information or clarification may be requested if required. | 1 week | | Decision Making | The Regional Manager will agree or disagree with the recommendation made. | 1 week | | Contracting | If your application is approved you will receive a Letter of Agreement which will outline a work plan containing:   * project description * key contacts * agreed milestones and deliverables, including reporting * payment timing and amounts * a set of generic terms and conditions. | 1-2 weeks | | Delivery | You are responsible, as the applicant, to deliver on the agreed purpose of the Letter of Agreement. |  | | Reporting and evaluation | You will be required to submit progress reports to Te Puni Kōkiri over the life of the project and a final report upon completion that includes full details as to how the funds were spent. Your reports should provide details about the:   * outcomes achieved * funding has been used for the purposes for which it was given * difference it has made for whānau, hapū and iwi. |  | | | |

#### Section 3: Application Form

**Your details**

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| Your details This section captures the formal details of your organisation to help us ensure eligibility and that we have correct information for any contract.  If applying through an umbrella organisation, please complete section 12. | | |  |  |  | | --- | --- | --- | | **Organisation Name** |  | | | **Address** | **Registered** | *This is the address that is registered with (for example) the Companies Office or Charities Service* | | **Physical** | *If different from above* | | **Postal** | *If different from above* | | **Legal Status** | *What is the legal status of your organisation?* | | | **Registration or incorporation number** | *If this is not available please attach a copy of your Trust Deed/documents* | | | **GST Registration** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Is your organisation GST registered** |  | **Yes** |  | **No** | | **What is your GST number** |  | | | | | |  |  |  |  | | --- | --- | --- | | **Primary Contact** | *This person will have the overall responsibility to manage this proposal* | | | **Role or position** |  | | | **Contact details** | **Landline** |  | |  | **Mobile** |  | |  | **E-mail** |  |  |  |  |  | | --- | --- | --- | | **Secondary Contact** | *This person will have the overall responsibility to manage this proposal* | | | **Role or position** |  | | | **Contact details** | **Landline** |  | |  | **Mobile** |  | |  | **E-mail** |  | |
| Umbrella organisation | If you are the umbrella organisation, please provide details of the organisation who will actually deliver the project (if it is different from previously advised).   |  |  |  | | --- | --- | --- | | **Type of Organisation** |  | | | **Lead Contact** | *This person will have the overall responsibility to manage this project.* | | | **Role or position** |  | | | **Contact details** | **Landline** |  | | **Mobile** |  | | **E-mail** |  | | |

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| Your aims | Please provide a brief overview of your organisation, who it represents and what it aims to achieve. |

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| Describe your rōpῡ | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | From the list below, how would you best describe your rōpῡ?   |  |  |  |  | | --- | --- | --- | --- | | **Tick** | **Description** | **Tick** | **Description** | |  | Marae |  | Kōhanga | |  | Puna Reo |  | Kura | |  | School |  | Māori community group | |  | Other – (please explain what other community rōpū you are) | | | | |

**Proposal and funding details**

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| Proposal description | Describe your Māra Kai project:  *How big is it?*  *Whom does it serve?*  *What do you hope to achieve?* |

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| Māra Kai location | Where will your Māra Kai be located?  *At the marae, community centre, kura?* |

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| What do you plan to use the funding for? | |  |  | | --- | --- | | Tick | Intention | |  | Promotion of self-sufficiency (rangatiratanga) | |  | Promotion of wellbeing, good nutrition, and healthy activity (oranga) | |  | Promotion the sharing of gardening knowledge, including customary techniques (kaitiakitanga and mātauranga) | |  | Involvement of community cooperation (whanaungatanga | |

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| How much funding do you require? | |  |  | | --- | --- | | Tick | Funding | |  | Up to $500.00 (GST exclusive) | |  | Up to $1,000.00 (GST exclusive) | |  | Up to $1,500.00 (GST exclusive) | |  | Up to $2,000.00 (GST exclusive) | |

#### Section 4: Disclaimers

Please note and consider any questions in this section carefully and answer as completely as possible

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| Conflicts of interest | Are there any conflicts of interest between you as the applicant or the umbrella organisation **and** your providers **or** Te Puni Kōkiri? If so please give a brief description.  A conflict of interest occurs where a person or organisation is compromised when their personal interests or obligations conflict (negatively or positively) with the person or organisation they are dealing with.  It means that independence, objectivity or impartiality of funding decisions from Te Puni Kōkiri could be called into question.  A conflict of interest can be:   * actual: where the conflict already exists * potential: where the conflict is about to happen, or could happen * perceived: where other people might reasonably think that a decision has been compromised.   When conflicts of interest cannot be avoided they need to be managed.  Further discussion with Te Puni Kōkiri staff may be required. |

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| Previous applications and funding | Please describe any funding your organisation has previously received from Te Puni Kōkiri. |

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| Funding from other government agencies | Have you received funding for this project from any other government agency? |

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Section 4: Disclaimers, Continued

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| Are you a provider of Children’s Services? | If you are a provider of children’s services[[1]](#footnote-1) 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 |

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| Privacy Act 1993 | Te Puni Kōkiri is required to comply with the provisions of the Privacy Act 1993.  Equally, organisations collecting personal information on Te Puni Kōkiri’s behalf will comply with the provisions of the Privacy Act 1993.  Te Puni Kōkiri requires the personal information requested in this document to process your funding application.  We will use the information for this purpose only.  You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong.  For a copy of your information, or to have it corrected please contact us at Te Puni Kōkiri PO Box 3943 Wellington. |

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| Publishing information about funded projects | From time to time, Te Puni Kōkiri may need to publish the names of organisations that were funded on our website, or in public communications.  This may include:   * The name of (your) organisation * A short summary that describes your project, the start date and completion date. * A short description about the numbers and location of whānau who will benefit or have benefited from your project. * Te Puni Kōkiri approved funding amounts.   If this is likely, we will contact you beforehand. |

#### Section 5: Declaration

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

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| 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 proposal 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 proposal; 3. There exists no undeclared conflicts of interest for me, any other member of the organisation or employee of Te Puni Kōkiri, in making this application; 4. All sections of the application form have been completed; and 5. All supporting documentation required have 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. |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (To be signed by the Chairperson or authorised signatory)  Date: \_\_\_\_\_\_\_\_\_\_\_\_ | | |

#### Appendix 1 - Te Puni Kōkiri Regional Offices

| **Region** | **Tari** | **Email address** |
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| Te Taitokerau | Kaitāia  25 Commerce Street, Kaitāia  Phone: 0800 875 888 | [tpk.te-taitokerau@tpk.govt.nz](mailto:tpk.te-taitokerau@tpk.govt.nz) |
| Whangārei  Level 2, Tai Tokerau Māori Trust Board Building, 3-5 Hunt Street, Whangārei  Phone: 0800 875 888 | [tpk.te-taitokerau@tpk.govt.nz](mailto:tpk.te-taitokerau@tpk.govt.nz) |
| Tāmaki Makaurau | Auckland  9 Ronwood Avenue, Manukau, Auckland  Phone: 0800 875 285 | [tpk.tamaki-makaurau@tpk.govt.nz](mailto:tpk.tamaki-makaurau@tpk.govt.nz) |
| Waikato-Waiariki | Hamilton  Level 1, 19 Worley Place, Hamilton  Phone: 0800 875 499 | [tpk.waikato@tpk.govt.nz](mailto:tpk.waikato@tpk.govt.nz) |
| Tauranga  174 Eleventh Avenue, Tauranga  Phone: 0800 875 499 | [tpk.tauranga@tpk.govt.nz](mailto:tpk.tauranga@tpk.govt.nz) |
| Whakatāne  58 Commerce Street, Whakatāne  Phone: 0800 875 499 | [tpk.whakatane@tpk.govt.nz](mailto:tpk.whakatane@tpk.govt.nz) |
| Rotorua  Ground Level, Te Puni Kōkiri House, 1218-1224 Haupapa Street, Rotorua  Phone: 0800 875 499 | [tpk.rotorua@tpk.govt.nz](mailto:tpk.rotorua@tpk.govt.nz) |
| Ikaroa-Rāwhiti | Gisborne  299 Gladstone Road Gisborne  Phone: 0800 875 447 | [tpk.tairawhiti@tpk.govt.nz](mailto:tpk.tairawhiti@tpk.govt.nz). |
| Hastings  Ground Floor, Taikura House, 304 Fitzroy Avenue, Hastings  Phone: 0800 875 447 | [tpk.takitimu@tpk.govt.nz](mailto:tpk.takitimu@tpk.govt.nz) |
| Te Tai Hauāuru | Taumarunui  Te Tititihu House, 32 Miriama Street, Taumarunui  Phone: 0800 875 884 | [tpk.tetaihauauru@tpk.govt.nz](mailto:tpk.tetauhauauru@tpk.govt.nz) |
| Palmerston North  109 Princess Street, Palmerston North  Phone: 0800 875 884 | [tpk.tetaihauauru@tpk.govt.nz](mailto:tpk.tetauhauauru@tpk.govt.nz) |
| Taranaki  465B Devon Street East, Strandon, New Plymouth  Phone: 0800 875 884 | [tpk.tetaihauauru@tpk.govt.nz](mailto:tpk.tetauhauauru@tpk.govt.nz) |
| Whanganui  Te Taurawhiri Building, 357 Victoria Avenue, Whanganui  Phone: 0800 875 884 | [tpk.tetaihauauru@tpk.govt.nz](mailto:tpk.tetauhauauru@tpk.govt.nz) |
| Porirua  Te Upoko o Te Ika Regional Office  12 Hagley Street, Porirua City Centre, Porirua  Phone: 0800 875 884 | [tpk.tetaihauauru@tpk.govt.nz](mailto:tpk.tetauhauauru@tpk.govt.nz) |
| Nelson  Level 1, 105 Trafalgar Street, Nelson  Phone: 0800 875 884 | [tpk.tetaihauauru@tpk.govt.nz](mailto:tpk.tetauhauauru@tpk.govt.nz) |
| Te Waipounamu | Christchurch  BNZ Centre level 1, 120 Hereford Street, Christchurch  Phone: 0800 875 839 | [tpk.te-waipounamu@tpk.govt.nz](mailto:tpk.te-waipounamu@tpk.govt.nz) |
| Dunedin  Level 1, Colonial House, 258 Stuart Street, Dunedin  Phone: 0800 875 839 | [tpk.te-waipounamu@tpk.govt.nz](mailto:tpk.te-waipounamu@tpk.govt.nz) |
| Invercargill  Level 1, Menzies Building, 1 Esk Street West, Invercargill  Phone: 0800 875 839 | [tpk.te-waipounamu@tpk.govt.nz](mailto:tpk.te-waipounamu@tpk.govt.nz) |

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

   Maybe 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://punaha-korero/otcsdav/nodes/16128400/www.legislation.govt.nz)). [↑](#footnote-ref-1)