

**Te Puni Kōkiri**

Te Pū Harakeke



**Fund information, application guidelines and form**

***Version 1 – 2020/21 – 1 July 2020***

**1. The purpose and outcomes of this fund | Te whāinga me ngā hua ka puta i tēnei pūtea**

Te Pū Harakeke provides support to deliver events and projects at a local community level. Te Pū Harakeke is split into three specific purposes:

**Māra Kai:**  Funding for Māori to learn about and experience the hands on practicalities of growing and producing sustainable crops**.** Māra Kai provides financial assistance to organisations wanting to set up sustainable community garden projects**.**

**Matariki Celebrations:** Funding for Māori to participate in or hold Matariki celebrations and education programmes. This fund provides one-off financial contributions to organisations towards Matariki celebratory events and activities. Events funded through the Matariki must be held within the broad timetable of Matariki each year. Events outside of this time or purpose are not eligible.

**Sponsorship:** Funding for Māori to achieve their potential through participation and involvement in events and projects. Sponsorship provides one-off financial assistance for community events and activities that contribute to Māori development.  ***Note that this funding is intended to be a contribution only and cannot be used to fund the total cost of the project.***

**2. Fund focus areas | Ngā wāhanga arotahi pūtea**

Te Pū Harakeke contributes to the following focus areas:

1. Partnership in regional development and planning

2. Whānau and community development and enterprise, including building organisational capability and capacity, and employment, skills and training support

3. Rangatahi development and leadership, supporting the transition from rangatahi to rangatira

4. Supporting Te ao Māori, te reo Māori, cultural pride, mātauranga and identity

Applications are expected to contribute to at least one of the focus areas.

**3. Our investment approach | Tō mātou ara haumi**

Te Puni Kōkiri will support delivery of activities that contribute to increasing the wellbeing of, whānau, hapū and iwi Māori. Our approach is to work alongside you to help plan and develop your funding application.

To ensure that we support robust, achievable and sustainable projects we will:

• Invest in initiatives that take a community and whānau-development approach to their delivery and support sustainable change

• Invest in building capability and capacity to support the achievement of whānau, hapū and iwi aspirations

• Invest in initiatives that promote and encourage the use of te reo me ngā tikanga Māori in everyday situations and settings

• Co-invest in partnership with the community and with other agencies to maximise outcomes

• Invest strategically using regional knowledge and evidence to target our investment to where it can make the biggest difference

Te Pū Harakeke experiences high demand and in previous years we have not been able to support all the applications that were submitted. **There is no guarantee of funding** and applications are prioritised based on regional priorities and available funds. If funds are exhausted for Te Pū Harakeke, your application may not be considered until the new financial year when more funds become available (from 1 July). You will be advised if this is the case.

**4. What we are seeking to fund | He aha tā mātou e rapu nei ki te tautoko ā-pūtea**

Funding is available to support the following:

|  |  |  |
| --- | --- | --- |
|  | **Purpose**  | **What is funded?**  |
| **Māra Kai** | * Promotion of self-sufficiency (rangatiratānga) through the planting growing and harvesting of edible crops
* Promotion of wellbeing, good nutrition, and healthy activity (oranga) through knowledge and activity
* Promotion of sharing of gardening knowledge, including customary techniques (kaitiakitānga and mātauranga) through mentoring, education and practical participation
* Encourage involvement and community cooperation (whanaungatānga)
 | 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
 |
| **Matariki** | * Sharing of knowledge of Matariki, including the mythology and modern day translation (mātauranga)
* Creation of a learning environment for whānau Māori and embraces other cultures and nationalities (whanaungatānga)
* Provision of opportunity to participate in practical learning experiences, learning tools and trade of tupuna (mātauranga)
 | Funding can be used to support the provision of services to enable the delivery of an event highlighting and celebrating Matariki |
| **Sponsorship** | * The provision of services to enable the delivery of an event or to enable the attendance at an event
 | Funding can be used to support the provision of services to enable the delivery of an event or to enable the attendance at an event |

Funding cannot be used for:

* Retrospective events and activities
* Consultant costs, event management costs
* International travel and accommodation
* Medical bills
* Legal costs
* Payment of existing debts
* Business ventures
* Items of a capital nature including buildings and vehicles
* Events that have a political component or purpose
* Administration costs ***\* Exceptions made for Matariki and Sponsorship (the following administration costs will be considered; telecommunications, advertising, facilitator/coordinator, venue, kai costs, training and development and contractors)***

**5. Who we want applications from | Te hunga e hiahiatia ana e mātou kia tuku tono mai**

We encourage applications for funding from organisations that are based in New Zealand. For funding requests under $10,000 we welcome all entities, however over $10,000, applying organisations must be legal entities. If your organisation is not a legal entity, the application may be made under the ‘umbrella’ of a legal entity (see more details below). The following table contains examples of legal entities:

**Table 3**

|  |  |
| --- | --- |
| **Examples of Legal Entities**  | **Examples of Non Legal Entities** |
| * Incorporated Society
* Limited Liability Company
* Trust incorporated under the Charitable Trust Act 1957
* Statutory Entity, including a Māori Trust Board (Māori Trust Boards Act 1955) or Māori Association (Māori Community Development Act 1962)
* Māori Incorporation
 | * Common Law Trusts
* Private Trusts
* Family Trusts
* Te Ture Whenua Māori Act Trusts (Whānau, Kaitiaki, Putea, Ahu Whenua, Whenua Tōpū Trusts or Māori Reservation)
 |

It is important to note that registration with Charities Services does not give your organisation legal entity status.  For a Charitable Trust to be a legal entity it also needs to be registered with the Companies Office.

We generally cannot consider applications from:

* Individuals
* Organisations that are receiving funding under another Te Puni Kōkiri agreement (or multiple) and have overdue deliverables or reports
* Overseas organisations

Note that we will not fund an organisation to deliver an activity that it is already funded from the government to undertake.

Please check with your Regional Office for further guidance about who can receive funding through Te Pū Harakeke.

**Financial status**

An organisation must be solvent and able to pay expenses as they become due. Being in a good financial position makes it more likely that the organisation will be able to meet the expenses of managing the project, and therefore that the project will be completed successfully.

**Use of umbrella organisations**

If your organisation is not a legal entity, or it is not in a stable financial situation, you may partner with an organisation that is.  We call these ‘umbrella organisations’.  If you use this approach you will need to work closely with the umbrella organisation, and their details must be provided in the application.  The umbrella organisation will be the organisation Te Puni Kōkiri has an agreement with and it will have the responsibility for managing the funding and overall delivery of the project.

**6. How to submit your application | Te tuku i tō tono**

You may submit applications at any time throughout the year and we strongly recommend that you work with Regional Office staff during the planning and development of your application. Your application must be submitted on the application form that begins on page 8 of this document.

**7. What support and assistance is available | He aha te awhina me te tautoko e wātea ana**

If you require support completing your application please contact your nearest Regional Office. See Appendix 2 for Regional Office contact details.

**8. How we will assess your application and make decisions | Pēhea tā mātou aromatawai i tō tono, me te whakarite whakatau hoki**

Once you are happy with your application, it must be signed by an authorised person (someone with delegated authority to sign contracts on behalf of the organisation) and submitted to the Regional Office closest to you with all the required documentation for assessment. Your application will then be assessed and Te Puni Kōkiri may collect information from third parties in respect of this application. Te Puni Kōkiri Regional Office staff will get back to you if they require additional information.

If your application is approved, you will be sent a Letter of Approval that outlines the amount of funding you have been granted and the purpose for which you may use that funding. You will also be sent a copy of the terms and conditions you agree to in this application form, and you must comply with these.

**9. How we manage agreements and monitor delivery and outcomes | Te whakahaere i ngā whakaaetanga, te aroturuki i te tuku mai me ōna hua**

The Regional Office staff will be the key contact regarding delivery and management of the project. The agreements are structured so that you receive funding in advance of the activity. A final report is expected upon completion that includes full details on what the funding achieved. If your application is successful, you will be sent a report template to complete when you event or activity is complete. This report includes:

* what you achieved with the funding
* how the funding benefited whānau, hapū and iwi
* what learnings, opportunities or challenges arose as a result of your project. We also encourage you to share photos and success stories from your project.

**10. Other considerations | Ētahi atu whakaaroaro**

There are some important considerations to note:

1. **Submitting an application does not guarantee you will receive funding**. It is important you do not make any financial or other commitments until the application is approved.
2. **Children’s services.** If you are a provider of children’s services[[1]](#footnote-1) and some or all of the project is about providing children’s services, then you must provide us with a copy of your Child Protection Policy.
3. **Privacy Act 2020.** Te Puni Kōkiri is required to comply with the provisions of the Privacy Act 2020. Equally, organisations collecting personal information on behalf of Te Puni Kōkiri will comply with the provisions of the Privacy Act 2020. Te Puni Kōkiri requires the personal information requested in this document to process your funding application, and for statistical and policy development purposes. 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.
4. **Conflicts of interest.** You will need to identify in your application any conflicts of interest. A conflict of interest can arise if the applicant, or people involved in the proposed project/initiative, have personal or business interests that could conflict with the obligations under the funding agreement. For example, where a board member of the applicant is also the person who will be paid to deliver the project there is a conflict of interest, because some of the funding will directly benefit that board member. Conflicts of interest could call into question independence, objectivity or impartiality and can be:
	1. actual: where the conflict currently exists
	2. potential: where the conflict is about to happen or could happen, or
	3. perceived: where other people may reasonably think that a person is compromised.

You must do your best to avoid situations that may lead to a conflict of interest arising during the term of your agreement with Te Puni Kōkiri, and inform us as soon as a conflict of interest arises. We can still fund a project where there is a conflict of interest; we just need to be satisfied that the conflict is being managed appropriately.

1. **Publishing information about funded projects**. Te Puni Kōkiri may publish the names of organisations that we funded on our website, or in public communications. This could include:
	1. the name of your organisation. **Note**, individuals receiving funding will never be named
	2. a short summary that describes your project, the start date and completion date
	3. a short description about the numbers and location of whānau who will benefit or have benefited from your project
	4. Te Puni Kōkiri approved funding amounts.

**11. Tips for developing your application | He tīwhiri mō te whakawhanake i tō tono**

**Do:**

* Use the support available from Te Puni Kōkiri Regional Offices. Talk to them early in the process and use their support and advice to help you develop an application
* Allow plenty of time to plan, discuss and organise your application
* Provide as much detail as you can in each section of the application form
* Ensure that information submitted is correct and current in your application, including key contact information
* Ensure your fully completed application ***with all the supporting information*** is received well in advance of the date you plan to start your project (at least 6 weeks).
* Ensure the application has the support of your organisation and is signed by an appropriately authorised person
* Write “Te Pū Harakeke application” clearly in the subject line of an email or, if posting, on the front of an envelope
* Make sure to keep in contact with your Te Puni Kōkiri Regional Office should circumstances change

**Do not:**

* Submit incomplete or unsigned applications. Please include all the additional information and evidence requested
* Leave your application to the last minute. Depending on the need for clarifications or further information, the assessment process may take some time

 **Te Pū Harakeke Fund Application Form**

Please see **Appendix 1 *How to submit a grant application***for more information on completing this application form, or contact the closest Te Puni Kōkiri Regional Office for support.

1. Organisation details | Ngā Taipitopito Whakahaere

| Step | Topic | Details |
| --- | --- | --- |
| 1.1 | Name of applicant organisation |  |
| 1.2 | Funding amount | Is the applicant requesting more than $10,000 (excluding GST)

|  |  |
| --- | --- |
| If … | then … |
| yes | go to step 1.3. |
| no | go to step 1.6. |

 |
| 1.3 | Legal entity | Is the applicant organisation a legal entity? See point 5 above “Who we want applications from”

|  |  |
| --- | --- |
| If … | then … |
| yes | go to step 1.4. |
| no, the organisation will use an umbrella organisation for agreement purposes | go to step 1.3. |

 |
| 1.4 | Legal entity information | Please provide the applicant organisation’s legal entity information.

|  |  |
| --- | --- |
| Type of legal entity |  |
| Registration or incorporated number |  |
| New Zealand Business Number, if applicable |  |
| Registered address |  |
| Postal address (if different) |  |

 |
| 1.5 | Umbrella organisation | Please provide the umbrella organisation’s legal entity information.

|  |  |
| --- | --- |
| Umbrella organisation name |  |
| Type of legal entity |  |
| Registration or incorporated number  |  |
| New Zealand Business Number, if applicable |  |
| Registered address |  |
| Postal address (if different) |  |

 |
| 1.6 | Organisation Information | Please provide the applicant organisation’s information.

|  |  |
| --- | --- |
| Physical address |  |
| Postal address (if different) |  |

 |
| 1.7 | GST registration | Is the entity that will directly receive any approved payments GST registered?

|  |  |  |
| --- | --- | --- |
| Yes we are GST registered | provide GST number and go to step 1.7. | GST no:……………………………... |
| No, we are not GST registered  | tick the box and go to step 1.7. |  |

 |
| 1.8 | Financial status | Is the organisation solvent and in a position to pay expenses as they become due? Please tick appropriate box.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

 |
| 1.9 | Aims of organisation | Please describe the aims of the applicant organisation (approximately 100 words) |
|  |

1. Contact details | Ngā Taipitopito Whakapā

Primary contact (Person named in the agreement, if your application is successful)

|  |  |  |
| --- | --- | --- |
| Step | Topic | Details |
| 2.1 | Name |  |
| 2.2 | Role in organisation |  |
| 2.3 | Landline |  |
| 2.4 | Mobile |  |
| 2.5 | Email |  |

Secondary contact (day to day manager of project, if your application is successful)

|  |  |  |
| --- | --- | --- |
| Step | Topic | Details |
| 2.6 | Name |  |
| 2.7 | Role in organisation |  |
| 2.8 | Landline |  |
| 2.9 | Mobile |  |
| 2.10 | Email |  |

1. Proposal information | Mōhiohio kaupapa

| Step | Topic | Details  |
| --- | --- | --- |
| 3.1 | Fund type | Please tick a box below to indicate which Te Pū Harakeke fund you are applying for. ***Please see guidance for information on the purpose of each of these funds.***

|  |  |  |
| --- | --- | --- |
| Māra Kai | Matariki | Sponsorship |
|  |  |  |

 |
| 3.2 | Project or event name |  |
| 3.3 | Estimated start and end date  | Please provide the estimated dates when your activity will occur.

|  |  |
| --- | --- |
| Start date |  |
| End date |  |

 |
| 3.4 | Application summary | Please outline a summary of your event or project. Please tell us:1. What you hope your event or project will achieve and deliver.
2. Who will benefit from the project and how many people will benefit?
3. How you have worked with your community or whānau to develop this idea.
4. Explain why you are confident that your organisation has the capacity and capability to deliver the event or project.
5. How do you plan to maintain or continue the project outcomes after the proposed funding has been used?

(Approximately 500 words) |
|  |
| 3.5 | Fund purpose |

|  |
| --- |
| Which purpose will your proposed activity contribute to? Please **only tick one** purpose.  |
| **If you are applying for Māra Kai. Please tick one below.**  |
|  | **Rangatiratānga** | **Promotion of self-sufficiency through the planting growing and harvesting of edible crops** |
|  | **Oranga** | **Promotion of wellbeing, good nutrition, and healthy actively through knowledge and activity**  |
|  | **Kaitiakitānga and Mātauranga** | **Promotion of sharing of gardening knowledge, including customary techniques through mentoring, education and practical participation** |
|  | **Whanaunga tānga** | **Encourage involvement and community cooperation**  |
| **If you are applying for Matariki. Please tick one below.**  |
|  | **Mātauranga** | **Sharing of knowledge of Matariki, including the mythology and modern day translation**  |
|  | **Whanaunga tānga** | **Creation of a learning environment for whānau Māori and embraces other cultures and nationalities** |
|  | **Mātauranga** | **Provision of opportunity to participate in practical learning experiences, learning tools and trade of tupuna** |
| **If you are applying for Sponsorship. Please tick below.**  |
|  | **Event** | **The provision of services to enable the delivery of an event or to enable the attendance at an event** |

 |
| 3.6 | Contribution to fund purpose  | Please tell us how your project or event will contribute to the fund purpose you have ticked above? (Approximately 100 words) |
|  |  |  |
| 3.7 | Te reo me ngā tikanga Māori  | Please tell us how your project or event will contribute to and encourage the use of te reo me ngā tikanga Māori, for example, how is te reo Māori reflected in your initiative? (Approximately 100 words) |
|  |  |  |

4. Proposal funding and budget | Pūtea kaupapa me te tahua

Please provide information about the funding of the application. We want to know how much funding you are seeking from Te Puni Kōkiri, and contributions being made by yourself and other organisations.

|  |  |  |
| --- | --- | --- |
| Step | Topic | Details |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4.1 | Total cost | What is the total cost of your project or event?

|  |  |
| --- | --- |
| Total funding  | $ |

 |
| 4.2 | Te Puni Kōkiri funding request | How much funding are you applying for from Te Puni Kōkiri?

|  |  |
| --- | --- |
| Te Puni Kōkiri funding request | $ |

 |
| 4.3 | Other funding sources  | Have you applied for funding from other agencies? Please provide more information on other funding you have requested, if any.

|  |  |  |
| --- | --- | --- |
| Source of additional funding  | Amount requested  | Successful/unsuccessful/ awaiting outcome |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 |
| 4.4 | Budget breakdown | Use this table to provide a full breakdown of costs for the funding you are requesting from Te Puni Kōkiri (The items that make up cost A, question 4.1) If you need more space, please attach a more detailed budget breakdown.

|  |  |  |
| --- | --- | --- |
| Expenditure item  | Total costs ($) | Te Puni Kōkiri contribution ($) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 |

5. Risk management | Whakahaeretanga Tūpono

|  |  |  |
| --- | --- | --- |
| Step | Topic  | Details |
| 5.1 | Risk Assessment  | What are the risks that might stop you from delivering your project or event successfully and how do you plan to manage these risks? Please complete the table below. Identifying possible risks will enable you to plan for them and be ready to respond if they arise.

|  |  |
| --- | --- |
| What risks have you identified  | How do you plan to manage the risk |
|  |  |
|  |  |
|  |  |
|  |  |

 |
| 5.2 | Conflicts of interest   | Are there any conflicts of interest (real or perceived) between you as an applicant, any other member of the organisation, any third party or employee of Te Puni Kōkiri? ***If yes, please state how the conflicts of interest will be managed.*****Note:** A common example of a conflict is whānau members being involved in both decision-making and delivery. |
|  |

6. Due diligence and supporting information | Te āta arohaehae me ngā mōhiohio tautoko

Please include the following information with your application.

|  |  |  |
| --- | --- | --- |
| Step | Item | Tick |
| 6.1 | **Proof of legal entity status for funding requests over $10,000**Proof the organisation is a legal entity, for example, a Certificate of Incorporation |  |
| 6.2 | **Children’s Act 2014**If your application includes providing services to children, you must provide a copy of your Child Protection Policy. Children’s services are defined as:1. Services to one or more children
2. Services to adults in respect of one or more children
3. Services provided to adults living in households that include one or more children and that:
4. Do or may affect significantly any one or more aspects of the well-being of those children; and
5. Maybe prescribed/defined by the Governor-General by Order in Council.
 |  |

7. Terms and Conditions, and Declaration | Ngā Whakataunga, ngā Herenga, me te Whakapuakitanga

**Note:**

1. If you are applying for funding under $10,000, then two signatures are needed. One from the Chairperson and the second from a Trustee member.

**Terms and Conditions**

1. A funding recipient must:
	1. Spend the funds within 12 months of the application for funding being approved.
	2. Return to Te Puni Kōkiri any portion of the funds that are not spent on the approved Funding Purpose. If the funding includes GST, the funding recipient must also return the GST component.
	3. Provide a completed report by the due date set out in the Letter of Approval, or upon request by Te Puni Kōkiri.
	4. Keep financial records that record Te Pu Harakeke funding as a separate entry and demonstrate how the funding was spent for seven years after the end of the project, and provide these to Te Puni Kōkiri if requested.
	5. Inform Te Puni Kōkiri of any changes that affect the organisation’s ability to deliver the project (e.g. changes to financial situation, changes to legal entity status or governance structures, or any other significant event) before the funds have been fully used or the project is complete.
	6. Notify Te Puni Kōkiri immediately if any of the funds are stolen or misappropriated and consider if police charges need to be laid.
	7. Agree that, if the proposal is successful, the name of my organisation, purpose of investment and Te Puni Kōkiri investment amount may be used by Te Puni Kōkiri for promotional purposes.
	8. Not issue public statements or respond to media enquires about the funding agreement and purpose without first obtaining the approval of Te Puni Kōkiri.
	9. Agree that the information provided in this document can be used by Te Puni Kōkiri for statistical and/or policy development purposes
	10. Agree to co-operate fully, if required, in any audit or evaluation of the effectiveness of Te Pū Harakeke Fund or the Funding Purpose, including allowing Te Puni Kōkiri access to relevant records and personnel.
	11. Fully accept full accountability and responsibility for all requirements associated with the completion of the project
	12. Acknowledge that Te Puni Kōkiri will not be liable for any loss or damage, and indemnify Te Puni Kōkiri against claims by any third parties.
2. The funding may only be used as outlined in the budget breakdown for the Funding Purpose approved by, and subject to and conditions imposed by, Te Puni Kōkiri.
3. The recipient must comply with all relevant legal obligations. Providers of children's services must have or adopt, as soon as practicable, a child protection policy that accords with the requirements of section 19 of the Children’s Act 2014. If your policy falls due for review (three-year intervals from its first adoption) you must undertake the review. You must also carry out safety checks as required by Part 3 of the Children’s Act.
4. A funding recipient and Te Puni Kōkiri retain ownership of all intellectual property rights respectively owned before the commencement of the Funding Purpose. All new intellectual property rights created by a funding recipient while undertaking the Funding Purpose will be owned by the funding recipient. However, the funding recipient will grant Te Puni Kōkiri a perpetual, irrevocable, royalty-free, transferable and non-exclusive licence to use, modify, copy and distribute any reports related to the Funding Purpose provided to Te Puni Kōkiri.
5. Te Puni Kōkiri may be required to release information related to the funding and project if requested under the Official Information Act 1982, through a Parliamentary Question, or any other source where Te Puni Kōkiri is under a legal obligation to respond.
6. Failure to comply with any terms and conditions within this agreement, or the provision of false information in the application may result, without limitation on Te Puni Kōkiri:
	1. Requiring repayment of all or part of the funding
	2. Withholding payment of this and other Te Puni Kōkiri administered funding until issues are resolved
	3. Imposing additional terms and conditions before Te Puni Kōkiri administered funding is approved
	4. Declining applications for Te Puni Kōkiri funding

**Declaration**

I confirm that I have the authority to make this application and accept the terms and conditions on behalf of my organisation, and declare that:

* I understand and accept the terms and conditions set out above and acknowledge they will form a legally binding agreement with Te Puni Kōkiri if the funding request is successful
* I have read and understood my rights and obligations under the Privacy Act 2020
* All of the information provided for this application is true and correct to the best of my knowledge
* This project complies with the objectives of my organisation as contained in the Organisation’s Constitution, Trust Deed or Māori Land Court order
* I understand that there is no guarantee that my organisation will be successful in securing Te Puni Kōkiri investment
* My organisation is solvent and in a position to pay its expenses as they become due
* I have notified Te Puni Kōkiri of all conflicts of interest I am aware of, as well as how these will be managed
* Any funding provided will only be used as detailed in the budget breakdown for the approved Funding Purpose
* My organisation is fully compliant with all applicable legislation, including requirements under the Children’s Act 2014 (if applicable)
* I will provide any further information that is required to complete an assessment of this application if requested by Te Puni Kōkiri
* I have been duly authorised by my organisation’s governing body to commit it to this agreement.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Name of authorised signatory** | **Name of authorised signatory** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Signature** | **Signature** |
| **Date      /      /**  | **Date      /      /**  |

Appendix 1 How to submit a grant application | Te tuku tono takuhe

You may submit applications at any time throughout the year and we strongly recommend that you work with Regional Office staff during the planning and development of your application.

***Your application must be submitted on this form.***

The key elements of the application form are:

**Section 1 Organisation Details**

|  |  |
| --- | --- |
| **Step** | **Additional information** |
| 1.1 Applicant name | Please tell us the formal or registered name of the organisation you are applying on behalf of. This is normally the name of an organisation and will be used for the agreement (unless an umbrella organisation is used) if you are successful and needs to be consistent with the formal registered name of the organisation.  |
| 1.2 Funding Amount | If you are applying for more than $10,000 then go to step 1.3. If you are applying for less than $10,000 then go to step 1.6. |
| 1.3 Legal entity  | If the applying organisation is a legal entity please go to step 1.4. If the applying organisation is not a legal entity then please go to step 1.5 and provide the details of a legal entity that will act as an umbrella organisation for the application.  |
| 1.4 Legal entity information | If applicable, please select what type of legal entity your organisation is. See point 5 of the Guidance for more information on legal entities. Please provide the registration, incorporated number and if applicable New Zealand Business Number for your organisation. These numbers will help Te Puni Kōkiri check your details. Please also provide the registered address of the organisation. This is the formal address that is registered for example, with the Companies Office. This will be used as the agreement address if the application if successful.  |
| 1.5 Umbrella organisation  | We need the same information as above (step 1.3-1.4) if you are using an Umbrella Organisation as the organisation that Te Puni Kōkiri has the agreement with. Point 5 of the guidance gives more detail on the use of Umbrella Organisations.  |
| 1.6 Organisation information | **Physical address**Please provide a physical address for your organisation. This will be used in the application if successful. **Postal address**If different from above. This will help us ensure any delivered material gets to you. |
| 1.7 GST registration | For financial management |
| 1.8 Financial status | You must confirm whether the organisation is solvent and in a position to pay its expenses when they become due. This is a self-declaration but you may be required to provide evidence, such as your full financial statements, if requested.  |
| 1.9 Organisational aims | This information lets us understand more about your organisation and its alignment with the purpose of the fund.  |
| 1.10 Child protection policy | Please confirm if some or all of your application is about providing services to children. Please see point 10 of the guidance for more detail. If you tick yes, please ensure that you attach a copy of your child protection policy. |

**Section 2. Contact details**

|  |  |
| --- | --- |
| 2.1 – 2.5 Primary contact for application  | This is the person who, if successful, will have ultimate responsibility for the delivery of the project. If using an Umbrella Organisation someone from that organisation must be named, as they will be responsible for the delivery of the project.  |
| 2.6 – 2.10 Secondary contact information | This should be the person responsible for the day-to-day management of the project.  |

**Section 3. Application information**

|  |  |
| --- | --- |
| 3.1 Fund type  | Please select one Te Pū Harakeke Fund. Look at point 4 Table 1 of the guidance to understand which fund is most appropriate for your planned activity.  |
| 3.2 Application Name | Please provide a simple name which summarises what you are doing.  |
| 3.3 Estimated start and end date  | Please provide the expected start and end date of your activity, if your application is successful.  |
| 3.4 Application Summary | This is the detail of what you are proposing to do. Please include in details of:- what you will deliver, - who will benefit from the project (including outputs, such as number of people you think will take part in the project). Also explain how the project will be managed; including relevant skills and experience of those involved, the key roles and who has responsibility for them. We would also like to find out how you have worked with your community or whānau to develop this idea and the longer term impact of the project after Te Puni Kōkiri funding has come to an end.  |
| 3.5 Fund purpose area | Please tick which purpose area your application will contribute towards. **Only tick one purpose area**. Ensure you choose a purpose area associated with the fund you have indicated in 3.1.  |
| 3.6 Contribution to purpose area  | Please tell us how your application will contribute towards the purpose you have ticked in question 3.5. You may want to refer to the information you have provided in question 3.4 and tell us how your proposal will support the purpose. An example might be that you set up a community garden that is run by whānau and accessible to the wider community. In this case your application will contribute to the promotion of self-sufficiency (rangatiratānga) through the planting growing and harvesting of edible crops. |
| 3.7 Te reo me ngā tikanga Māori?  | Te Puni Kōkiri has a lead role in supporting the revitalisation of te reo Māori and want to understand how the projects it funds contribute to this. Please state how your application will encourage and support the revitalisation of te reo Māori, if relevant. We understand that contribution might not be achievable through every application. |

**Section 4. Application funding**

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| --- | --- |
| 4.1 What is the total cost of your application?  | It is important that you tell us what the total cost of the activity is, not just the component you are seeking Te Puni Kōkiri funding for. This total cost will include the total funding you are seeking from Te Puni Kōkiri and contributions being made by yourself and other organisations.  |
| 4.2 How much funding are you applying for from Te Puni Kōkiri? | This is the total amount of funding you are applying for from Te Puni Kōkiri.  |
| 4.3 Other funding sources  | Please let us know if you have applied for funding from any other sources. If you have applied for additional funding, tell us the amount requested, who from, and where you have been successful, unsuccessful or are awaiting the result of your application.We strongly encourage you to seek funding from other agencies as well as Te Puni Kōkiri.  |
| 4.4 Budget breakdown  | Your budget should show the exact items for which you are requesting Te Puni Kōkiri funding. It needs to be detailed enough to explain your request and how you worked out the funding amount.Please check the fund criteria in point 4 table 2 of the guidance to ensure that the types of costs you want funding for can be funded. We need to know this information so that we can assess whether the activity you are proposing has the right level of resources to be delivered successfully and you have thought of all the potential costs. |

**Section 5. Risk assessment**

|  |  |
| --- | --- |
| 5.1. Risk assessment | Please complete the risk table and ensure mitigation strategies are in place. Understanding the key risks and what will be done about them will improve the likelihood of the project being successfully delivered. Risks might include; staff and volunteers being sick, weather having an impact on a planned event, or insufficient participants.  |
| 5.2 Conflicts of interest | Please identify all known conflicts of interest and how these will be managed. Please refer to point 10 of guidance for more information.  |

**Section 6. Supporting information**

As part of the application, we also require:

|  |  |
| --- | --- |
| **Proof of legal entity status** | For funding over $10,000 please provide proof that the organisation is a legal entity, for example, a Certificate of Incorporation |
| **Children’s Act 2014.**  | If some or all of your application is about providing services to children, you must provide us with a copy of your Child Protection Policy. Children’s services are defined as:1. Services to one or more children
2. Services to adults in respect to
3. Services provided to adults living in households that include one or children that:
4. Do or may affect significantly any one or more aspects of the well-being of those children; and
5. May be prescribed/defined by the Governor-General by order of Council. (Note: You can check if your service is included in an Order of Council on [www.legislation.govt.nz](http://www.legislation.govt.nz))
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**Section 7. Declaration**

|  |  |
| --- | --- |
| 7.1 Signing declaration  | Once you are happy with your application, if your funding request is under $10,000 this must be signed by two authorised persons in your organisation (i.e. Chairperson and Trustee). For funding requests over $10,000 only one signature is needed. Signing this declaration means that your organisation will be bound by the terms and conditions if the application is successful and you are granted funding. If you are successful, you will be sent a Letter of Approval with the terms and conditions and the declaration attached. |

Appendix 2 - Te Puni Kōkiri Regional Offices | Ngā Tari ā-Rohe o Te Puni Kōkiri

| **Region** | **Phone number** | **Email address** |
| --- | --- | --- |
| **Te Tai Tokerau** | Phone: 0800 875 888 | tpk.te-taitokerau@tpk.govt.nz  |
| **Tāmaki Makaurau** | Phone: 0800 875 285 | tpk.tamaki-makaurau@tpk.govt.nz  |
| **Waikato-Waiariki** | ***Hamilton***Phone: 0800 875 499 | tpk.waikato@tpk.govt.nz  |
| ***Tauranga***Phone: 0800 875 499 | tpk.tauranga@tpk.govt.nz  |
| ***Whakatāne***Phone: 0800 875 499 | tpk.whakatane@tpk.govt.nz  |
| ***Rotorua***Phone: 0800 875 499 | tpk.rotorua@tpk.govt.nz  |
| **Ikaroa-Rāwhiti** | ***Gisborne***Phone: 0800 875 447 | tpk.tairawhiti@tpk.govt.nz. |
| ***Hastings***Phone: 0800 875 447 | tpk.takitimu@tpk.govt.nz |
| **Te Tai Hauāuru** | Phone: 0800 875 884 | tpk.tetaihauauru@tpk.govt.nz |
| **Te Waipounamu** | Phone: 0800 875 839 | 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//www.legislation.govt.nz)). [↑](#footnote-ref-1)