



**Te Puni Kōkiri**



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

**Fund**

**Fund information and application guidance**

***Version: 2019/20FY 20 June 2019***

# The purpose of the fund and outcomes we want for Māori communities| Te whāinga o te pūtea, me tō mātou hiahia mō ngā hapori Māori

The purpose of Te Pūtake o te Riri Wars and Conflicts in New Zealand Fund is to support whānau, hapū and iwi to initiate, promote and deliver activities and events that commemorate the New Zealand Land Wars. The fund seeks to increase awareness among all Aotearoa New Zealand citizens about our local history, significant land marks and people including strengthening relationships and partnerships. It is also about building nationhood and pride among all citizens, increasing mātauranga and value for local history and increasing bi-lingual resources.

# Investment outcomes | Ngā hua haumi

The intended outcomes of this Fund are:

* Increased awareness among all Aotearoa New Zealand citizens about our local history, significant land marks, and people through, for example, commemorative events and the development of resources such as street and area signage where appropriate
* Increased understanding of Aotearoa/New Zealand history
* Increased utilisation and sharing of knowledge, including mātauranga Māori, amongst whānau, hapū, iwi and local communities
* Increased availability of bi-lingual resources to support learning about Aotearoa/New Zealand history to support learning about Aotearoa New Zealand in schools and other learning institutions.

# Our investment approach| Tō mātou ara haumi

To ensure that Te Puni Kōkiri supports robust, achievable and sustainable projects:

* We invest in initiatives that take a community and whānau-development approach to their delivery and support sustainable change
* We invest in building capability and capacity to support the achievement of whānau, hapū and iwi aspirations
* We invest in initiatives that promote and encourage the use of te reo me ngā tikanga Māori in everyday situations and settings
* We co-invest in partnership with the community and with other agencies to maximise outcomes
* We invest strategically using regional knowledge and evidence to target our investment to where it can make the biggest difference.

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

The Fund has been designed to support whānau, hapū and iwi to initiate, promote and deliver activities and events that commemorate wars and conflicts in Aotearoa New Zealand.

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

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

Items that are not funded or covered under the fund:

| **What is not funded** |
| --- |
| * 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.
 |

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

We encourage applications from applicants in New Zealand who meet one of the entity type requirements listed below.

**We can generally consider applications if you are one of the following:**

* Limited Liability Company
* Incorporated Society registered with the Companies Office
* Trust registered with the Companies Office
* Statutory Entity, including a Māori Trust Board (Māori Trust Boards Act 1955) or Māori Association (Māori Community Development Act 1962)
* entities established under the Te Ture Whenua Māori Act 1993 (registered with Companies Office).

**We cannot generally consider applications from:**

* Individuals, including sole traders
* Government statutory entities, such as ministries, schools and health boards.  These entities generally already receive funding directly from the government to achieve their purpose.

In addition, an application may not be considered if an organisation is currently receiving funding under another Te Puni Kōkiri agreement (or multiple), and has overdue deliverables or reports.

# Assessment criteria | Paearu aromatawai

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

|  |  |
| --- | --- |
| **Assessment criteria for applicants**  | **Weighting**  |
| **Alignment of the event or activity 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 application 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 application 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
* enable the documenting and recording of untold stories.
 | **30%** |
| **Capability and capacity of organisation:** evidence that shows the capacity and capability to manage the event. | **20%** |
| **Links of proposed activities to proposed budget:** a detailed budget is provided for all activity related to the event or activity. | **10%** |
| **Total weighting**  | **100%** |

# 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 Te Puni Kōkiri Regional Office staff during planning and development of your application. There is an application form at the back of this Guidance document. Your application must be submitted on this form.

Appendix 1 provides an overview of the main areas of the application form that you need to ensure are completed, and details about why we ask for the information.

Please submit your application form to Te Puni Kōkiri at teputakeoteriri@tpk.govt.nz or Te Puni Kōkiri, PO Box 3943, Wellington 6140.

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.

# What support assistance is available | He aha te awhina me te tautoko e wātea ana

Please contact your nearest Te Puni Kōkiri Regional Office and an advisor will be able to discuss your application with you directly, clarify any points and will then forward it on for assessment on your behalf.

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

**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.

# Other considerations | Ētahi atu whakaaroaro

There are some important considerations to note:

1. **No Guarantee of funding until agreements are signed**. Submitting an application does not guarantee you will receive funding. It is important you do not make any financial or other commitments unless and until the application is approved.
2. **Privacy Act 1993** Te Puni Kōkiri is required to comply with the provisions of the Privacy Act 1993. Equally, organisations collecting personal information on behalf of Te Puni Kōkiri 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.
3. **Conflicts of interest.** You will need to identify in your application any actual, potential or perceived conflicts of interest. An example of a conflict of interest could be where a chair is appointing someone to manage the event and is also related to them. This should be declared and appropriate objective management put in place. Conflicts of interest could call into question independence, objectivity or impartiality and can include:

actual: where the conflict currently exists

potential: where the conflict is about to happen or could happen, or

perceived: where other people may reasonably think that a person is compromised.

The applicant must do their best to avoid situations that may lead to a conflict of interest arising during the term of their 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**. 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 could include for instance:
* the name of your organisation. **Note**, *individuals* receiving investment will never be named
* 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
* An event case study which Te Puni Kōkiri would produce in consultation with you.

# 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 for you and your rōpū 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
	+ Ensure the application has the full support of your organisation and is signed by an appropriately authorised person
	+ Write “Te Pūtake o Te Riri application” clearly in the subject line of an email or, if posting a hard copy, 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 applications to the fund. Please include all the relevant information and evidence requested
* Leave your application to the last minute. Depending on the need for clarification or further information, the assessment process may take some time.

Please see *Appendix 1* at the end of this form for more information on how to complete an application, or contact Te Puni Kōkiri regional office for support.

1. Organisation details| Ngā Taipitopito Whakahaere

|  |  |  |
| --- | --- | --- |
| Step | Topic | Details |
| 1.1 | Name of your organisation |  |
| 1.2 | Legal entity  | Is the applicant organisation a legal entity?

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

 |
| 1.3 | Legal entity information | Is the applicant organisation a legal entity? 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) |  |

 |
| 1.4 | Umbrella organisation | Please provide the umbrella 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 | GST registration | Is the entity who will directly receive any approved payments GST registered?

|  |  |  |
| --- | --- | --- |
| Yes we are GST registered | provide GST number and go to step 1.6. | GST no:……………………………... |
| No, we are not GST registered  | tick the box and go to step 1.6. |  |

 |
| 1.6 | Aims of organisation | Please describe the aims of the applicant organisation (approximately 100 words): |

1. Contact details| Ngā Taipitopito Whakapā

Primary contact (for use 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. Application information | Mōhiohio kaupapa

| Step | Topic | Details |
| --- | --- | --- |
| 3.1 | Application name |  |
| 3.2 | Application background | What is the background to your application? Please tell us:1. What this project will achieve?
2. What historical event, person, kaupapa is being addressed?
3. What has been your journey to get to this point?
4. How you have worked with your community or whānau, hapū and iwi to develop this idea?

(approximately 300 words) |
|  |
| 3.3 | Application detail  | Please summarise your application by telling us:1. What you propose to deliver to commemorate a New Zealand war/and or conflict?
2. When and where the project will take place?
3. How will the project increase the awareness and understanding of New Zealand Wars and conflicts?
4. How will you deliver it? (i.e. the key activities or steps you will take).
5. How you will know if you have been successful?
6. Is there anything unique or innovative about your application?

(approximately 500 words) |
|  |
| 3.4 | He tangata / the people | Please provide brief responses to the following (1-3 sentences each):

|  |
| --- |
| 1. Will whānau, rangatahi and the community benefit directly from your application? How will they benefit?
 |
| 1. How many people do you think will benefit directly and indirectly from the application?
 |
| 1. Do you expect your application to have a beneficial impact on people and explain how?
 |
| 1. Does your application contribute to and encourage the use of te reo me ngā tikanga Māori? Please explain how.
 |

 |
| 3.5 | Application deliverables and milestones | Please detail the major progress points and/or deliverables of your application. Please delete the rows you don’t need or leave blank.

|  |  |
| --- | --- |
| Progress point and/or deliverable | Expected completion date |
| Project start date |  |
| Deliverable 1 |  |
| Deliverable 2 |  |
| Deliverable 3 |  |
| Project end date |  |
| Final report / evaluation |  |

 |
| 3.6 | Delivery approach | Please provide brief responses to the following (1-3 sentences each):

|  |
| --- |
| 1. How will the project be managed?
 |
| 1. What are the key roles involved in delivering your project? E.g. Project manager, event manager, communications/PR specialist.
 |
| 1. If you have decided to outsource delivery of your project please provide a quote from three separate companies to show us you have considered value for money. See page 15 for attachment requires. Use this below to tell us who you have chosen to deliver this project.
 |

 |
| 3.7 | Long term viability | Please describe how your project will continue in the future, after the proposed funding has been used. (1-3 sentences) |
|  |

4. Application 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 financial or in-kind and voluntary being made by yourself and other organisations.

|  |  |  |
| --- | --- | --- |
| Step | Funding | Amount |
| 4.1 | Funding summary | Total $ (excluding GST) |
| A | Funding sought from Te Puni Kōkiri.**Note:** Please provide a breakdown in section 4.3. | $ |
| B | Funding provided by applicant. **Note:** Please provide a breakdown in section 4.2.  | $ |
| C | Funding by other organisations. **Note:** Please provide a breakdown in section 4.2.  | $ |
| D | In-kind contribution, such as donated goods, services or voluntary hours that have a financial value. **Note:** Please provide a breakdown in section 4.2 | $ |
| Total cost of the application (A+B+C+D) | $ |
| 4.2 | Non Te Puni Kōkiri contribution details (from 4.1: B C & D above) |
| Organisation | Intended use of financial contribution, ordescription of in-kind and voluntary contribution | Contribution confirmed? | Total $ (excluding GST) |
|  |  | Yes/No | $ |
|  |  | Yes/No | $ |
|  |  | Yes/No | $ |
|  |  | Yes/No | $ |
|  |  | Yes/No | $ |
| Total: **Note:** this should match 4.1: B + C above) | $ |

4. Application funding and budget | Pūtea kaupapa me te tahua continued

Please provide a full breakdown of the aspects of your projects in full to be funded by the contribution of Te Puni Kōkiri. Please detail items, and the amount of Te Puni Kōkiri funds allocated if the cost is shared.

|  |  |  |
| --- | --- | --- |
| Step | Budget items | Amount: Total $ (excluding GST) |
| 4.3 | Item description | Number of items | Cost per item if relevant | Total cost | Te Puni Kōkiri investment |
| Project management |  |  |  |  |
| Event management  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Indicative Total  |  |  | $ | $ |

5. Risk management | Whakahaeretanga Tūpono

Please consider the possible risks to delivering your project successfully and how you might mitigate them.

|  |  |
| --- | --- |
| Impact | Likelihood |
| Severe | Very likely (80-100%) |
| Major | Likely (50-80%) |
| Moderate | Possible (20-50%) |
| Minor | Unlikely (5-20%) |
| Negligible | Rare (<5%) |

1. Using the table below, detail each potential risk, no matter how big or small.
2. Identify the likelihood of the risk occurring and the impact should the risk occur
3. Tell us how you will minimise the impact of the risk - planned treatment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | Risk identified | Likelihood | Impact | Planned treatment |
| 5.1 | *i.e. low attendance at events*  | *Possible* | *Moderate* | *No financial implications however low attendance means lost opportunity to promote and grow awareness of stories relevant to NZ history. Project management of communications, promotion and public relations will be essential as well as using established networks and social media to promote the event and activities.* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

5. Risk management continued

|  |  |  |
| --- | --- | --- |
| Step | Topic  | Details |
| 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 any conflict of interests have been dealt with.**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 | **Financial Statements**Financial statements from your organisation (or umbrella organisation) for the most recent year (unless you have provided these to Te Puni Kōkiri in the last 12 months). **Note:** These financial statements may need to be audited if required by the constitution of the organisation entering into the agreement.  |  |
| 6.2 | **Proof of legal status**For example, a Certificate of Incorporation |  |
| 6.3 | **Vulnerable Children 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

Services to adults in respect of one or more children1. Services provided to adults living in households that include one or children that:
2. Do or may affect significantly any one or more aspects of the well-being of those children; and
3. 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)
 |  |
| 6.5 | **Trust only****Evidence of governance approval*** For example a copy of a Trust deed.
 |  |
| 6.6 | **Quotes from 3 companies if you are planning to outsource the delivery of projects**  |  |

7. Declaration | Whakapuakitanga

|  |
| --- |
| 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 application is true and accurate;
2. This 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 application 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: \_\_\_\_\_\_\_\_\_\_\_\_

Appendix 1 How to complete an application | Te whakaoti 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. The key elements of the application are:

**Section 1 Organisation Details**

|  |  |
| --- | --- |
| **Step** | **Additional information** |
| 1.1 Name of applicant organisation | 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 in the agreement if you are successful and needs to be consistent with the formal registered name of the organisation.  |
| 1.2 Legal entity | If your organisation is a legal entity (see point 5 “who we want applications from”) then please complete step 1.3. If not please provide information in relation to the umbrella organisation who will be used for agreement purposes by completing step 1.4.  |
| 1.3 Legal entity information | If applicable, please detail the legal status of the organisation applying. Please provide a copy of the incorporation or establishment document. See point 6 of the guidance for more information on the types of legal entity we will enter into an agreement with. **Registration/incorporated number/New Zealand Business Number**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. **Registered address**This is the formal address that is registered with, the Companies Office or Charities Service. This will be used as the address in the application if successful. **Postal address**If different from above. This will help us ensure any delivered material gets to you.  |
| 1.4 Umbrella organisation | We need the same information as above if you are using an Umbrella Organisation as the organisation we enter into an agreement with. Point 5 of the guidance gives more detail on the use of Umbrella Organisations.  |
| 1.5 GST registration | For agreement and financial management. |
| 1.6 Organisational aims | This information lets us understand more about your organisation and its alignment with the purpose of the fund.  |

**Section 2 Contact details**

|  |  |
| --- | --- |
| 2.1 – 2.5 Primary contact for application  | This is the person who, if successful, will be named as signatory in the agreement. If using an Umbrella Organisation someone from that organisation must be named, as they will be entering into the agreement. This should be a person with ultimate responsibility for delivery of the project and with delegations to sign the agreement e.g.) The Chief Executive Officer or Chair.  |
| 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 Application Name | Simple name which summarises what you are doing.  |
| 3.2 Application background | This helps us understand what you are trying to achieve, why you want to undertake the project and how it aligns to the funds purpose. It’s good to link your application to the outcomes detailed in point 2 of the guidance.  |
| 3.3 Application detail | This is the detail of what you are proposing to do. Please include in here details of what you will deliver how you plan deliver it, and what you are seeking to achieve, including outputs such as the number of people attending an event etc.  |
| 3.4 He tangata – the people | Please tell us who will benefit or be impacted by your application, how many it will include and what the impact may be. 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 tikanga and te reo Māori and how it applies to the objectives of the application. Please state how it will encourage and support the revitalisation of te reo Māori. We understand that contribution might not be achievable through every application. |
| 3.5 Deliverables and milestones | What are the major progress points (deliverables and milestones) that you will reach for your application to be successful? It also forms an important part of the agreement and reporting requirements. Please include a start and end date. |
| 3.6 Delivery approach | We want information on how the project will be managed, the key roles and who has responsibility for them. This will help us to understand how the project delivered is structured, assess any risks and provide advice where improvements may be made. Please include the relevant skills and experience of the people and/or organisations involved and clearly identify where decision-making sits, financial management and day-to-day delivery.In this section, please detail any monitoring or evaluation if you intend to do this. |
| 3.7 Long term viability | Te Puni Kōkiri wants to ensure its funding is spent on projects that are viable and sustainable in the long term – beyond the timeframe of funding sought. Please describe how the outcomes from your application will be able to be continued in the future, after the proposed funding has been used.  |

**Section 4. Application funding**

|  |  |
| --- | --- |
| 4.1 Funding summary | We want to know how much funding you are seeking from Te Puni Kōkiri and contributions being made by yourself and other organisations as part of your application. Please ensure the figures match the totals given in other tables. |
| 4.2 Non Te Puni Kōkiri contributions | Please tell us who else is contributing both financially and non-financially to the application, what their contribution is, and if it has been confirmed. |
| 4.3 Budget | Use this table to provide a full breakdown of costs for the funding you are requesting from Te Puni Kōkiri. Include the items that make up the funding you are seeking from Te Puni Kōkiri that you identified in part A of question 4.1. Your budget needs to provide the detail behind your funding request and itemise where multiple units are being purchased. Please check the fund criteria in point 5 of the guidance for items and activities we cannot fund. |

**Section 5 Risk management**

|  |  |
| --- | --- |
| 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. |
| 5.2 Conflicts of interest | Please complete for any known conflicts of interest. |

**Section 6. Supporting information**

As part of the application, we also require:

|  |  |
| --- | --- |
| **Financial Statements**  | Financial statements from your organisation (or the umbrella organisation, if you are using one) for the most recent year. These financial statements may need to be audited if required by the constitution of the organisation entering into the agreement.  |
| **Proof of legal entity status** | Proof the organisation is a legal entity, for example, a Certificate of Incorporation |
| **Vulnerable Children 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))
 |
| **Evidence of governance approval** | **Requirement for Trusts only**Please provide a copy of you Trust deed.  |
| **Letters of 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**.**  |
| **Three quotes if you plan to outsource delivery of your project** | Please attach three quotes from separate companies if you intend to outsource delivery of your project. |

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

| **Region** | **Phone number** | **Email address** |
| --- | --- | --- |
| **Te Taitokerau**  | 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 |