



# **He kai kei aku ringa (HKAR) Fund 2018**

## **Application Guidelines**

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

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## **Section 1: Information about the He kai kei aku ringa (HKAR) Fund**

**1. The purpose of the HKAR Fund** The purpose of this Fund is to support the national Māori economic development strategy as set out in He kai kei aku ringa (HKAR), which seeks to achieve the vision of “a productive, innovative, export oriented Māori economy driven by whānau”. There is an overall target to increase Māori median income by 20% from \$26,500 to \$31,800 by 2021.

**2. Background** Māori have a strong preference for services that incorporate Māori design and delivery elements. We seek to strengthen opportunities for incorporating Māori approaches within the economic development sector through a seven-point strategic approach for implementing HKAR. We consider this approach has strong connections with Whānau Ora, which is focused on enabling whānau to decide their own aspirations to improve their lives and building their capacity to plan for and achieve their goals. Our approach to HKAR focuses on whānau wellbeing and modelling best practice Māori approaches to improve Māori outcomes and taking whānau with us.

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**3. What we will fund** The Fund seeks to invest in projects that will support whānau, hapū and iwi Māori to meet their aspirations and contribute to the five HKAR focus areas:

- Employment – Whai Mahi - growing the future Māori workforce
- Rangatahi – supporting Māori youth to define and lead their economic aspirations
- Enterprise – Whai Pakihi- growing Māori enterprises
- Regions – Rohe Tū Pakari - increasing Māori participation in regional economies
- Education – Whai Mātauranga - upskilling the Māori workforce

The targets for each focus area are detailed in Appendix 1.

All applications should clearly show what impact the project will have on specific targets as set out in the five focus areas and be evidence based.

**4. What we will not fund** Funding cannot be used for:

- retrospective events and activities
- medical bills and court costs
- administration costs without prior approval
- payment of existing debts
- items of a capital nature including buildings and vehicles

- events that have a political component or purpose
  - activities primarily based outside of New Zealand
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### **5. Preferred delivery approach**

Proposals will be prioritised that encourage the incorporation of the following elements into the projects:

- increasing Māori participation through co-design, collaboration, leadership, networks, and Māori people
- setting targets for Māori participation and achievement
- exploring employment and enterprise opportunities through strategic procurement
- testing innovative initiatives and ideas to support new developments
- shifting power to the grassroots – moving resource and funding to iwi and community – based solutions and partnerships
- knitting together programmes and investment and scaling to accelerate incomes, capability, enterprise growth
- investing in pastoral care models across the system to lift Māori participation and achievement; and
- inspiring, informing, and connecting Māori to achieve economic success online and through events

### **6. Eligibility for funding**

Organisations are eligible for funding if they are a legal entity or the application is made under the umbrella of a legal entity based in New Zealand.

Organisations cannot apply for funding if they are:

- an entity established or governed by the State Sector Act 1988, the Crown Entities Act 2004, or an entity that is at least 50% owned by one or more of these entities
- an overseas group or organisation

Where applicants have previous or current funding arrangements with Te Puni Kōkiri, performance under those arrangements will be a relevant consideration for decisions relating to this application.

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**7. Key timings to note** Please submit your proposal to [hkkar@tpk.govt.nz](mailto:hkkar@tpk.govt.nz) by 9am on the 28<sup>th</sup> May 2018.

It is important that applications be fully completed, with all supporting documents.

If you have any issues or questions before the submission date please email them to [hkkar@tpk.govt.nz](mailto:hkkar@tpk.govt.nz).

**Applications will not be considered after the submission date.**

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**8. How to acknowledge Te Puni Kōkiri and HKKAR**

Please note, all applicants agree that they will acknowledge Te Puni Kōkiri and HKKAR in any communication of their initiative, programme or service and:

- Te Puni Kōkiri and HKKAR staff must be given the opportunity to participate in the initiative, programme or service
- Te Puni Kōkiri and HKKAR Communication Team must be consulted on media releases
- Te Puni Kōkiri and HKKAR Team must be consulted on any materials, and printed resources that requires logo placement
- All events and activities related to the project must be submitted to Rauika <https://www.tpk.govt.nz/rauika> the Te Puni Kōkiri online events calendar and <https://www.erere.maori.nz/> the HKKAR website

## Section 2: Guide to completing the application form

Some helpful hints to assist the process along

Do:

- provide clear** and legible supporting documents (outlined below)
- ask** Te Puni Kōkiri 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:

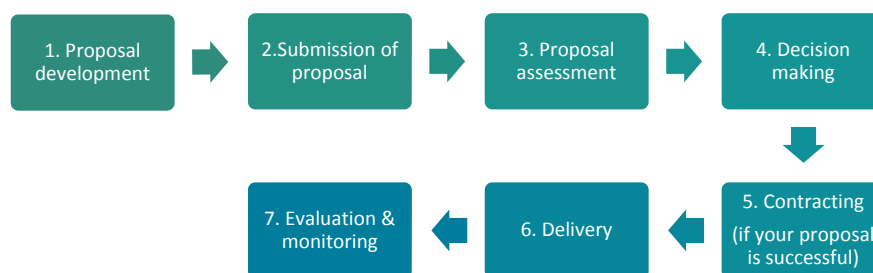
- forget to include all supporting documents** as your application will be considered incomplete and not processed.

What's in the application form and checklist?

Section	Key details sought	Evidence or additional information required	✓
Your details	Organisation details and contact details	Contact details of your organisation, primary contact and partners.	
	Legal Status	Confirmation of legal status and any associated evidence which can include your registration number or evidence of establishment.	
	Financial statements	Current financial statements or audited accounts.	
Proposal details	Proposal description and purpose	Tell us what you want to do and why.	
	How the proposal meets the purpose of the Fund	How and when will this be done?	
	Deliverables		
Funding details	Budget breakdown	Confirm what you plan to spend the funding on.	
Disclaimers		Disclaimers completed.	
Declaration		Application signed by appropriately authorised person.	

## Section 3: Requirements for completing the application form

### The process



Proposal development	During your proposal development, you can email <a href="mailto:hkkar@tpk.govt.nz">hkkar@tpk.govt.nz</a> , with any questions you may have surrounding the application process.
Submission of proposal	Once you are happy with your application it must be signed by an approved person and formally submitted to <a href="mailto:hkkar@tpk.govt.nz">hkkar@tpk.govt.nz</a> , no later than 9am on the 28 <sup>th</sup> May, with all the required documentation for Te Puni Kōkiri included.
Proposal assessment	Your application will be assessed by Te Puni Kōkiri to ensure: <ul style="list-style-type: none"> <li>• You have provided all proposal material</li> <li>• Your proposal meets the funding criteria as set out in this document</li> <li>• Your proposal is financially viable; and</li> <li>• Your proposal does not duplicate other initiatives being funded by Te Puni Kōkiri and the MBIE Māori Innovation Fund.</li> </ul>
Decision Making	Māori Economic Development Advisory Board is tasked with providing advice on funding proposals, and recommending that applications progress to the next stage, but the final funding decision sits with Te Puni Kōkiri. You will be notified of the decision by letter.
Contracting	If your proposal is approved you will receive a Funding Agreement from Te Puni Kōkiri which will outline a work plan containing: <ul style="list-style-type: none"> <li>• project description</li> <li>• key contacts</li> <li>• agreed milestones and deliverables, including reporting</li> <li>• payment timing and amounts</li> <li>• Te Puni Kōkiri's standard contractual terms and conditions.</li> </ul>

	You will also be given an opportunity to comment on the Funding Agreement.
Delivery	You are responsible, as the applicant, to deliver on the agreed purpose of the Funding Agreement as set out by Te Puni Kōkiri.
Reporting and evaluation	<p>You will be required to support our reporting and evaluation over the life of the project and provide a final report upon completion that includes full details as to how the funds were spent.</p> <p>Details will be in the funding agreement, but include:</p> <ul style="list-style-type: none"> <li>• <b>Routine performance management</b> – Including all financial management and outputs/KPIs related to the project</li> <li>• <b>Formative Evaluation</b> – Focusing on elements surrounding implementation and immediate impact and or contribution of project on achieving target/s as set out in the five focus areas of HKKAR</li> <li>• <b>Outcome Evaluations</b> – Outcome evaluations focus on measuring defined changes in behaviour/attitude/practices or sustained results occurring for the target population as a result of a programme</li> <li>• <b>Process review</b> – Supporting any evaluation to determine how well the fund management is working from a process perspective and improvements that may be made to the operational design.</li> </ul>



## Appendix 1 – HKKAR Focus Area Targets

Employment – <i>Whai Mahi</i>	<ul style="list-style-type: none"> <li>• Reduce Māori unemployment from 11.9% to 7.5%</li> <li>• Within Youth Employment Pathway programme move 1200 young people per annum into sustainable work</li> </ul>
Enterprise – <i>Whai Pakihi</i>	<ul style="list-style-type: none"> <li>• Increasing the number of Māori employers with more than three employees by 30% from 8,200 to 10,660</li> <li>• Increasing the value of exports by Māori enterprises by 9% per year</li> <li>• Increasing the total capital deals undertaken by Māori enterprises by \$300million</li> <li>• Increasing the number of Māori enterprises engaged in the innovation system by 5% per year</li> <li>• Increasing Māori land utilisation and yield</li> </ul>
Education – <i>Whai Mātauranga</i>	<ul style="list-style-type: none"> <li>• Māori attainment of NCEA level 2</li> <li>• Māori attainment of NCEA level 4 qualification or above</li> </ul>
Rangatahi – <i>Rangatahi Tū Maia</i>	<ul style="list-style-type: none"> <li>• Progress will be measured through employment, education and by measures defined by rangatahi about what is important to them.</li> </ul>
Regions – <i>Rohe Tū Pakari</i>	<ul style="list-style-type: none"> <li>• Iwi and Māori will be able to actively participate in regional planning and implementation within the Regional Growth Programme according to their interests and priorities.</li> </ul>