****





**Moving the Māori Nation**

**Contestable Fund**

Application Form and

Funding Guideline

**Contents**

[1. Introduction 3](#_Toc452726099)

[2. Objectives 3](#_Toc452726100)

[3. Eligibility criteria 3](#_Toc452726101)

[4. Two pools of funding 4](#_Toc452726102)

[5. Who is eligible to apply for the Fund? 4](#_Toc452726103)

[5.1 Who is not eligible to apply for the Fund? 4](#_Toc452726104)

[6. Demonstrating change and positive outcomes 4](#_Toc452726105)

[7. What will not be funded? 5](#_Toc452726106)

[8. Submitting your application 5](#_Toc452726107)

[8.1 Forms required 6](#_Toc452726108)

[8.2 Privacy Act 1993 6](#_Toc452726109)

[9. Funding contracts and reporting 6](#_Toc452726110)

[9.1 Letter of Agreement and Funding Agreement 6](#_Toc452726111)

[9.2 Reporting 7](#_Toc452726112)

[9.3 Publishing information about funded initiatives 7](#_Toc452726113)

[10. Declaration 12](#_Toc452726114)

# Introduction

This is a guide that explains how to apply for funding from the ‘Moving the Māori Nation’ Contestable Fund (‘the Fund’). It includes an application form and outlines the objectives, eligibility criteria and application process.

Moving the Māori Nation promotes Whānau Ora through whakapakari tinana, and supports individuals, whānau and community organisations to improve the wellbeing of whānau Māori.

# Objectives

The main objectives of the Fund are:

* *Rangatiratanga*: to promote self-sufficiency through the development of knowledge such as mātauranga Māori and cultural frameworks, and skills. It will encourage the development of hauora plans, exercise training sessions and healthy kai workshops for example;
* *Whanaungatanga*: promoting activities that encourage whānau participation, to demonstrate community cooperation through ‘joined up’ approaches and a coming together through ‘whakapakari tinana’;
* *Oranga*: to promote wellbeing, healthy nutrition and eating habits, and healthy activities;
* utilising traditional Māori games or activities such as Ki-o-Rahi, Poi, Mau Rākau, Mamau, Mekemeke and Makamaka whether in traditional or contemporary urban settings;
* cultural events that are focused on whakapakari tinana and hauroa;
* community and social team sports;
* testing innovative service delivery models that encourage physical activity; and
* providing information to whānau about healthy lifestyles and nutrition.

# Eligibility criteria

These eligibility criteria are deliberately broad as we want to encourage a diverse range of initiatives within communities.

**Initiatives must:**

* support individuals, whānau and community organisations delivering healthy lifestyles at a ‘grassroots’ level’;
* support successful community healthy lifestyle programmes that may be transferred into other communities/regions across the motu to benefit increased numbers of whānau;
* demonstrate a clear and positive contribution to the specific ‘Moving the Māori Nation’ outcomes;
* incorporate ‘ngā taonga tuku iho’ as a fundamental component of the initiative.

**The Fund is available for:**

* new initiatives that will fill a current or an emerging need; and
* existing initiatives that have clear evidence of success that can be transferred to other communities or regions so that more whānau benefit.

# Two pools of funding

The Fund has two parts:

1. **Pool A**: up to $10,000 for small or local initiatives that meet the established criteria. The Te Puni Kōkiri regional offices will manage all applications to Pool A and decide which projects receive funding.
2. **Pool B**: over $10,000 for initiatives that have a broad community or national reach. An Advisory Panel will meet each month to consider applications and provide advice and recommendations to Te Puni Kōkiri.

# Who is eligible to apply for the Fund?

To be eligible for the Fund, applicants must meet the following criteria:

|  |
| --- |
| * Applicants must be a legal entity or be under the umbrella of a legal entity that is based in New Zealand; |
| * All activities must be based in New Zealand; |
| * Applicants are limited to one application per year for this fund; |
| * An applicant cannot have any overdue reports under current Te Puni Kōkiri contracts. |

## Who is not eligible to apply for the Fund?

|  |
| --- |
| Entities established under or governed by:   * The State Sector Act 1988; * Crown Entities Act 2004; * New Zealand Public Health and Disability Act 2000; * Local Government Act 2002; * An entity that is at least 50% owned by one or more of these entities; and * Overseas groups and organisations. |

# Demonstrating change and positive outcomes

The table below presents Moving the Māori Nation outcomes. All applications must show clear links to at least one of the outcomes to demonstrate how and when positive change for individuals, whānau and communities will occur.

|  |
| --- |
| Moving the Māori Nation Outcomes |
| *Mātauranga, whaakaro-a-iwi, Tikanga, Te Reo:* understanding Mātauranga Māori and how it reinforces Korikori and kai Māori kai ora |
| *Whakapapa, whanaungatanga:* increased connection to whakapapa and perpetuation of Hauora |
| *Taiao – wai, whetū, whenua*: increased connections to and use of the environment |
| *Korikori and kai Māori kai ora:* increased participation, awareness and motivation in physical activities and increased knowledge on the benefits of healthy eating |
| *Wairua and hinengaro*: spiritual and psychological well-being that is supported and enhanced by Korikori and kai Māori kai ora |
| *Rangatiratanga*: strong leadership, positive role modelling and autonomy enable capacities to be built to participate and lead Korikori and kai Māori kai ora |

# What will not be funded?

|  |
| --- |
| * Activities or projects for which established funding is available; * Business ventures including the development of individual or privately owned businesses; * Consultant’s fees; * Events or activity that have political party components or purposes. * International travel, accommodation and associated costs; * Items of a capital nature including buildings and vehicles; * Legal costs; * Medical bills; * Ongoing maintenance of capital equipment; * Payment of existing debts; * Purchase of clothing without prior approval from Te Puni Kōkiri; and * Retrospective events and activities. |

# Submitting your application

All applications may be emailed, delivered or posted to your nearest Te Puni Kōkiri regional office. The email and physical addresses are set out at Appendix One.

To ensure that your application can be clearly identified, please write **MOVING THE MĀORI NATION** in the subject line or on the front of the envelope.

## Forms required

Please provide the following information with your application.

|  |  |
| --- | --- |
| Proposed initiative | Complete your proposal on the attached application form with all sections completed. |
| Budget Breakdown | Provide a budget for your project and a template is provided for this purpose. Please complete the budget as fully as possible. You will be expected to report against it if your application is successful. |
| Risk Table | Identify any risks to your project and consider how these will be managed. A template is provided for this purpose. |
| Legal Status | Provide Certification of Incorporation, or Certification of Incorporated societies or Charitable Trust. |
| Registered Address | Proof of your registered address is to be provided. |
| Financial Statements | Current Financial statements/audited accounts to confirm that your organisation is solvent. |
| Vulnerable Children Act 2014  (if this applies) | 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. |

## Privacy Act 1993

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

Where Te Puni Kōkiri collects personal information from individuals, only sufficient information necessary to meet the requirements of this Application will be collected. Those persons have the right to request access to their information at: Te Puni Kōkiri PO Box 3943 Wellington, and where applicable, request that their information be corrected.

# Funding contracts and reporting

## Letter of Agreement and Funding Agreement

If your application is successful you will receive either a Letter of Agreement for funding under $10,000 or a Funding Agreement for funding over $10,000.

The terms and conditions are a standard requirement for Te Puni Kōkiri to have as a government department. If the standard terms and conditions need to be varied, negotiations between Te Puni Kōkiri and the applicant will occur before the contract begins.

## Reporting

Throughout the term of the contract you will be required to submit progress and financial reports. These tell us about the project, the outcomes achieved and that the funding has been used for the purposes for which it was given.

## Publishing information about funded initiatives

You should be aware that specific information about your initiative may be published and may include:

* name of applicant;
* a short summary that describes the aim of the project, who was involved, the start date and location;
* amount of funding;
* a short description about the numbers and location of whānau who will benefit from the project; and
* the outcomes that were achieved.

**** 

**Moving the Māori Nation Contestable Fund**

**Application for Funding**



**Applicant details**

|  |  |  |
| --- | --- | --- |
| **Registered name** |  | |
| **Address** | **Postal** |  |
| **Physical** |  |
| **Registered** | *This is the organisation’s address that is registered with the Companies Office.* |
| **Phone** | **Landline** |  |
| **Mobile** |  |
| **E-mail** |  | |
| **Type of organisation** | *What type of organisation do you have e.g. Company, Incorporated society, Charitable Trust etc.* | |
| **Legal Status** |  | |
| **Contact Person** | *This person must have authorisation to submit this application* | |

**Details of the organisation that will umbrella the project (if applicable)**

|  |  |  |
| --- | --- | --- |
| **Registered name** |  | |
| **Address** | **Postal** |  |
| **Physical** |  |
| **Phone** | **Landline** |  |
| **Mobile** |  |
| **E-mail** |  | |
| **Type of organisation** |  | |
| **Contact Person** | *This person must have authorisation to submit this application* | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Which type of organisation best describes you? (This is the organisation that will be delivering the project)** | | | |
|  | Marae |  | Hapū |
|  | Health Service |  | Iwi |
|  | Social Service |  | Rūnanga |
|  | Whānau Trust |  | Taura here Rōpū |
|  | Community organisation |  | Pan Māori |
|  | Other (please explain) |  |  |

|  |  |
| --- | --- |
| Are you a provider of children’s services, and does this application involve providing services to children? | *Please see section 8.1 for a definition of children’s services.* |

|  |  |
| --- | --- |
| Who will co-ordinate or manage the project? |  |
| Tell us about your organisation? |  |
| Project Description - tell us about your project and why it is a good idea? What do you plan to do, who will be involved and where will activities take place. |  |
| Describe how your project will achieve one or more of the Moving the Māori Nation objectives? |  |
| What is the total funding required for your project (Exclude GST)? |  |
| Who else will be contributing to the project e.g. funding, resources or time |  |
| What will you or your organisation contribute to the project e.g. funding, resources or time? |  |
| How many people will your project reach? |  |
| Identify the Territorial Local Authority where whānau are located, that have benefited as a result of this project? |  |

**Budget Breakdown** (Please provide the details of your budget and be as specific as possible. If your application is successful, you will be required to report against it).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OUTCOME** | **OUTPUT** | **AMOUNT** | **OUTCOME** | **OUTPUT** | **AMOUNT** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Risk identification and Management:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk (perceived, potential, actual)** | **Likelihood (low, moderate, high)** | **Impact (how will the risk affect the project)** | **Level of risk (low, moderate, high)** | **How do you plan to manage the risk?** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Declaration

|  |
| --- |
| DECLARATION (To be completed by an authorised signatory) |
| **I certify that:**   1. To the best of my knowledge, the information contained in this proposal 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 project; 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 local Te Puni Kōkiri office); 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 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, and 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. 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 ONE

Te Puni Kōkiri National Office

Te Puni Kōkiri House

143 Lambton Quay, Wellington 6011

PO Box 3943, Wellington 6140

Attention: Investment Team

| **Region** | **Tari** | **Email address** |
| --- | --- | --- |
| [Te Taitokerau](http://www.tpk.govt.nz/mo-te-puni-kokiri/who-we-are/organisational-structure/te-taitokerau-region/) | Kaitāia  Ground Floor, REAP Building, 33 Puckey Avenue, Kaitaia 0410  Phone: 09-408-2391 | [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: 09-430-3731 | [tpk.te-taitokerau@tpk.govt.nz](mailto:tpk.te-taitokerau@tpk.govt.nz) |
| Tāmaki Makaurau | Auckland  Level 2, Te Puni Kōkiri House, 12-14 Walls Road, Penrose, Auckland 1061  Phone: 09-571-2940 | [tpk.tamaki-makaurau@tpk.govt.nz](mailto:tpk.tamaki-makaurau@tpk.govt.nz) |
| Waikato-Waiariki | Hamilton  Level 1, 19 Worley Place, Hamilton 3204  Phone: 07-834-7100 | [tpk.waikato@tpk.govt.nz](mailto:tpk.waikato@tpk.govt.nz) |
| Tauranga  174 Eleventh Avenue, Tauranga 3110  Phone: 07-577-6254 | [tpk.tauranga@tpk.govt.nz](mailto:tpk.tauranga@tpk.govt.nz) |
| Whakatāne  58 Commerce Street, Whakatāne  Phone: 07-307-1057 | [tpk.whakatane@tpk.govt.nz](mailto:tpk.whakatane@tpk.govt.nz) |
| Rotorua  Level 1, Te Puni Kōkiri House, 1218-1224 Haupapa Street, Rotorua  Phone: 07-349-7810 | [tpk.rotorua@tpk.govt.nz](mailto:tpk.rotorua@tpk.govt.nz) |
| Ikaroa-Rāwhiti | Gisborne  Nga Wai e Rua, Cnr Lowe Street & Reads Quay, Gisborne  Phone: 06-868-0208 | [tpk.tairawhiti@tpk.govt.nz](mailto:tpk.tairawhiti@tpk.govt.nz). |
| Hastings  Ground Floor, Taikura House, 304 Fitzroy Avenue, Hastings 4122  Phone: 06-878-0757 | [tpk.takitimu@tpk.govt.nz](mailto:tpk.takitimu@tpk.govt.nz) |
| Te Tai Hauāuru | Taumarunui  Te Tititihu House, 32 Miriama Street, Taumarunui  Phone: 07-895-7356 | [tpk.tetaihauauru@tpk.govt.nz](mailto:tpk.tetauhauauru@tpk.govt.nz) |
| Palmerston North  109 Princess Street, Palmerston North  Phone: 06-354-1706 | [tpk.tetaihauauru@tpk.govt.nz](mailto:tpk.tetauhauauru@tpk.govt.nz) |
| Taranaki  465B Devon Street East, Strandon, New Plymouth  Phone: 06-759-5450 | [tpk.tetaihauauru@tpk.govt.nz](mailto:tpk.tetauhauauru@tpk.govt.nz) |
| Whanganui  Te Taurawhiri Building, 357 Victoria Avenue, Whanganui  Phone: 06-348-1400 | [tpk.tetaihauauru@tpk.govt.nz](mailto:tpk.tetauhauauru@tpk.govt.nz) |
| Lower Hutt  Level 1, Bloomfield House, 46-50 Bloomfield Terrace, Lower Hutt  Phone: 04-570-3180 | [tpk.tetaihauauru@tpk.govt.nz](mailto:tpk.tetauhauauru@tpk.govt.nz) |
| Nelson  Level 1, 105 Trafalgar Street, Nelson  Phone: 03-539-0687 | [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

   may be prescribed/defined by the Governor-General by Order in Council. (Note: You can check if your service is included in an Order in Council on [www.legislation.govt.nz](http://www.legislation.govt.nz)). [↑](#footnote-ref-1)