****



**Te Puni Kōkiri**

**Whenua Māori Fund**



**Fund information, application guidelines and application form**

***Version: 2018/19FY 14/08/2018 v1***

* + - 1. **The fund purpose and outcomes we want for Māori communities**

The purpose of the Whenua Māori Fund is to support owners of Māori freehold land to explore different land use options for the land and ways of boosting its productivity. Across the motu, Māori landowners are looking for ways to improve how their whenua works for them. The Whenua Maori Fund therefore seeks to improve productivity through the purchase of tools, interventions and research.

There are more than 27,000 blocks of Māori freehold land, comprising 1.4 million hectares or approximately five percent of New Zealand’s land area. It is estimated that large tracts of Māori land is under-performing for its owners. Improving the performance and productivity of Māori land will improve income for its owners, their whānau, the regions and the New Zealand economy.

* + - 1. **Fund outcomes**

The Whenua Māori Fund supports applications that contribute to the following outcomes:

1. improving productivity of Māori freehold land, and
2. improving the ability of trustees / owners of Māori freehold land to make active decisions on the development of their whenua.
   * + 1. **Our investment approach**

Te Puni Kōkiri will support trustees and owners with practical support and financial assistance for a range of whenua activities and will work alongside you to help you consider your whenua goals, plan your project, develop funding applications, and provide agreed funding as your project is delivered.

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

* 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
* co-invest in partnership with the community and with other agencies to maximise outcomes
* invest strategically using regional knowledge and evidence to target our funding to where it can make the biggest difference, and
* invest in initiatives that promote and encourage the use of te reo me ngā tikanga Māori in everyday situations and settings.

**There is no guarantee of funding** and applications are prioritised based on regional priorities and available funds. If funds are exhausted, 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.

* + - 1. **What type of applications we are seeking to fund**

Funding is available for applications that demonstrate land development and/or people development potential. In particular, we seek applications that:

1. have a land productivity improvement focus, such as:
   1. identifying options for higher potential productivity gains
   2. addressing impediments to land development
   3. addressing landlocked Māori land.
2. are focused on improving the ability of trustees / owners of Māori freehold land to make active decisions on the development of their land. This includes:
   1. Trustees / owners of Māori freehold land visioning and strategic planning
   2. land use assessments
   3. feasibility studies
   4. land development / management plans
   5. developing business cases aimed at positioning Trustees / owners of Māori freehold land to make informed land productivity decisions or participate in whenua based commercial ventures
   6. addressing impediments to land development
   7. reviewing governance and owners capability and capacity.
      * 1. **Funding restrictions**

There are a number of restrictions on funding. We cannot fund applications which:

1. relate predominantly to general-title land
2. are for retrospective projects or to pay existing debts
3. involve Māori freehold land without a formal governance structure (other than Māori land blocks with seven owners or less)
4. are for organisational administrative support
5. relate to capital investment, including buildings, vehicles, fencing, and seedlings etc.
6. are for services and support available via existing government programmes and services; and
7. are for legal advice/services, event management costs, international travel and accommodation, or the formation of business ventures.
   * + 1. **Who we want applications from**

To be eligible for funding from the Whenua Māori Fund, applications must come from:

* trustees of Māori freehold land, including blocks for which the Māori Trustee is the responsible trustee, **OR**
* owners of a Māori freehold land block if there are seven owners or fewer.

Examples of the types of entities Te Puni Kōkiri contracts with are listed below.

* Incorporated Society registered with the Companies Office
* Trust registered with the Companies Office
* Limited Liability Company
* 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 – e.g. Māori Land Incorporations, Ahu Whenua Trusts, Whānau Trusts, Māori Reservation Trust etc.
* Individuals where there are seven owners or fewer registered to a Māori freehold land block

**Use of umbrella organisations**.

If you are a smaller organisation, you may partner with an entity that has the skills, knowledge and resources required to support the delivery of your project. We call these entities ‘umbrella organisations’. If taking this approach you will need to work closely with the umbrella organisation and include their details in the application. They will be the organisation Te Puni Kōkiri formally enters into an agreement with and will have the responsibility for management of the funding and overall delivery of the project.

* + - 1. **How to submit an application**

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. There is an application form attached and additional guidance in Appendix 1. Your request for Whenua Māori Funding must be submitted on the application form.

In developing your application, we recommend you:

1. leverage existing networks, capability and/or other sources of funding to develop an application that is not completely reliant on Te Puni Kōkiri funding
2. consider a co-operative development approach across Māori land blocks. This will provide economies of scale for our funding and support the sharing of information
3. consider how your application supports existing Iwi, sector-led, or government programmes: including regional growth strategies
4. develop a budget that represents value for money, demonstrates a realistic and justified basis for project completion, and has adequate provisioning for all activities
5. have all the delivery elements ready to go so the costs and logistics are clear in the application and there is no delay to implementation if approved
   * + 1. **What support and assistance is available**

For further information on the Whenua Māori Fund, examples of what we have funded in the past, and general contact details please go to <http://www.tpk.govt.nz/en/whakamahia/land-and-environment/whenua-maori-fund>

Our regional and national contact details can be found at <http://www.tpk.govt.nz/en/whakapa-mai>

* + - 1. **How we will assess your application and make decisions**

Once you are happy with your application, it must be signed by an appropriately authorised person and formally submitted to the Regional Office closest to you with all the required documentation for assessment. Your application will then be assessed by the regional office team who will get back to you if they require additional information or detail about your application.

**Please note that applications without all the relevant information will be classified as incomplete and may not be processed.**

If your application meets the Whenua Māori Fund’s purpose and eligibility criteria, it will go before an Investment Committee who will make the final decision about which applications to invest in. You may be contacted to confirm the details of your application.

If your application is approved you will be advised and receive a Funding Agreement that will outline a work plan based on your application. It will contain:

* project description
* key contacts
* agreed deliverables
* payment amounts and timing
* reporting requirements
* a set of generic terms and conditions
  + - 1. **How we manage agreements and monitor delivery and outcomes**

The Regional Office Staff will be the key contact regarding delivery and management of the project. The agreement will detail reporting and payment requirements and we expect a final report upon completion that includes full details about how the funds were spent and any information or reports that were produced. Your final report should provide the following details:

* outcomes achieved
* evidence that the funding has been used for the purposes for which it was given
* evidence and examples of the difference the project has made, or will make, for whānau, hapū and iwi.

We may also require you to participate in our wider evaluation of the delivery of the fund outcomes and share case studies of your project. We will address this when we discuss our agreement with you.

* + - 1. **Other considerations**

There are some important considerations to note:

1. Submitting an application does not guarantee you will receive funding. It is important that you do not make any financial or other commitments 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 Te Puni Kōkiri’s behalf will comply with the provisions of the Privacy Act 1993. Te Puni Kōkiri requires the personal information requested in this document to process your funding application. We will use the information for this purpose only. You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. For a copy of your information, or to have it corrected please contact us at Te Puni Kōkiri, PO Box 3943, Wellington.
3. **Conflicts of interest.** You will need to identify any conflicts of interest in your application. 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 Trustee of the applicant group is also the person who will be paid to provide services or deliver the project there is a conflict of interest, because some of the funding will directly benefit that Trustee. Conflicts of interest could call into question independence, objectivity or impartiality and can be:

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:
   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.
      * 1. **Tips for developing your application**

**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 rōpu 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 application meets the eligibility criteria and purpose of the Whenua Māori Fund.
* 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 you have Trustee and/or owner support for the application and include evidence of this (e.g. Trustee minutes, letters from owners) with your application
* Ensure your application is signed by an appropriately authorised person
* Obtain quotes or estimates for work to be undertaken and include these with your application
* Write “Whenua Māori Fund 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 applications to the fund. 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.

**Whenua Māori Fund. Application Form**

Please type details in the boxes provided and check Appendix 1 for guidance if you require more information. If you have any questions about these guidelines or the Whenua Māori Fund Application Form please call your local Te Puni Kōkiri Office.

##### Organisation details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | Topic | Details | | |
| 1.1 | Name of applicant organisation |  | | |
| Chairperson |  | | |
| 1.2 | Organisation information | Please provide the applicant organisation entity information | | |
| Type of Trust/legal entity |  | |
| Registration or incorporated number if applicable |  | |
| New Zealand Business Number if applicable |  | |
| Registered address |  | |
| Postal address (if different) |  | |
| 1.3 | Umbrella organisation  **Note:** See Section 5 of the guidance for more information. | If using an umbrella organisation please provide the umbrella organisation’s entity information. | | |
| Type of Trust/legal entity |  | |
| Registration or incorporated number if applicable |  | |
| New Zealand Business Number if applicable |  | |
| Registered address |  | |
| Postal address (if different) |  | |
| 1.4 | GST registered | Is the entity who will directly receive any approved grant payments GST registered or required to be? | | |
| Yes we are GST registered. Please provide GST number | GST number  ……………………………. | |
| No, we are not GST registered | Tick the box and go to step 1.5 |  |
| 1.5 | Aims of organisation | Please describe the aims of the applicant organisation (approximately 100 words): | | |
|  | | |

##### Contact details

Primary contact (authorised signatory for use in the agreement)

|  |  |  |
| --- | --- | --- |
| 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)

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

Provider contact details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Step** | **Topic** |  | | | |
| **2.11** | **Provider details** | **Please use the space below to provide the contact details of the service providers that will be involved in your project if it is funded.** | | | |
| Name |  | |  |  |  |
| Registered address |  | |  |  |  |
| Postal address |  | |  |  |  |
| Phone |  | |  |  |  |
| Email |  | |  |  |  |
| Organisation type |  | |  |  |  |
| Registration  number |  | |  |  |  |
| GST number |  | |  |  |  |
| Key contact |  | |  |  |  |

##### Application Details

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Step | Topic | Details | | | | | | | | | | | | | |
| 3.1 | Project name |  | | | | | | | | | | | | | |
| 3.2 | Land block  Refer Māori land online for the relevant information. | Please provide land block details below | | | | | | | | | | | | | |
| Land block name | | ML Block iD. | | | | | | | | Area (ha) | Management Structure Name | No. of owners | |
|  | |  | | | | | | | |  |  |  | |
|  | |  | | | | | | | |  |  |  | |
|  | |  | | | | | | | |  |  |  | |
|  | |  | | | | | | | |  |  |  | |
|  | |  | | | | | | | |  |  |  | |
|  | |  | | | | | | | |  |  |  | |
| 3.3 | Fund focus areas | Which activities does your project contribute to? Please tick below. | | | | | | | | | | | | | |
| Has a land development and/or people development focus | | | | |  | Will identify higher potential productivity gains | | | | | | |  |
| Will leverage existing networks, capability and/or other sources of funding | | | | |  | Will identify alternative uses for your land | | | | | | |  |
| Supports existing iwi, and sector-led or government programmes: including regional growth strategies | | | | |  | Will investigate ways to increase productivity of your land | | | | | | |  |
| Focuses on improving the ability of trustees / owners to make decisions on the development of their land, including: | | | | | | | | | | | | | |
| Confirming land use capability / viability and development options | | | | |  | | Developing land development / management plans | | | | | |  |
| Developing business feasibility studies | | | | |  | | Removing impediments to land development | | | | | |  |
| 3.4 | Sector focus areas | What sectors does the application relate to? Please tick below. | | | | | | | | | | | | | |
| Forestry | | |  | | | | | Horticulture | | | | |  |
| Agriculture | | |  | | | | | Apiculture | | | | |  |
| Tourism | | |  | | | | | Other, please detail below | | | | |  |
| 3.5 | Current land status | What is your current land status? Please tick below. | | | | | | | | | | | | | |
| Unutilised and/or underdeveloped | | | |  | | | | | Currently in production? | | | |  |
| Landlocked? | | | |  | | | | | Subject to impediments that might limit land productivity (e.g. flooding, erosion, access, subject to a lease)? If yes, please specify those impediments below | | | |  |
| 3.6 | Project  background | What is the background to your project? Please tell us:   1. What change will your project achieve? 2. What is the need and opportunity to be addressed? 3. How you have worked with your community or whānau to develop this idea?   (300 words max) | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| 3.7 | Project summary | Please summarise your Project and tell us :   1. What you propose to deliver? 2. How will you deliver it? (i.e. the key activities or steps you will take). 3. How you will know if you have been successful? 4. Is there anything unique or innovative about your project?   (500 words max) | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| 3.8 | He tangata / the people | Please provide brief responses to the following   1. Who will benefit directly from your project? 2. How many people do you think will benefit directly and indirectly from the project? 3. What impact do you expect your project to have on the people who directly benefit? 4. How will your project contribute to and encourage the use of te reo me ngā tikanga Māori? | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| 3.9 | Project deliverables and milestones | Please detail the major progress points and/or deliverables of your project. Add more rows if you need to. | | | | | | | | | | | | | |
| Progress point and/or deliverable | Expected completion date | | | | | | | | | | | | |
| Project start date |  | | | | | | | | | | | | |
| Deliverable |  | | | | | | | | | | | | |
| Deliverable |  | | | | | | | | | | | | |
| Deliverable |  | | | | | | | | | | | | |
| Project end date |  | | | | | | | | | | | | |
| Final report / evaluation |  | | | | | | | | | | | | |
| 3.10 | Delivery approach | Please provide brief responses to the following (1-3 sentences each):   1. How will the project be managed? 2. How will landowners be involved? 3. What are the key roles involved in delivery? | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| 3.11 | Long term viability | Please describe how the outcomes from your project will be continued in the future, after the proposed funding has been used? (1-3 sentences) | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| 3.12 | Previous funding | Has the application been discussed with or submitted to other government agencies / potential funding partners for funding consideration? Please provide detail. | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Has your organisation previously received funding from Te Puni Kōkiri? Please provide detail | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |

##### Application funding and budget

Please provide a full breakdown of the items to be funded. Please describe the item (or activity) and the item supplier. Please detail the total cost per item, and the amount of funding you are seeking from Te Puni Kōkiri plus any contributions being made by yourself and other organisations. Use an additional budget sheet if required. All costs should be exclusive of GST. Please attach any quotes/estimates from your prospective suppliers.

|  |  |  |  |
| --- | --- | --- | --- |
| Step 4.1 Activity: Item and supplier name | Qty/Unit | Unit Cost $ (excluding GST) | Amount: Sub-total $ (excluding GST) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **(A). Total Project Cost (Above)** | |  |
|  | **(B). Contribution sought from Te Puni Kōkiri** | |  |
|  | **(C). Contribution from your organisation** | |  |
|  | **(D). Contribution from other sources/organisations** | |  |

**4. Application funding and budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | Funding | | | Amount |
| 4.2 | Non Te Puni Kōkiri contribution details (from C & D above) | | | |
| Organisation | * Intended use of financial contribution, or description of in-kind contribution | Contribution confirmed? | Total $ (excluding GST) |
|  |  | Yes/No | $ |
|  |  | Yes/No | $ |
|  |  | Yes/No | $ |
|  |  | Yes/No | $ |
|  |  | Yes/No | $ |
| Total:    **Note:** This should match sub totals C + D above | | | $ |

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

##### Risk Management

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

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. unable to find a suitable provide* | | *Possible* | *Moderate* | *Approach industry business networks for advice* |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
| 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 (a Trustee/landowner) being involved in both decision-making and delivery. | | | |

##### 6. Due diligence and supporting information

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). Please also provide audited accounts if they are available or required by the constitution of your organisation. |  |
| 6.2 | **Vesting Order if available.** |  |
| 6.3 | **Proof of legal status**  For example, a Certificate of Incorporation or Ahuwhenua or Whānau Trust order. |  |
| 6.4 | **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 children   1. 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   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 | **Evidence of governance approval**   * A copy of the Trustee/Committee of Management meeting minute approving your application or an email or letter from Trustees/Committee of Management members. Evidence of approval from all participating Trusts, where more than 1 Trust is involved * Letters from all land owners where there is no legal entity and there are 7 or fewer landowners |  |
| 6.6 | **Evidence of Land block details.** Please submit copies of the block details from Māori land online |  |
| 6.7 | **Attach quotes or estimates if available** |  |

##### 7. Declaration

**In signing this declaration, I**

**Insert the signatory’s name here ……………………………………….**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
|  | Confirm the information contained in the application is true and accurate | | |  |
|  | Confirm I have read and understood my rights regarding the Privacy Act 1993 as set out in the guidance document  Confirm this application complies with the objectives of my organisation as contained in the Organisation’s Constitution, Trust Deed or Māori Land Court order | | |  |
|  | Understand that there is no guarantee that my organisation will be successful in securing Te Puni Kōkiri funding | | |  |
|  | Agree that Te Puni Kōkiri may collect information about my organisation from any third party in respect of this application | | |  |
|  | Agree that, if the application is successful, the name of my organisation, purpose of funding and Te Puni Kōkiri funding amount will be available as part of Te Puni Kōkiri accountability for public funds | | |  |
|  | Agree that the information provided in this document can be used by Te Puni Kōkiri for statistical purposes and/or policy development | | |  |
|  | Agree that, if successful, my organisation may be required, along with the targeted beneficiaries of the proposed project, to participate in an evaluation of the application | | |  |
|  | Accept full accountability and responsibility for all requirements associated with the completion of the application | | |  |
| Signed: | ………………………………………… | Designation: | ……………………………… | |
| (to be signed by the Chairperson or authorised signatory)  Date:.……………………………………………….. | | | | |

**Appendix 1. Application form guidance**

**Section 1 Organisation Details**

|  |  |
| --- | --- |
| **Question** | **Additional information** |
| 1.1 Applicant name | Please tell us your name or the formal or registered name of the organisation you are applying on behalf. This is normally the name of an organisation and will be used in the agreement (unless an umbrella organisation is used in the agreement) if you are successful and needs to be consistent with the formal registered name of the organisation.  Please also name your Chairperson. This person cannot be a third party provider or consultant. |
| 1.2 Organisation information | Please detail the legal status of the organisation applying. Please provide a copy of the incorporation or establishment document. See section 5 of the guidance for more information on the types of legal entity we establish agreements with.  **Registration, incorporated or NZBN number**  Provide the registration, incorporated number and if applicable New Zealand Business Number for your organisation. Every legal entity has a unique registration or incorporation number and this number will help TPK check your details.  **Registered address**  This is the formal address that is registered with for example, the Companies Office or Māori Land Service. This will be used as the address in the agreement if successful  **Postal address**  If different from above. This will help us ensure any delivered material gets to you. |
| 1.3 Umbrella organisation | We need the same information as above if you are using an Umbrella Organisation in the agreement. Section 5 of the guidance gives more detail on the use of Umbrella Organisations. |
| 1.4 GST registration | For financial management and invoicing |
| 1.5 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 to 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. |
| 2.6 – 2.10 Secondary contact information | This should be the person responsible for the day-to-day management of the project. |
| 2.11 Provider contact details | Please include the contact details for any third party providers who will support you in delivering the project (if known at this stage) |

**Section 3 Project Information**

|  |  |
| --- | --- |
| 3.1 Project name | Simple name which summarises what you are doing. |
| 3.2 Land block name and number | Please provide information about each Māori freehold land block/s to which this application applies. |
| 3.3 Fund focus areas | Please tick which focus area your application relates to |
| 3.4 Sector focus areas | Please tick which sector focus area your application relates to |
| 3.5 Current land status | Please tick the current status of your land use. |
| 3.4 Project 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. |
| 3.5 Project summary | This is the detail of what you are proposing to do. Please include in here details of what you will deliver, including outputs. |
| 3.6 He tangata – the people | Please tell us who will benefit or be impacted by your project, how many it will touch and what the impact may be.  We also ask about tikanga and Te Reo Māori. Te Puni Kōkiri has a lead role in supporting the revitalisation of the Te Reo Māori and want to understand how the projects it funds contribute to this. If applicable to objectives of the project, please state how it will encourage and support the revitalisation of Te Reo Māori. We understand that contribution might not be achievable through every project. |
| 3.7 Deliverables and milestones | What are the major progress points (deliverables and milestones) that you will reach for your project to be successful? It also forms an important part of the agreement and reporting requirements. Examples of deliverables may include: owner engagement hui, providers engaged, draft reports, assessments complete etc. |
| 3.8 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 delivery 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 you propose to do. |
| 3.9 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 project will be able to be continued in the future, after the proposed funding has been used. |
| 3.10 Previous funding | Please provide detail of any previous applications or receipt of funding that relate to this application, including bids to other agencies such as MPI, MBIE. Also, please detail any previous funding received by the applicant from Te Puni Kōkiri |

**Section 4. Application Funding**

|  |  |
| --- | --- |
| 4.1 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 4.3. 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 section 4 of the guidance for items and activities we cannot fund. Please include any quotes or estimates |
| 4.2 Non Te Puni Kōkiri contributions | Please tell us who else is contributing both financially and non-financially to the project, what their contribution is, whether it is contribution in kind or other, and if it has been confirmed. |
| 4.3 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 funding approach. Please ensure the figures match the totals given in other tables. |

**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. |
| 5.2 Conflicts of interest | Please complete for any known conflicts of interest. More detail on conflicts of interest can be found in section 9 of this guidance. |

**Section 6. Due Diligence and 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 (unless you have provided these to Te Puni Kōkiri in the last 12 months). Please also provide audited accounts if they are available or required by the constitution of your organisation. |
| **Vesting Order** | For Māori Land Trusts and Incorporations. Must include the Land Administrator information from Māori Land Online. |
| **A document proving legal status**. | Certification of Incorporation, or Certification of Ahuwhenua Trusts, Incorporated societies or Charitable Trust etc, if the application relates to Māori land with more than seven owners. |
| **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 children   1. 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) |
| **Evidence of governance approval.** | A copy of the Trustee/Committee of Management meeting minute approving your application, or an email or letter to that effect from Trustees/Committee of Management members.  Where multiple blocks administered by separate Trusts or other entity are involved, a copy of the meeting minute or signed letter from each entity must be obtained.  Where there are 7 or fewer landowners and no formal entity, a letter of approval from each landowner is required. |
| **Evidence of Registered Address** | Proof of your registered address is to be provided. This is the address that has been registered with your Legal status. |
| **Quotes** | Attach quotes or estimates if available |

**Section 7: Declaration**

|  |  |
| --- | --- |
| 7.1 Signing | Once you are happy with your application, it must be signed by an authorised person in your organisation |