



**Te Puni Kōkiri**

**Te Ringa Hāpai Whenua Fund**



***Version: 2023/2024 FY***

**Fund information, application form and guidance**

* + - 1. **The purpose of the fund and what we want for Māori communities | Te whāinga o te pūtea, me tō mātou hiahia mō ngā hapori Māori**

The purpose of Te Ringa Hāpai Whenua Fund is to boost work underway with Māori free hold landowners to realise their aspirations for their whenua. The fund will enable Māori landowners to undertake whenua-based economic, cultural, social and environmental projects.

The fund will do this by providing capital grants to support infrastructure development on Whenua Māori and to enable Māori landowners take the next steps in their whenua journeys, e.g. RSPF or financing options. The fund will be targeted to infrastructure that unlocks the potential of whenua Māori through supporting or establishing: roading, access to landlocked land, water storage, wastewater systems, climate change adaptation, renewable energy and consenting for development.

There are more than 27,000 blocks of Māori freehold land, comprising 1.4 million hectares which equates to 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 landowners, their whānau, their communities, and the regional and national New Zealand economy.

Infrastructure underpins our society by providing the services we depend on to live, work, learn and play. Infrastructure for the purposes of this fund includes the following areas**\***:

* energy
* telecommunications
* transport
* water
* waste

[\*Adapted from National Adaptation Plan, Ministry for the Environment]

* + - 1. **Investment outcomes | Ngā hua haumi**

Te Ringa Hāpai Whenua Fund supports applications that contribute to the following outcomes:

Māori free hold landowners are:

1. able to access their whenua Māori for development
2. able to unlock the potential of their whenua Māori through improved infrastructure
3. ready to move into the next stage of the development of their whenua Māori
4. have planned for climate change adaptation, reduced vulnerability and developed climate resilience
5. compliant with environmental regulations
6. realising the potential of their whenua through a whānau-centred community development approach working with whānau, hapū and iwi organisations.
	* + 1. **Our investment approach | Tō mātou ara haumi**

Te Puni Kōkiri’s Whenua Māori Service will support trustees and owners in their journey to realise economic, social and cultural outcomes from their whenua. The Whenua Māori Service will work alongside Māori Freehold landowners to help you to 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 will invest in:

* infrastructure initiatives that take a whānau-and community development approach to their delivery and support sustainable change
* innovative approaches that can demonstrate the success of capital investment in whenua
* infrastructure initiatives that enable a greater connection of whānau Māori to their whenua, and their cultural and spiritual aspirations for the whenua
* projects that enable landowners to take the next steps in achieving their whenua aspirations and the expected benefit of doing so (whenua/whānau/community development outcomes)
* co-investment/partnership with the community and with other agencies to maximise outcomes
* targeted investment to where it can make the biggest difference and produce useful learnings, using regional knowledge and evidence.

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

* + - 1. **What we are seeking to fund | He aha tā mātou e rapu nei ki te tautoko ā-pūtea**

Funding is available for applications for infrastructure that will contribute to achieving economic, social, cultural and climate resilience outcomes from whenua. In particular, we seek applications that focus on:

* + Innovative approaches to whenua development through infrastructure
	+ Infrastructure to optimise the use of land
	+ Improving land use practices and productivity
	+ Infrastructure that enables or prepares for enabling commercial ventures
	+ Movement along the landowner maturity curve
	+ Overcoming impediments to more productive use of land use (such as land-locked land)
	+ Cost effective solutions with complementary community funding (co-investment with other funders)
	+ maximising value by accessing other Government programmes and services
	+ Delivering multiple outcomes (i.e. unlocking development potential, climate change adaptation, benefits to multiple blocks and whānau and wider community benefit).

Examples of the types of activities that we fund include:

* + improving or establishing roading
	+ enabling access to landlocked land
	+ water storage
	+ wastewater systems
	+ climate change adaptation
	+ renewable energy
	+ some planning and consenting costs.
		- 1. **Funding restrictions | Ngā herenga pūtea**

There are some restrictions on funding.  We cannot fund applications which:

* relate predominantly to general-title land
* involve Māori freehold land without a formal governance structure (other than Māori land blocks with seven owners or less)
* are for retrospective projects or to pay existing debts
* are for organisational administrative support
* deliver commercial return
* are for services and support available via existing government programmes and services
* are for legal advocacy, arbitration/mediation or litigation costs, including associated court costs
* are for event management costs, international travel and accommodation or the formation of business ventures.
	+ - 1. **Who is eligible to apply for funding | Te hunga e hiahiatia ana e mātou kia tuku tono mai**

To be eligible for funding from Te Ringa Hāpai Whenua Fund, applications must come from:

* trustees of Māori freehold land, including blocks for which the Māori Trustee is the responsible trustee, **OR**
* The committee of management of a Māori land incorporation; **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 | Te tuku i tō tono**

The Whenua Māori Service staff will work with you during the planning and development of your application. The application form attached **must be submitted as part of your application.**

In developing your application, we recommend you:

* use existing networks, capability and/or other sources of funding to develop an application that is not completely reliant on Te Puni Kōkiri funding
* 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
* consider how your application supports existing Iwi, sector-led, or government programmes: including regional growth strategies
* develop a budget that represents value for money, demonstrates a realistic and justified basis for project completion, and adequately provides for all activities
* 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 | He aha te āwhina me te tautoko e wātea ana**

For further information on Te Ringa Hāpai Whenua Māori Fund and general contact details please go to <https://www.tpk.govt.nz/en/nga-putea-me-nga-ratonga/whenua-maori/te-ringa-hapai-whenua-fund>

Our regional and national contact details can be found at [http://www.tpk.govt.nz/en/whakapa-mai](http://www.tpk.govt.nz/en/whakapa-mai%20)

Our regional teams will be happy to talk to you about your proposal and work with you.

* + - 1. **How we will assess your application and make decisions | Pēhea tā mātou aromatawai i tō tono, me te whakarite whakatau hoki**

Once you have completed your application, it must be signed by an appropriately authorised person in your organisation and submitted to the Regional Office closest to you with all the required documentation for assessment. Your application will then be assessed by the Whenua Māori Service 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 purpose and eligibility criteria of Te Ringa Hāpai Whenua Fund, it will go before an Investment Committee who will make the final decision on 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 for you to sign (if you agree) 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 | Te whakahaere i ngā whakaaetanga, te aroturuki i te tuku mai me ōna hua**

The regional teams in Te Puni Kōkiri will be the key contacts on the delivery and management of your 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 funding agreement with you.

* + - 1. **Other considerations | Ētahi atu whakaaroaro**

There are some further 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 2020** Te Puni Kōkiri is required to comply with the provisions of the Privacy Act 2020. Equally, organisations collecting personal information on behalf of Te Puni Kōkiri will comply with the provisions of the Privacy Act 2020. Te Puni Kōkiri requires the personal information requested in this document to process your funding application. 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.

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

1. **Publishing information about funded projects**. 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 | He tīwhiri mō te whakawhanake i tō tono**

**Do:**

* Use the support available from the Whenua Māori Service at 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 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 “Te Ringa Hāpai Whenua 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 or unsigned 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.

**Te Ringa Hāpai Whenua Fund Application**

Please type details in the boxes provided and check **Appendix 2** for guidance if you require more information. If you have any questions about these guidelines or the Te Ringa Hāpai Whenua Fund Application Form please call your local Te Puni Kōkiri Office.

##### Organisation details | Ngā Taipitopito Whakahaere

|  |  |  |
| --- | --- | --- |
| Step | Topic | Details |
| 1.1 | Name of applicant organisation**Note:** Refer (6) in Fund Information regarding eligibility |  |
| 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 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 no:……………………………... |
| No, we are not GST registered  | Tick the box |  |

 |
| 1.5 | Aims of organisation | Please describe the aims of the applicant organisation (approximately 100 words): |
|  |
| 1.6 | Additional information |

|  |  |
| --- | --- |
| Has any decision-making member of the organisation been declared bankrupt? (if yes, provide details) |  |
| Has any decision-making member of the organisation been charged with fraud? (if yes, provide details) |  |

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##### Contact details | Ngā Taipitopito Whakapā

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 |  |  |  |  |

##### Proposal information | Mōhiohio kaupapa

|  |  |  |
| --- | --- | --- |
| Step | Topic | Details |
| 3.1 | Project name |  |
| 3.2 | Land blockRefer 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 |
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| 3.3 | Fund focus areas  | Which focus area does your project contribute to? Please **tick** below.  |
| Whānau and community development to support sustainable change |  | Innovative approaches to demonstrate the success of capital in investment in Whenua |  |
| support greater connection of whānau Māori to their whenua, and their cultural and spiritual aspirations for the whenua |  | Overcoming impediments to more productive use of land (such as access to land-locked land or climate adaptation) |  |
| Demonstrate how the project will move to the next steps of achieving Whenua aspirations |  | Co-investment with the community or other agencies |  |
| 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, resourcing consent)? 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 infrastructure project achieve?
2. What is the need and opportunity to be addressed?
3. How have you 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. How does the project fit with the funding criteria (x-reference to these in supporting material]
2. What infrastructure do you propose to deliver?
3. How will you deliver it? (i.e. the key activities or steps you will take).
4. How will you know if you have been successful?
5. Is there anything unique or innovative about your project?

(500 words max) |
|  |
| 3.8 | He tangata / the people | Please provide brief responses to the following1. 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?
 |
|  |
| 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? How does your project link to regional/other government priorities? |
|  |
| 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 or other agencies Please provide the details of this funding? |
|  |

##### Proposal funding and budget | Pūtea kaupapa me te tahua

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 (consider including resumes, where appropriate).

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

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

|  |  |  |
| --- | --- | --- |
| 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 | $ |

##### Risk management | Whakahaeretanga Tūpono

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

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 provider* | *Possible* | *Moderate* | *Approach industry business networks for advice* |
|  |  |  |  |
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| **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.** |
| 5.2  | **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 | 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). 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 entity status**For example, a Certificate of Incorporation or Ahuwhenua or Whānau Trust order. |  |
| 6.4 | **Children’s Act 2014**If some or all of your application is about providing services to children, you must provide us with a copy of your Child Protection Policy. Children’s services are defined as:1. Services to one or more children

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

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 if not available, estimates |  |

##### 7. Declaration | Whakapuakitanga

**In signing this Declaration, I:**

**……………………………………………………………………………………………...**

1. Confirm the information contained in the proposal is true and accurate
2. Confirm that I have read and understood my rights regarding the Privacy Act 2020
3. Confirm this application complies with the objectives of my organisation as contained in the Organisation’s Constitution, Trust Deed or Māori Land Court order
4. Understand that there is no guarantee that my organisation will be successful in securing Te Puni Kōkiri investment
5. Agree that Te Puni Kōkiri may collect information about my organisation from any third party in respect of this application
6. Have read the attached Appendix 1 that outlines obligations under the Health and Safety at Work Act 2015 that apply to the undertakings that I am seeking funding support for, and confirm that I understand I will need to comply with my obligations under that Act in progressing those undertakings.
7. Agree that, if the proposal is successful, the name of my organisation, purpose of investment and Te Puni Kōkiri investment amount will be available as part of Te Puni Kōkiri accountability for public funds
8. Agree that the information provided in this document can be used by Te Puni Kōkiri for statistical purpose/ and or policy development
9. Agree, that if successful, we along with the target group beneficiaries of the proposed project may be required to participate in an evaluation of the project
10. Fully 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**

**Obligations under the Health and Safety at Work Act 2015**

As a ‘person conducting a business or undertaking’ (PBCU) you have duties under the Health and Safety at Work Act 2015. A PBCU may be an individual or an organisation.

You have a role to play in managing work related risk that could cause injury or harm. In your mahi, you must ensure, so far as is reasonably practicable:

* of workers while they are at work (including contractors, sub-contractors and their workers), and others;
* the health and safety of workers whose work activities are influenced or directed by you; and
* of other persons are not put at risk by the work of your business or undertaking (e.g. a visitor to the workplace, or members of the public who could be affected by your work).

Your duties extend to understanding the nature of your operations including the hazards and risks associated with those operations.

|  |  |
| --- | --- |
| How you can ensure appropriate health and safety for your organisation:  | How you can ensure appropriate health and safety when working with contractors and volunteers:  |
| * provide and keep a safe work environment
* identify hazards and find practical ways to control significant hazards
* include employees when developing health and safety procedures, using an agreed employee involvement process
* provide and keep facilities to make sure employees are healthy and safe
* make sure machinery and systems are safe to use
* provide and ensure the use of personal protective equipment (PPE)
* make sure that employees and volunteers are aware of the need to take reasonable care of their own health and safety and that others are not harmed by something they do or don’t do
* give employees information and training about workplace hazards and advise them to stop work if they believe it is unhealthy or unsafe
* develop procedures for dealing with workplace emergencies
* record and investigate workplace accidents and illness.
 | * work together to ensure health and safety requirements are met
* share advice of known workplace hazards
* only hire contractors and subcontractors with good health and safety histories
* volunteer workers are people who regularly work in the operation of the business or organisation
* discuss with contractors how they will manage health and safety when doing work for you. If they’re going to do major work, you could ask for a health and safety system in writing from them
* where practicable, monitor (not supervise) their work and, if you believe someone’s health and safety is at risk, take action
* if you supply equipment, make sure it is suitable and safe to use, and the contractor knows how to use it.
* be clear on expected health and safety standards when volunteers, contractors, subcontractors or their employees carry out work.
 |

You are required to report all cases of serious harm to WorkSafe NZ.

For more information, please visit the [WorkSafe Mahi Haumaru Aotearoa website](https://www.worksafe.govt.nz/)

**APPENDIX 2**

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**

|  |  |
| --- | --- |
| **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 of. 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 6 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 6 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.  |
| 3.6 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.  |
| 3.7 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. |
| 3.8 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. |
| 3.9 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. |
| 3.10 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.  |
| 3.11 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.  |
| 3.12 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**

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| --- | --- |
| 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 4.1. Your budget needs to provide the detail behind your funding request and itemise where multiple units are being purchasedPlease 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**

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| --- | --- |
| 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 11 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 entity 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. |
| **Children’s Act 2014** | If some or all of your application is about providing services to children, you must provide us with a copy of your Child Protection Policy. Children’s services are defined as:1. Services to one or more children

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)
 |
| **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 land block details** | Provide copies of the block details from Māori land online  |
| **Quotes** | Attach quotes, or if not available estimates  |

**Section 7: Declaration**

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