**Application Form**

**Cyclone Gabrielle: Sediment and Debris Management and the removal of Woody Debris on Whenua Māori Funds 2023**

**Purpose**

The following funding has been provided to assist the recovery from the 2023 cyclone events in Tairāwhiti and Hawke’s Bay:

* *Sediment and Debris Management Fund:* $30 million of funding has been provided to help manage sediment and debris on whenua Māori affected by Cyclone Gabrielle in Tairāwhiti and Hawke’s Bay. The fund ceases 30 June 2024.
* *Woody Debris Fund:* $2 million for short to medium term measures that limit the damage of any further movement of woody debris material from catchment systems on Whenua Māori in Tairāwhiti and the Hawke’s Bay. This fund ceases on 31 December 2023.

Both funds will provide grants to owners of eligible land. Collective and community approaches are encouraged, subject to the choices of landowners and communities.

**Who can apply for funding?**

For the purposes of both funds, the following land in either Tairāwhiti or Hawke’s Bay (or both) may be eligible for grants to manage sediment and debris and woody debris. In the case of the woody debris funding, the focus is on woody debris in catchment systems on whenua Māori:

* Māori freehold land, Māori customary land and Māori reservations as set out in Te Ture Whenua Māori Act 1993;
* land held by Post-Settlement Governance Entities (including Treaty settlement land); and
* general land held by owners of whenua in the above categories which is managed together with their whenua in the above categories.
  1. The following groups can apply for funding:
* Owners, trustees, (or the committee of management in the case of a Māori land incorporation) of the above categories of land.
* Entities acting as umbrella organisations for owners of eligible whenua. Umbrella organisations need to be able to show that they have been authorised by the owners to act on their behalf.
* Entities appointed by the Māori Land Court to act on behalf of owners.

**What can be funded?**

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| **Sediment and Debris Fund** | **Woody Debris** **Fund** |
| Funds can be used for reasonable costs related to the clean-up of silt, sediment and debris.  *Sediment and debris* *includes silt, sediment, waste from buildings, netting, packaging, chemicals, vehicles, and woody debris from flooding. Woody debris refers to shelterbelts, riparian plantings and orchards.* | Funds can be used for reasonable costs related to the clean-up and processing of woody debris in catchments on whenua Māori.  *Woody Debris includes wood debris* *located in catchments systems which are at risk of mobilising in the next severe weather event which could result in* *impacting critical downstream infrastructure.* |
| **Funding priorities – Sediment and Debris** | **Funding priorities – Woody Debris** |
| * Presents significant health, safety, cultural or environmental risks if sediment and debris is left unmanaged. * Is critical to other recovery efforts or may assist in strengthening the resilience of hapori or whānau, including sustaining economic activity. * Is part of a package or cluster of land blocks that are best managed together for efficiency, effectiveness and safety. * Has particular cultural significance because of the location of wāhi tapu, puna wai, urupā or other culturally significant aspects. | * Catchments on whenua with woody debris that presents significant risk of damage to downstream communities and infrastructure from any further movement of this material during future weather events. |
| **Eligible costs – Sediment and Debris** | **Eligible costs – Woody Debris** |
| * Contractors with the necessary expertise and equipment to manage sediment and debris, where this is the choice of the landowners. * Access to equipment needed to manage sediment and debris. * Specialist assistance in specific instances, for example where urupā, taonga or other sensitive issues are encountered as part of the clean-up. * Co-ordination costs (for example to enable several land blocks to co-ordinate their clean-up). * Other activities identified through engagement with affected communities that fit the scope and intent of this funding.   **Reimbursement**  In some cases, owners of whenua Māori may already have paid for the management of debris on their whenua. Owners may be able to seek reimbursement for some clean-up costs if:   * the land meets meet the eligibility and priority criteria set out above * the costs are within scope of this funding * the clean-up costs have not already been met by another government agency, local authority, philanthropic organisation, or other entity.   Please note that we cannot guarantee that all eligible costs will be able to be reimbursed. | * Any council or other consents needed for the work to be completed. * Specialist assistance in specific instances, for example where urupā, taonga or other sensitive issues are encountered as part of the clean-up. * Co-ordination costs (for example to enable landowners in a catchment to co-ordinate their clean-up). * Up to $100/tonne to cover the costs of removal/processing (chipping/mulch) of woody debris by contractors with the necessary expertise, authenticated Health and Safety protocols, and equipment to remove woody debris in catchments, where this is the choice of the landowners. This funding may also include the cost of council consents as required. * In some circumstances slash containment traps may be funded, subject to more specific considerations and the relevant consents from councils. The maximum funding will be $150,000 per containment trap. * Other activities identified through engagement with affected communities that fit the scope and intent of this funding. |
| There must be no duplication of funding assistance. However, there may be cases where earlier funding has been granted for immediate/urgent purposes, e.g., to enable some form of access to whenua, but funding for further management of sediment and debris is still needed. | |

For further information on this Fund please contact the Whenua Māori Service at your nearest Te Puni Kōkiri (TPK) office for information and support or email [SedimentandDebrisWhenua@tpk.govt.nz.](mailto:SedimentandDebrisWhenua@tpk.govt.nz)

**Application Form**

To apply please complete this form with the required supplementary information and send a signed copy to the [SedimentandDebrisWhenua@tpk.govt.nz](mailto:SedimentandDebrisWhenua@tpk.govt.nz) or deliver to the Whenua Māori Service at your nearest Te Puni Kōkiri regional - https://www.tpk.govt.nz/en/whakapa-mai. **Important Notes:** **(1)** In preparing this application we recommend that you discuss the purpose to be achieved with the funding with the Whenua Māori Service, to ensure that this purpose can be met by this fund, or if there are other funds that are better targeted to help achieve the intended purpose, **(2)** if your application does not clearly outline what the funding will be used for and/or there is missing information, we will contact you and work with you to revise your application.

Any funding approved by TPK will be subject to the terms and conditions set out in the last page of this form. Please read the terms and conditions carefully, before applying.

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| **Name of applicant organisation:** |  | | | | | |
| **Organisation/entity type:** |  | | | | | |
| **Registered address:** |  | | | | | |
| **Postal address (if different):** |  | | | | | |
| **New Zealand Business Number**  **(If relevant):** |  | | | | | |
| **Primary contact name, role and contact details (phone and email)**  *This person to have* *appropriate authority to sign the contract if successful* |  | | | | | |
| **Secondary contact name, role and contact details (phone and email)**  *This person is the* *day to day manager of the project* |  | | | | | |
| **Umbrella Organisation**  *If using an umbrella organisation, please* *provide the umbrella’s organisation’s entity information.* |  | | | | | |
| **Additional information** | Has any decision-making member of the organisation been declared bankrupt? (If yes, provide details) | | | | | |
| Yes / No | | | | | |
| Has any decision-making member of the organisation been charged with fraud? (If yes, provide details) | | | | | |
| Yes / No | | | | | |
| **Land block**  *Refer Māori land online for the relevant information.* | **Land Block Name** | **ML Block iD** | **Area (Ha)** | | **Management Structure Name** | **No. of owners** |
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| **Proof of ownership/authority to act**  *For eligible land that is not included on www.Māoriland.govt.nz online, please* *provide proof of ownership of the whenua and/or your authority to act on behalf of the owners* |  | | | | | |
| **Are you seeking support for woody debris clean up?** | If yes, please also complete appendix A | | | | | |
| **What is or was the extent of sediment and debris on your whenua?**  *Please feel free to* *provide photos of the damage if available* |  | | | | | |
| **What has been the impact of sediment and debris? Including access or activities on the whenua, health, safety, cultural or environmental impacts?** |  | | | | | |
| **How much funding are you** **seeking?** | $ | | | | | |
| **What will the funding be used for? Describe the proposed work.** |  | | | | | |
| **Please** **provide details of funding or financial support from other sources, including insurance cover for any activity included in this application.** |  | | | | | |
| **Sediment and Debris**  **Budget breakdown** | Use the table below to provide a full breakdown of costs for the funding you are requesting.  **(*Please list Woody Debris costs separately in appendix A)*** | | | | | |
| ***Expenditure Item*** | ***Reimbursement Cost*** *(Please provide proof of expenditure)* | | | ***Planned Cost*** | | |
|  | $ | | | $ | | |
|  | $ | | | $ | | |
|  | $ | | | $ | | |
|  | $ | | | $ | | |
|  | $ | | | $ | | |
| **Total** | **$** | | | **$** | | |
| **Risk Assessment** | What are the risks that may impact on your ability to complete your project successfully and how do you plan to manage these risks?  Please complete the table below. Identifying possible risks will enable you to plan for them and be ready to respond if they arise.   |  |  | | --- | --- | | **What risks have you** **identified** | **How do you plan to manage the risk** | |  |  | |  |  | |  |  | |  |  | |  |  | | | | | | |
| **Conflicts of interest**  *A common example of a conflict is whānau members being involved in deciding what needs to be done and then being paid to do the identified mahi.* | 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 the conflicts of interest will be managed. | | | | | |
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**Bank account details**

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| --- | --- |
| **Bank account name** |  |
| **Bank account number** |  |
| **Bank name** |  |
| **Bank account verification provided (Y/N)** |  |
| **GST Registered (Yes/No)** |  |
| **GST registration number** |  |

Please attach a bank deposit slip or other bank account verification that clearly shows the bank logo, name of the organisation that has applied and the account number; this could be the top of a bank statement or a clearly visible screenshot from your online banking.

**Declaration**

I/we confirm that I/we have been authorised by the organisation to make this application, and on behalf of my organisation/group declare that:

1. I/we have read and understood my rights and obligations under the Privacy Act 2020
2. All information supplied for this application is true and correct to the best of my/our knowledge
3. This project complies with the objectives of my organisation as contained in the Organisation’s Constitution, Trust Deed or Māori Land Court order
4. I/we understand that there is no guarantee that my organisation will be successful in securing funding
5. I/we have notified you of all conflicts of interest I/we am aware of, as well as how these will be managed
6. Any funding provided will only be used as detailed in the budget breakdown for the approved Funding Purpose
7. I/w have read the attached Appendix C 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
8. I/we will provide any further information that is required to complete an assessment of this application if requested
9. I/we have been duly authorised by my organisation’s governing body to commit it to this application.

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| **Name of authorised signatory** | **Name of authorised signatory** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Signature** | **Signature** |
| **Date      /      /** | **Date      /      /** |

**Appendix A**

**Woody Debris Fund**

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| **Please confirm the name of the river/catchment that has been** **impacted?** |  | |
| **Describe the impact of Woody Debris against the priority area described below** | | |
| Catchments on whenua with woody debris that presents significant risk of damage to downstream communities and infrastructure from any further movement of this material during future weather events. |  | |
| **Please** **indicate your best estimate of the** **amount of tonnes of woody debris for removal** |  | |
| **How much funding are you** **seeking?**  *Please note that funding is limited to a maximum of $100 per tonne for Woody debris removal and processing.* | $ | |
| **What will the funding be used for? Describe the proposed work.** |  | |
| **Please** **provide details of funding or financial support from other sources, including insurance cover for any activity included in this application.** |  | |
| **Woody Debris Budget breakdown**  *Use the table below to* *provide a full breakdown of costs for the funding you are* *requesting.* | | |
| ***Expenditure Item*** | | ***Cost*** |
|  | | $ |
|  | | $ |
|  | | $ |
| **Total** | | **$** |

**APPENDIX B**

**Terms and Conditions**

1. You acknowledge that these Terms form part of your application.
2. You must only use the Grant for the management of sediment and debris on your whenua as a result of Cyclone Gabrielle.
3. You agree to repay the Grant, or any part of the Grant paid to you if you:
   1. fail to meet any of the obligations about how you must use the Grant; or
   2. were not or stop being eligible for the Grant or any part of the Grant; or
   3. provide false or misleading information in your application.
4. The Applicant must maintain true and accurate records in connection with the use of the funding.
5. This Grant is a one-off contribution towards of the management of sediment and debris following Cyclone Gabrielle.
6. Te Puni Kōkiri reserves the right to terminate the Grant if you do not comply with any terms and conditions of this Grant.
7. You consent to Te Puni Kōkiri publishing your name and any Grant provided to you on a publicly accessible register.
8. The information that is provided on this application form will be used to help assess your eligibility for the Grant. Under the Privacy Act 2020, you have the right to request access to all information held about yourself and to request corrections to that information.
9. You will perform your obligations under the Agreement in compliance with the Health and Safety at Work Act 2015.
10. You acknowledge that you may be subject to civil proceedings for the recovery of any amount you receive that you are not entitled to and/or to prosecution for offences under the Crimes Act 1961 if you:
    1. have provided false or misleading information; or
    2. fail to meet any of the obligations about how you must use the Grant; or
    3. receive any Grant or part of a Grant that you were not entitled to receive.
11. This Agreement will be effective when notifies me in writing (which may be by email separate to this document) that the grant is approved.

**APPENDIX C**

**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 must ensure, so far as is reasonably practicable:

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

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

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| How you can ensure appropriate health and safety for your organisation: | How you can ensure appropriate health and safety when working with contractors: |
| * provide and keep a safe work environment * include employees when developing health and safety procedures, using an agreed employee involvement process * identify hazards and find practical ways to control significant hazards * provide and keep facilities to make sure employees are healthy and safe * make sure machinery and systems are safe for employees to use * provide and ensure the use of personal protective equipment (PPE), where appropriate * make sure that employees don’t do anything to negatively affect their health or safety * give employees information about workplace hazards * train and supervise employees * record and investigate workplace accidents and illness * develop procedures for dealing with workplace emergencies. | * Make sure you give all contractors, subcontractors, and their employees advice about the known workplace hazards. * Only hire contractors and subcontractors with good health and safety histories. * Ask contractors and subcontractors to tell you how they will manage health and safety when doing work for you. If they’re going to do major work, you should 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. Contractors who are also employers have employers’ duties under the HSE Act. * Specify your expected health and safety standards when contractors, subcontractors or their employees carry out work. You could put these standards in a contract. |

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