



**Te Puni Kōkiri**

**Whenua Māori Fund**



**Version: 2023/24 FY**

**Fund information, application form and guidance**

* + - 1. **The purpose of the fund | Te whāinga o te pūtea**

The purpose of the Whenua Māori Fund is to support owners of Māori freehold land to explore the potential of their whenua and to investigate the means of lifting productivity, either through improving and growing existing operations, diversification, or preparing for new ventures.

Improving the performance and productivity of Māori freehold land will help to strengthen connections to the whenua, and lift incomes for owners, their whānau, and contribute to the regional and New Zealand economy.

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

The intended outcomes are that owners of Māori freehold land:

1. are more engaged with their whenua
2. have a better understanding of how they might use their whenua (including any decision not to undertake further development)
3. identify options for improving productivity or commercial development of their whenua
4. are ‘decision ready’ to move into the next stage of the development of their whenua
5. work with whānau, hapū and iwi organisations to develop their whenua.
   * + 1. **Our investment approach | Tō mātou ara haumi**

Te Puni Kōkiri Whenua Regional Offices can support trustees and owners with practical support for a range of whenua activities and will work alongside you to help you consider your whenua goals, plan your project, and develop funding applications to the Whenua Māori Fund.

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

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

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

Funding is available for applications that demonstrate land development and/or people development potential.

Some examples of the types of activities that can be funded include:

* + strategic planning
  + building governance and management capability
  + master planning, land development / management plans
  + developing business cases for commercial ventures
  + due diligence for potential land use/commercial options
  + some legal costs including advice on statutes, regulations, deeds and leases, options for landlocked land, as well as drafting legal and commercial agreements, including deeds and leases.
    - 1. **Funding restrictions | Ngā herenga pūtea**

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 or ongoing operational costs
  + relate to capital investment, such as buildings, vehicles, or fencing.
  + are for services and support available through other government programmes and services
  + are for legal advocacy, arbitration/mediation or litigation costs, including associated court fees and other costs
  + are for event management costs, or international travel and accommodation
  + are for the practical implementation of commercial 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 the Whenua Māori Fund, applications must:

* relate to land that is **predominantly Māori freehold land**
* **be submitted by:**
  + entities that govern Māori freehold land such as whānau trusts, ahu whenua trusts, Māori land incorporations, and other entities established under Te Ture Whenua Māori Act 1993; OR
  + owners of a Māori freehold land block if there are seven owners or fewer and all owners agree.

Please note that we ask for evidence that landowners agree to the application. If there is a governing entity this could be, for example, a copy of the minutes of a trust meeting where the decision is made to apply to the Whenua Māori Fund. In the case of land where there are seven or fewer owners, we ask for equivalent evidence that all the owners agree to the application.

N.B. Māori land blocks administered by Te Tumu Paeroa are eligible to apply.

In addition, an application may not be considered if an organisation is currently receiving funding under another Te Puni Kōkiri agreement and has overdue deliverables or reports.

**Umbrella organisations**

If you are a smaller entity, or a group of seven or fewer owners who agree on a way forward,you may choose to partner with another organisation that has the skills, knowledge and resources required to support the delivery of your project. We call these entities ‘umbrella organisations’.

If you use an umbrella organisation you will need to work closely with them, and include their details in the application. They will be the organisation with which Te Puni Kōkiri formally enters into a funding agreement and they will have the responsibility for management of the funding and overall delivery of the project. For these reasons we ask for assurance that the landowners and the umbrella organisation both agree to the arrangement.

Examples of the types of entities Te Puni Kōkiri contracts include the following:

* Incorporated Society registered with the Companies Office
* Trust
* Limited Liability Company
* Statutory Entity, including a Māori Trust Board (Māori Trust Boards Act 1955) or Māori Association (Māori Community Development Act 1962)
* Entity established under the Te Ture Whenua Māori Act 1993 – e.g. Māori Land Incorporation, Ahu Whenua Trust, Whānau Trust, Māori Reservation Trust.
* Individuals where there are seven owners or fewer registered to a Māori freehold land block.

**7. Assessment criteria | Paearu aromatawai**

Kaitono who are eligible under section 6 can put forward applications for funding that will be assessed to see how they contribute to the funding purpose and the outcomes sought from the Whenua Māori Fund. We consider whether an application will support landowners to do one or more of the following:

* optimise the use of land
* improve land use practices and productivity, including overcoming impediments to the more productive use of land (such as land-locked land)
* prepare for commercial ventures for their whenua
* develop people potential, governance and management capability
* become ‘decision ready’ to move into the next stage of the development of their whenua
* be more engaged with their whenua and have a better understanding of how they might use their whenua (including any decision not to undertake further development)
* work with whānau, hapū and iwi organisations to develop their whenua and be a catalyst for change
* participate in/access other Government programmes.

We also look at whether your application:

* uses your existing networks and/or other sources of funding to develop an application that is not completely reliant on Te Puni Kōkiri funding
* takes a co-operative development approach across Māori land blocks. This will provide economies of scale for our funding and support the sharing of information
* supports existing iwi, sector-led, or government programmes, including regional growth strategies
* has a realistic budget that represents value for money, includes adequate funding for all activities and shows how the project will completed
* has the different parts of the project as ready to go as is practicable, so the costs and logistics are clear in the application and there is no delay to implementation if approved
* has longer term viability, e.g. how the project outcomes will be used once the funding has finished.

1. **How to submit an application | Te tuku i tō tono**

You may submit applications at any time during the year. Please **complete the required application form** – this starts on page 8.

We strongly recommend that you work with the Regional Office of Te Puni Kōkiri located closest to your whenua to develop your application.

Appendix 1 has more information about how to fill in your application form.

1. **What support and assistance is available | He aha te āwhina me te tautoko e wātea ana**

Please click on this link <https://www.tpk.govt.nz/en/nga-putea-me-nga-ratonga/whenua-maori/whenua-maori-fund> for further information including:

* contact and location details for our Regional Offices
* examples of what we have funded in the past
* a link to the tupu.nz website where you can get reports about your Māori freehold land blocks and access other tools and resources.

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

Please see section 7 above for the assessment criteria.

Once you are happy with your application, it must be signed by a person(s) with the appropriate authority to do so on your organisation or group’s behalf. It should then be formally submitted to the Regional Office of Te Puni Kōkiri closest to your whenua, with all the required documentation for assessment.

Your application will then be assessed by Te Puni Kōkiri 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 fund. You may be contacted to confirm the details of your application. Te Puni Kōkiri will let you know if your application has been successful.

1. **How we manage agreements and monitor delivery and outcomes | Te whakahaere i ngā whakaaetanga, te aroturuki i te tuku mai me ōna hua**

**11.1 Funding agreement**

If your application is approved, you will be asked to agree to a Funding Agreement based on your application. It will contain:

* a project description
* key contacts
* deliverables for the project
* payment amounts and timing
* reporting requirements
* a set of generic terms and conditions.

**11.2 Reporting**

Te Puni Kōkiri will nominate a key contact for the funding agreement. The funding agreement will set out how often and when you need to report. Once you have completed the project we expect a final report that should include:

* 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 landowners and whānau, and any information and reports that were produced.

We may also ask you to participate in our wider evaluation of the fund outcomes and share case studies of your project.

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

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 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 not 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.
2. **Tips for developing your application | He tīwhiri mō te whakawhanake i tō tono**

**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/emails 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.

**Please 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.

**Whenua Māori Fund Application Form**

Please type details in the boxes provided and check pages 1-7 and **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 | Ngā Taipitopito Whakahaere

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | Topic | Details | | |
| 1.1 | Name of applicant organisation  **Note:** see pages 3-4 for information about who is eligible to apply. |  | | |
| 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 page 3 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) | |  |

##### 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.** | | | | |
| Service Provider |  | |  |  |  |
| Registered address |  | |  |  |  |
| Postal address |  | |  |  |  |
| Phone |  | |  |  |  |
| Email |  | |  |  |  |
| Organisation type |  | |  |  |  |
| Registration  number |  | |  |  |  |
| GST number |  | |  |  |  |
| Key contact |  | |  |  |  |

##### Proposal information | Mōhiohio kaupapa

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | |
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| 3.3 | Fund outcome areas | Which outcome area does your project contribute to? Please **tick** below. | | | | | | | | | | | | |
| Optimising the use of land | | | | |  | Assisting to take advantage of other Government programmes | | | | | |  |
| Improving land use practices and productivity | | | | |  | Overcoming impediments to more productive use of land (such as access to land-locked land) | | | | | |  |
| Preparing for commercial ventures | | | | |  |
| 3.4 | Sector | 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 one of the following. | | | | | | | | | | | | |
| 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 description | 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, for example, how is te reo Māori reflected in your initiative? | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| 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 details. | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Has your organisation previously received funding from Te Puni Kōkiri? Please provide details. | | | | | | | | | | | | |
|  | | | | | | | | | | | | |

##### 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Risk identified | | Likelihood | Impact | Planned treatment |
| 5.1  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 Ahu Whenua Trust order 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 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 governance entities/owners agree to the application**  See pages 3-4. This evidence is usually one of the following:   * A copy of the Trustee/Committee of Management meeting minute approving your application or an email or letter from Trustees/Committee of Management members. * Where multiple blocks administered by separate Trusts or other entities are involved, a copy of the meeting minute or a signed letter or email from each entity must be obtained. * Letters/emails 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. 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
7. Agree that the information provided in this document can be used by Te Puni Kōkiri for statistical purpose/ and or policy development
8. 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
9. 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. How to complete your application | Te whakaoti i tō tono

You may submit applications at any time throughout the year. We strongly recommend that you work with the Regional Office of Te Puni Kōkiri nearest to your whenua during the planning and development of your application. The key elements of the application are explained below.

**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 trust deed, incorporation or establishment document.  **Registration, incorporated or NZBN number**  If applicable, provide the registration, incorporated number, and/or New Zealand Business Number for your organisation.  **Registered address**  This is the formal address that is registered with, for example, the Companies Office or Māori Land Court. 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 in 1.2 above if you are using an Umbrella Organisation in the agreement. Page 4 of the guidance gives more detail about 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. |
| 1.6 Additional information | This information helps us manage risk. |

**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. |
| 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? These are an important part of the agreement and reporting requirements. Examples of deliverables may include: owner engagement hui, providers engaged, completion of reports and assessments etc. |
| 3.10 Delivery approach | We need 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 if needed. 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**

|  |  |
| --- | --- |
| 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 purchased.  Please check on page 5 for items and activities we cannot fund. Please include any quotes or estimates. Please ensure the figures total correctly and match figures used elsewhere. |
| 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. |

**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 on pages 6-7 . |

**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** | To confirm ownership of the whenua. |
| **A document proving entity status** | For example, a Māori Land Court order, or trust deed, registration as an incorporated society or charitable trust etc. |
| **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 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 or email 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**

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