**Assessment Template:**

**Whānau Resilience Initiatives**

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| --- | --- | --- | --- | --- |
| **PROJECT OVERVIEW** | | | | |
| **Kaitono Name** |  | | | |
| Kaitono Contact Name |  | | | |
| Project Name |  | | | |
| TPK Region |  | | | |
| Project Location/s |  | | | |
| Regional Assessor |  | | | |
| Investment Manager |  | | | |
| National Assessor |  | | | |
| SmartFund Number |  | | | |
| **Funding Amounts:** | **2022/23** | **2023/24** | | **Total** |
| **Amount originally requested (excl. GST)** | **$** | **$** | | **$** |
| **Total Amount recommended (excl. GST)** | **$** | **$** | | **$** |
| ***Pae Aronui $*** | **$** | **$** | | **$** |
| ***Rangatahi Manawaroa $*** | **$** | **$** | | **$** |
| ***Taiohi Ararau $*** | **$** | **$** | | **$** |
| ***Wahine Leadership $*** | **$** | **$** | | **$** |
| **Fund outcomes this project aligns to:** | *Keep the information relevant to the proposal from the list and delete the rest:*  ***All Rangatahi Programmes:***   * *Rangatahi and taiohi have skills in leadership and resilience and are creating change* * *Rangatahi and taiohi have access to support networks and services to meet their goals and stay healthy and safe*   ***Taiohi Ararau:***   * *Taiohi obtain their essential documents* * *Taiohi are on their employment, education, and training pathway*   ***Pae Aronui:***   * *Rangatahi achieve education employment and training outcomes in line with their aspirations*   ***Rangatahi Manawaroa:***   * *Rangatahi build resilience and wellbeing according to their own aspirations*   ***Strengthening Wāhine Leadership:***   * *Wāhine have the support and resources to seek out and access opportunities in line with their aspirations* * *Wāhine have increased leadership, confidence, and resilience* * *Wāhine are leaders for their wider whānau and communities, transferring knowledge and influencing change* | | | |
| **Project Summary:** | * *What is the need/opportunity?* * *What activities will be delivered (include when, where, and how)?* * *How is this aligned to the relevant funding criteria including for each relevant fund?* | | | |
| **Benefit and Impact** | * *Who and how many will be impacted including participants and wider whānau?* * *What are the expected outcomes and benefits?* * *How do these align with the purpose of the fund/funds?* | | | |
| **Capability and Capacity to Deliver:** | * *What is their previous experience with this work?* * *Is their management and delivery of the programme well planned?* * *What are the risks and how will these be mitigated?* * *Is their ability to report confirmed, and if not, have they included budget to increase their capacity to deliver this?* * *What are their plans for when funding is complete?* | | | |
| **Due Diligence** | * *Is due diligence complete?* * *Are there any Conflicts of Interest and if so, is the management plan attached?* | | | |
| **RECOMMENDATION AND RATIONALE** | | | | |
| **Regional Assessor Comments** | *(Name of assessor)*  *Can be copied from SmartFund*   * *Please provide your assessment of how the project aligns with the funding criteria for the relevant fund/funds. Include your rationale for funding and how these fits within your Regional Whānau Resilience Strategy.* * *Provide confirmation of due diligence requirements and how any risks and COI will be managed.* | | | |
| **Regional Peer Review Comments** | *(Name of peer reviewer)*   * *Assessment of the proposal and how it aligns with the outcomes and criteria.* * *Confirmation that due diligence is complete, and risks and COI are declared and suitable mitigation plan in place.* | | | |
| **Decision Support Tool Risk Rating** | * *Risk Level (i.e. High, Medium or Low)* * *Score* * *Overall comment* * *For RD or ISC Sign Off*   *(link the content server for the decision support tool)* | | | |
| **Investment Directorate Comment** | *(Name of Investment Directorate reviewer)*  *Comment* | | | |
| **Regional Director Comment** | *(Name of Investment Manager/Regional Director)*  *Comment* | | | |
| **Regional Director Signature and Date** |  | | **Approve / Recommend for Approval** | |
| **Comment for ISC** | *(Delete if not relevant)*  *If this project is being referred to ISC for approval, please provide a comment as to why.*  *(copy and paste the content server link)* | | | |
| **ISC Decision** | **Approve / Not Approved** | | | |
| **FINANCIAL INFORMATION** | | | | |
| 1. Breakdown of proposed funding | |  |  |  | | --- | --- | --- | | Agency | Contribution amount ($) | Confirmed? | | TPK | *$ requested* | | | Kaitono | *e.g., $12,000 in kind* | *yes* | | *Other (add name)* | *Delete row if no others* |  | | *Other* |  |  | | TOTAL | *Total cost of project* | | | | | |
| 1. What the funding will be used for | *What specifically will the budgeted TPK money go toward/ purchase?*  *What is the cost per person (if relevant – e.g., for a hui)?*  *TIPS (1) do not copy paste outcomes & outputs from SmartFund; (2) commentary to support the actual purchase and end product* | | | |
| 1. Previous funding | *List previous funding this kaitono has received from TPK (in the format set out below). If the list is long, consider attaching a list at the end instead with a quick summary here.*   * **# last 5 digits of SmartFund number** (year) **$amount** to do…   *Any outstanding reports?* *Yes/No* | | | |
| 1. Similar projects that received funding | *List similar projects that TPK has funded in the past (in the format set out below). If the list is long, focus on the most recent and most relevant.*   * **# last 5 digits of SmartFund number** (year) **$amount** for [Kaitono name] to do. | | | |
| ***DUE DILIGENCE REQUIREMENTS***  *(Consult the due diligence checklist* [***LINK***](https://punaha-korero/otcs/cs.exe?func=ll&objaction=overview&objid=18452176) *for more support when filling this out.)* | | | | |
| 1. Is the kaitono an entity we fund? | *Is the kaitono and/or umbrella organisation the type of entity we can fund?*  *What type of entity is it – e.g. Trust registered with the Companies Office* | | | |
| 1. Financial status | The audited financial statements for the year ending XXX have been submitted and show the kaitono to be solvent and in a position to meet its expenses.  *Remove ‘audited’ from the above standard answer if the statements were not audited.*  *If the kaitono is not financially established and does not have financial statements, assess the financial status as best as you can based on the information the kaitono can provide. The key questions are whether the kaitono is solvent and can pay expenses when they are due.* | | | |
| 1. Conflict of interest | *State whether any actual, potential or perceived conflicts of interest have been declared (by kaitono) or identified (by kaimahi) and if so, please attach the Conflict of Interest Management Plan.* | | | |
| 1. Risk management | The kaitono has provided a risk management plan which shows that the risks are adequately managed. *(This is a due diligence requirement and must be met before the application can progress). Check that the risk management plan really captures all the risks you would expect and that the management strategies are sufficient.*  *Identify any risks or anomalies that could impact on TPK (e.g., financial instability, political, reputational, operational risks, outstanding reports from previous funding) and how these will be managed. Delete what does not apply*  Risks to TPK:  OR  We have identified no significant risks to TPK in granting the funding (ensure you can back this up) | | | |
| 1. Child Protection | The kaitono has provided a copy of its child protection policy. ***OR*** Not applicable as the programme does not include the delivery of services to children under the age of 18 years. | | | |