



## APPLICATION GUIDE

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**\* THIS IS NOT AN APPLICATION FORM.**

This guide is provided to help you determine if your group are ready and able to apply for Development Funding.

**Information on what you need to know about applying for funding is provided in three sections:**

**SECTION 1:** Things to consider before applying for funding.

**SECTION 2:** Applying to the Hapū Development and Minor Capital Works fund.

**SECTION 3:** Applying to the Major Marae Project Assistance fund.

**Additional information is provided at the end of this guide to further assist with establishing if you can apply.**

- What we don't fund.
- Past projects we have funded.

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### CONTACT US

- When you are ready to apply for funding, contact us for an Application Form on [funding@ngapuhi.org](mailto:funding@ngapuhi.org)
- If you are still not sure if your group is eligible to apply, or if your proposed project is a good fit for our fund? We are happy to discuss your project with you.

**Call our office on 09-401 5530 and ask to speak with an Iwi Development Coordinator.**

## SECTION 1: THINGS TO CONSIDER BEFORE APPLYING FOR FUNDING

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### **Are you eligible to receive funding from Te Rūnanga-Ā-Iwi O Ngāpuhi?**

Did you receive Hapū Development or Minor Capital Works funding from us within the last 12 months? If you are not sure on the date funding was received, please contact us on [funding@ngapuhi.org](mailto:funding@ngapuhi.org)

Have you received Major Marae Project Assistance funding in the past 3-years? If you are not sure on the date funding was received, please contact us on [funding@ngapuhi.org](mailto:funding@ngapuhi.org)

### **Can your group apply?**

Is your group registered as a legal entity?

### **Have you completed reporting requirements for previously funded projects?**

If you are not sure if reporting requirements have been completed for a past project, please contact us to check on [funding@ngapuhi.org](mailto:funding@ngapuhi.org)

### **Have you checked the list of what we do not fund?**

A list of what we do not fund can be found at the end of this guide.

### **Have you checked the list of projects we have funded in the past?**

A list of projects we have funded in the past can be found at the end of this guide.

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**END SECTION 1**

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## SECTION 2: HAPŪ DEVELOPMENT FUND & MINOR CAPITAL WORKS FUND

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NOTE: The application form for the Hapū Development fund, and the Minor Capital Works fund, are the same.

### HAPŪ DEVELOPMENT FUNDING

The amount that can be applied for is \$5000, and applicants may apply only once per financial year (1 July to 30 June).

There are five funding rounds each year closing on 6 February, 6 April, 6 June, 6 August and 6 October.

#### About the fund

- The fund is for cultural, social, environmental and economic development projects that have sustainable outcomes and long-term benefits for Ngāpuhi hapū and marae communities.
- For planning purposes, the fund may help kick start or contribute to the development of project stages.
- The fund is for projects that are current, or yet to begin. We do not fund projects in retrospect.
- Applications are accepted from Ngāpuhi marae and hapū community groups who are established as a legal entity, and will deliver their projects within the Takiwā rohe of Te Rūnanga-Ā-Iwi O Ngāpuhi.

### MINOR CAPITAL WORKS FUNDING

The amount that can be applied for is \$5000, and applicants may apply only once per financial year (1 July to 30 June).

There are five funding rounds each year closing on 6 February, 6 April, 6 June, 6 August and 6 October.

#### About the fund

- The fund is strictly for remedial repairs to the marae for issues that prevent the marae from being used. Works must be remedial, under \$5000 and have professional quotes.
- The fund is for works that are current or yet to be carried out. We do not fund projects in retrospect.
- Applications will only be received from Ngāpuhi marae situated within the Takiwā rohe of Te Rūnanga-Ā-Iwi O Ngāpuhi.

## **These are the things you will need to do when you apply to the Hapū Development or Minor Capital Works fund**

- Complete and submit an official application form accompanied by the required supporting documents, before the funding round closing date.
- Have a project that fits the purpose and intent of the fund. A good guide for you to determine this is to look at what the fund is for, past projects that we have funded, and what we do not fund.

## **These are the questions we ask when you apply to the fund.**

### General Information

- What is the name of your marae, trust or group?
- What is the name of the marae you are making this application through?
- What is the name(s) of the hapū? (connected with your marae, trust, group or project)
- Who are the key people in your marae, trust or group? (Chair, Secretary, Treasurer, Accountant, Kuia, Kaumātua)
- Applicant groups contact person and details (name, postal address, email, phone)
- Project manager name and contact details (name, email, phone)
- Legal status of your marae, trust or group and registration number.

### Organisation Information

- What is the main purpose and/or main activities of your marae, trust or group?
- How long has your marae, trust or group been going? (or operating as a legal entity)
- Do you have a charter, trust deed or constitution?
- Do you have a strategic plan?

### About the project

- What is the project? (describe your project in a sentence)
- What is the expected timeframe of the project? (start date and finish date)
- Who are the key people, organisations, supervisors who will be involved in the project?
- What are the key outcomes that the project will produce?
- Explain how the project will contribute to the long-term development of the applicant marae, trust, group and hapū rohe.
- What is the full amount of funding being requested?

### Project support

- Do you have a minute extract of the meeting resolution from your group (the applicant group) to apply for Hapū Development funding, for the project to be carried out and for the amount of funding being requested?
- Do you have a letter of support from the Takiwā in which your project will be carried out?

## **These are the supporting documents we will ask you to submit when you apply to the fund.**

- Documents confirming your groups status as a legal entity.
- A copy of your charter, trust deed or constitution, where available
- A copy of your strategic plan, where available

- ❑ A copy of the minute extract of the meeting resolution from your group to apply for Hapū Development or Minor Capital Works funding, for the project to be carried out, and for the amount of funding being requested.
- ❑ A letter of support from the Takiwā in which your project will be carried out.
- ❑ A detailed programme and budget for your project.
- ❑ Quotes for services such as facilitator costs, venue hire, catering, publication printing costs etc.
- ❑ A pre-printed or bank verified deposit slip for the applicant group's bank account.
- ❑ Professional quotes for remedial repairs to be carried out on the marae (Minor Capital Works applicant's only)

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## END SECTION 2

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## SECTION 3: MAJOR MARAE PROJECT ASSISTANCE FUND

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### MAJOR MARAE PROJECT ASSISTANCE FUNDING

The amount that can be applied for is \$20,000 and applicants may apply only once in any given year.

There are two funding rounds each year closing on 6 April and 6 October.

This fund is contestable, with a maximum of two (2) distributions to Ngāpuhi marae per financial year (1 July to 30 June).

#### About the fund

- Major Marae Project Assistance funding is for 'completing' major marae development projects only.
- The fund is for end project stages that have not yet commenced. Applications for retrospective works will not be considered.
- Successful funding recipients are subject to a 3-year stand down, before they may re-apply to this fund.
- Applications will only be accepted from Ngāpuhi marae situated within the Takiwā rohe of Te Rūnanga-Ā-Iwi O Ngāpuhi.

#### These are the things you will need to do when you apply to the fund

- Contact the Iwi Development Coordinator at least 1-month before the closing date (you will be applying to) and arrange to meet and discuss your project.
- Complete and submit an official application form accompanied by the required supporting documents, before the funding round closing date. (6 April and 6 October)
- Have a project that fits the purpose and intent of the fund. A good guide for you to determine this is to look at what the fund is for, past projects that we have funded, and what we do not fund.

#### These are the questions we ask when you apply to the fund.

- What is the name of your marae?
- What is the legally registered marae name with the Maori Land Court?
- What is the name(s) of the hapū? (connected with your marae)
- Who are the key people in your marae? (Chair, Secretary, Treasurer, Accountant, Kuia, Kaumātua)
- Marae contact person and details (name, postal address, email, phone)
- Are you legally registered as a marae?
- How long has your marae been operating as a legal entity?
- Do you have a charter, trust deed or constitution?

- Do you have a strategic plan for your marae?
- Do you have recent audited accounts for your marae? (less than 12 months old)

#### Project Manager

- Who is the project manager/contact person for this project? (name, postal address, email, phone for all project correspondence.
- Does the project manager have a clear role description that the marae trustees have approved?

#### Project Summary

- What is the project? (describe your project in a sentence)
- What is the expected timeframe of this project? (start date and finish date)
- Who are all the key people, organisations, supervisors who will be involved in this project?
- List the key outcomes that this project will produce.
- Explain how this project will contribute to the long-term development of the applicant marae (hapū).
- Has this project been funded before?
- What is the full amount of funding being requested?

#### Project Support

- Do you have a minute extract of the meeting resolution from your marae (the applicant marae) to apply for Major Marae Project Assistance funding, for the project to be carried out and for the amount of funding being requested?
- Do you have a letter of support from the Takiwā in which your marae is located?

#### **These are the supporting documents we will ask you to submit when you apply to the fund.**

- A 1-page cover letter to your application outlining the key project details (the project description, the reason(s) for applying to this fund, names and roles of the key people/organisations servicing the project, the preferred quote you have selected and reasons why, the actual cost of the project and the amount of funding being requested).
- Marae certificate status with legal registration
- A copy of your charter, trust deed or constitution
- A copy of your strategic plan, where available
- A signed extract of minutes with the marae trustee's resolution to apply for Major Marae Project Assistance funding, for the project to be carried out, and for the amount of funding being requested.
- A letter of support from the Takiwā in which your project will be carried out.
- A project manager role description.
- A detailed timeline of works to be carried out on the project.
- A detailed budget of how the amount of funding requested will be used.
- Evidence that the marae is able to cover costs that are in excess of the amount of funding being applied for (i.e. a current statement of accounts).
- At least two (2) quotes for each service being carried out on this project

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## END SECTION 3

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## ADDITIONAL INFORMATION: WHAT WE DON'T FUND

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We have done our best to compile a list of 'what we do not fund' however, we retain the right to decline projects we may have omitted to place on the list if we consider they do not fit the purpose and intent of the fund you are applying to.

1. Retrospective funding (projects, works and activities that have already been completed)
2. Purchase of tools and equipment (tractors, trailers, vehicles, laptops, computers, mobile phones etc)
3. Funding of family reunions, tangihanga and other gatherings
4. Conference attendance and training course costs
5. Home repairs and maintenance
6. Accommodation or residential housing
7. International travel
8. Repaying or servicing of debt
9. Legal costs
10. Projects being delivered outside the Takiwā rohe of Te Rūnanga-Ā-Iwi O Ngāpuhi



## ADDITIONAL INFORMATION: PAST PROJECTS WE HAVE FUNDED

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### **HAPŪ DEVELOPMENT FUND: Past projects that we have funded include:**

- Foundation document development (charters, constitutions and trust deeds)
- Strategic and business plan development (marae, land, kainga, environmental)
- Economic development plans
- Feasibility reports
- Governance and management development (setting up portfolios and terms of reference)
- Financial management (policies, procedures and reporting practices)
- Taonga Preservation Plans (for tūpuna photos, korowai, carvings, monument care and restoration)

### **MINOR CAPITAL WORKS FUND: Past projects that we have funded include:**

- Street lighting and safe access for marae located on a state highway
- Fix leak in kitchen pipes and cover for kitchen entrance
- Health and safety compliance
- Roof repairs
- Replacement of a water pump
- Installation of water tank and pipe fittings

### **MAJOR MARAE PROJECT ASSISTANCE FUND: Past projects that we have funded include:**

- Completion of disability ablution block
- Wheelchair access and upgrade of hot water system for the marae complex
- Replacement of marae tables and chairs
- Carpeting of wharenui and upgrade of ablution block
- Fencing for safety purposes
- Purchase of oven and dishwasher to make kitchen fully functional