



Hapū Development Fund Application Form

Closing dates for applications to the Hapū Development Fund

6 February, 6 April, 6 June, 6 August and 6 October

Funding Available

Please select the fund you are applying to



Hapū Development Fund up to \$5000



Minor Capital Works Fund up to \$5000

About the Hapū Development fund

The fund is for cultural, social, environmental and economic development projects that have sustainable 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.

About the Minor Capital Works fund

The Minor Capital Works fund is an alternative use of the Hapū Development fund. It is 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.

Eligibility / Limitations

1. Applicants must complete and submit this official *Hapū Development Fund Application Form*, supplying all supporting documents requested before the closing date. Incomplete applications will not be processed.
2. Only projects submitted by those hapū and marae community groups situated within the Takiwā rohe of Te Rūnanga-Ā-Iwi O Ngāpuhi are eligible to apply to the fund.
3. Applicant groups must be established as a legal entity.
4. Applicant Trust/Committee Executives of Ngāpuhi descent must be registered with Te Rūnanga-Ā-Iwi O Ngāpuhi.
5. Applicants to the fund must have no outstanding obligations to Te Rūnanga-Ā-Iwi O Ngāpuhi.
6. Applications for retrospective projects will not be considered. The fund is for projects not yet commenced.
7. Prospective applicants are required to engage with the Fund Coordinator prior to the close of application.
8. Applicants acknowledge that any decision by the Funding Committee is final and no correspondence will be entered into.
9. Applicants may only receive one grant from Te Rūnanga-Ā-Iwi O Ngāpuhi in any financial year, being 1 July to 30 June.

Completed applications can be emailed to funding@ngapuhi.org or posted to:

Hapū Development Fund
Te Rūnanga-Ā-Iwi O Ngāpuhi
PO Box 263
Kaikohe 0440

For more information, please phone 0800 NGĀPUHI (0800 642 784) or go to www.ngapuhi.iwi.nz

SECTION 1: APPLICANT INFORMATION

1. What is the name of your marae or organisation?

2. What is the name(s) of the hapū?

3. Who are the key people in your marae or organisation?

To be eligible to apply for funding, applicant group Trust/Committee Executives of Ngāpuhi descent must be registered with Te Rūnanga-Ā-Iwi O Ngāpuhi. To request your Ngāpuhi Registration ID call 0800 NGĀPUHI or email registrations@ngapuhi.org. To register, complete a registration form and attach to this application, or register online at www.ngapuhi.iwi.nz.

| | |
|------------------|-------------------------|
| Chairperson Name | Ngāpuhi Registration ID |
| Secretary Name | Ngāpuhi Registration ID |
| Treasurer Name | Ngāpuhi Registration ID |
| Accountant | Kaumatua & Kuia |

4. Full contact information for the marae or organisation applying to the fund. All correspondence relevant to this application will be sent care of the selected contact person.

| | |
|---------------------------|---------------|
| Applicant Contact Person | |
| Postal Address & Postcode | |
| Email Address | |
| Phone Number | Mobile Number |

5. Contact information for the Project Manager

| | |
|-----------------|---------------|
| Project Manager | |
| Email Address | |
| Phone Number | Mobile Number |

SECTION 2: ABOUT YOUR ORGANISATION

1. What is the main purpose and/or activities of your marae or organisation?

2. How long have you been operating?

3. What is your legal status, and legal registration number? Copy of certification to be supplied.

4. Do you have a charter, constitution or trust deed?

Yes – a copy is attached

No

5. Do you have a strategic or business plan?

Yes – a copy is attached

No

SECTION 3: ABOUT YOUR PROJECT

1. Project name (eight words or less)

2. What is the project? Try to describe the project in a sentence.

3. List the key outcomes that this project will produce.

4. What is the expected timeframe of this project?

Project Start Date

Project End Date

5. Who are all the key people/organisations/supervisors who will be involved in this project?

6. Tell us how this project will contribute to the long-term development of the applicant group.

SECTION 4: APPLICANT RESOLUTION

We require a signed extract of minutes with the applicant group’s resolution to apply for Te Rūnanga-Ā-Iwi O Ngāpuhi funding for, the amount of funding being requested, and the project to be undertaken. Please complete the **RESOLUTION EXTRACT** provided for this purpose below.

SECTION 4A: RESOLUTION EXTRACT

EXTRACT OF *INSERT MEETING NAME* **MEETING**

DATE:

VENUE:

Attendees:

RESOLUTION: That *APPLICANT GROUP NAME* apply to the Te Rūnanga-Ā-Iwi O Ngāpuhi Hapū Development fund for \$ *AMOUNT* to undertake *PROJECT DESCRIPTION HERE*

Moved By:

Seconded By:

We declare that this extract is true and correct, as stated in our fully meeting minutes for the meeting date stated above.

Chairperson Signature

Secretary Signature

SECTION 5: PROJECT BUDGET AND PLAN

1. What is the full amount of funding being requested for the project?

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2. Project Budget

| Budgeted items and detail | Cost |
|--|---------------|
| Administration (e.g. printing, copying, postage) | |
| <i>e.g. printing</i> | <i>\$50</i> |
| | |
| | |
| | |
| Resources (e.g. people, materials) | |
| <i>e.g. planning facilitator 2-days</i> | <i>\$1500</i> |
| | |
| | |
| | |
| Other costs (e.g. catering, venue hire) | |
| <i>e.g. catering 50 at \$30 per person</i> | <i>\$1500</i> |
| | |
| | |
| | |
| Professional Quotes for Minor Capital Works Applicants ONLY (e.g. roof repair, electrical work) | |
| <i>e.g. roofing repair quote from 'The Roofing Company'</i> | <i>\$4500</i> |
| | |
| | |
| | |
| Total Project Cost | |

3. Project Delivery Plan – Key project activities, dates and timings

| Key activities | Date and duration |
|---|-------------------------------------|
| <i>e.g. Wānanga 1. First of two facilitated strategic planning sessions</i> | <i>11 November 2018, 9am to 5pm</i> |
| | |
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SECTION 6: TAKIWĀ SUPPORT

Applicants are required to provide a letter of support from the Ngāpuhi Takiwā in which their project will be carried out, signed by the Takiwā Chair, and at least one other Takiwā Executive.

Applicant groups without Takiwā representation on the Board of Trustees may provide a letter of support from a neighbouring Takiwā.

Please contact your Takiwā direct. Takiwā information, including a contact list, is available from the Te Rūnanga-Ā-Iwi O Ngāpuhi website on the Takiwā tab at www.ngapuhi.iwi.nz

SECTION 7: BANK ACCOUNT VERIFICATION

If you are successful in receiving funding, we need to confirm your bank details. Please attach either a pre-printed or bank verified deposit slip for your marae or organisation bank account.

SECTION 8: DECLARATION

This declaration must be signed by the Chairperson and one (1) other Trustee of the group applying to the fund.

WE DECLARE THAT:

- ✓ The details given in all sections of this application are true and correct to the best of our knowledge.
- ✓ We have authority to commit our marae or organisation to this application.
- ✓ We understand that distribution of funds will be subject to conditions when notified of a successful application.

| | |
|-----------------|-------------------|
| Chair Name | Trustee Name |
| Chair Signature | Trustee Signature |
| Date Signed | Date Signed |

SECTION 9: SUPPORTING DOCUMENT CHECKLIST

When you apply for Hapū Development or Minor Capital Works funding, you will need to complete the application form in full and provide the following supporting documents.

| Tick when attached | Supporting Documents |
|--------------------|---|
| | Completed registration forms for Trust/Committee Executives who are not registered with Te Rūnanga-Ā-Iwi O Ngāpuhi. Please indicate the number of registrations attached. |
| | A copy of the applicant's certificate of status with legal registration |
| | A copy of the applicant's charter, constitution or trust deed, <i>if you have one</i> |
| | A copy of the applicant's strategic plan, and/or business plan, <i>if you have one</i> |
| | A Takiwā support letter signed by the Takiwā Chair and a Takiwā Executive |
| | A bank verified deposit slip for your marae or organisation bank account |
| | Professional quotes for remedial repairs to be carried out on the marae, if applying to the Minor Capital Works fund |

APPLICATION PROCESS

