



APPLICATION GUIDE

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

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

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

SECTION 1: Applying to the Hapū Development and Minor Capital Works fund.

SECTION 2: Applying to the Major Marae Project Assistance fund.

CONTACT US

- When you are ready to apply for funding, download an Application Form from our website: <https://ngapuhi.iwi.nz/funding-and-scholarships-scholarships-closed/>.
- If you are still not sure if your group is eligible to apply, email your query to funding@ngapuhi.org. A member from the Hapū Development Funding team will get back to you as soon as they can.

Call our office on 09-401 5530 to speak with a member from the Hapū Development Funding team.

SECTION 1: 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.
- 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-Ō-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-Ō-Ngāpuhi.

Things to consider before applying to Hapū Development and Minor Capital Works Funding

- Ensure your group has not been granted a Hapū Development Fund & Minor Capital Works Fund fund in the last 12 months from the Rūnanga. If unsure, contact the Hapū Development team to check.
- If your group has received Hapū Development Funding & Minor Capital Works Funding in the last 12 months, ensure reporting obligations have been met. To check this, contact the Hapū Development team.
- Have a project that fits the purpose and intent of the fund. A good guide for you to determine this is to look at the Project Table Guide at the end of this section.
- Complete and submit an official application form accompanied by the required supporting documents, before the funding round closing date.

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

- Documents confirming your group's 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.
- Professional quotes for Minor Capital Works applicants, for remedial repairs to be carried out on the marae.
- A pre-printed or bank verified deposit slip for the applicant group's bank account.

END SECTION 1

SECTION 2: MAJOR MARAE PROJECT ASSISTANCE FUND

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MAJOR MARAE PROJECT ASSISTANCE FUNDING

The amount that can be applied for is \$20,000. 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-Ō-Ngāpuhi.
- Contact the Hapū Development Team at least 1-month before the closing date to discuss your project.

Things to consider before applying to the Major Marae Project Assistance Fund

- Ensure your group has not been granted a MMPA fund in the last 3 years from the Rūnanga. If unsure, contact the Hapū Development team to check.
- If your group has received MMPA funding in the last 3 years, ensure reporting obligations have been met. To check this, contact the Hapū Development team.
- Complete and submit an official application form accompanied by the required supporting documents, 10 working days 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 the Project Table Guide at the end of this section.
- If the amount required to complete the project is greater than \$20,000, we require proof that the marae can cover the excess i.e a recent statement of accounts accompanied by a resolution from the marae Trust that they agree to use marae funds to cover the excess costs of this project.

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

- What is the legally registered marae name and status from the Māori Land Court?
- A copy of your charter, trust deed or constitution.
- A copy of audited financial statements less than 16 months old.
- 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.
- At least two (2) quotes for each service being carried out on this project.

END SECTION 2

ADDITIONAL INFORMATION

To help you check if your project fits the purpose under the three Hapū Development funding streams, please refer to the Project Table Guide below.

Note: 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.

PROJECT TABLE GUIDE					
MARAE / GROUP / ORGANISATION					
X= Not funded under funding stream ✓= Considered under funding stream AF = Alternative Funding Organisation					
MARAE COMPLIANCE					
Health & Safety Requirements (BWOFF) - <i>One off payment not for ongoing service bill payments</i>		HD	MCW (Project remedial Funding)	MMPA (Project completion funding)	Alternative Funders
Electrical	<i>Wiring</i>	X	✓	X	<i>Optional</i>
Water	<i>Quality Testing</i>	X	✓	X	<i>Optional</i>
Gas Bottles	<i>Cages/Testing</i>	X	✓	X	<i>Optional</i>
Signage	<i>Safety Signs</i>	X	✓	X	<i>Optional</i>
Fire Systems:	<i>Extinguishers</i>	X	✓	X	<i>Optional</i>
	<i>Hoses</i>	X	✓	X	<i>Optional</i>
	<i>Alarms</i>	X	✓	X	<i>Optional</i>
	<i>Defibrillators</i>	X	X	X	AF
	<i>First Aid Supplies</i>	X	X	X	AF
Building Assessment	Structure	X	X	X	AF
MARAE INFRASTRUCTURE					
Buildings - Rebuilds		HD	MCW (Project remedial Funding)	MMPA (Project completion funding)	Alternative Funders
Wharenui		X	X	✓	<i>Optional</i>
Wharekai		X	X	✓	<i>Optional</i>
Ablution Block		X	X	✓	<i>Optional</i>
Kohanga Reo		X	X	X	AF
Water / Sewage - New / Remedial		HD	MCW (Project remedial Funding)	MMPA (Project completion funding)	Alternative Funders

Water:	1x Tank	X	✓	✓	AF
	Pump	X	✓	✓	<i>Optional</i>
	Filtration Consumables	X	✓	✓	<i>Optional</i>
Plumbing		X	✓	✓	<i>Optional</i>
Septic Tank		X	✓	✓	<i>Optional</i>
Hot Water Cylinder		X	✓	✓	<i>Optional</i>
Refrigeration - New / Remedial		HD	MCW (Project remedial Funding)	MMPA (Project completion funding)	Alternative Funders
Refrigeration	Cold Storage Room	X	✓	✓	<i>Optional</i>
Access Ways - New / Remedial		HD	MCW (Project remedial Funding)	MMPA (Project completion funding)	Alternative Funders
Walkways:	Footpath	X	✓	✓	<i>Optional</i>
	Shelter	X	✓	✓	<i>Optional</i>
Driveways		X	✓	✓	<i>Optional</i>
Disability Ramps		X	✓	✓	<i>Optional</i>
Fencing		X	X	X	AF
Building Fixtures		HD	MCW (Project remedial Funding)	MMPA (Project completion funding)	Alternative Funders
Permanent Floor coverings:	Vinyl	X	✓	✓	<i>Optional</i>
	Carpet	X	✓	✓	<i>Optional</i>
Chairs	Fixed to building	X	✓	✓	<i>Optional</i>
Pantry Cupboard	Fixed to building	X	✓	✓	<i>Optional</i>
Shelving	Fixed to building	X	✓	✓	<i>Optional</i>
Taonga (Carving)	Fixed to building	X	X	X	AF
Building Fittings		HD	MCW (Project remedial Funding)	MMPA (Project completion funding)	Alternative Funders
Tables & Chairs		X	X	X	AF
Stoves		X	X	X	AF

Pantry Cupboard (not fixed)		X	X	X	AF
Dishwasher		X	X	X	AF
Fridges		X	X	X	AF
Zips		X	X	X	AF

GOVERNANCE / CULTURAL WANANGA / SPECIAL EVENTS					
Governance		HD	MCW (Project remedial Funding)	MMPA (Project completion funding)	Alternative Funders
Business Planning	Feasibility Plan	✓	X	X	Optional
	Strategy Plan	✓	X	X	Optional
	Financial Management	✓	X	X	Optional
	Policies	✓	X	X	Optional
	Procedures	✓	X	X	Optional
	Reporting Practices	✓	X	X	Optional
Foundation documents:	Charters	✓	X	X	Optional
	Constitutions	✓	X	X	Optional
	Trust Deeds	✓	X	X	Optional
	Portfolios	✓	X	X	Optional
	Terms of Reference	✓	X	X	Optional
Cultural Wananga		HD	MCW (Project remedial Funding)	MMPA (Project completion funding)	Alternative Funders
History		✓	X	X	Optional
Te Reo		✓	X	X	Optional
Arts / Weaving		✓	X	X	Optional

Special Events		HD	MCW (Project remedial Funding)	MMPA (Project completion funding)	Alternative Fundors
Kapa Haka		✓	X	X	<i>Optional</i>

WE DO NOT FUND THE FOLLOWING:

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. Home repairs and maintenance
5. Accommodation or residential housing
6. International travel
7. Repaying or servicing of debt
8. Legal costs
9. Projects being delivered outside the Takiwā rohe of Te Rūnanga-Ā-Iwi-Ō-Ngāpuhi