



**Te Puni Kōkiri**

**Rangatahi Manawaroa**

***A group of people posing for a photo

Description automatically generated with medium confidence***

**Fund Information, Application Form and**

**Guidelines**

***Version 1: 2022/23 FY, 1 July 2022***

**Fund Information: Rangatahi Manawaroa**

**1. The purpose of the fund and what we want for Māori communities | Te whāinga o te pūtea, me tō mātou hiahia mō ngā hapori Māori**

Rangatahi Manawaroa (formerly the Rangatahi Suicide Prevention Fund) supports a range of community initiatives contributing to improving rangatahi well-being and resilience. Initiatives aim to impart knowledge, experiences, and skills to rangatahi Māori (10-24 years) to help them build strength, connectedness, confidence, resilience, and leadership ability in a te ao Māori setting.

Rangatahi make up half the current Māori population and they are our future leaders, parents, whare tangata, kaumatua, and tohunga. Resilient, thriving rangatahi will help ensure resilient and thriving whānau for tomorrow.

Rangatahi Māori have been disproportionately affected by the impact of the COVID-19 pandemic both economically and in health and wellbeing. Rangatahi Māori are also over-represented negatively across the social spectrum including in education, employment, mental health, and suicide statistics.

Strengthening rangatahi resilience and confidence is part of ensuring a faster recovery from COVID-19. This includes preparing for and overcoming future adverse events and challenging situations. A reduction in rangatahi suicide rates, levels of anxiety, depression and other poor health statistics will follow on from broader initiatives and programmes that support rangatahi to build resilience and well-being according to their own aspirations. And as a result, rangatahi will be more likely to succeed in education and in the workplace and become role models and leaders in their whānau and communities.

**2. Our investment approach | Tō mātou ara haumi**

Te Puni Kōkiri will work alongside to help you consider your goals, plan your project, develop funding applications, and provide successful applicants with practical support and financial assistance as the project is delivered.

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**. Applications are prioritised based on regional and national priorities, and available funds.

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

Funding is available to a broad range of initiatives within communities that will contribute to **improving rangatahi well-being and increase resilience for rangatahi Māori** and develop their capability to deal with stressful and challenging life situations. Well-being can be defined as how well an individual is doing and feeling (their emotional resilience), and how well they are able to cope and adapt when (challenging) things happen in their life (coping skills). Resilience is defined as having the capacity and capability for coping and recovery, adaptation and/or putting in place more transformative changes in the face of challenges.

These initiatives help to increase rangatahi skills and knowledge through acquisition of coping skills, tools, strategies, and positive experiences. The initiatives should focus on building rangatahi well-being by improving their capability to resist risk factors and enhance the protective and supportive factors in their lives.

Initiatives should incorporate a tikanga and kaupapa Māori approach (i.e. elements of cultural pride, te reo Māori, identity and mātauranga) delivered in Māori community development settings. They also should promote strong youth development and leadership practice, including through putting rangatahi at the centre, and involving them in key aspects of the initiative’s design, implementation, and delivery.

The fund invests in growing resilient rangatahi leaders with hope, aspiration, and the ability to use good decision-making skills to successfully navigate challenging life situations, both now and into the future.

Applications can be for new initiatives that will fill a current or an emerging need, or for existing initiatives that are successful (with clear evidence). Applications can also be to expand or continue existing initiatives. Applications should:

1. target rangatahi Māori (10-24 years) and recognise that rangatahi live within a whānau context
2. build rangatahi Māori leadership, youth development, resilience, and well-being:
   * Strengthened relationships and networks
   * Strengthened cultural identities
   * Increased skills and knowledge
   * Strengthened leadership ability
3. increase rangatahi skills and knowledge; build confidence, resilience, and leadership ability to successfully navigate challenging life situations
4. be rangatahi-centric and show clearly how rangatahi Māori will be involved in key aspects of design, implementation, and delivery
5. incorporate kaupapa Māori and tikanga Māori as a fundamental component of the initiative (i.e. have elements of cultural pride, te reo Māori, identity and mātauranga)
6. be suicide **prevention** focused, not intervention or postvention
7. enable data and insights to be captured to build information and evidence base by evaluating funded initiatives to demonstrate what works, and what is showing promising outcomes and positive change for rangatahi Māori and communities.

**4. What will not be funded | Ngā mea e kore e whakawhiwhi ki te pūtea**

There are a number of restrictions on funding. We cannot fund:

1. programmes and/or activities outside of New Zealand/ overseas organisations
2. international travel and accommodation
3. capital expenditure including buildings and vehicles
4. consultant costs
5. retrospective projects or payment of existing debts
6. medical bills and legal advice/ court costs
7. events or activity that have party political components or purposes
8. organisational administrative costs
9. services and support available through existing government programmes and services
10. sponsorship for one-off events or activities, and related activities
11. events or activities that are deemed to be well established or business as usual.

**5. Who we want applications from | Te hunga e hiahiatia ana e mātou kia tuku tono mai**

We encourage applications from entities based in New Zealand who meet one of the entity type requirements listed below.

**We can generally consider applications if you are one of the following:**

* Incorporated Society
* Limited Liability Company
* Trust incorporated under the Charitable Trusts Act 1957
* Statutory Entity, including a Māori Trust Board (Māori Trust Boards Act 1955) or Māori Association (Māori Community Development Act 1962)
* Incorporations constituted under Te Ture Whenua Māori Act 1993.

**We generally cannot consider applications from:**

* Individuals, including sole traders
* Government statutory entities, such as Ministries, schools and health boards. These entities already receive funding directly from the government to achieve their purpose
* Overseas organisations.

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

Note that we will not fund an organisation to deliver activity that it is receiving funding for from another Government agency.

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

You may submit applications at any time throughout the year and we strongly recommend that you work with your local Te Puni Kōkiri Regional Office staff during the planning and development of your application. There is an application form attached and additional guidance in Appendix 1, which provides an overview of the main areas of the application form that you need to ensure are completed, as well as details about why that information is requested. **Your application must be submitted on the application form.**

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

For further information on Rangatahi Manawaroa and general contact details, please go to <http://www.tpk.govt.nz/en/whakamahia/rangatahi-manawaroa>

Our regional and national office contact details can be found at: <http://www.tpk.govt.nz/en/whakapa-mai>

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

Once you are happy with your application, it must be signed by an approved person and formally submitted to the Regional Office closest to you with all the required documentation. If you are submitting an application for a national project/ initiative, this can be submitted to Te Puni Kōkiri national office.

Please ensure you have attached all relevant information, including your financial statements and child projection policy.

**Applications without all the required information will be classified as incomplete and may not be processed.**

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

**9.1 Funding Agreement**

Successful providers will be emailed a PDF of the Funding Agreement (agreement). This can be printed and signed (where indicated) and initialled on each page. This can then be scanned and emailed to Te Puni Kōkiri. Te Puni Kōkiri employs the Government Model Contract (GMC) standard across all its agreements, therefore the terms and conditions of the agreement are standard requirements. If the standard terms and conditions need to be varied, negotiations between Te Puni Kōkiri and your organisation will occur.

**9.2 Reporting and Payment Schedule**

You will be required to submit interim progress report/s and a final report to Te Puni Kōkiri over the life of the agreement. Templates for the reports will be supplied by Te Puni Kōkiri. All progress reports must be submitted on time as it could have implications on future funding from Te Puni Kōkiri. A final report is expected upon completion of the project, that includes full details as to how funds were spent. Your final report will need to provide the following details:

* + 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 for whānau, hapū and iwi
  + a financial summary report which records all income receive and expenditure paid.

Payments on invoice will be released following receipt of satisfactory reports by Te Puni Kōkiri.

While Te Puni Kōkiri will not require copies of all plans, progress reports and so on about each beneficiary of the project(s). all providers receiving funding from Te Puni Kōkiri may be subject to periodic sample checks from Te Puni Kōkiri to provide reassurance about the appropriate use of government funding. This would encompass a sample check of information about individual beneficiaries of the project, and progress reports. We may also require you to participate in our wider evaluation of delivery of fund outcomes and share case studies of your project.

You will have a key contact from Te Puni Kōkiri in relation to the delivery and management of the project.

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

There are some important considerations to note:

1. **No guarantee of funding until agreements are signed.** Submitting an application does not guarantee you will receive funding. It is important 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 the 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.

1. **Conflicts of interest.** You will need to identify in your application any conflicts of interest. A conflict of interest can arise if the applicant, or people involved in the proposed initiative have personal or business interests that could conflict with the obligations under the Funding Agreement. For example, where a board member of the applicant is also the person who will be paid to deliver the project there is a conflict of interest, because some of the funding will directly benefit that board member. 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.

The applicant must do their best to avoid situations that may lead to a conflict of interest arising during the term of their 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:

the name of your organisation. **Note**, individuals receiving funding will never be named

a short summary that describes your project, the start date and completion date

a short description about the numbers and location of whānau who will benefit or have benefited from your project

Te Puni Kōkiri approved funding amounts.

**11. 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 fully completed application with all the supporting information is received well in advance of the date you plan to start your project (i.e. four weeks)

✓ Ensure the application has the broad support of your organisation and signed by an appropriately authorised person

✓ Write “Rangatahi Manawaroa application” clearly in the subject line of an email or, if posting, on the front of an envelope

✓ Ensure your application meets the purpose and criteria and of the Rangatahi Manawaroa Fund.

✓ Make sure to keep in contact with your Te Puni Kōkiri regional office should circumstances change

**Do not:**

**🗶**Submit incomplete 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.

**Please see below for the Application Form for Rangatahi Manawaroa**

**Rangatahi Manawaroa Application Form**

Please type your responses to the questions in the boxes provided below and check **Appendix 1** for guidance if you require more information.

##### Organisation details | Ngā Taipitopito Whakahaere

|  |  |  |
| --- | --- | --- |
| Step | Topic | Details |
| 1.1 | Name of Applicant Organisation (Registered Company Name) |  |
| 1.2 | Legal Entity | Is the applicant organisation a legal entity?   |  |  | | --- | --- | | If … | then … | | Yes | go to step 1.3. | | No, the organisation will use an umbrella organisation in the agreement | go to step 1.4. | |
| 1.3 | Legal Entity Information | Please provide the applicant organisation’s legal entity information.   |  |  | | --- | --- | | Type of legal entity |  | | Registration or incorporated number |  | | New Zealand Business number |  | | Registered address |  | | Postal address (if different – for document delivery) |  | |
| 1.4 | Umbrella Organisation (only if appropriate)  **Note:** See Section 5 of the guidance for more information. | Please provide the umbrella organisation’s legal entity information.   |  |  | | --- | --- | | Name of umbrella organisation |  | | Type of legal entity |  | | Registration or incorporated number |  | | New Zealand Business Number |  | | Registered address |  | | Postal address (if different – for document delivery) |  | |
| 1.5 | GST Registration | Is the entity that will directly receive any approved grant payments GST registered?   |  |  |  |  | | --- | --- | --- | --- | | If you are … | then … |  | | | are GST registered, or are required to be | provide GST number and go to step 1.6. | GST no:  ……………………………... | | | are not GST registered | tick the box and go to step 1.7. | |  | |
| 1.6 | Aims of your Organisation | *Please describe the aims of the applicant organisation (up to 400 words maximum)* |
|  |
| 1.7 | Describe your organisation | |  |  |  |  | | --- | --- | --- | --- | | **Tick** | **Description** | **Tick** | **Description** | |  | Marae |  | Kōhanga | |  | Puna Reo |  | Kura | |  | School |  | Māori community group | |  | Other – (please explain what other community rōpū you are) | | | |

##### Contact details | Ngā Taipitopito Whakapā

Primary contact (for use in agreement as signatory)

|  |  |  |
| --- | --- | --- |
| 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 |  |

##### Proposal information | Mōhiohio kaupapa

|  |  |  |
| --- | --- | --- |
| Step | Topic | Details |
| 3.1 | Project name |  |
| 3.2 | Project Background | *What is the background to your project? Please tell us:*   1. *What impact / outcomes will your project achieve? How?* 2. *What is the need and opportunity to be addressed?* 3. *What are your organisation’s links to Māori communities, whānau and iwi?*   *(400 words maximum)* |
|  |
| 3.3 | Project Summary | *Please summarise your project and tell us:*   1. *What do you propose to deliver?* 2. *Describe how the project supports an increase in building rangatahi confidence, resilience, leadership and skills/knowledge to successfully navigate challenging life situations* 3. *How will you deliver it and where? (i.e. the key activities or steps you will take).* 4. *Who will benefit directly from your application?* 5. *How many people will benefit directly and indirectly from the project?* 6. *Is there anything unique or innovative about your project, if yes, please explain?* 7. *Describe how you intend to involve rangatahi Māori in the design implementation and delivery of the project. This is a key requirement for any initiative approved under this fund.*   *(600 words maximum)* |
|  |
| 3.4 | Project Success | 1. *What evidence base do you have for your proposed approach?* 2. *How will you know if the project/ initiative has been successful? What are the benefits/ results you expect to see for the project participants? How will you know if the benefits/ results have been achieved for project participants?* 3. *How will your project promote and encourage te reo Māori and tikanga Māori, for example, how is te reo Māori reflected in your initiative?* 4. *Are you aware of other organisations in your community that deliver similar projects? If yes, please explain who and what.* 5. *To what extent will this project enable good data and insights to be collected on the participants and the success of the programme?*   *(500 words maximum)* |
|  |
| 3.5 | How many rangatahi do you expect to reach through this initiative? |  |
| Step | Topic | Details |
| 3.6 | Project Deliverables  (*add more or delete rows as required)* | Please detail the deliverables of your project. Te Puni Kōkiri expects to receive progress reports periodically during the term of your project and a final report.   |  |  | | --- | --- | | Deliverable and description of activity | Expected completion date | | Project start date |  | | Deliverable |  | | Deliverable |  | | Deliverable |  | | Deliverable |  | | Deliverable |  | | Deliverable |  | | Project end date |  | | Final report / evaluation |  | |
| Step | Topic | Details |
| 3.7 | Project Management | *Please provide brief responses to the following (1-5 sentences for each question):*   1. *How will the project be managed? (e.g. project plan, build your team, manage data, monitor progress, feedback)* 2. *What are the key roles involved in delivery and management of the project?* |
|  |
| 3.8 | Long Term Viability | *Please describe how the project, if successful, will be continued in the future after the proposed funding has been used?* |
|  |
| 3.9 | Previous Financial Support | *Have you received previous funding support from Te Puni Kōkiri, other government agencies or other organisations? If yes, please provide details.* |
|  |

##### Proposal funding and budget | Pūtea kaupapa me te tahua

Please provide information about the funding of the application. We want to know how much funding you are seeking from Te Puni Kōkiri, the contributions being made by yourself and other organisations, and what the funding will be spent on.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Step | Funding | | | | Amount |
| 4.1 | Funding summary | | | | Total $ (excluding GST) |
| A | Funding sought from Te Puni Kōkiri.  **Note:** Please provide a breakdown in section 4.3. | | | $ |
| B | Funding provided by applicant.  **Note:** Please provide a breakdown in section 4.2. | | | $ |
| C | Funding by other organisations.  **Note:** Please provide a breakdown in section 4.2. | | | $ |
| D | In-kind contribution, such as donated goods or services that have a financial value.  **Note:** Please provide a breakdown in section 4.2 | | | $ |
| **Total cost of the application (A+B+C+D)** | | | |  |
| 4.2 | Non Te Puni Kōkiri contribution details (from 4.1: B 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 4.1: B + C above) | | | | $ |

##### 4. Proposal funding and budget | Pūtea kaupapa me te tahua continued

Please provide a full breakdown of the items to be funded by the Te Puni Kōkiri contribution to the project. Please detail the total cost per item, and the amount of Te Puni Kōkiri funds allocated if the cost is shared.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | Budget | Amount: Total $ (excluding GST) | | |
| 4.3 | Item Description | Applying Organisation Funding Contribution | Te Puni Kōkiri Funding contribution | Total  Cost |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Totals** | **$** | **$** | **$** |

##### Risk management | Whakahaeretanga Tūpono

Please consider the possible risks to delivering your application 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 (in the likelihood description table below)
3. Tell us how you will minimise the impact of the risk - planned treatment.

|  |  |
| --- | --- |
| Impact | Likelihood |
| Severe | Very likely (80-100%) |
| Major | Likely (50-80%) |
| Moderate | Possible (20-50%) |
| Minor | Unlikely (5-20%) |
| Negligible | Rare (<5%) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Step | Risk identified | | Likelihood | Impact | Planned treatment |
| 5.1 | *i.e. Tickets don’t sell* | | *Possible* | *Moderate* | *Additional marketing on social media and flyers* |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
| Step | Topic | Details | | | |
| 5.2 | 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 will be managed appropriately.*  ***Note:*** *A common example of a conflict is whānau members being involved in both decision-making and delivery.* | | | |

##### 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, if so please state this. These include:   * Income and expenditure statements * Profit and loss statement * Balance sheet.   Please also provide audited accounts if they are available or required by the constitution of your organisation. |  |
| 6.2 | **Proof of legal status**  For example, a Certificate of Incorporation. |  |
| 6.3 | **Bank Deposit Slip**  Provide a bank deposit slip with the nominated bank account. Please ensure this is for the bank account of the applying organisation (or the umbrella organisation if an umbrella is used). The account name must be the same as the organisation that will be contracted with. |  |
| 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 more children that:    1. Do or may affect significantly any one or more aspects of the well-being of those children; and    2. 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) |  |

##### Declaration | Whakapuakitanga

**In signing this Declaration, I:**

**……………………………………………………………………………………………...**

1. Confirm the information contained in the application is true and accurate.
2. Confirm I have read and understood my rights regarding the Privacy Act 2020 as set out in the guidance document.
3. Confirm all sections of the application from have been completed
4. Confirm all supporting documentation required has been attached
5. Understand that there is no guarantee that my organisation will be successful in securing Te Puni Kōkiri funding.
6. Agree that Te Puni Kōkiri may collect information about my organisation from any third party in respect of this application.
7. Agree that, if the application is successful, the name of my organisation, purpose of funding and Te Puni Kōkiri funding amount will be available as part of Te Puni Kōkiri accountability for public funds.
8. Agree that the information provided in this document can be used by Te Puni Kōkiri for statistical purposes and/or policy development.
9. Agree that, if successful, my organisation may be required, along with the targeted beneficiaries of the proposed project, to participate in an evaluation of the application.
10. Accept full accountability and responsibility for all requirements associated with the completion of the application.

|  |  |
| --- | --- |
| **Signed** | **Designation** |
| **………..……………………….** | **…….………………………….** |

**(To be signed by the Chairperson or authorised signatory.)**

|  |  |
| --- | --- |
| **Date** |  |
| **………..……………………….** |  |

Appendix 1 Application Form Guidelines | Ngā Aratohu Puka Tono

**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. 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 & 1.3 Legal Entity** | Please detail the legal status of the organisation applying. Please provide a copy of the incorporation or establishment document. See section 5 of the guidance for more information on the types of legal entity we establish agreements with.  **Registration, incorporated or NZBN number**  Provide the registration, incorporated number and if applicable New Zealand Business Number for your organisation. Every legal entity has a unique registration or incorporation number and this number will help TPK check your details.  **Registered address**  This is the formal address that is registered with for example, the Companies Office or Charities Service. 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 documentation gets to you. |
| **1.4 Umbrella Organisation** | We need the same information as above if you are using an Umbrella Organisation in the agreement. Section 5 of the Fund Information gives more detail on the use of Umbrella Organisations. |
| **1.5 GST Registration** | For the agreement and financial management. This section helps us understand how we should treat GST as part of any funding and if the funding is inclusive or exclusive of GST. |
| **1.6 Organisational Aims** | This information lets us understand more about your organisation and its alignment with the purpose of the fund. |

**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. This person must have delegated authority to sign the agreement as stated in the organisation’s constitution, Trust Deed, or Māori Land Court Order. 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. |

**Section 3. Application Information**

|  |  |
| --- | --- |
| **3.1 Project Name** | Simple name which summarises what you are doing. |
| **3.2 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 Section 3 of the Fund Information. |
| **3.3 Project Summary** | This is the detail of what you are proposing to do. Please include in here details of what you will deliver, including outputs.  Please tell us who will benefit or be impacted by your application, 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 the objectives of your application, please state how it will encourage and support the revitalisation of te reo Māori. We understand that this might not be achievable through every application. |
| **3.4 Project Success** | This question helps us to understand how you will recognise the impact that your project has had, the change you expect to see and how you will measure this success. In this section, please detail any monitoring or evaluation you propose to do. |
| **3.5 Project Deliverables** | What are the major progress points (deliverables and milestones) that you will reach for your application to be successful? It also forms an important part of the funding agreement and reporting requirements. Examples of deliverables may be: project plan developed, hui/ wānanga completed, resources produced etc. Please include a start and end date. |
| **3.6 Project Management** | Please provide information on how the project will be managed, the key roles and who has responsibility for them (i.e. capacity and capability to deliver). This will help us to understand how delivery is structured, assess any risks and provide advice where improvements may be made. 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. |
| **3.7 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 your project will be able to be continued in the future, after the proposed funding has been used. |
| **3.8 Previous Financial Support** | Please provide detail of any previous discussions or bids for funding that relate to this application. Also, please detail any previous funding received by the applicant from Te Puni Kōkiri |

**Section 4. Application Funding**

|  |  |
| --- | --- |
| **4.1 Funding Summary** | We want to know how much funding you are seeking from Te Puni Kōkiri, and the contributions being made by yourself and other organisations as part of your investment approach. **Please ensure the figures match the totals given in other tables.** |
| **4.2 Non Te Puni Kōkiri Contributions** | Please tell us who else is contributing both financially and non-financially to the application, what their contribution is, and if it has been confirmed. |
| **4.3 Budget** | Use this table to provide a full breakdown of costs for the funding you are requesting from Te Puni Kōkiri. Include items that make up the funding you are seeking from Te Puni Kōkiri that you identified in Part A of Question 4.1 in the Application Form. Please check in Section 4 of the Fund Information for items and activities we cannot fund. |

**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. See Section 10 in the Fund Information. |

**Section 6. Supporting Information**

As part of the application, we also require:

|  |  |
| --- | --- |
| **6.1 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 – if so please state in your application). These include:  • Income and expenditure statements  • Profit and loss statement  • Balance sheet.  Please also provide audited accounts if they are available or required by the constitution of your organisation. |
| **6.2 Proof of Legal Status** | If applicable, please detail the legal status of the organisation applying. Please provide a copy of the incorporation or establishment document. See Section 5 of the Fund Information for more information on the types of organisations we enter into agreements with. |
| **6.3 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 more children that:    1. Do or may affect significantly any one or more aspects of the well-being of those children; and    2. 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) |

**Section 7. Declaration**

|  |  |
| --- | --- |
| **7.1 Signing** | Once the application is completed, it must be signed by a delegated signatory for your organisation. |