****

**Te Puni Kōkiri**

Te Pū Harakeke



**Fund information, application guidelines and form**

***Version 2 - 10 July 2018***

**1. The purpose and outcomes of Te Pū Harakeke**

Te Pū Harakeke provides support to deliver events and projects at a local community level. The Te Pū Harakeke is split into three specific purposes:

**Māra Kai:**  Funding for Māori to learn about and experience the hands on practicalities of growing and producing sustainable crops**.** Māra Kai provides financial assistance to organisations wanting to set up sustainable community garden projects**.**

**Matariki Celebrations:** Funding for Māori to participate in or hold Matariki celebrations and education programmes. This fund provides one off financial contributions to organisations towards Matariki celebratory events and activities. Events funded through the Matariki must be held within the broad timetable of Matariki each year. Events outside of this time or purpose are not eligible.

**Sponsorship:** Funding for Māori to achieve potential through participation and support of events and projects. Sponsorship provides one off financial assistance for community events and activities that contribute to Māori development.  ***It is important to note that this funding cannot be used to fund the total cost of the project and is intended to be a contribution only.***

**2. Fund focus areas**

Te Pū Harakeke contributes to the following focus areas:

1. Partnership in regional development and planning

2. Whānau and community development and enterprise, including building organisational capability and capacity, and employment, skills and training support

3. Rangatahi development and leadership, supporting the transition from rangatahi to rangatira

4. Supporting Te ao Māori, te reo Māori, cultural pride, mātauranga and identity

Applications are expected to contribute to at least one of the focus areas.

**3. Our investment approach**

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

Te Pū Harakeke experiences high demand and in previous years we have not been able to support all the applications that were submitted. **There is no guarantee of funding** and applications are prioritised based on regional priorities and available funds. If funds are exhausted for Te Pū Harakeke, your application may not be considered until the new financial year when more funds become available (from 1 July). You will be advised if this is the case.

**4. What we are seeking to fund**

Funding is available to support the following:

**Table 1**

|  |  |  |
| --- | --- | --- |
|  | **Purpose**  | **What is funded?**  |
| **Māra Kai** | Promotion of self-sufficiency (rangatiratānga) through the planting growing and harvesting of edible cropsPromotion of wellbeing, good nutrition, and healthy activity (oranga) through knowledge and activityPromotion of sharing of gardening knowledge, including customary techniques (kaitiakitānga and mātauranga) through mentoring, education and practical participationEncourage involvement and community cooperation (whanaungatānga) | Funding can be used to support the provision of services to enable the establishment of a garden, namely:* the facilities and structures for a garden, including the construction of garden beds and implements sheds
* the purchase of garden tools, composting equipment and seed
* education on gardening practices for group members
 |
| **Matariki** | Sharing of knowledge of Matariki, including the mythology and modern day translation (mātauranga)Creation of a learning environment for whānau Māori and embraces other cultures and nationalities (whanaungatānga) Provision of opportunity to participate in practical learning experiences, learning tools and trade of tupuna (mātauranga) | Funding can be used to support the provision of services to enable the delivery of an event highlighting and celebrating Matariki |
| **Sponsorship** | The provision of services to enable the delivery of an event or to enable the attendance at an event | Funding can be used to support the provision of services to enable the delivery of an event or to enable the attendance at an event |

Funding cannot be used for:

* Retrospective events and activities
* Consultant costs, event management costs
* International travel and accommodation
* Medical bills
* Legal costs
* Payment of existing debts
* Business ventures
* Items of a capital nature including buildings and vehicles
* Events that have a political component or purpose
* Administration costs ***\* Exceptions made for Matariki and Sponsorship(the following administration costs will be considered; telecommunications, advertising, facilitator/coordinator, venue, kai costs, training and development and contractors)***

**5. Who we want applications from**

We encourage applications for funding from organisations, as opposed to individuals, that are legal entities based in New Zealand.  If your organisation is not a legal entity, the application may be made under the ‘umbrella’ of a legal entity (see more details below).

Below is a table of examples of legal entities:

**Table 3**

|  |  |
| --- | --- |
| **Examples of Legal Entities**  | **Examples of Non Legal Entities** |
| * Incorporated Society
* Limited Liability Company
* Trust incorporated under the Charitable Trust Act 1957
* Statutory Entity, including a Māori Trust Board (Māori Trust Boards Act 1955) or Māori Association (Māori Community Development Act 1962)
* Māori Incorporation
 | * Common Law Trusts
* Private Trusts
* Family Trusts
* Te Ture Whenua Māori Act Trusts (Whānau Kaitiaki, Putea, Ahu Whenua, Whenua Tōpū Trusts or Māori Reservation)
 |

It is important to note that registration with Charities Services does not give your organisation legal entity status.  For a Charitable Trust to be a legal entity it needs to be also registered with the Companies Office as a Trust or Incorporated Society.

We generally cannot consider applications from:

* Those currently receiving funding under another Te Puni Kōkiri agreement (or multiple) and have overdue deliverables or reports
* Overseas organisations

Note that we will not fund an organisation to deliver an activity which it is already funded from the government to undertake.

Please check with your Regional Office for further guidance about who is supported by Te Pū Harakeke.

**Use of umbrella organisations**

If your organisation is not a legal entity you may partner with an organisation that is.  We call these organisations ‘umbrella organisations’.  If you use this approach you will need to work closely with the umbrella organisation, and their details must be provided in the application.  The umbrella organisation will be the organisation Te Puni Kōkiri has an agreement with and it will have the responsibility for managing the funding and overall delivery of the project.

**6. How to submit an application**

You may submit applications at any time throughout the year and we strongly recommend that you work with Regional Office staff during the planning and development of your application. Your application must be submitted on the application form that begins on page 8 of this document.

**7. What support and assistance is available**

If you require support completing your application please contact your nearest Regional Office. See Appendix 2 for Regional Office contact details.

**8. How we will assess your application and make decisions**

Once you are happy with your application it must be signed by an approved person (someone with delegated authority to do this on behalf of the organisation) and formally submitted to the Regional Office closest to you with all the required documentation for assessment. Your application will then be assessed. Te Puni Kōkiri Regional Office staff will get back to you if they require additional information or detail about your application.

If your application is approved you will receive a Funding Agreement that will outline a work plan based on your application.

**9. How we manage agreements and monitor delivery and outcomes**

The Regional Office staff will be the key contact regarding delivery and management of the project. The agreements are structured so that you receive funding in advance of the activity. A final report is expected upon completion that includes full details as to how the funds were spent. Your final report should 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.

We may also require you to participate in our wider evaluation of delivery of fund outcomes and share case studies of your project. We will address this when we develop our agreement with you.

**10. Other considerations**

There are some important considerations to note:

1. 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. **Children’s services.** If you are a provider of children’s services[[1]](#footnote-1) and some or all of the agreement is about providing children’s services, then you must provide us with a copy of your Child Protection Policy.
3. **Privacy Act 1993** Te Puni Kōkiri is required to comply with the provisions of the Privacy Act 1993. Equally, organisations collecting personal information on behalf of Te Puni Kōkiri will comply with the provisions of the Privacy Act 1993. 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.
4. **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 project/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:
	1. actual: where the conflict currently exists
	2. potential: where the conflict is about to happen or could happen, or
	3. 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 we funded on our website, or in public communications. This could include:
	1. the name of your organisation. **Note**, individuals receiving funding will never be named
	2. a short summary that describes your project, the start date and completion date
	3. a short description about the numbers and location of whānau who will benefit or have benefited from your project
	4. Te Puni Kōkiri approved funding amounts.

**11. Tips for developing your application**

**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 (at least 6 weeks).
* Ensure the application has the broad support of your organisation and signed by an appropriately authorised person
* Write “Māori Development Fund application” clearly in the subject line of an email or, if posting, on the front of an envelope
* 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

 **Te Pū Harakeke Fund Application Form**

Please see **Appendix 1 *How to submit a grant application***for more information on completing this application form, or contact Te Puni Kōkiri Regional Office for support.

1. Organisation details

| Step | Topic | Details |
| --- | --- | --- |
| 1.1 | Name of applicant organisation |  |
| 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 for agreement purposes | 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, if applicable |  |
| Registered address |  |
| Postal address (if different) |  |

 |
| 1.4 | Umbrella organisation | Please provide the umbrella organisation’s legal entity information.

|  |  |
| --- | --- |
| Umbrella organisation name |  |
| Type of legal entity |  |
| Registration or incorporated number  |  |
| New Zealand Business Number, if applicable |  |
| Registered address |  |
| Postal address (if different) |  |

 |
| 1.5 | GST registration | Is the entity who will directly receive any approved payments GST registered?

|  |  |  |
| --- | --- | --- |
| Yes we are GST registered | provide GST number and go to step 1.6. | GST no:……………………………... |
| No, we are not GST registered  | tick the box and go to step 1.6. |  |

 |
| 1.6 | Aims of organisation | Please describe the aims of the applicant organisation (approximately 100 words) |
|  |
| 1.7 | Child protection policy | Does your organisation have a child protection policy, if applicable (see 10 in the guidance), Please tick appropriate box.

|  |  |  |  |
| --- | --- | --- | --- |
| If yes, then please tick |  | If no, then please tick  | □ |

 |

1. Contact details

Primary contact (Person named in the agreement, if your application is successful)

|  |  |  |
| --- | --- | --- |
| 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, if your application is successful)

|  |  |  |
| --- | --- | --- |
| Step | Topic | Details |
| 2.6 | Name |  |
| 2.7 | Role in organisation |  |
| 2.8 | Landline |  |
| 2.9 | Mobile |  |
| 2.10 | Email |  |

1. Application information

| Step | Topic | Details  |
| --- | --- | --- |
| 3.1 | Fund type | Please tick a box below to indicate which Te Pū Harakeke fund you are applying for. ***Please see guidance for information on the purpose of each of these funds.***

|  |  |  |
| --- | --- | --- |
| Māra Kai | Matariki | Sponsorship |
|  |  |  |

 |
| 3.2 | Project or event name |  |
| 3.3 | Estimated start and end date  | Please provide the estimated dates when your activity will occur.

|  |  |
| --- | --- |
| Start date |  |
| End date |  |

 |
| 3.4 | Application summary | Please outline a summary of your event or project. Please tell us:1. What you hope your event or project will achieve and deliver.
2. Who will benefit from the project and how many people will benefit?
3. How you have worked with your community or whānau to develop this idea.
4. Explain why you are confident that your organisation has the capacity and capability to deliver the event or project.
5. How do you plan to maintain or continue the project outcomes after the proposed funding has been used?

(Approximately 500 words) |
|  |
| 3.5 | Fund purpose |

|  |
| --- |
| Which purpose will your proposed activity contribute to? Please only tick one purpose.  |
| **If you are applying for Māra Kai. Please tick one area below.**  |
| **Rangatiratānga** | **Oranga** | **Kaitiakitānga and Mātauranga** | **Whanaunga tānga** |
| **Promotion of self-sufficiency through the planting growing and harvesting of edible crops** | **Promotion of wellbeing, good nutrition, and healthy actively through knowledge and activity**  | **Promotion of sharing of gardening knowledge, including customary techniques through mentoring, education and practical participation** | **Encourage involvement and community cooperation**  |
|  |  |  |  |
| **If you are applying for Matariki. Please tick one below.**  |
| **Mātauranga** | **Whanaunga tānga** | **Mātauranga** |  |
| **Sharing of knowledge of Matariki, including the mythology and modern day translation**  | **Creation of a learning environment for whānau Māori and embraces other cultures and nationalities** | **Provision of opportunity to participate in practical learning experiences, learning tools and trade of tupuna**  |  |
|  |  |  |  |
| **If you are applying for Sponsorship. Please tick below.**  |
| **The provision of services to enable the delivery of an event or to enable the attendance at an event**  |  |  |  |
|  |  |  |  |

 |
| 3.6 | Contribution to fund purpose  | Please tell us how will your project or event contribute to the fund purpose you have ticked above? (Approximately 100 words) |
|  |  |  |
| 3.7 | Te reo me ngā tikanga Māori  | Please tell us how will your project or event contribute to and encourage the use of te reo me ngā tikanga Māori? (Approximately 100 words) |
|  |  |  |

4. Application funding and budget

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

|  |  |  |
| --- | --- | --- |
| Step | Topic | Details |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4.1 | Total cost | What is the total cost of your project or event?

|  |  |
| --- | --- |
| Total funding  | $ |

 |
| 4.2 | Te Puni Kōkiri funding request | How much funding are you applying for from Te Puni Kōkiri?

|  |  |
| --- | --- |
| Te Puni Kōkiri funding request | $ |

 |
| 4.3 | Other funding sources  | Have applied for funding from other agencies? Please tick the relevant box below. If yes please go to step 4.4.

|  |  |
| --- | --- |
| Yes….then tick below and go to 4.4 | No……..then tick below and go to 4.5  |
|  |  |

 |
| 4.4 | Other funding sources- additional information  |

|  |  |  |
| --- | --- | --- |
| Source of additional funding  | Amount requested  | Successful/unsuccessful/ awaiting outcome |
|  |  |  |
|  |  |  |
|  |  |  |

 |
| 4.5 | Budget breakdown | Use this table to provide a full breakdown of costs for the funding you are requesting from Te Puni Kōkiri (The items that make up cost A, question 4.1) If you need more space, please attach a more detailed budget breakdown.

|  |  |  |
| --- | --- | --- |
| Expenditure item  | Total costs ($) | Te Puni Kōkiri contribution ($) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 |

5. Risk management

|  |  |  |
| --- | --- | --- |
| Step | Topic  | Details |
| 5.1 | Risk Assessment  | What are the risks that might stop you from delivering your project or event successfully and how do you plan to manage these risks? Please complete the table below. Identifying possible risks will enable you to plan for them and be ready to respond if they arise.

|  |  |
| --- | --- |
| What risks have you identified  | How do you plan to mitigate the risk |
|  |  |
|  |  |
|  |  |
|  |  |

 |
| 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 the conflicts of interest will be managed.*****Note:** A common example of a conflict is whānau members being involved in both decision-making and delivery. |
|  |

6. Supporting information

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). **Note:** These financial statements may need to be audited if required by the constitution of the organisation entering into the agreement.  |  |
| 6.2 | **Proof of legal entity status**Proof the organisation is a legal entity, for example, a Certificate of Incorporation |  |
| 6.3 | **Vulnerable Children Act 2014**If your application includes providing services to children, you must provide a copy of your Child Protection Policy. Children’s services are defined as:1. Services to one or more children
2. Services to adults in respect of one or more children
3. Services provided to adults living in households that include one or more children and that:
4. Do or may affect significantly any one or more aspects of the well-being of those children; and
5. Maybe prescribed/defined by the Governor-General by Order in Council.
 |  |
| 6.4 | **Trusts only****Evidence of governance approval** For example a copy of a Trust deed |  |

7. Declaration

**In signing this Declaration, I:**

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

1. Confirm the information contained in the proposal is true and accurate
2. Confirm that I have read and understood my rights regarding the Privacy Act 1993
3. Confirm this project complies with the objectives of my organisation as contained in the Organisation’s Constitution, Trust Deed or Māori Land Court order
4. Understand that here is no guarantee that my organisation will be successful in securing Te Puni Kōkiri investment
5. Agree that Te Puni Kōkiri may collect information about my organisation from any third party in respect of this application
6. Agree that, if the proposal is successful, the name of my organisation, purpose of investment and Te Puni Kōkiri investment amount will be available as part of Te Puni Kōkiri accountability for public funds
7. Agree that the information provided in this document can be used by Te Puni Kōkiri for statistical purpose/ and or policy development
8. Agree, that if successful, we along with the target group beneficiaries of the proposed project may be required to participate in an evaluation of the project
9. Fully accept full accountability and responsibility for all requirements associated with the completion of the project.

**Signed ………………………………….Designation ………………………………………….**

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

**Date……………………………..**

Appendix 1

**How to submit an application**

You may submit applications at any time throughout the year and we strongly recommend that you work with Regional Office staff during the planning and development of your application. There is an application form at the back of this Guidance document. Your application must be submitted on this form.

The key elements of the application form are:

|  |  |
| --- | --- |
| **Step** | **Additional information** |
| 1.1 Applicant name | Please tell us the formal or registered name of the organisation you are applying on behalf of. This is normally the name of an organisation and will be used for the agreement (unless an umbrella organisation is used) if you are successful and needs to be consistent with the formal registered name of the organisation.  |
| 1.2 Legal entity  | If applying organisation is a legal entity please go to step 1.3. If the applying organisation is not a legal entity then please go to step 1.4 and provide the details of a legal entity that will act as an umbrella organisation for the application.  |
| 1.3 Legal entity information | If applicable, please select what type of legal entity your organisation is. See point 5 of the Guidance for more information on legal entities. Please provide the registration, incorporated number and if applicable New Zealand Business Number for your organisation. These numbers will help Te Puni Kōkiri check your details. Please also provide the registered address of your organisation. This is the formal address that is registered for example, with the Companies Office. This will be used as the agreement address if the application if successful. If different from the registered address, please provide a postal address. This will help us ensure any delivered material gets to you.  |
| 1.4 Umbrella organisation  | We need the same information as above (step 1.2-1.3) if you are using an Umbrella Organisation as the organisation that Te Puni Kōkiri has the agreement with. Point 5 of the guidance gives more detail on the use of Umbrella Organisations.  |
| 1.5 GST registration | For financial management |
| 1.6 Organisational aims | This information lets us understand more about your organisation and its alignment with the purpose of the fund.  |
| 1.7 Child protection policy | Please confirm if some or all of your application is about providing services to children. Please see point 10 of Guidance for more detail. If you tick yes, please ensure that you attach a copy of your child protection policy. |

**Section 2. Contact details**

|  |  |
| --- | --- |
| 2.1 – 2.5 Primary contact for application  | This is the person who, if successful, will be the named signatory to the agreement. 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 Fund type  | Please select one Te Pū Harakeke Fund. Look at point 4 Table 1 of the Guidance to understand which fund is most appropriate for your planned activity.  |
| 3.2 Application Name | Please provide a simple name which summarises what you are doing.  |
| 3.3 Estimated start and end date  | Please provide the expected start and end date of your activity, if your application is successful. This information will be used in the agreement if your application is successful. |
| 3.4 Application Summary | This is the detail of what you are proposing to do. Please include in here details of:- what you will deliver, - who will benefit from the projectincluding outputs, such as number of people you think will take part in the project. Also explain how the project will be managed; including relevant skills and experience of those involved, the key roles and who has responsibility for them. We would also like to find out how you have worked with your community or whānau to develop this idea and the longer term impact of the project after Te Puni Kōkiri funding has come to an end.  |
| 3.5 Fund purpose area | Please tick which focus area your application will contribute towards. **Only tick one purpose area**. Ensure you are ticking the relevant focus area associated with the fund you have indicated in 3.1.  |
| 3.6 Contribution to purpose area  | Please tell us how your application will contribute towards the purpose you have ticked in question 3.5. You may want to refer you to the information you have provided in question 3.4 and tell us how the activity you are proposing in your application. An example might be that you set up a community garden that is run by whānau and accessible to the wider community. In this case your application will contribute to the promotion of self-sufficiency (rangatiratānga) through the planting growing and harvesting of edible crops. |
| 3.7 Te reo me ngā tikanga Māori?  | Te Puni Kōkiri has a lead role in supporting the revitalisation of te reo Māori and want to understand how the projects it funds contribute to this. Please state how your application will encourage and support the revitalisation of te reo Māori, if relevant. We understand that contribution might not be achievable through every application. |

**Section 4. Application funding**

|  |  |
| --- | --- |
| 4.1 What is the total cost of your application?  | It is important that you tell us what the total cost of the activity is, not just the component you are seeking Te Puni Kōkiri funding for. This total cost will include the total funding you are seeking from Te Puni Kōkiri and contributions being made by yourself and other organisations.  |
| 4.2 How much funding are you applying for from Te Puni Kōkiri? | This is the total amount of funding you are applying for from Te Puni Kōkiri.  |
| 4.3 Other funding sources  | Please let us know if you have applied for funding from any other sources. Please tick the appropriate box and go to step 4.4 if you have answered yes, step 4.5 if you have answered no.  |
| 4.4 Other funding sources- additional information | Please tell if you have applied for additional funding. If you have, tell us the amount requested and where you have been successful, unsuccessful or are awaiting the result of your application.  |
| 4.5 Budget breakdown  | Your budget needs to be detailed enough to explain your request and how you worked out the funding amount.Please check the fund criteria in point 4 table 2 of the guidance to ensure that the types of costs are funded. We need to know this information so that we can assess whether the activity you are proposing has the right level of resources to be delivered successfully and you have thought of all the potential activity costs. |

**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. Unexpected risks might include; staff and volunteers being sick, weather having an impact on a planned event, or volunteers maybe sick.  |
| 5.2 Conflicts of interest | Please complete for any known conflicts of interest. Please refer to point 10 of Guidance for more information.  |

**Section 6. Supporting information**

As part of the application, we also require:

|  |  |
| --- | --- |
| **Financial Statements**  | Financial statements from your organisation (or the umbrella organisation, if you are using one) for the most recent year. These financial statements may need to be audited if required by the constitution of the organisation entering into the agreement.  |
| **Proof of legal entity status** | Proof the organisation is a legal entity, for example, a Certificate of Incorporation |
| **Vulnerable Children 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
2. Services to adults in respect to
3. Services provided to adults living in households that include one or children that:
4. Do or may affect significantly any one or more aspects of the well-being of those children; and
5. 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))
 |
| **Evidence of governance approval** | **Requirement for Trusts only**Please provide a copy of you Trust deed.  |

**Section 7. Declaration**

|  |  |
| --- | --- |
| 7.1 Signing declaration  | Once you are happy with your application, it must be signed by an authorised person in your organisation.  |

Appendix 2

| **Region** | **Tari** | **Email address** |
| --- | --- | --- |
| Te Taitokerau  | Kaitāia25 Commerce Street, KaitāiaPhone: 0800 875 888 | tpk.te-taitokerau@tpk.govt.nz  |
| WhangāreiLevel 2, Tai Tokerau Māori Trust Board Building, 3-5 Hunt Street, Whangārei Phone: 0800 875 888 | tpk.te-taitokerau@tpk.govt.nz  |
| Tāmaki Makaurau | Auckland9 Ronwood Avenue, Manukau, AucklandPhone: 0800 875 285 | tpk.tamaki-makaurau@tpk.govt.nz  |
| Waikato-Waiariki | HamiltonLevel 1, 19 Worley Place, HamiltonPhone: 0800 875 499 | tpk.waikato@tpk.govt.nz  |
| Tauranga174 Eleventh Avenue, TaurangaPhone: 0800 875 499 | tpk.tauranga@tpk.govt.nz  |
| Whakatāne58 Commerce Street, Whakatāne Phone: 0800 875 499 | tpk.whakatane@tpk.govt.nz  |
| RotoruaGround Level, Te Puni Kōkiri House, 1218-1224 Haupapa Street, Rotorua Phone: 0800 875 499 | tpk.rotorua@tpk.govt.nz  |
| Ikaroa-Rāwhiti | Gisborne299 Gladstone Road Gisborne Phone: 0800 875 447 | tpk.tairawhiti@tpk.govt.nz. |
| HastingsGround Floor, Taikura House, 304 Fitzroy Avenue, HastingsPhone: 0800 875 447 | tpk.takitimu@tpk.govt.nz |
| Te Tai Hauāuru | TaumarunuiTe Tititihu House, 32 Miriama Street, Taumarunui Phone: 0800 875 884 | tpk.tetaihauauru@tpk.govt.nz |
| Palmerston North109 Princess Street, Palmerston North Phone: 0800 875 884 | tpk.tetaihauauru@tpk.govt.nz |
| Taranaki465B Devon Street East, Strandon, New Plymouth Phone: 0800 875 884 | tpk.tetaihauauru@tpk.govt.nz |
| Whanganui158 Wicksteed Street, WhanganuiPhone: 0800 875 884 | tpk.tetaihauauru@tpk.govt.nz |
| PoriruaTe Upoko o Te Ika Regional Office12 Hagley Street, Porirua City Centre, PoriruaPhone: 0800 875 884 | tpk.tetaihauauru@tpk.govt.nz |
| NelsonLevel 1, 105 Trafalgar Street, Nelson Phone: 0800 875 884 | tpk.tetaihauauru@tpk.govt.nz |
| Te Waipounamu | ChristchurchBNZ Centre level 1, 120 Hereford Street, ChristchurchPhone: 0800 875 839 | tpk.te-waipounamu@tpk.govt.nz |
| DunedinLevel 1, Colonial House, 258 Stuart Street, Dunedin Phone: 0800 875 839 | tpk.te-waipounamu@tpk.govt.nz |
| InvercargillLevel 1, Menzies Building, 1 Esk Street West, Invercargill Phone: 0800 875 839 | tpk.te-waipounamu@tpk.govt.nz |

1. Children’s services are defined as:

Services to one or more children

Services to adults in respect of one or more children

Services provided to adults living in households that include one or more children and that:

do or may affect significantly any one or more aspects of the well-being of those children; and

Maybe prescribed/defined by the Governor-General by Order in Council. (Note: You can check if your service is included in an Order in Council on [www.legislation.govt.nz](http://punaha-korero/otcsdav/nodes//www.legislation.govt.nz)). [↑](#footnote-ref-1)