



Major Marae Project Assistance Fund Application Form

Closing dates for applications to the Major Marae Project Assistance Fund

6 April and 6 October

Funding Available

Up to \$20,000

About the Major Marae Project Assistance fund

The fund has been established to support the physical development and completion of Ngāpuhi Marae by allocating grants of up to \$20,000 for major marae project assistance. The grant is to be used by successful applicants to complete major marae projects.

Eligibility / Limitations

1. Applicants must complete and submit this official *Major Marae Project Assistance Fund Application Form*, supplying all supporting documents requested before the closing date. Incomplete applications will not be processed.
2. Only projects submitted by those identified Ngāpuhi marae situated within the Takiwā rohe of Te Rūnanga-Ā-lwi O Ngāpuhi are eligible to apply to the fund.
3. Marae must be established as a legal entity.
4. Marae Trust Executives of Ngāpuhi descent must be registered with Te Rūnanga-Ā-lwi O Ngāpuhi.
5. Applicants to the fund must have no outstanding obligations to Te Rūnanga-Ā-lwi 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 at least 1-month 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. Grant recipients are subject to a 3-year stand down before they may re-apply to the Major Marae Project Assistance Fund.

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

Hapū Development Fund
Te Rūnanga-Ā-lwi 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 MARAE INFORMATION

1. What is the name of your marae?

2. What is the legally registered marae name with the Maori Land Court?

3. How long has your marae been operating as a legal entity? Copy of legal status certification to be supplied.

4. What is the name(s) of the hapū?

5. Who are the key people for your marae?

To be eligible to apply for funding, the marae Trust 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	Kaumātua & Kuia

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

Marae Contact Person	
Postal Address & Postcode	
Email Address	
Phone Number	Mobile Number

SECTION 2: 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 for the marae.

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 marae and hapū.

7. Has this project been funded before?

Yes – please go to Question 8

No – please go to Section 3

8. Please tell us who funded the project before, and the reasons why the marae have had to apply to the Major Marae Project Assistance fund to complete the project.

SECTION 3: PROJECT MANAGEMENT

1. Who is the Project Manager? Please provide the Project Managers contact information for project related communications.

Project Manager Name	
Email Address	
Phone Number	Mobile Number

2. Please attach a copy of the Project Manager's role description that has been approved by the marae Trustees, to this application form.

SECTION 4: PROJECT QUOTES AND PLAN

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

2. Please provide a summary of costs from each supplier/contractor. Include two quotes from each supplier.

Supplier	Cost
<i>e.g. The Building Company</i>	<i>\$10,000</i>

3. **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.
4. Please attach a copy of the Project Delivery Plan to the application. i.e. a schedule of works to be conducted to complete this project.

SECTION 5: 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 5A: 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 Major Marae Project Assistance 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 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 bank account.

SECTION 8: DECLARATION

This declaration must be signed by the Chairperson and one (1) other Trustee of the marae applying to the Major Marae Project Assistance 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 to this application.
- ✓ We understand that distribution of funds will be subject to conditions when notified of a successful application.

Marae Chair Name	Marae Trustee Name
Signature	Signature
Date Signed	Date Signed

SECTION 9: SUPPORTING DOCUMENT CHECKLIST

When you apply for Major Marae Project Assistance funding, you will need to complete the application form 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-lwi O Ngāpuhi. Please indicate the number of registrations attached.
	Marae certificate of status with legal registration i.e. Trust Order
	A current marae charter, constitution or trust deed
	A current marae strategic or development plan
	Audited accounts for the marae that are less than 16-months old
	The Project Manager's role description that has been approved by the marae Trustees
	A detailed project budget
	At least two (2) quotes for each service provider (supplier/contractor)
	A statement of accounts and marae Trust resolution to cover excess costs – IF Section 4.3 applies to this funding application.
	A detailed project delivery plan
	A Takiwā support letter signed by the Takiwā Chair and a Takiwā Executive
	A bank verified deposit slip for the marae bank account

APPLICATION PROCESS

