

MARAE CAPITAL WORKS GRANT APPLICATION FORM



▶ Applications close 31 December 2018

PLEASE READ: CRITERIA & CONDITIONS FOR THE MARAE CAPITAL WORKS GRANT

The Marae Capital Works programme is provided by the Tūwharetoa Māori Trust Board (Trust Board) and Tūwharetoa Settlement Trust (Settlement Trust) to support marae to maintain high quality capital infrastructure.

1. *The applicant must be a marae trust, committee or other body constituted expressly for the maintenance and administration of the affairs of a marae. An applicant may not be an individual or body corporate secured or engaged by any marae under contract.*
2. *The applicant must provide evidence that the application is supported by the marae trustees and/or marae committee with minutes from a marae meeting and /or a letter signed by the Chairperson attached.*
3. *Each application form must be signed by the chairperson of the marae trust or committee and a kaumātua actively involved with and associated to the marae.*
4. *The applicant must provide electronic or paper copies of all supporting documents requested within the form. Applications which do not include all supporting information will not be assessed for the round of awards for which they were sent but may be deferred to the following round of awards.*
5. *The total budget for Marae Capital Works in this 12-month period is \$400,000. Grants will be awarded for an amount determined by the Trust Board and Settlement Trust, not necessarily for the amount requested by the applicant.*
6. *Grants will not be awarded for replacement works where insurance has been paid.*
7. *Grants will only be awarded for projects which confer significant medium to long-term benefits on a marae, including but not limited to;*
 - *Construction of utilities, such as wharenuī, wharekai, wharepaku.*
 - *Establishment or renovation of outdoor facilities, such as meeting areas, car-parks, or plantings.*
 - *Expansion of the marae through the addition of new buildings.*
 - *Restoration or on-site preservation of artefacts, art or other taonga particular to the marae.*
 - *Grants will not be awarded for maintenance projects of existing marae facilities affected by general “wear and tear”, unless such maintenance can be shown to deliver significant medium to long-term benefits or are assessed by the Trust Board and Settlement Trust (in their absolute discretion) to be essential to the survival of a marae by the evidence presented by the applicant.*
8. *Applicants must provide details of other organisations they have secured or are seeking funding from for their project. Details must include; name of the organisation, amount applied for, and status of the application e.g. awaiting decision, successful, unsuccessful etc.*
9. *Applicants are strongly encouraged to ensure that the amount requested is only part of the total cost of the project. Applicants are encouraged to apply to other funders for any project submitted to the Trust Board and Settlement Trust.*
10. *Grants will only be awarded to marae recognised by the Trust Board or Settlement Trust. For further information please see www.tuwharetoa.co.nz/marae and www.tst.maori.nz/marae-hapu.html.*
11. *Each successful applicant must agree to:*
 - *that they are fully responsible for all their own Health & Safety matters including compliance with all relevant legislation;*
 - *to provide written progress reports aligned to the milestones or deadlines proposed in the project plan submitted as part of an application;*
 - *receive any member or representative of the Trust Board or Settlement Trust to view but not to audit, any project which has been assisted by a grant;*
 - *acknowledge the Trust Board and Settlement Trust during any events or promotional opportunities related to the project for which funds were granted; and*
 - *that the Trust Board and Settlement Trust may use the recipient and projects for publicity purposes.*

For further information on this grant please see the **Marae Capital Works Grant Information Booklet**.

PLEASE NOTE

1. You must be a marae recognised by the Tūwharetoa Māori Trust Board or Tūwharetoa Settlement Trust.
2. The application will not be processed without all supporting documents requested on this form.
3. Please send electronic or paper copies of supporting documents. Documents will not be returned to applicants.
4. Where questions require a 'YES' or 'NO' answer please select the appropriate response.

CONTACT DETAILS

Name of Marae			
Marae Trust or Committee Name			
Physical Address		Post Code	
Postal Address		Post Code	
Contact Person (Trust or Committee Member)			
Phone Number			
Email			
Receive notifications by email?	(Select one)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Name of Chairperson			
Name of Project Manager			
Is the Trust or Committee registered with the Charities Commission?	(Select one)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please provide the Registered Charity Number:			
Is the Trust or Committee GST registered?	(Select one)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please provide the GST Number:			

PROJECT DETAILS

What stage is your project?

- Scoping and Planning
The project plan is under development with supporting documentation to be completed e.g. quotes, site plan, consents, compliance.
- Implementation
The project plan is confirmed with all supporting documentation finalised (e.g. budget, site plan, consents) and are now waiting on funding to begin work.
- Execution
The project has started with services engaged.

Outline your project (in 200 words or less)

What is the start and end date of your project?	Start Date:	Finish Date:
Do you require financial assistance to initiate and develop your project plan e.g. resource consents and permits, quality evaluation survey, schematic designs? (Select one) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does your project require building consents? (Select one) <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes please provide details)		
What resource, discharge or other land-use consents does your project require?		

RELEVANT DOCUMENTATION ATTACHED:

<input type="checkbox"/> Project Plan with timeline/milestones	<input type="checkbox"/> Building consents
<input type="checkbox"/> Project Budget stating GST inclusive/exclusive amounts and supported by at least two quotes for each item	<input type="checkbox"/> Resource/land consents
<input type="checkbox"/> Site and/or building plans	<input type="checkbox"/> Discharge consents
	<input type="checkbox"/> Other local/regional consents

FUNDING DETAILS

What amount are you requesting from the Trust Board and Settlement Trust? \$

<p>ORGANISATION NAME</p> <input style="width: 90%; height: 30px;" type="text"/>	<p>ORGANISATION NAME</p> <input style="width: 90%; height: 30px;" type="text"/>	<p>ORGANISATION NAME</p> <input style="width: 90%; height: 30px;" type="text"/>
<p>AMOUNT APPLIED FOR</p> <p>\$ <input style="width: 90%; height: 30px;" type="text"/></p>	<p>AMOUNT APPLIED FOR</p> <p>\$ <input style="width: 90%; height: 30px;" type="text"/></p>	<p>AMOUNT APPLIED FOR</p> <p>\$ <input style="width: 90%; height: 30px;" type="text"/></p>
<p>STATUS OF APPLICATION</p> <input style="width: 90%; height: 30px;" type="text"/>	<p>STATUS OF APPLICATION</p> <input style="width: 90%; height: 30px;" type="text"/>	<p>STATUS OF APPLICATION</p> <input style="width: 90%; height: 30px;" type="text"/>

DECLARATION

I _____

(PRINT NAME OF CHAIRPERSON)

AND

I _____

(PRINT NAME OF KAUMĀTUA ASSOCIATED TO THE MARAE)

The Chairperson of the Trust or Committee and the Kaumātua associated to the marae:

- a. Guarantee the information provided in this application and all supporting documentation is correct and represents the true nature and status of the project as it stands at the date of this application;
- b. Warrant that we have lawful authority to submit this application on behalf of the marae;
- c. Understand that any decision to grant funds is not confirmed until a funding agreement has been signed by the contracting parties;
- d. Consent to any member or representative of the Tūwharetoa Māori Trust Board and Tūwharetoa Settlement Trust to contact any person named on this application in order to obtain further information or clarification of any information provided herein;
- e. Consent to any member or representative of the Tūwharetoa Māori Trust Board and Tūwharetoa Settlement Trust to collect information about the project from any third parties in respect of this application;
- f. Agree to provide further information pertaining to this application if requested; and
- g. Agree to abide by all criteria and conditions relating to this application or to the use of any funding as a result of this application.

SIGNATURE OF THE CHAIRPERSON		Date	
KAUMATUA SIGNATURE		Date	

CHECKLIST

- Application completed in full and declaration signed.
- Supporting documentation attached:
 - Meeting Minutes and/or Letter signed by the Chairperson
 - Project Plan with timeline/milestones
 - Project Budget with quotes
 - Site and/or building plans
 - Building consents
 - Resource/land consents
 - Discharge consents
 - Other local/regional consents

PLEASE DO NOT SUBMIT THE APPLICATION UNLESS ALL FIELDS ARE COMPLETED AND ALL SUPPORTING INFORMATION IS ATTACHED. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.