**Fund
Application**

Please read the MKT Fund *Guide for Applicants* carefully before completing this form. It contains important information on eligibility requirements and details about how your application will be assessed.

* Required supporting documentation must accompany your application. Your application will not proceed unless all required documentation is received.
* If you are seeking a grant over $70,000 (see the *Guide for Applicants*), additional information and documentation may be required. Additional documentation should not exceed 10 pages.
* If a question is not relevant to your project, enter N/A; **DO NOT LEAVE SECTIONS BLANK.**
* If you need help to complete this application or assistance for any reason, contact Krystal Phillips on 027 3905183

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| SECTION A: ORGANISATION DETAILS |
| Legal name of individual or organisation |  | Project Reference: C29  *(office use)* |
| Māori entity with legal status *(tick the one that applies)* | £ | Ahu Whenua Trust | £ | Incorporated Society | £ | Individual |
| £ | Whānau Trust | £ | Company | £ | Other (specify) |
| £ | Māori Reservation Trust | £ | Charitable Trust |  |  |
| Hapū involved in the project |   | Iwi involved in the project |  |
| Physical Address |  |
| Postal Address |  |
| Contact Phone no. |  | Website |  |
| Email |  |
| SECTION B: APPLICATION SUMMARY |
| Applicant name |  | Email |  |
| Contact phone no. |  |
| Mailing address |  |
| Project name |  |
| Grant amount you are requesting | $ | Total cost of your project  | $ |
| How many years are you seeking funding for?*Projects can be funded up to a maximum of 3yrs* | £ | 1 year | £ | 2 years | £ | 3 years |
| Provide details of two contacts for this application |
| **Primary contact** |  | Designation |  |
| Telephone |  | Mobile |  |
| Email |  |
| **Secondary contact** |  | Designation |  |
| Telephone |  | Mobile |  |
| Email |  |

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| Application Endorsement – include two supporting letters from local hapū or iwi representatives*Written support for the project from at least two (minimum) local hapū or iwi sources must be provided with your application. If your project is being held on Public Conservation Land, written support from your local DOC office is also required. Support from any other person or entity, is optional.* |
| £ | Hapū, Tohunga, Kaumātua, Kaumātua Council, Rūnanga | £ | Māori Reservation Trust (marae) |
| £ | Trustee (of Ahu Whenua Trust, Charitable Trust etc) | £ | Other (optional) |
| Conflict of InterestYou must advise us if your organisation, or someone in your organisation, or any person or entity involved in your project, has an affiliation to Ngā Whenua Rāhui, a staff member, or Komiti member of Ngā Whenua Rāhui. Read the *Guideline for Applicants* for further information. |
| Do any conflicts of interest exist with this project?*Name the conflicted person/entity and describe the conflict?* | £ | Yes £ No |
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| SECTION C: ORGANISATION SUMMARY |
| Date entity established |  |
| Entity’s purpose*What*  |  |
| What experience have you had running taiao-based projects?*Give an example* |  |
| Is this your first application to the MKT Fund? | Yes / No If yes, when did you apply to the MKT Fund, and for what purpose? |
| SECTION D: PROJECT LOCATION |
| Location of project *Give as much detail as possible e.g. Block Title, Legal Description, GIS data* |  |
| Where is the project situated in relation to? | **Maunga** | **Awa** |
| **Rohe** | **Town** |
| Land status*See note at end of Section C* | £ | Māori Reservation | £ | Ahu Whenua | £ | Maori Freehold |
| £ | General | £ | Public Conservation Land (DOC)  |
|  | £ | Public (non-DOC) | £ | Other (specify)  |
| Name of legal property owner*If the project is across more than one block, name each legal property owner* |  |
| If you are not the legal owner, have the legal owner/s agreed to the project being undertaken on their land? If NO, what is the reason? | £ | Yes *(attach written landowner confirmation to this application)* |
| £ | No |
| Is there a current Ngā Whenua Rāhui Kawenata in place? | £ | Yes | Block/Kawenata Name: |
| £ | No |

Written authorisation is required for all work undertaken on private land belonging to another person or entity and on public conservation land (PCL). Written authorisation from the legal owner representative/s or individual landowner is required before an application will be considered for funding.

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| SECTION E: PROJECT DETAILS |
| Describe the project in this section. Use bullet points as much as possible and avoid using long explanations as important detail may be lost. |
| Provide a summary of the project, its purpose, and the outcomes you are wanting to achieve. *Use bullet points to identify the project’s outcomes. These outcomes will be included in your Conditions of Funding and reported on as part of your progress report.* |  |
| What is the project’s proposed timeframe – give estimated start and end dates? |  |
| It this project part of a larger project?*If yes, briefly explain the larger project, the outcomes, and how this project contributes to it?* |  |
| What are the indigenous biodiversity and cultural objectives and outcomes of your project?*Use bullet points to list these – see Guide for Applicants for definition of indigenous biodiversity* |  |
| List the main activities being undertaken in this project? *Use bullet points to summarise the main activities* |  |
| What methods will the project use to transfer the customary Māori knowledge related to indigenous biodiversity in your rohe, to your whānau, hapū and iwi? *Include both customary methods and contemporary methods of knowledge transfer* |  |
| How does the project revive and/or preserve the customary Māori knowledge and practice of your whānau/hapū/iwi in relation to the indigenous biodiversity in your rohe? |  |
| Describe how the customary Māori knowledge and practice associated with this project will be maintained after the project is completed? |  |
| What is pakeke, kaumātua, tohunga or pukenga involvement in the project? *Read the Guideline for Applicants for more information* |  |
| Provide details of partner organisations or individuals, and how they contribute to delivery of the project*Include monetary contributions in the Budget section*  |  |
| Are any resource consents, permits, permissions, or licenses required to deliver your project?*If YES, these must be obtained before your project begins* | £ | Yes *(specify - what is required and for what activity)* |
| £ | No |

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| SECTION F: BUDGET  |
| Give as much detail as possible to assist Komiti Amorangi understand how the requested grant will be used. This information is used to determine whether the proposed costs are reasonable and realistic for the activities proposed. Read the Guide for Applicants for more information.If including costs for labour, show the estimated number of hours/days and hourly rate. Add more rows to each budget table as needed. Follow the example shown below to assist you.

|  |  |
| --- | --- |
| Are you GST registered? | £ Yes GST Number: |
| £ No |
| Are you IRD registered? | £ Yes IRD Number: |
| £ No |

**If you are not submitting an IRD or GST number with your application, you will be required to provide written confirmation from IRD that you/the applying entity, are not required to be registered for either if your application is approved. Make sure the letter includes the contact details of the IRD contact in case we need to contact them.** |
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| ***Activities*** *Main activities involved in the project during year one. Insert additional rows if required* | ***Resources****List the resources required to complete each activity* | ***Estimated Cost*** | ***Funding requested*** |
| ***Oral interviews with tohunga***EXAMPLE BUDGET***Rongoā Wānanga*** | *Interviewer/Videographer @$120 per hour x10hrs**Travel (tohunga, interviewer/videographer) 450km @ $0.75c per km**Tohunga - $250 per head x2 ppl x2 days**Marae hire - $50 per day x2 days**Catering - $20 per head x4 ppl x2 days**Marae hire - $50 per day x3 days**Catering - $20 per head x 12 ppl x3 days**Hapū rongoā experts - $250 per day x3 days x2 ppl**Van hire – $350 per day x1 day* | *$1200**$337.50**$1000**$100**$160**$150**$720**$1500**$350* | *$1200**$250**$1000**$0**$160**$0**$720**$1500**$350* |
| **Total costs year 1** | **$5517.50** | **$5180** |

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| YEAR 1 |
| **Activities** *Main activities involved in the project during year one. Insert additional rows if required* | **Resources***List the resources required to complete each activity* | **Estimated Cost** | **Funding requested** |
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|  |  |  |  |
|  |  |  |  |
| **Total costs year 1** | **$** | **$** |

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| YEAR 2 |
| **Activities** *Main activities involved in the project during year one. Insert additional rows if required* | **Resources***List the resources required to complete each activity* | **Estimated Cost** | **Funding requested** |
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|  |  |  |  |
|  |  |  |  |
| **Total costs year 2** | **$** | **$** |

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| YEAR 3 |
| **Activities** *Main activities involved in the project during year one. Insert additional rows if required* | **Resources***List the resources required to complete each activity* | **Estimated Cost** | **Funding requested** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| **Total costs year 3** | **$** | **$** |
| **TOTAL BUDGET – All Years** | $ | $ |

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| Specify any ‘in-kind’ contributions to the project?*For example, volunteer labour; costs being met by your organisation; hapū or iwi koha* |  |
| List any funding secured from other sources and their contribution to the total project cost*Insert additional rows if required* | **Funding source***List all funding sources* | **Purpose***What activities are they contributing to?* | **Contribution** *Amount* |
|  |  | $ |
|  |  | $ |
|  |  | $ |

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| SECTION G: ADDITIONAL INFORMATION |

If you are applying for a grant over $70,000 (GST exclusive), you must complete this section of the application form. Go to Section H if you are applying for a grant under $70,000 (GST exclusive).

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| Evidence that your organisation has the ability to support and complete the project*Describe the size of the organisation, resources including volunteer labour, donated professional services, your own cash reserves* | £ | Yes, we have the ability to complete the project and  |
| Financial stability *Provide recent financial statement or set of audited accounts* | £££ | Yes, our organisation is financially stable. Our most recent financial statement and/or set of audited accounts is attachedOther *(please explain)*  |
| Include quotes for technological and/or associated costs where these exceed 50% of the total project costs spent on technology*Attach a separate page if needed* | Technology Type  | **Quote 1** | **Quote 2** |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
| Assets over $5,000*Include at least two quotes for each asset* | Asset Name | **Quote 1** | **Quote 2** |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
| SECTION H: DECLARATION |

As a duly authorised representative of the organisation (as per Section A of this application form), I declare that:

* I am over 18 years of age and have authority to sign this application form and provide this information.
* To the best of my knowledge, the information contained in all sections of this application form or supplied by us at the time of this application is complete, true, and correct.
* Neither the entity or I, is insolvent or bankrupt (including an undischarged bankrupt) and no action, whether threatened or actual, has been taken to start any type of insolvency administration against me or the entity.
* All traditional Māori knowledge, either researched, given, or received by any person involved in this project, remains the intellectual property of the whānau or hapū or iwi from where it originated.
* [Where relevant] Written permission has been gained from the landowner to access and/or undertake works/activities on their property.
* I understand that if the project involves activities on public conservation land, work authorisation will be required in writing from DOC before any funds are released.
* All real, potential, or perceived conflicts of interest have been specified.
* I am not aware of anything that might prevent me/the entity from carrying out any obligations in relation to this project.
* I understand that any information presented to Ngā Whenua Rāhui is subject to disclosure under the Official Information Act 1982, other legislation, court orders and in response to parliamentary questions.
* I understand that I will be required to be either IRD or GST registered to receive my grant. Failing this, I will provide evidence from IRD that I’m not required to be registered for either.

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| SECTION H: CHECKLIST  |
| Use the checklist to confirm that you have provided all required information and documentation with your application. |
| £ | I have checked the budget; the budget is correct and equals the requested funds. |
| £ | All relevant information and documents are attached: |
|  | * photos of the area being considered in this application (where relevant)
* quotes (refer to *Guide for Applicants*)
* landowner authority to the project (where applicable)
 | * pre-printed bank deposit slip or bank certified bank account details
* letters of support
 |
| £ | I have read the Guide for Applicants and understand the process.  |
| Email your completed and signed application form and supporting documents to mktfund@doc.govt.nz OR post one paper copy (with all supporting documentation) to: Krystal Phillips Ngā Whenua Rāhui Mātauranga Kura Taiao Fund P O Box 668 Gisborne 4040 |
| Your name | Position |
| Signature | Date |

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| **OFFICE USE ONLY: APPLICATION RECIEVED** |
| Ingoa |   |
| Tuhinga Ingoa |   |
| Rā nei |  |