

The Mahinga Kai Enhancement Fund Application Form and Information



mahinga kai enhancement fund

Application Form Updated: 01/07/2017

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He whakamārama General information

Mahinga Kai Enhancement Fund Vision

Ngāi Tahu are able to exercise rangatiratanga and kaitiakitanga over tribally significant mahinga kai areas and species.

Mahinga Kai Enhancement Fund Strategic Objectives

- To protect, enhance, utilise and maintain mahinga kai areas and resources
- To provide the opportunity for Ngāi Tahu to exercise their rights to access and use mahinga kai
- To revitalise the relationship between Ngāi Tahu and mahinga kai
- To identify and work to establish protected areas for mahinga kai in the rohe of each Papatipu Rūnanga

Mahinga Kai Enhancement Fund Outcomes

- Mahinga kai areas are adequately and appropriately managed and protected according to Ngāi Tahu values and interests
- The abundance of and access to mahinga kai is increased for customary use
- Ngāi Tahu whānui value and have opportunities to learn and participate in mahinga kai practices

The Ngāi Tahu Funds Committee (The Committee) comprises

Suzanne Ellison (Chairperson)
Piri Sciascia
David Higgins
Kate Frykberg
Dion Williams

Funding rounds

There is one funding round per year. Applications close the last Friday of March each year. The actual date is on the website www.ngaitahufund.com or can be obtained by contacting the Funds Advisor on 0800 524 8248, email: funds@ngaitahu.iwi.nz.

Accountability

All Fund recipients will be required to submit accountability and evaluation reports. Information about successful applications may be published via:

- Our website
- Te Pānui Rūnaka
- Te Rūnanga o Ngāi Tahu Annual Report
- Te Karaka or other publications

Who can apply?

- Legal entities with a significant Ngāi Tahu association may apply. **Please note: Tribal Property applicants are directed to discuss their proposals with Te Ao Tūroa staff at the Office of Te Rūnanga o Ngāi Tahu, prior to making an application to the MKEF.**

Types of costs that may be funded include:

- Capacity/ Human Resource
- Capability Development
- General Operations

Types of projects/costs that will not be funded include:

- Projects outside of the Ngāi Tahu rohe
- Retrospective funding- funding for projects already underway or virtually completed before the MKE Fund closing date
- Repayment of debt
- Projects which duplicate existing projects or programmes, unless there is a good reason for both to exist
- Travel outside of the Ngāi Tahu rohe unless in exceptional circumstances
- Infrastructure unless in exceptional circumstances
- Major capital works and/ or major capital items
- Projects that give benefit to only a small number of people

Mahinga Kai Enhancement Fund Criteria

The following outline the key criteria by which applications to the MKE Fund will be assessed:

- **Charitable Purposes** – the MKE Fund only funds projects / activities that have a charitable purpose as determined in accordance with relevant New Zealand laws.
- **Ngāi Tahu Statutory Authority**- projects undertaken in areas where Ngāi Tahu maintain statutory authority, control, ownership and influence over mahinga kai places and species will be favoured and preferred.
- **Tribal Significance of Place or Species**- projects that are representative of tribally significant mahinga kai places and species will be favoured and preferred.
- **Customary Use** – the degree to which the project will provide for the protection of customary use rights and enhancement of opportunities to exercise such rights will be considered.
- **Appropriate Local Drivers**- projects must have the support of local kaitiaki rūnanga/whānau to be eligible for funding.
- **Project Sustainability and Self Sufficiency**- projects displaying evidence of a collaborative approach to resourcing and funding with sources of funding outside the MKE Fund will be favourably considered; this is on the basis that external / other sources of funding for projects will increase their long term viability and sustainability.
- **Culturally Appropriate Management Frameworks** - projects providing opportunities for management and implementation according to Ngāi Tahu tikanga (e.g. customary area management tools) will be favoured and preferred.
- **Current Knowledge, Research and Advocacy**- the ability of projects to demonstrate benefits related to knowledge, research and advocacy will be considered.
- **State and Health of the Mahinga Kai Area or Species** –consideration will be given to the overall health and wellbeing of the mahinga kai area or species in terms of priority for action.

Ngā whakaritenga Application process

How to apply?

- Applicants can apply to the MKE Fund for up to five years of funding at any one time.
- Only projects that contain the following will be considered for multi-year funding:
 - Strong governance and management structures
 - Sound financial forecasting abilities
 - Willingness and capacity to develop strong financial self-sustainability including, evidence that external funding has been sought, for example, grants, partnerships and/ or sponsorship.
- Applicants who wish to apply to the MKE Fund must provide a completed **MKE Fund Application** form before their application for funding will be considered.
- Applicants who wish to apply for multi-year funding must also provide a 5 year strategic plan, which contains the following information:
 - Vision
 - Strategic Objectives
 - Outcomes
 - Outcomes Framework (how you will achieve your outcomes)

Once you have completed this application send it and the required attachments to:

The Mahinga Kai Enhancement Fund
Te Rūnanga o Ngāi Tahu
PO Box 13046
Christchurch 8141

You can also email your application and required attachments to us at the following email address:
funds@ngaitahu.iwi.nz.

Further information

If you require further information or would like to discuss any of the material in this application you can contact the Ngāi Tahu Funds Advisor. The Ngāi Tahu Funds Advisor can also support you to complete your application where time permits.

Contact details:

Free phone: 0800 524 8248
Email: funds@ngaitahu.iwi.nz
Website: www.ngaitahufund.com
Address: The Mahinga Kai Enhancement Fund
Te Rūnanga o Ngāi Tahu
P O Box 13046
Christchurch 8141

Application From Updated: 01/07/2017

Te Puka Tono Application Form

Applicant Details

1. Te kaitono Applicant name

Full name of Applicant: _____

Postal address: _____

Postcode: _____

E-mail address: _____

Fax: _____

Contact phone numbers: _____

2. Te noho ā ture a te kaitono Applicant legal status

Company

Charitable Trust

Incorporated Society

Other: _____

Please State

3. Te kaiwhakarite Contact person

Full name of contact person: _____

Their role in the project: _____

Postal address: _____

Postcode: _____

E-mail address: _____

Fax: _____

Contact phone numbers: _____

4. Te kaiārahi Project leader

Full name of the project leader: _____

Their role in the project: _____

Postal address: _____

Postcode: _____

E-mail address: _____

Fax: _____

Contact phone numbers: _____

Notes

- All future correspondence will be sent or emailed to the contact person.
- To ensure any potential conflicts of interest are properly managed, it has been decided Te Rūnanga o Ngāi Tahu staff, Te Rūnanga o Ngāi Tahu representatives and Assessment Committee members cannot be project leaders. These people can sign as Chair of an organisation applying and/or can be listed in the other key personnel involved.
- For probity purposes the person signing on behalf of the applicant legal entity and the Project Leader must not be partners, close relatives, or live at the same address.

Project Details

5. Te momo tono Application type

- He tono mō te tau kotahi-** Single year application
- He tono mō ngā tau maha-** Multi-year application
- 2 year 3 year 4 year 5 year

6. Te momo kaupapa Project type

- He Kaupapa a whenua-** Place based
- He Kaupapa a momo-** Species based

7. Te aronga o te kaupapa Project focus

Place Based

- Establishment/ support for new or existing mahinga kai protection area
- Establishment of a growing, cultivating or breeding area for a particular mahinga kai resource
- Development/ management of tribal property/ nohoanga in a way that is consistent with mahinga kai enhancement
- Mahinga kai focused commercial development (noting that any commercial activity must be for charitable purposes)
- Establishment of traditional area management tools
- Improvement of area protection for a mahinga kai site/ resource area (including development of reserve, covenant or similar land designation)
- Establishment and/or management of a cultural monitoring programme
- Other (please specify): _____

Species Based

- Species recovery/ enhancement
- Feasibility study for species recovery/ translocation
- Habitat restoration
- Establishment and/ or management of a cultural monitoring programme
- Establishment of management plan
- Propagation/ Commercial development of a customary species (noting that any commercial activity must be for charitable purposes)
- Other (please specify): _____

Notes

Application type

- Please indicate whether you are applying for single year funding or multi-year funding.
- If you are applying for multi-year funding please indicate how many years you are requesting funds for.

Project type

- Please specify the type whether your project is place based, species based.

Project focus

- Please indicate the main focus of your project.

8. Te rohe/ wāhi Area/ region

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Aoraki | <input type="checkbox"/> Āraiteuru |
| <input type="checkbox"/> Te Tai Poutini | <input type="checkbox"/> Waitaha |
| <input type="checkbox"/> Kaikōura | <input type="checkbox"/> Murihiku |
| <input type="checkbox"/> Te Pātaka o Rākaihautū | |

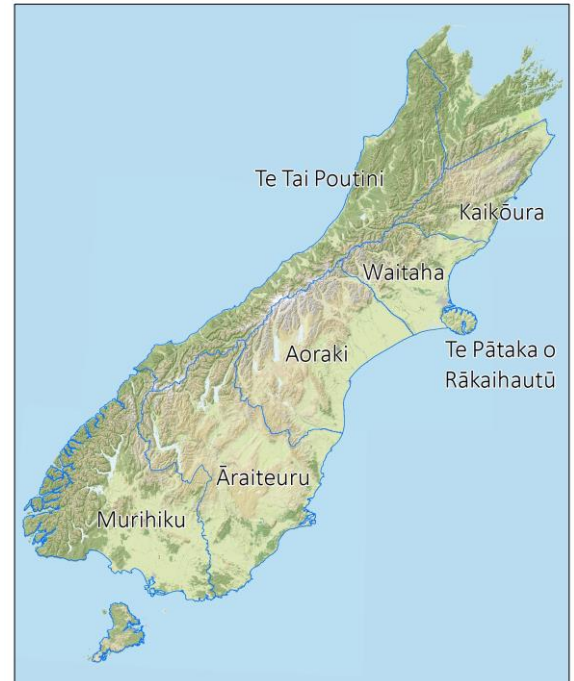
9. Te ingoa o te kaupapa Project Title

10. He whakamārama o te kaupapa Project Description

Notes

Te rohe/ wāhi

All projects are required to show which area the project is intended to be completed in.



Project title

- A simple title (no more than 6 words) which reflects the kaupapa/purpose of the project.

Project description

- This should communicate the purpose of your project and your intended outcomes.
- It should also outline the span over which your project will take place and provide a brief overview of the funding required to complete your project.

11. Ngā mahi Project Activities/ Tasks

Project Activities/ Tasks

- Please complete the project activity templates
- This section should clearly identify the activities involved in achieving your intended outcome/s, the appropriate success indicators, and the associated costs of the tasks.
- **Activity/ Task-** Communicating the tasks involved in achieving your outcome is important as it demonstrates that your project has been well thought out.
- **Success Indicator-** It is important to know how you will assess the progress of your project at each stage to be able to look back at the end of your project and evaluate how successful it has been.
- **Amount-** This should identify the cost of each task involved in achieving your intended outcome.

You need to be accountable for funds allocated and be able to show the positive changes achieved as a result of your project. If your application is successful you will be provided with a template for reporting back on your project. It is worthwhile thinking now about what information you would need to collect to demonstrate the success of your project and how you would collect it.

If you require further project activity templates please contact the Funds Advisor.

Outcome 1:					
Output	Activity/Task	Success Indicator	Date		Amount
1A	Describe the task or activity that will be undertaken to contribute to the outcome	Define what success will look like and how it could be measured.	Start	Date of activity	Cost of the task/activity
1B					
1C					
1D					
1E					
			Sub-Total		

Outcome 2:					
Output	Activity/Task	Success Indicator	Date		Amount
2A					
2B					
2C					
2D					
2E					
			Sub-Total		

11. Project Activities/ Tasks- continued.

Outcome 3:				
Output	Activity/Task	Success Indicator	Date	Amount
3A				
3B				
3C				
3D				
3E				
			Sub-Total	

Outcome 4:				
Output	Activity/Task	Success Indicator	Date	Amount
4A				
4B				
4C				
4D				
4E				
			Sub-Total	

12. Wātaka kaupapa Project timelines

Te Timatanga - Project start date:
Te Otinga - Project completion date:

13. Ngā whāinga Rautaki Strategic Objectives

Which objective does your project contribute to?

- To protect, enhance, utilise and maintain mahinga kai sites and resources
- To provide the opportunity for Ngāi Tahu to exercise their right to access mahinga kai
- To revitalise the relationship between Ngāi Tahu and mahinga kai
- To identify and work to establish protection areas for mahinga kai in the rohe of each Papatipu Rūnanga

Please describe how your project supports this objective and how it will contribute to a better outcome for Ngāi Tahu whānui:

Notes

Project timelines

- The project timeline needs to stipulate the milestone dates in your project.

Mahinga Kai Enhancement Fund Objectives

- All projects are required to support at least one of the MKE Fund's strategic objectives. Applications must clearly identify how your project will contribute to achieving MKE Fund objectives.

16. Ngā take tūpono Risk issues

Any risks or issues you have identified and addressed:

Risk	Risk Management

Notes

Risk Issues

- Some projects will be very low risk while others might have considerable risks associated with them. Projects that have more risks will therefore need some careful planning to manage the risks. If your project involves travel, outdoor activities, people, young children or potentially dangerous equipment you will need to assure the Assessment Committee that you will be able to manage the risks involved.

17. He tauārai i te tika me te pono / Conflict of interest

Conflict of interest

- Please outline what procedures exist to manage potential conflicts of interest within your organisation and any conflicts of interest you are already aware of and how they have been addressed.

Budget

Complete the budget using the following table, listing the key items you will need to pay for under the appropriate headings. All budgets should exclude GST. If you have a more detailed budget please also attach this to give the Committee an understanding of the planning that has gone into your project.

Applicant contribution

Whenever possible we encourage applicants to make a contribution to project costs. There are three main ways the applicant can contribute to a project:

- by using their own funds
- by obtaining funding from other external Funders
- with 'in kind contributions' - these could be volunteer hours, administration hours, the use of an office or equipment or other types of support

If you are applying for multi-year funding you must supply evidence that external funding has been sought including but not limited to grants, partnerships and/or sponsorship.

Calculating 'in-kind' contributions

Voluntary time and effort is the backbone of the iwi and we often rely on voluntary time and effort to achieve our aspirations. By putting a value on this we are showing that we acknowledge the effort our people give. It is legitimate to calculate any voluntary contribution in a Fund project as what can be called an "in-kind contribution".

For example, if you estimate that volunteers involved in the project (this may include executive, directors' or trustees' time) will contribute 100hrs and the work they do could be valued at \$15 per hour, your 'in kind' contribution would be \$1500. You can also value any equipment you may have been given the use of, by estimating what it would have cost if you had had to hire it.

18. Te tahua Budget

Activity	Amount sought from the Mahinga Kai Enhancement Fund	In-kind contributions (external funding already received)	Source of other funding (applicant, other funders)	Overall cost
Administration (e.g. photocopying, phone, power)				
<i>e.g. Photocopying</i>	\$100	\$200	<i>Applicant</i>	\$300
Human Resources (e.g. wages, professional expenses, consultants)				
<i>e.g. wage of part time contractor (\$25ph @ 20 hours per week X 1 year)</i>	\$26,000			\$26,000
<i>e.g. project assistance (\$18ph, 1000 hours per year X 1 year)</i>		\$18,000	<i>Volunteers</i>	\$18,000
Materials and Field Operations (e.g. travel, equipment hire, materials, hui costs)				
<i>e.g. Hui costs (4 hui per year, \$150 per hui X 1 year)</i>	\$600			\$600
<i>e.g. Plants (outcome 1, task 2)</i>	\$10,000	\$5,000	<i>Donated</i>	\$15,000
Total costs:	\$36,700	\$ 23,200		\$59,900
Total requested from the Mahinga Kai Enhancement Fund:	\$36,700			

SUPPORTING DOCUMENTS

19. Hōmai hoki ēnei e whai ake nei

Please supply the following attachments

- An original pre-printed bank deposit slip
If not pre-printed, verified by the bank (stamped, dated and signed)
- Signed applicant agreement (pg 17)
- Letters of Support (including from the appropriate papatipu rūnanga)
- Quotes for expenses / service agreements / contractual agreements (where applicable)
- Any other relevant information

Multi-year applicants must also supply the following:

- Strategic Plan
- Financial Update (Financial Summary to Date)
- Financial Accounts
- Proof of external funding sought/received

Notes

Bank account details

- The deposit slip needs to be pre-printed by the bank or if hand written verified with an official bank stamp.

Other relevant information

- You may also include other information that may support your application including photos, maps, diagrams, and other background information that can easily be considered by those assessing applications. Audio-visual presentations may also be provided and would be viewed by the Assessment Committee at its discretion. Please be aware that Assessment Committee members will have many applications to read.

Strategic Plan

- You are expected to provide your strategic plan outlining your vision, objectives and outcomes with your completed application.
- Without your strategic plan your application will not be considered for funding.

Financial update

- You are expected to provide a financial update that is less than three months old at the time of submitting your application.
- The financial update should include an income and expenditure statement and record any significant changes in assets and liabilities since your last audited accounts.

Financial accounts

- Organisations should supply accounts with a balance date not more than 18 months prior to the date you submit your application.
- If your accounts are not audited please explain why.

20. Te Kirimana a te Kaitono Applicant Declaration

(Office use only) Application number:

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This Applicant Declaration outlines the obligations and accountability requirements of applicants receiving Mahinga Kai Enhancement Fund money.

Please note, in addition to this Declaration a separate funding contract may be required to be entered into by the applicant detailing matters including the reporting requirements and release of allocated funding.

The following declaration must be signed by people aged 18 years or over.

1. We will not expend funds for any purpose other than those described in this application unless written approval for a change of purpose is obtained from the Mahinga Kai Enhancement Fund in advance.
2. We will demonstrate accountability for funds by reporting on the expenditure of funds as required.
3. We will repay, at the Ngāi Tahu Fund Committee's request, all or part of the grant if it is found that Mahinga Kai Enhancement Fund money has been misappropriated or used for an unapproved purpose.
4. We will return any unused funds from this project on its completion, with our final report, or in the event that our organisation winds up or goes into recess.
5. The funding applied for in this application is for charitable purposes as defined in relevant legislation and law.
6. We will not use the Te Rūnanga o Ngāi Tahu logo or name without prior approval from Te Rūnanga o Ngāi Tahu.
7. We will not transfer, or otherwise dispose of any rights, benefits, obligations or liabilities set out in this project proposal without the prior written consent of the Ngāi Tahu Funds Committee.
8. We accept that it is our responsibility to pay any tax which we may be legally required to do as a result of the use of any funding.
9. If requested, we will provide further information in relation to this application.
10. We accept that we may be called upon to present an overview and/or the outcomes of this project at a public event determined by the Ngāi Tahu Funds.
11. We will ensure that information relating to the expenditure of Fund money will be made available for inspection if requested by the Ngāi Tahu Funds and we will allow an audit on the use of the funds should the Ngāi Tahu Funds consider it necessary.
12. We accept that any items produced as a result of funding may be used for educational purposes by Te Rūnanga o Ngāi Tahu and that copies may be stored within the Ngāi Tahu library and / or on the Ngāi Tahu website, where these items are not identified as confidential.
13. The applicant entity has resolved that this application be made for the purposes stated.
14. We accept any decision made by the Ngāi Tahu Funds Assessment Committee is final and binding, and accept that no reasons for such decision will be given, nor will any correspondence be entered into.
15. All information provided in this application is, to the best of my/our knowledge, true and correct.
16. We have read this Applicant Declaration and undertake to abide by the requirements of it.
17. Funding Acknowledgement – Funding recipients are required to include the Mahinga Kai Enhancement Funds logo in all publicity material and will, to the best of their ability, ensure that media interviews and other related publications conducted by third parties also include acknowledgment and credit of the Mahinga Kai Enhancement Funding. Any publicity material and media interviews and other related publications should not make reference to the amount of funding or other confidential information. Recipients also agree that any reports, photographs or material that they might submit for the purposes of their reporting requirements can be used in the further promotion of the Mahinga Kai Enhancement Fund and in the Ngāi Tahu Funds associated activities. Where possible, recipients will be informed of their inclusion in such material or activities prior to release.

This Declaration must be signed by the authorised signatory of the Applicant and Project Leader.

Full Name: Chairperson	Full Name: Project Leader
Address:	Address:
Signed: Chairperson	Signed: Project Leader
Date: / /	Date: / /

Contact details:

Free phone: 0800 524 8248
Email: funds@ngaitahu.iwi.nz
Website: www.ngaitahufund.com
Address: The Mahinga Kai Enhancement Fund
Ngāi Tahu Fund
Te Rūnanga o Ngāi Tahu
PO Box 13046
Christchurch 8141
Te Whare o Te Waipounamu
15 Show Place
Addington
Christchurch 8024