

Checklist before you start your application

Project details

- ☐ Project start date is after the outcome hui (mid-May / mid-November).
- ☐ All cultural activities and the timeline to complete them are described.
- ☐ Activities describe how they grow whānau cultural knowledge.
- ☐ Project tracking is in place (e.g., regular hui with planning committee, budget tracker).
- ☐ A success measure is identified.
- ☐ A provider of a letter of support is identified (must be registered with Whakapapa Ngāi Tahu).
- ☐ A Project Sponsor is identified, and their six-digit Ngāi Tahu Whakapapa Number is provided.

Project budget

- ☐ Activities that will not be funded are checked (refer to page 5 of the guide).
- ☐ A full breakdown of project costs is provided (not just what is being sought from NTF).
- ☐ In-kind contributions and external funding are considered across all budget items.

Key people

- ☐ Email addresses for key people are provided.

Risks

- ☐ Risks are identified and managed.
- ☐ Health and safety plans are considered.
- ☐ Conflicts of interest are identified and managed.

Supporting documents

- ☐ A letter of support is obtained.
- ☐ A sponsor agreement is signed by the applicant and the project sponsor.
- ☐ Recent audited accounts are provided (for medium and large applications).
- ☐ Any other documents relevant to the application are included.