

The Ngāi Tahu Fund Application Guide



Do you have an idea for a
cultural project but need
some funding?



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information



Te Whakatakanga Mission

Toitū te Kawa

Toitū te Rangatiratanga

Toitū te Ao Tūroa

Toitū te Kaikōkiri

Toitū te Iwi

Strengthening Ngāi Tahu

cultural excellence through

sustainability, innovation

and tenacity.

He kupu whakataki

Introduction

The Ngāi Tahu Fund provides resources to Ngāi Tahu whānau, hapū and rūnanga to strengthen Ngāi Tahu cultural practices and knowledge.

The Ngāi Tahu Fund application guide has been designed as a practical guide to help you complete the Ngāi Tahu Fund application form on Te Kopa Ora – The Ngāi Tahu Grants Portal.

This guide includes background information about the Ngāi Tahu Fund and its objectives; details on how to ensure your project has clear outcomes; and detailed information and examples to help you fill in your application.

We receive more applications than we have funding available for. Priority will be given to projects that the Ngāi Tahu Funds Assessment Committee (Committee) considers best meet the Fund criteria and its objectives.

Me pēhea te whakamahi

How to use this

We recommend all applicants thoroughly read this information and other relevant information on the www.ngaitahufund.com website before submitting their application.



If you require any assistance in completing the application form on **Te Kopa Ora**,
please do not hesitate to contact us on **0800 KAI TAHU (0800 524 8248)**
or email funds@ngaitahu.iwi.nz

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General Information

Pillars of Ngāi Tahutanga

The following areas are key priority areas of the Ngāi Tahu Fund, as identified in the Ngāi Tahu Cultural Strategy. Your project must directly align with at least **ONE** of these pillars

1. Whakapapa – kinship
2. Tikanga – protocols and customs
3. Te reo – language
4. Mahi toi – creative expression
5. Whenua – landscape, place and locality
6. Mahinga kai – customary food gathering, species protection and restoration
7. Ngā uara – values and beliefs
8. Ā kāinga, ā hapū, ā iwi – community engagement and participation
9. Mana tangata – self-determination and self-confidence.



STRATEGIC OBJECTIVES

- To have strong sustainable Ngāi Tahu cultural leadership across all pillars.
- To ensure intergenerational ownership, sustainability, and growth of cultural practices across all pillars.
- To have the resources available for the strategy to be successful (human, fiscal, natural archival, etc.).
- All generations of Ngāi Tahu enable, value, celebrate and protect the integrity and uniqueness of Ngāi Tahu culture.
- Promote new forms of Ngāi Tahu cultural expression.

All applications must clearly demonstrate their commitment to enhancing cultural knowledge and participation of Ngāi Tahu whānui. Each application must also clearly identify the specific cultural knowledge involved in the project and illustrate how the project will contribute to the growth of cultural knowledge and participation.

FUNDING ROUNDS

The Ngāi Tahu Fund holds two funding rounds per year. Applications will only be considered if submitted via Te Kopa Ora before the round's closure date. The two funding rounds are open on the following dates:

- **1 January to 31 March**
- **1 July to 30 September**

In exceptional circumstances, the Ngāi Tahu Fund may consider accepting an out-of-round application. Applicants must contact Ngāi Tahu Grants staff prior to submission. However, there is no guarantee that an out-of-round application will be accepted.



WHO CAN APPLY?

Ngā kaupapa iti (small projects) – up to \$5,000	Ngā kaupapa nui (medium projects) – \$5,000 to \$30,000	Ngā kaupapa nui rawa (large projects) – over \$30,000 (by expression of interest via email only)
<ul style="list-style-type: none">• Individuals who are registered Ngāi Tahu whānau may apply• Legal entities with Ngāi Tahu association may apply	<ul style="list-style-type: none">• Legal entity with Ngāi Tahu association required• Individuals cannot apply for this funding	<ul style="list-style-type: none">• Those who have submitted an expression of interest via email prior to application• Legal entity with Ngāi Tahu association required• Individuals cannot apply for this funding



ACTIVITIES THAT WILL NOT BE FUNDED

- Retrospective funding for projects that are already underway or almost completed before the Committee make decisions. For the March round, the Committee meets in mid-May, and for the September round, the Committee meets in mid-November.
- Repayment of debt.
- Koha as this should be the responsibility of the applicant.
- Projects where the main purpose or focus is:
 - political sectarian or religious advocacy
 - social service delivery
 - the core business of an organisation or general operational/administration function
 - major building works, equipment or vehicles
 - capital items
 - IT hardware.

- Projects which duplicate existing projects or programmes, unless there is a justifiable reason.
- Where other sources of funding can be sought.
- Travel outside of the Ngāi Tahu rohe unless in exceptional circumstances.
- Projects that give benefit to only one or two people.

TIMELINE/PROCESS

There are two funding rounds per year, which are open for three months each round. Applications must be submitted by the last day of the month in March and September.

Ngā Tahu Fund applications are assessed by the Ngā Tahu Funds Assessment Committee up to six weeks after each round closure.

All applicants will be notified of the decision in writing. This may take up to eight weeks after each round closure.

Expressions of Interest for large projects should be sent via email prior to applying. Applicants will receive a response from the Ngā Tahu Grants Manager advising whether they are invited to apply

for large project funding with further detail around the process and timelines for submitting the large project application.

Payments for successful small and medium applications will take place three to four weeks after the Committee decision hui. This may take up to 12 weeks after each round closure. Payments for successful large applications will be negotiated with the applicant.

Depending on the scope of the project and amount funded, a formal funding agreement may be required.

All successful fund recipients will be required to submit accountability reports to the Ngā Tahu Funds Committee as follows:

Ngā kaupapa iti - small projects - up to \$5,000	Ngā kaupapa nui - medium projects - \$5,000 to \$30,000	Ngā kaupapa nui rawa - large projects - over \$30,000
<ul style="list-style-type: none">A report is due one month after the project completion.	<ul style="list-style-type: none">Two reports are to be completed. An interim report is due six months after funding has been approved and a final report one month after project completion.	<ul style="list-style-type: none">Reports to be provided will be discussed and agreed to align with project milestones.



Total 10-12 weeks from Round Closure

REPORTING AND OTHER REQUIREMENTS

All projects are required to support the strategic goals and nine pillars relating to building cultural knowledge and participation of Ngāi Tahu whānui. Applications must also clearly identify the specific cultural knowledge involved in the project and demonstrate how the project will contribute to the growth of cultural knowledge and participation.

Any project funded must have a charitable purpose.

Receipt of applications will be acknowledged.

To ensure any potential conflicts of interest are properly managed, Te Rūnanga o Ngāi Tahu staff, Te Rūnanga o Ngāi Tahu independent contractors, Te Rūnanga o Ngāi Tahu representatives and Committee members cannot be sponsors, applicants, or project leaders.

To assist the Committee in its decision making, we may contact any of the people listed in your application to discuss the project (please ensure they are aware of this).

All reports and information submitted as part of Ngāi Tahu Fund applications will be deposited as part of the Ngāi Tahu Fund Collection within the Ngāi Tahu Archives and where applicable, copies will also be shared with the Ngāi Tahu Whakapapa Unit.

Recipients are responsible for any income tax or GST that may be payable on the funds.

Evidence of expenditure must be shown in the report and supported by recognised documentation.

Accountability reports are required for all successful project types. You will receive an automated reminder when the reports are due.

Recipients who have outstanding project reports, without justifiable reasons, may have their funding agreement suspended or terminated and may be required to repay any funds provided.

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 Runaka; Te KARAKA** or other publications.
- Te Rūnanga o Ngāi Tahu Annual Report.

PREVIOUSLY FUNDED PROJECTS

For a full list of all the previous projects which have been supported by the Ngāi Tahu Fund go to
www.ngaitahufund.com

How to apply

This section will walk you through each question in the application form. It will outline what the question is asking, and what information will need to be provided to ensure your application is as strong as possible. Explaining the details of your project is crucial when applying for funding as it provides clarity and transparency to the Committee.

Clear project details outline the objectives, expected outcomes, and impact, giving the Committee a comprehensive understanding of how their investment will be utilised and the anticipated results.

Project Details

PROJECT DESCRIPTION

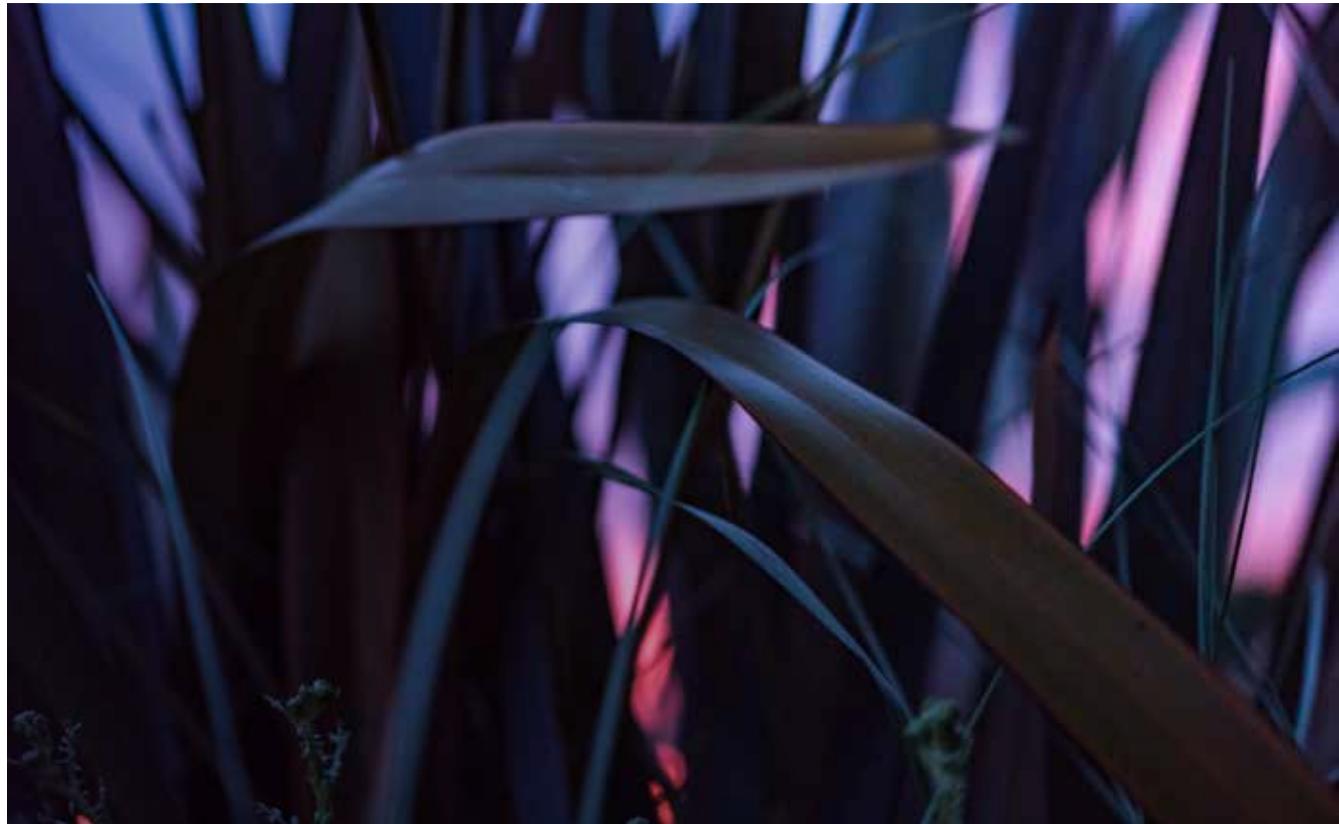
- Describe your project, including the activities that will be carried out.
- The complexity and size of your project will affect how much information you need to supply. A small and simple project may not need as much detail compared to bigger or more complex projects.
- Additional information can be supplied in a separate document. Please upload this in the supporting documents tab and ensure it corresponds directly to the questions in this application.

PROJECT TIMELINES:

- Let us know when the project is expected to start and finish and any other key dates along the way. For example 01/02/2024 – first weaving wānanga.
- Projects are usually for a one-year period only. If you anticipate the project will take longer than a year, you should indicate this here. The Fund will consider supporting projects that run over one year.

SPECIAL CONFIDENTIALITY REQUESTS

In exceptional circumstances, we may receive applications that contain sensitive material or information. For example, your application may contain intellectual property or cultural information that you would prefer to keep confidential to the Committee and Advisor. In this instance, you must specify what is confidential and flag your application for a special confidentiality request. Please also notify the Advisor by phone. All reports and information submitted as part of Ngāi Tahu Fund applications will be deposited in the Ngāi Tahu Archives and where applicable, copies will be given to the Ngāi Tahu Whakapapa Unit. The Ngāi Tahu Funds Chair and Ngāi Tahu Grants Advisor will decide on the confidentiality request.



STRATEGIC OBJECTIVES

All projects are required to support the strategic objectives and nine pillars relating to building cultural knowledge and participation of Ngāi Tahu whānui. (Refer to page 2 for the Pillars of Ngāi Tahutanga)

This is the section where you must identify the specific cultural knowledge involved in the project and demonstrate how the project will contribute to building cultural knowledge and participation.

HOW MANY PEOPLE WILL BENEFIT

Knowing how many Ngāi Tahu whānau will benefit from a project helps the Committee in assessing the application. The Committee also would like to understand the impact of the project for non-Ngāi Tahu as it demonstrates our values of manaakitanga, kaitiakitanga and rangatiratanga.

Examples of wider community benefit could include:

- improved and rehabilitated indigenous environments that benefit the community like a mahinga kai cultural park.
- enriching communities through increased understanding and appreciation of Ngāi Tahu values and cultural traditions.
- festivals and events that involve and add value to the wider community.

PROJECT MONITORS AND PROJECT SUCCESS

It is important to be able to look back at the end of a project and evaluate how successful it has been. This will help you decide whether to run similar projects in the future and identify areas of improvements.

The project monitors, success indicators and evaluation methods will be the basis of your project reporting. You should be able to use your evaluation methods to draw conclusions on the success of your project and report on this at the end of your project.

Project monitors are ways or tools to track progress. These could include milestone tracking, budget management and key dates for activities.

Success Indicators are specific, measurable metrics that assess whether your project is meeting its objectives. They can be quantitative (numbers based) or qualitative (description based). For example, you might track the number of participants throughout the project or measure learning outcomes. In projects aimed at improving knowledge, you could have participants complete surveys at the beginning and end to demonstrate what they have learned.

Evaluation methods assess the overall impact and outcome of your project. Consider future evaluation methods you will use, such as surveys, performance reports, budget and cost analysis, project management review, photography or videography.

Accountability for allocated funds is essential, as is demonstrating the positive changes achieved through the project.

If your application is successful, a reporting template will be provided. It is important to plan now for project success and evaluation.

PROJECT SPONSORS

All Fund applications must identify a project sponsor to be eligible for funding.

The project sponsor:

- (1) must be registered on the Ngāi Tahu whakapapa database at the time the application is made
- (2) must ultimately be accountable and responsible for funds received and reporting requirements along with the applicant
- (3) cannot be the same person as the applicant
- (4) cannot live at the same address as the applicant
- (5) cannot be a close relative of the applicant (grandparent, parent, sibling, child), or partner of the applicant.

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 independent contractors, Te Rūnanga o Ngāi Tahu representatives and Assessment Committee members cannot be sponsors, applicants, or project leaders. These people can sign as Chair of an organisation applying and/or can be listed as other key personnel involved.

The role of the project sponsor includes but is not limited to:

- bring specialist knowledge and provide oversight of the project
- communicate with key stakeholders in relation to the project
- help keep the project participants focused on and committed to the vision of the project

CHANGING PROJECT SPONSORS

- From time to time and for a variety of reasons a project may have to change its sponsor. Please notify the Ngāi Tahu Grants Advisor via email or by post of any changes in writing, along with a new Applicant Agreement signed by the applicant, the new sponsor and the former sponsor (where possible).



Supporting Documents

Supporting documents provide essential evidence and context to support the application. Letters of support from key people (such as the Chair of your Papatipu Rūnanga, kaumātua, or Ngāi Tahu leaders) strengthen the application by showcasing community involvement and support for your project. Comprehensive supporting documents not only validate the application and the intention of your project but also assure the Committee of the project's viability.

The following documents are required to support your application:

- Letter of Support
- Sponsor Agreement – A template for the sponsor agreement can be downloaded from the website: ngaitahu.iwi.nz

Recent Financial Years Summary (only applicable to organisations applying for funding)

Organisations need to supply a summary of accounts with a balance date of no more than 18 months from the date of application.

For example, if you are submitting your application on 30 March 2024, your account summary must be for the 23/24 financial year. If your accounts are not audited yet, please let us know.

You can supply additional supporting documents that you believe will strengthen your application.

Project budget

A well-structured budget breakdown outlines the total amount needed along with fund allocation to specific categories such as administration, kai, hire costs, and other project-related expenses. This level of detail helps the Committee understand the project's scope, feasibility, and impact.

This section will walk you through how to complete the budget section, along with a breakdown of what is expected.

It is important to note that the Ngāi Tahu Fund will look at providing a contribution to a project but may not fund the whole project. Include the cost for each item that is requested, and items that will be funded by other funders, as well as in kind contributions.

All budgets should exclude GST.

For example;

- Budget Type =
Venue Hire
- Item Description =
Marae hire for 3x wānanga. Each wānanga will require 2 nights of marae hire.
- Amount sought from the Ngāi Tahu Fund =
\$2,000
- In-kind contributions or external funding received =
1,000
- Source of in-kind contributions =
external funding received from Te Pūtahitanga

APPLICANT CONTRIBUTION

We encourage applicants to make contributions to project costs. There are three main ways the individual or organisation can contribute to a project application:

- by using their own funds
- by obtaining funding from other funders
- with 'in kind contributions'.

In kind contributions could be in the form of volunteer hours, administration hours, the use of an office or equipment, or other types of non-cash support.

CALCULATING 'IN-KIND' CONTRIBUTIONS

Iwi, hapū and rūnanga often rely on voluntary time and effort to achieve our aspirations. By putting a value on volunteer hours, we acknowledge the effort people freely give. It is legitimate to calculate any voluntary contribution in a project as 'in kind contribution'. For example, if you estimate that volunteers involved in the project (this may include executive, directors' or trustees' time) will contribute 100 hours and value the work they do at \$25 per hour, your 'in kind contribution' would be \$2500. You can also value any equipment you may have been given the use of, by estimating what it would cost to hire it.

When completing your budget, please note that there are some limitations on funding for certain categories. These are listed below and should be treated as a guide:

Kai will generally be funding at 50% of the total cost. If the total cost of kai is \$2,000 the Committee will generally fund \$1,000 maximum.



Key People

You need to provide details of the number of people involved in the project.

In this question you are asked to provide details for a number of people involved in the project:

- 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 independent contractors, Te Rūnanga o Ngāi Tahu representatives and Assessment Committee members cannot be sponsors, applicants, or project leaders. These people can sign as Chair of an organisation applying and/or can be listed as other key personnel involved.
- Having the people with the necessary cultural knowledge and skills will be crucial to the success of your project.
- The full name (including initials for middle names) must be listed accurately.
- People listed in the application should be familiar with the application and project.
- Please note that the people listed in the application form may be contacted by the Ngāi Tahu Grants staff.
- All other correspondence will go to the applicant.



Risk Issues and Conflicts

Some projects will have very low risks, while others might come with considerable challenges. Projects with higher risks will require careful planning to manage these effectively. If your project involves travel, outdoor activities, people, young children or potentially dangerous equipment, you must assure the Committee that you can manage these risks.

For instance, if there are significant health and safety concerns, you must demonstrate that you have a detailed risk management plan in place. A common issue might be the unavailability of a key tutor. To mitigate this, you should have an alternative tutor ready or be flexible with the project dates.

It is useful for the Committee to understand the support, both formal and informal, that your project has within Ngāi Tahu, and where applicable, from rūnanga, other communities, organisations, kaumātua and key individuals.

Projects involving whakapapa should where possible include letters of support.

Further information

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

CONTACT DETAILS

Phone: **03 974 0017**

Freephone: **0800 KAI TAHU (0800 524 8248)**

Email: **funds@ngaitahu.iwi.nz**

Website: **www.ngaitahufund.com**

Attention: **ATTN: The Ngāi Tahu Fund**

PO Box Address: **PO Box 13-046, Christchurch 8141**

Physical Address: **Te Whare o Te Waipounamu 15 Show Place, Addington, Christchurch 8024**