

### Q: What is Te Kopa Ora?

**A:** Te Kopa Ora Ngāi Tahu Grants Portal is a new online portal to apply and keep track of your Grants, Funds and Scholarships. We have made the process easier for you to see what you're eligible for, access it and then keep track of the progress of your applications.

### Q: Why have we changed?

**A:** To make it easier for you to apply and keep track of your applications.

### Q: What are the benefits?

**A:**

1. All Grants, Funds and Scholarships are accessible in one place.
2. Visibility of status changes (Draft, Pending, Awaiting Committee Review, Approved or Declined).
3. Simplified language and fewer questions.
4. Simplified declarations and privacy statements.
5. All application forms follow the same logic, making it easy to apply.
6. Ability 'Save to Draft' on all applications.

### Q: Who can use the portal?

**A:** Any registered Ngāi Tahu whānau member.  
Authorised marae staff who will be provided with log in details.  
Ngāi Tahu associated organisations (by invitation) may apply for the following funds:

- Mahinga Kai Enhancement Fund
- Ngāi Tahu Fund Medium & Large
- Mazzetta Scholarship

### Q: Can I share a log in with my whānau?

**A:** No, all whānau will need to use their own log in.

### Q: What are my log in details?

**A:** Your Whakapapa number and your password.  
**Click here** to reset your password or create a password.  
**Click here** to find your whakapapa number.

If your contact email is not updated, please get in touch with us via email or phone.

Email: [info@ngaitahu.iwi.nz](mailto:info@ngaitahu.iwi.nz)

Ph: +64 3 366 4344

Ph: 0800 KAI TAHU (0800 524 8248)

### Q: Can I start an application and finish it later?

A: Yes, you will be able to save your applications as 'Draft' and come back to them when you're ready to submit.

### Q: Where do I send my applications?

A: All applications will need to be submitted via Te Kopa Ora Ngāi Tahu Grants Portal.

### Q: Can I still use the paper forms I already have? Can I still apply the old way?

A: Paper and PDF applications will be accepted until the end of the year whilst we transition to Te Kopa Ora. We will only accept applications via the portal from the 1st of January.

### Q: Can I use Te Kopa Ora on my mobile phone?

A: Yes! You can use your mobile phone or tablet to access Te Kopa Ora Ngāi Tahu Grants Portal.

### Q: Who can I ask for help?

A: If you have any troubles, please reach out! You can contact us on:

Email: [funds@ngaitahu.iwi.nz](mailto:funds@ngaitahu.iwi.nz)

Ph: +64 3 366 4344

Ph: 0800 KAI TAHU (0800 524 8248)

### Q: What file types can I upload with my application?

A: Te Kopa Ora applications will accept all your regular file types, including:

- Word Document (.doc)
- PDF (.pdf)
- Plain Text (.txt)
- Image (.HTML, .PNG, .GIF, .JPEG)
- Excel (.xlsx)
- PowerPoint (.pptx)
- Video (.MP4, .MOV)

### Q: Where can I see information about the Grants?

A: All of the information and eligibility will stay on the Ngāi Tahu website. **Click here** to see more.