



Reporting Form



Please send this completed form, all expenditure receipts, pictures or any other supporting evidence to: The Ngāi Tahu Fund, Te Whare o Te Waipounamu, 15 Show Place, Addington, Christchurch 8024 | The Ngāi Tahu Fund PO Box 13-046, Christchurch 8141 | funds@ngaitahu.iwi.nz

Te Whakatakanga Mission

In 2012 the Ngāi Tahu Fund Committee adopted the Ngāi Tahu Cultural Strategy as its guiding document.

Ngāi Tahu Cultural Strategic Mission

Manawa Whenua, Manawa Reo, Manawa Kāi Tahu.

Creating successive generations of strong, vibrant champions of Ngāi Tahu culture.

Ngāi Tahu Fund Strategic Objectives

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

- Reporting on Ngāi Tahu Fund projects ensures that there is accountability for the funds and gives recipients the opportunity to share what they have learnt with Ngāi Tahu whānau.
 - To comply with the Ngāi Tahu Fund requirements, all recipients are required to complete a final project report.
 - Medium project recipients (\$5,000-\$30,000) are also required to complete an interim project report.
 - Large project recipients (over \$30,000) will have set milestones in which to report upon – this reporting form can be used as the template.
 - All projects are to be completed within one year of the closing date, unless otherwise negotiated with Funds staff.
1. Interim project report (for medium and large projects only)
 2. Due six months after the funding round close date in which you applied for, in particular the last Friday of March and September
 3. Complete sections 1, 2, 3, 5 and 6 only.
 4. Final project report (for small, medium and large projects)
 5. Due twelve months after the funding round close date which you applied for, in particular the last Friday of March and September
 6. Complete all sections.

Please contact Morgan Lee, Ngāi Tahu Fund Advisor, if you have any queries, or if you would like assistance with planning, evaluating or reporting your project. Call 0800 Kāi Tahu (0800 524 8248), or email funds@ngaitahu.iwi.nz.

Please note: Information provided in sections 2, 4 and 5 may be published in Te Rūnanga o Ngāi Tahu publications and/or on our website to show what has been achieved. If the information you provide is of a sensitive nature and you do not want it published, please place an asterisk (*) beside it.

Section 3: Project Expenditure to date

Total amount funded: \$ _____

Please outline what items you were funded for and the amount you have spent to date. You must include evidence of expenditure such as receipts, bank statements and copies of wage/salary records.

Item funded	Amount funded	Amount spent	Amount remaining
		* Total remaining:	

* Please note that for all unspent money is to be returned by cheque with the final report.

Section 4: Final project evaluation (for completed projects only)

Please note information from this section may be summarised and published in Te Rūnanga o Ngāi Tahu publications and/or on the Ngāi Tahu Funds website.

4a: Please provide a summary of what has been achieved as a result of this project, stating how this contributes to the Fund’s goals (as listed on page 1).

Depending on your project, your summary may include one or more of the following:

- A summary of questionnaires or other evaluations completed by those participating in events such as wānanga, reunions, hui (contact the Ngāi Tahu Fund Advisor for any assistance with developing an evaluation form);
- A list of key people who have been involved such as: kaumātua, tutors, facilitators;
- Summary of numbers and ages of those involved and the percentage who are Ngāi Tahu;
- Photos (on a disk), short videos (on disk), books created, full copies of any research, oral history; and
- Any templates, planning tools or other processes used in the project.

❖ *To ensure all photographs and or videos accompanying your final report remain meaningful in the long-term, please provide as much detailed and relevant information as possible ie date, location and full names of those included in any of the footage.*

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