

Taiawatea

Supporting Rangatahi Cultural Leadership



ngāitahufund
SUPPORTING NGĀITAHUTANGA

Please send this completed application along with verified bank details and a letter of support to:

The Ngāi Tahu Fund, PO Box 13-046, Christchurch 8141 or
email: funds@ngaitahu.iwi.nz

Taiawatea Fund

Taiawatea is a Ngāi Tahu rangatahi fund. It has been established to help shape rangatahi who are strong, vibrant champions of Ngāi Tahu culture. It also aims to empower Ngāi Tahu rangatahi to connect and express their leadership in Ngāi Tahutanga.

Rangatahi can apply for funding to start cultural projects aimed at strengthening their Ngāi Tahutanga; and or to support their attendance at regional and national cultural events.

He Whakamanawa

The inspiration behind the name of this fund came from one of the Ngāi Tahu Funds Committee board members.

“Our rakatahi are the tide of the new day – Te Tai Awatea. For Kāi Tahu, Taiawatea is ever the new dawning tide, as is the taiahiahi the ever nightfall tide, representing incoming and outgoing generations of our people” – Piri Sciascia.

Taiawatea is managed and supported by the Ngāi Tahu Funds team. To be eligible to apply, your project or participation at a cultural event must align to at least one of the following 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; and
9. Mana tangata – self-determination and self-confidence.

*As the Fund is likely to receive requests for more funds than it can provide, priority will be given to projects that the Ngāi Tahu Funds Assessment Committee considers best meet the Fund criteria.

Applications will be considered from registered Ngāi Tahu rangatahi aged 13-25 and Ngāi Tahu associated groups that are made up of registered Ngāi Tahu members (rangatahi aged 13-25).

Applications submitted for Taiawatea will be reviewed by the Ngāi Tahu Funds Committee. The Committee is comprised of the following members:

- Dion Williams (Chair)
- Te Hau White
- Puamiria Parata-Goodall
- Jymal Morgan
- Gail Gordon.

Levels of Funding Available

- Registered Ngāi Tahu rangatahi aged 13-25 can apply for up to \$500 for cultural projects
- Registered Ngāi Tahu rangatahi aged 13-25 participating in regional and national cultural events can apply for up to \$500.
- Associated Ngāi Tahu rōpū can apply for up to \$500 towards cultural project and or regional/national cultural events.

Funding Rounds

Following the funding rounds of the Ngāi Tahu Fund, there will be two funding rounds per year for Taiawatea. These funding rounds will close on the last Friday's of March and September. Exceptional circumstances must exist for the Ngāi Tahu Fund to accept an out-of-round application. For the Ngāi Tahu Funds Committee to consider an out-of-round application, all required documents must be included (see application checklist) with the application; and received no less than a calendar month before the project commences. Also, those submitting an out-of-round application must contact Funds staff prior to submission.

Reporting

All rangatahi who successfully receive funding through Taiawatea will be required to submit a report upon completion of their cultural activity. Information about successful applications may be published via:

- The Ngāi Tahu Funds website; Te Pānui Rūnaka; Te Rūnanga o Ngāi Tahu Annual Report; Te KARAKA or other Ngāi Tahu publications.

Things not funded by Taiawatea

- Repayment of debt
- Koha is the responsibility of those running a project and should come from 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 such as laptops or cell phones
- Travel outside of New Zealand (should an applicant's project take-place overseas, Taiawatea will not cover costs associated with accommodation or travel)
- NB: If you live outside of the Ngāi Tahu takiwā and travel is an issue please contact us to discuss this further.

Application Process

Obtain an application form from the Ngāi Tahu Funds Advisor; or download an electronic version from the Ngāi Tahu Fund website: www.ngaitahufund.com

**If you are completing a paper application please print neatly in black or blue pen to ensure your writing is clear.*

Once you have completed this application, send it along with the required attachments (letter of support, verified bank details and the signed agreement form) to the following address: **The Ngāi Tahu Fund, PO Box 13-046, Christchurch 8141.**

Taiawatea Funding Conditions

1. Rangatahi are registered Ngāi Tahu members between 13-25 at the time of application and must be registered with the Ngāi Tahu Whakapapa Unit.
2. Rangatahi must be 18 years or over when applying to the Fund. Where the applicant is under 18, the application must be signed by a parent or guardian.
3. Individuals cannot apply for funding for the same event or activity for whom they are a group member or participant of.
4. When an application from a group is received, the group leader and/or tutor must be registered with the Ngāi Tahu Whakapapa Unit.
5. A group leader/tutor must also be 18 years or over when applying to the Fund.
6. Approved group funding is to be used for members who are of Ngāi Tahu descent, and a list of the participants must be provided to the Fund.
7. The Ngāi Tahu Fund will not retrospectively fund applications (events that are already underway or have commenced).
8. 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 Assessment Committee members cannot be sponsors, applicants, or project leaders.
9. To be considered for funding, applicants are to have no overdue final reports from previous Ngāi Tahu Fund projects or Taiawatea projects.
10. All successful applicants must 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; and or Te Karaka or other Ngāi Tahu associated publications.
11. All successful applicants must send the Fund pictures/and or footage of their participation at the event, once it has commenced.
12. Evidence of expenditure must be shown in the report and supported by recognised documentation ie venue hire invoice or a receipt of travel.
13. Funding for long distance travel within New Zealand will be considered.
14. Applicants must demonstrate Ngāi Tahu content and how the content is transferred to others.
15. Where a parent or guardian is required to accompany a young person, funding will be considered at the discretion of the Committee.
16. Schools or education institutions are not eligible to apply to Taiawatea, this is reserved for Ngāi Tahu members and associated groups only.
17. Successful applicants/groups are responsible for their own health, safety and wellbeing throughout the duration of their project/event.
18. Applications are to be submitted no later than four weeks before the project/event commences. Please allow at least five working days for payments to be processed and received.
19. To be eligible for funding, applicants should be fully engaged with the cultural 'activity' or 'event' and not just attending.

Te Puka Tono – Application Form

Please complete the following sections:

1. Te momo pūtea – Application type (please select one)

He kaupapa rangatahi - up to \$500

He kaupapa rōpū - up to \$500

2. Te kaitono – Applicant name

Full name of Applicant:

Date of birth:

Whakapapa No (if applying as an individual):

Postal address:

Postcode:

Email address:

Contact phone numbers:

3. Te kaitautoko – Sponsor name

Full name of Sponsor:

Date of birth:

Whakapapa No:

Postal address:

Postcode:

Email address:

Contact phone numbers:

Notes:

- Individual Applicants must list their full name as listed on the Ngāi Tahu Whakapapa database. Legal entities must list their legal name.
- The Applicant is required to sign the last page of the agreement form (where the applicant is a legal entity the Chairperson must sign)
- 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 in the Additional key personnel involved section.

Whai Rawa
Ngāi Tahu

Would you to receive the following information:

Whai Rawa Registration Pack
Ngāi Tahu Whakapapa
Registration Form.

Cultural project/event details

Please provide information about your cultural project/event.

4. He kōrero mō te kaupapa – Project details

Project title:

Project description:

Notes:

This section asks for a project outline covering a number of areas.

Project title

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

Project description

This brief description will, at a glance, show the Assessment Committee what your project involves including the activities that will be carried out.

The complexity and size of your project will affect how much information you need to supply, for example half a page for a small and simple project whereas a larger or more complex project will generally require significantly more detail.

Additional information can be supplied on A4 paper (please staple this to the back of this application and ensure it is well labelled and 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.

5. Te tīmatanga me te otinga – Project timelines (please list all key dates):

Te Tīmatanga - Start date:

Te Otinga - Completion date:

Are there any other key dates?

6. Ngā Whāinga Rautaki – Strategic Objectives

Which of the Ngāi Tahu Fund's strategic goals does your project's outcomes contribute to? (please choose one).

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 enable, value, celebrate and protect the integrity and uniqueness of Ngāi Tahu culture.

Promote new forms of Ngāi Tahu cultural expression.

Notes:

All projects are required to support the strategic objectives and 9 pillars relating to building cultural knowledge and participation of Ngāi Tahu whānui.

Applications must also clearly identify what cultural knowledge is involved in the project and demonstrate how the proposed project contributes to building cultural knowledge and participation.

Pillars of Ngāi Tahu tanga:

Whakapapa – kinship

Tikanga – protocols and customs

Te Reo – Language

Mahi Toi – creative expression

Whenua – landscape, place and locality

Mahinga Kai – Food gathering practices

Ngā Uara – Values and beliefs

Ā kāinga, Ā Hapū, Ā Iwi – community engagement and participation

Mana Tangata – Self-determination, self-confidence, self-purpose, self-transcendence.

What other pillars does it support?

Whakapapa – kinship

Tikanga – protocols and customs

Te reo – language

Mahi toi – creative expression Whenua –

landscape, place and locality

Mahinga kai – food gathering practices

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What other pillars does it support?

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7. *Te tokomaha ka whai hua – Numbers benefitting*

How many people are likely to benefit directly from this project?

Ngāi Tahu:

Other:

8. *Ngā pūkenga anō – Additional Key Personnel*

Additional key personnel, their roles and contact details

Name:	Role:	Phone:

9. *Ngā take tupono – Risk issues*

Are there any risks or issues you have identified regarding your kaupapa?

10. Ngā Pūtea – Budget

Complete the budget (on the following page) 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 individual or organisation can contribute to a project application:

- 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.

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."

Activity	Amount sought from the Ngāi Tahu Fund	In-kind contributions (external funding already received)	Source of other funding (applicant, whānau, other funders)	Overall cost
<i>Administration (e.g. photocopy, postage)</i>				
<i>e.g. Photocopying</i>	<i>\$80</i>	<i>\$80</i>	<i>Whānau</i>	<i>\$160</i>
<i>Resources (e.g. materials)</i>				
<i>e.g. Tutor time (120 hours @ \$25 per hour)</i>	<i>\$1,500</i>	<i>\$1,500</i>	<i>Community Trust</i>	<i>\$3,000</i>
<i>Other costs (e.g. kai)</i>				
<i>e.g. Marae Hire (2 days)</i>	<i>\$600</i>	<i>\$1,200</i>	<i>Te Puni Kōkiri</i>	<i>\$1,800</i>
Total costs:				
Total requested from the Ngāi Tahu Fund:	\$			

Please note that sections (11-13) are not required for individual applicants.

11. Ngā mema o te rōpū – Organisation Members

Please list all members of your governing body:
(Directors, Trustees, Committee Members & Chair)

Name:	Role:	Phone:

12. He kōrero mō te rōpū – Organisation Overview

Please provide an overview of your organisation’s management and governance structure:

13. Ngā kaupapa here, ngā punaha me ngā tirotiro pūtea

Financial policies, systems and controls

Please tell us about the financial policies, systems and controls your organisation will have in place for the project:

Notes:

Example:

- All payments are required to have two signatories
- Accounts are audited by a Chartered accountant annually.

14. He tauārai i te tika me te pono – Conflicts of Interest

Please outline what procedures exist to manage potential conflicts of interest within your organisation or whānau:

15. Hōmai hoki ēnei e whai ake nei – Supporting Documents

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 and sponsor agreement
- Signed letter/s of support
- Any other relevant information
- Financial update (if applicable)
- Your latest audited financial accounts (if applicable)
- Your most recent annual report (if applicable).

Notes:

Bank account details

The bank account deposit slip you supply should have the same name as that of the applicant.

The deposit slip needs to be pre-printed by the bank or if hand written verified with an official bank stamp. Photocopies will not be accepted.

Financial update

If the balance date of your last set of accounts is more than 6 months prior to the date you are submitting your application, you will be 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.

For example, if you are submitting your application on 30 March 2013, your accountants must be for the year ending 30 September 2011 or later. If your accounts are not audited please explain why.

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.

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16. Te Kirimana a te Kaitono – Applicant Agreement

The Applicant Agreement is in place to protect all parties. It outlines the obligations and accountability requirements of applicants receiving Ngāi Tahu Fund money. Where the project sponsor is also the individual applying or is chair of the organisation applying, this person should sign the application in both places.

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 Ngāi Tahu Fund in advance.
2. We will demonstrate accountability for funds by reporting on the expenditure of funds as required.
3. We will repay, at Ngāi Tahu Funds Assessment Committee's request, all or part of the grant if it is found that Ngāi Tahu 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 government legislation and consistent with Trust 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 Assessment Committee.
8. We accept that it is our responsibility to pay any tax which we may be legally required to do so as a result of the grants use.
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 Fund.
We will ensure that information relating to the expenditure of Fund money will be made available for inspection if requested by Ngāi Tahu Fund and will allow an audit on the use of the funds should the Ngāi Tahu Fund 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 will be archived as part of the Ngāi Tahu Fund Collection within the Ngāi Tahu Archives and or published on the Ngāi Tahu website, where these items are not identified as confidential by the Applicant.
13. Where the applicant is an organisation or legal entity, a resolution has been passed by the applicant organisation 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. Funding Acknowledgement - The Recipient is required to include the Ngāi Tahu Fund 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 Ngāi Tahu Funding. Any publicity material and media interviews and other related publications should not make reference to the amount of funding or other confidential terms of the Agreement. The Recipient also agrees that any reports, photographs or material that they might submit for the purposes of their fund reporting requirements can be used in the further promotion of the Ngāi Tahu Fund and in Ngāi Tahu Fund associated activities. Where possible, Recipients will be informed of their inclusion in such material or activities prior to release.
17. We have read the Taiawatea Funding Conditions on page 3 and the Applicant & Funding Agreement and will abide by the conditions and requirements stated.

This agreement must be signed by the authorised Project Sponsor and Applicant (or chairperson where a legal entity is applying).

Applicant name:	Sponsor name:
Address:	Address:
Signed:	Signed:
Date:	Date:

If you have any queries, or for assistance whilst completing this application form, please contact our Funds Advisor on the details below:

Phone:	03 974 0017
Freephone:	0800 KAI TAHU (0800 524 8248)
Email:	funds@ngaitahu.iwi.nz
Website:	www.ngaitahufund.com
Attention:	Morgan Lee – Ngāi Tahu Funds Advisor
PO Box Address:	PO Box 13-046, Christchurch 8141
Physical Address:	Te Whare o Te Waipounamu 15 Show Place, Addington, Christchurch 8024.