



NG ĀTI PĀHAUWERA MANAAKI COMMITTEE

GROUP APPLICATIONS FOR GRANT

Te Oranganui o Ngāti Pāhauwera

A Supportive, Healthy, Vibrant, Prosperous and United Ngāti Pāhauwera

POLICY

The following criteria apply to all applications for grants for Group applications:

1. Applications must be received before the **13th March 2016, 5.00pm.**
2. All applications must be completed on the official Ngāti Pāhauwera Manaaki Committee (NPMC) application forms.
3. All applications must be completed in full for further consideration.
4. Grants are available to registered iwi members who are resident in New Zealand in Aotearoa New Zealand and who, but not limited to, are the following:
 - I. Marae
 - II. Cultural groups
 - III. Kaumatua groups
 - IV. Sports groups
5. Grants are available for established groups and must be for the benefit of beneficiaries of Ngāti Pāhauwera (NP).
6. Grants will be given to groups who meet the following criteria:
 - I. Those representing the group in the application are registered beneficiaries of NP.
 - II. Groups that are established registered groups (i.e. incorporated or a charitable organisation).
 - III. The group shows clear benefit for a number of NP beneficiaries.
7. The tenure of the grant is one year. Applicants must submit a new application each year.
8. Grants will be limited to the availability of funding and the number of applicants and will be at the sole discretion of Ngāti Pāhauwera Manaaki Committee (NPMC).
9. Grants will contribute towards SPECIFIED PROJECT COSTS ONLY. Group applicants must provide certified evidence of the following:
 - I. Latest audited financial statements or set of accounts.
 - II. Latest Chairpersons Report.
 - III. Budget for proposed project or activity.



- IV. Constitution (first application only).
 - V. Copy of legal entity and charitable status.
 - VI. Copy of deposit slip and or bank account details authorisation by the bank.
10. A statement is required to support every application. Groups must provide a minimum of 100 words outlining their current involvement with their NP Marae/Iwi and their intended contribution to their NP Marae/Iwi future.
 11. NPMC will request a report and may request an interview with the successful group applicants at any time. The report must outline the milestones identified in the application and show clear benefit for NP beneficiaries.
 12. Reports and statements will be forwarded to the NPMC for their information.
 13. If an applicant withdraws from the project prior to receiving funding, they must notify NPMC immediately. If this does not occur, an applicant may not be eligible for further grants.
 14. NPMC may require successful group applicants to participate in tribal activities as a condition of the grant. Notification of any requirement will be provided to successful applicants. NPMC reserves the right to use a successful applicant's or group name and other details for publicity and promotion purposes.
 15. NPMC has the sole discretion to accept or decline any application that does not meet the criteria.
 16. If your organisation was a recipient of a grant for the 2014/2015 funding year please provide the following:
 - A report and evidence as to how funds were applied to your particular initiative.
 - If your application is greater than \$1,000.00 please provide a set of **audited financial statements**.
 - If your application is less than \$1,000.00 please provide a set of **financial statements**.
 17. PLEASE POST or EMAIL ALL APPLICATIONS TO:

Ngāti Pāhauwera Office
 Ngāti Pāhauwera Manaaki Committee
 P.O.Box 374
 Wairoa 4160
 npdtt@xtra.co.nz

For further questions please contact:
 Phone: (06) 838 6869
 Email: npdtt@xtra.co.nz
 Website: www.ngatipahauwera.co.nz

APPLICATION INFORMATION

1. APPLICANT GROUP/ORGANISATION DETAILS

Organisation Details

Name of Organisation: _____

Organisation Physical Address: _____

Organisation Postal Address: _____

Organisation Phone Number/s _____

When was your organisation formed? _____

Total members/roll of your organisation: _____

Total number of registered Ngati Pahauwera beneficiaries: _____

How many people (approximately) did you help/support/service in the last year? _____

Is your organisation incorporated: Yes No

Is your organisation registered for GST? Yes No

GST Number	
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Organisation Bank

Details:

Name of Bank _____

Name of Account Holder _____

Bank Account Number

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YOU MUST ATTACH A VERIFIED BANK DEPOSIT SLIP OR BANK ACCOUNT DETAILS AUTHORISATION

Contact Person Details

Contact Person: _____

Title of Contact Person: _____

Phone Number: _____

Email: _____

Marae: _____

Hapu: _____

Beneficiary Number
(if known)

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Organisation Aims

- a) Briefly describe the aims of your organization in relation to those of the Committee/Ngāti Pāhauwera (Please attach pages if required):



DETAILS OF PROJECT

a) Please use this section for a description of project. You are most welcome to include and attach other documents to support this summary (Please attach more pages if required):

b) What is the total cost of the project? All figures are to be GST exclusive. (Please attach more pages if required)

c) How many people do you expect to benefit from this project?:

d) Of those, how many Ngāti Pāhauwera registered beneficiaries do you expect to benefit from this project?:

e) Which group/s of beneficiaries do you expect to benefit from this project?

f) What is your time line for this project (Start and end date etc.)



3. FUNDING AND COST OF PROJECT

Funds for Project:

g) Amount available from own funds: \$ _____

h) Detail amounts raised from other sources:

Source _____ \$ _____

Source _____ \$ _____

Source _____ \$ _____

Source _____ \$ _____

TOTAL RAISED

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i) Funds still to be raised to date for this project:

Source _____ \$ _____

Source _____ \$ _____

Source _____ \$ _____

Source _____ \$ _____

TOTAL REQUIRED

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i) How much do you seek from the Ngāti Pāhauwera Manaaki Committee?

\$ _____



j) In the event of this application being successful, how will you provide accountability to the Ngāti Pāhauwera Manaaki Committee for this project?:

NB: Please note that NPMC will require your organisation to complete a full report at any time on the progress of the project. We may also require interviews and regular updates.

Details of Financial Position

Please attach your most recent annual financial statements. These must be certified by the Chairperson, Secretary or Treasurer and formally adopted by the organization.

Please attach the following documents:

- Latest audited financial statements or set of accounts.
- Latest Chairpersons Report.
- Budget for proposed project or activity.
- Constitution (first application only).
- Copy of legal entity and charitable status.
- Copy of deposit slip and or bank account details authorisation by the bank (as mentioned above).

NB: Please add additional information on a supplementary sheet and attach with this application.



4. AUTHORISATION

Signatures

I (Name of Representative of Applicant) _____ confirm that to the best of my knowledge that this application is a true and correct.

Applicant Signature: _____

Applicants Position _____

Date: _____

CHECKLIST

I have:

- read this application form in its entirety
- checked my eligibility to apply for this grant
- answered all compulsory areas and all other relevant sections of the application form

Attached all relevant documentation requested:

- A verified bank deposit slip
- Latest audited financial statements or set of accounts.
 - Latest Chairpersons Report.
 - Budget for proposed project or activity.
 - Constitution (first application only).
 - Copy of legal entity and charitable status.
- Other documentation to support application (project outline etc.) (if applicable)



APPLICATION PROCESS

WHAT HAPPENS IF THE APPLICATION IS:

- APPROVED** You will be notified in writing within 1 month from when your application was considered. Payment/s will be allocated by the end of March 2016.
- DECLINED** You will be notified within two months from when your application was considered.

APPLICATIONS MUST BE RECEIVED AT THE FOLLOWING ADDRESS BY 5PM ON

THE: **13 March 2016**

**Ngāti Pāhauwera Office
 Ngāti Pāhauwera Manaaki Committee
 Attention: Group Applications for Grant
 P.O.Box 374
 Wairoa 4160
 npdtt@xtra.co.nz**

For further questions please contact:
 Phone: (06) 838 6869
 Email: npdtt@xtra.co.nz
 Website: www.ngatipahauwera.co.nz

OFFICE USE ONLY

NP Register No	
Grant Awarded Data Input	
Date of Notification Letter	
Date of Payment schedule	

