

**Te Wai Māori
Tiaki Wai Fund**

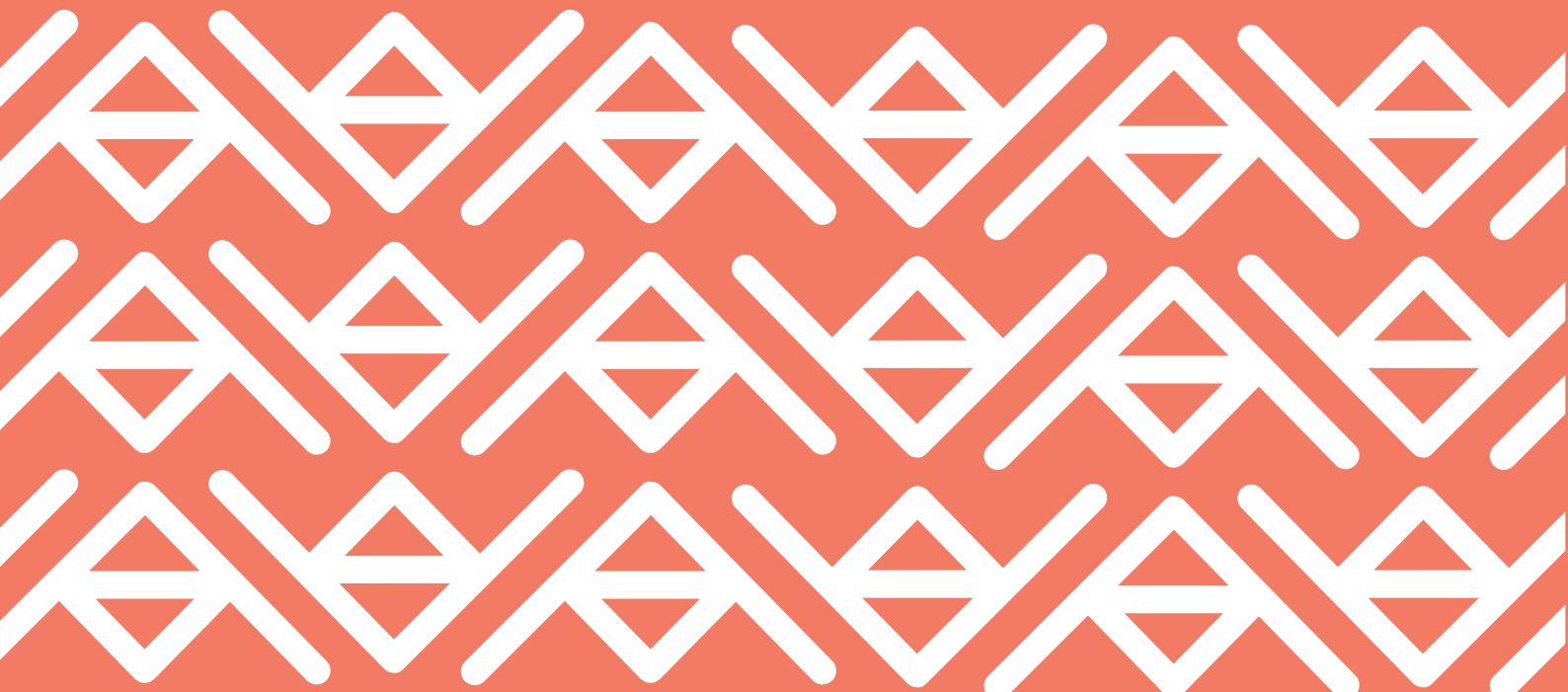
Guidelines for Applications

2019

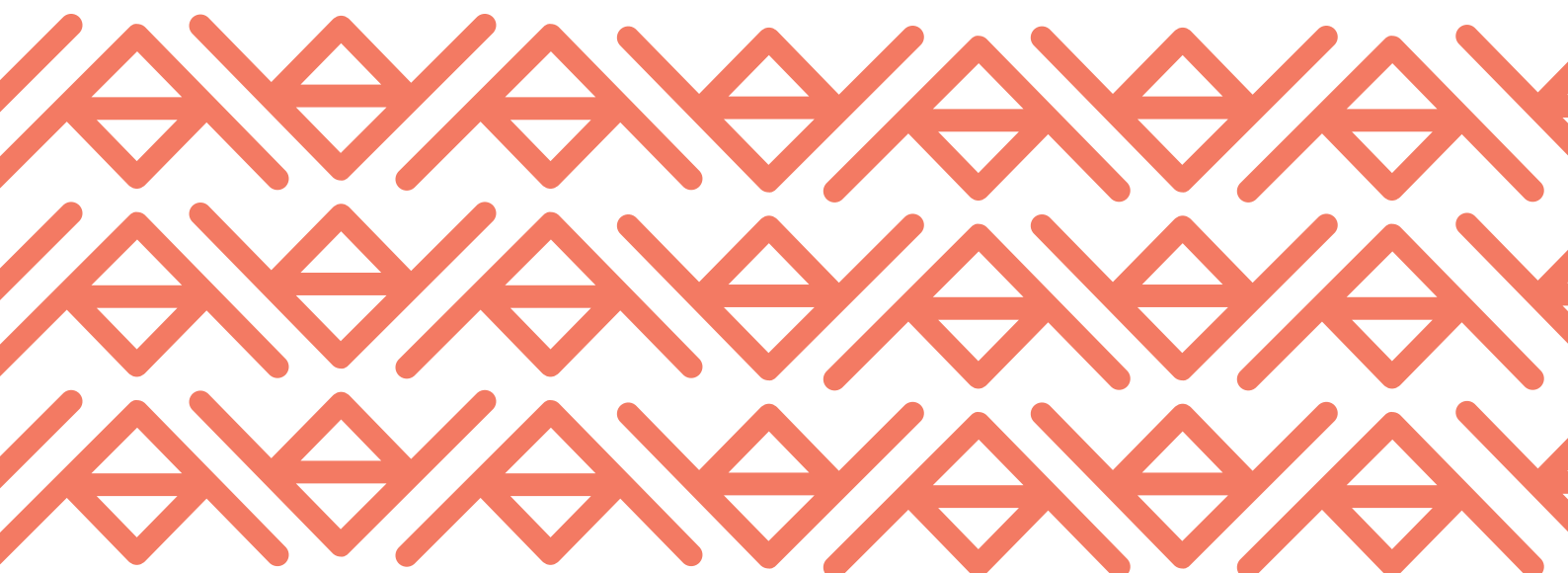
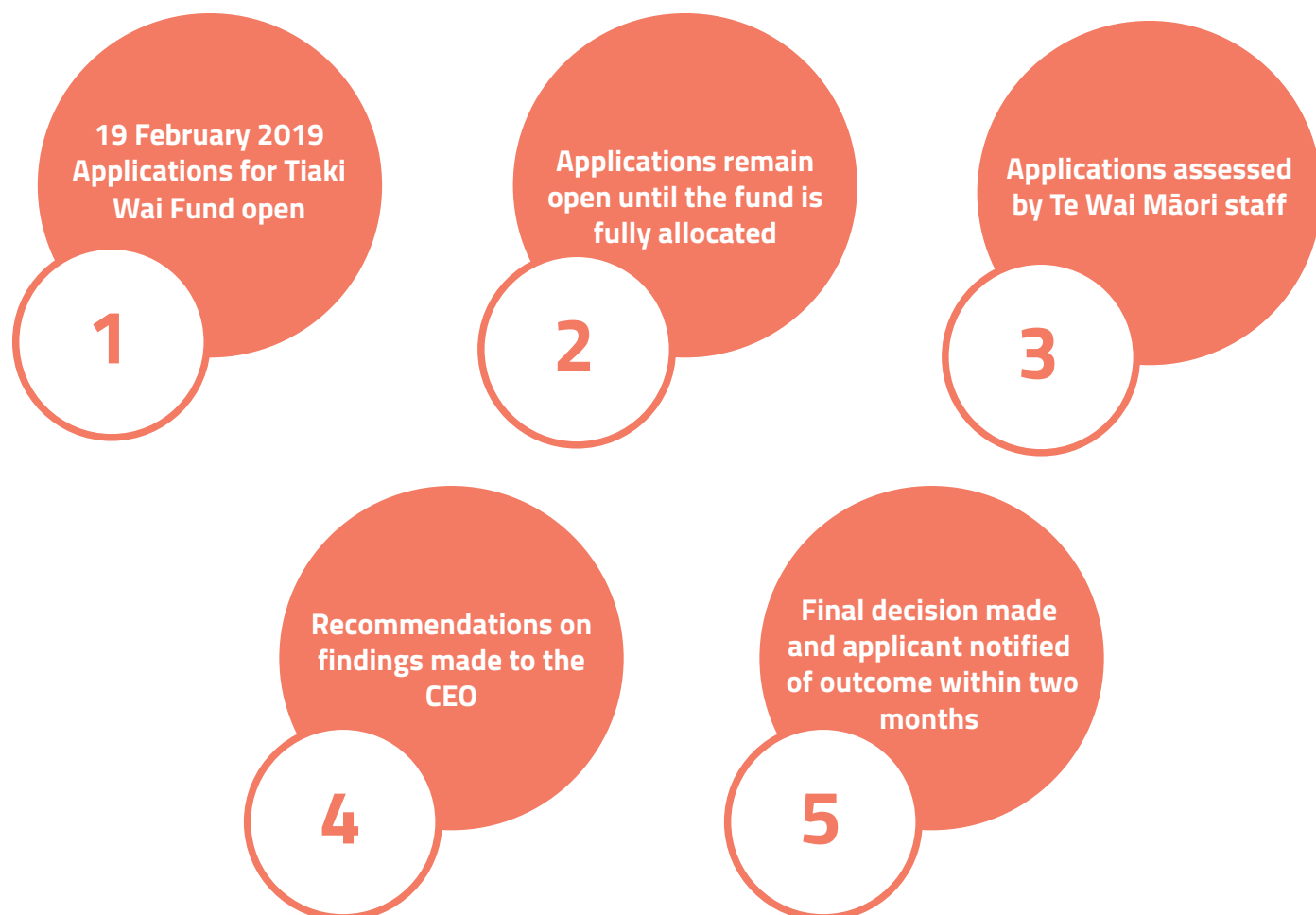
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1. Tiaki Wai Fund Process Map & Key Dates





2. Background and purpose

2.1 Te Wai Māori Trust and its role

Te Wai Māori Trust (Te Wai Māori) was established under the Maori Fisheries Act 2004 (the Act). The Act states the “purpose of Te Wai Māori Trust is to advance Māori interests in freshwater fisheries...” through:

- undertaking or funding research, development and education
- promoting the protection and enhancement of freshwater fisheries habitat
- promoting the establishment of freshwater fisheries
- using resources to bring direct and indirect benefits to Māori in respect of their freshwater fisheries interests.

When using the terminology ‘freshwater fisheries’, Te Wai Māori describes this as including the species, habitat, surrounding land, water column, and water quality and quantity. Sports fisheries or unwanted aquatic life or activities conducted under the Freshwater Fish Farming Regulations 1983 are excluded from this definition.

Advancing Māori interests in freshwater fisheries ultimately means enhancement or protection of freshwater species, habitat, water quality and surrounding land.

Te Wai Māori’s core values are:

- Te Mana o Te Wai (reflecting that freshwater ecosystems come first)
- Whakapapa (reflecting the connection between whānau, hapū and iwi and the environment)
- Kaitiakitanga (reflecting whānau, hapū and Iwi obligations as descendants of Papatūānuku)

These values represent the natural order of Te Wai Māori world view. First and foremost, we value freshwater and all that is encompassed in its ecosystems. The inherent right for water to exist in its own state. Whakapapa recognises our interdependence which binds us as tangata whenua of the environment and kaitiakitanga, our obligation to care for Papatūānuku and ngā atua that provide sustenance for our people.

These core values determine the way we approach our work and they define the way we behave.



2.2 The purpose of the guidelines

The purpose of this document is to provide direction and guidance for applicants seeking funding to carry out small scale projects that advance their interests in freshwater fisheries and their habitats.

2.3 The Tiaki Wai Fund

Te Wai Māori Trust established the Tiaki Wai Fund in 2019. Te Wai Māori administers and distributes the contestable fund to enable Māori to obtain funding and develop expertise to promote and advance Māori interests in freshwater fisheries through development, research and education.

Specifically, funds will be awarded to projects that address existing research and information gaps identified in [Understanding Taonga Freshwater Populations in Aotearoa](#) – a report prepared for Te Wai Māori by NIWA (available on Te Wai Māori's website). A list of the existing research and information gaps that are a priority for this year can be found in Section 4.2 of these guidelines.

The Fund seeks to:

- Increase Iwi and hapū capacity and capability in freshwater fisheries and their ability to exercise rangatiratanga over their freshwater fisheries.
- Promote and share indigenous fisheries expertise, knowledge and understanding.
- Increase the quality and range of information to Iwi and hapū on freshwater fisheries and their interests thereof.
- Enhance the health and wellbeing of the indigenous fisheries and their environment.

Te Wai Māori may award a lesser amount than that applied for. If this occurs, the Te Wai Māori team will work with the successful applicant to revise the project and budget.

2.4 Timing

The Fund will open for applications on 19 February 2019 and will remain open to receive applications until the fund has been fully allocated. Te Wai Māori will be able to support a limited number of projects, and applications will be assessed as they are received. Please allow up to two months from the date applications are received to the date you are notified as to whether or not your application has been successful.



All applications for funding must be completed using the Tiaki Wai Fund application form available on Te Wai Māori's website www.waimaori.maori.nz.

We look forward to receiving and approving excellent projects that will assist Iwi and hapū to fulfil their aspirations for their freshwater fisheries and help us to achieve our objective of advancing Māori interests in freshwater fisheries.

2.5 Background documents to support applications

Applicants may find the following documents useful background in preparing applications:

- [Understanding Taonga Freshwater Populations in Aotearoa](#) - a report prepared for Wai Māori by NIWA (available on Te Wai Māori's website)
- [The Ministry for Primary Industries' webpage on use of animals in research, testing and teaching](http://www.mpi.govt.nz) (www.mpi.govt.nz)

3. Criteria for applicants and applications

3.1 Criteria for applicants and applications

Applicants must meet the following criteria before being considered eligible for funding:

- The Act specifies that Te Wai Māori distribute funds to the following groups:
 - Māori
 - Mandated Iwi Organisations
 - Other Māori organisations

Applications must be for no more than \$5,000 + GST

Projects will not be eligible for funding if they have received funding from the Wai Ora Fund three times previously. However, applicants who have received funding previously for different projects are eligible.

In assessing applications, Te Wai Māori may take into account the past contract performance of applicants who have previously received funding .

Preference will be given to projects that describe their outcomes and key success factors. Applications must show how progress will be monitored against objectives and how risks and their likely impacts will be mitigated and addressed.



3.2 What will not be funded

Any funds awarded through the Tiaki Wai Fund may only be spent on activities agreed to by Te Wai Māori Trust. Funds received cannot be used for the following:

- Capital expenditure
- Costs relating to motor vehicles and buildings
- Costs relating to business operating expenses
- Retrospective costs
- Intellectual property royalties
- Commercial ventures
- Legal advice
- Resource consents
- Scholarships/PhD
- Water Conservation Orders

3.3 General requirements

As well as meeting the criteria above, all prospective applicants must meet the following general criteria:

- GST – all funding applications must refer to GST exclusive figures.
- Health and Safety – all applicants must confirm that they understand and have procedures in place to meet their health and safety obligations in relation to the work for which the grant is sought.
- Animal Welfare Act Compliance (Ethics Approval) – projects that involve the handling of wildlife or research/testing on wildlife may be required to seek ethics approval from an animal ethics committee. Applicants whose projects involve such work must contact animalwelfare@mpi.govt.nz with the details of the proposed work to confirm whether or not ethics approval will be required. Applicants must clearly indicate in their application whether their project requires ethics approval and if so, applicants must provide evidence that their project has received ethics approval with their application.



- Funding Agreement – all successful applicants will be subject to the terms and conditions of the Tiaki Wai Funding Agreement. The Funding Agreement represents the agreement between Te Wai Māori and the recipient, and must include a detailed project plan including (but not limited to):
 - Deliverables (the identified outcomes of the projects)
 - Reporting requirements
 - A project budget including contributions from the Tiaki Wai Fund, cash co-funders and in-kind contributors.
 - Financial and reporting systems – Te Wai Māori requires all applicants to maintain sufficient reporting to provide confidence that any funds awarded are used appropriately to achieve the objectives of their projects.

A milestone table is included in the application form. Please ensure there is sufficient detail to enable Te Wai Māori to monitor progress and substantiate payments. Deliverables should be SMART: Specific – Measurable – Achievable – Realistic – Time-bound.

4. Priorities for funding

4.1 General priorities

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The following are the areas Te Wai Māori is maintaining or giving increased priority to advance Māori interests in freshwater fisheries:

- Mātauranga Māori – Projects that recognise the important contribution of Mātauranga Māori to health and wellbeing of freshwater fisheries and their habitats.
- Baseline Information and Monitoring – Projects that have a strong emphasis on Māori-driven cultural monitoring and research of taonga freshwater fisheries.

The following funding priorities will ensure Te Wai Māori awards funds in a fair and consistent way to projects that meet the requirements of the legislation but also lead to the most effective response for advancing Māori interests in freshwater fisheries.



4.2 Applications must be for projects addressing one or more of the following research gaps/areas:

- Baselines and other population data: Includes baseline population abundance and distribution information for taonga species; recruitment and juvenile abundance of taonga species; other population and abundance information.
- Land use and management practices: Assessing impacts of hydro schemes and pumps on various species, studying the impacts of different land-based activities on taonga species habitats.
- Water quality/quantity: Includes flow requirements needed by taonga species, impacts of human use of water on water levels, and the effects of pollutants and generally degraded water quality on taonga populations.
- Pest fish and plants: Includes understanding the impact of invasive pest plants and other organisms on taonga species and how to address it.
- Safe to eat/harvest: Includes the development of approaches to support Iwi, hapū, and whānau to monitor possible health risks associated with harvesting and eating taonga species.

5. The application process

5.1 Application form

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All applications for funding must be completed using the application form available on the Te Wai Māori website: www.waimaori.maori.nz.

1. Download and complete the application form including appendices.
2. Save your completed application form as an electronic document using the title as the document name and specify that it is for the Tiaki Wai Fund.
3. Submit your application electronically to info@waimaori.maori.nz. Include your project title and Tiaki Wai Fund in the email subject line.



5.2 Information requirements to guide applicants

Applications must contain the following information:

Fit for funding strategy

- Identify how the criteria and priorities for the Tiaki Wai Fund are met, as outlined in this Funding Guideline document.

Project Summary: Objectives and outcomes of the proposed project

- What is the project, what are the benefits, when and where it will occur and how long will it take? Identify the outcomes the project will deliver and how you intend to achieve these.

Proposed approach

- Identify the proposed approach to successful completion of your project, including major tasks, deliverables (with dates) and budget.

Accountability and Reporting

- Identify approach to reporting, both during and after the project is completed.

Personnel

- Identify the proposed team, their respective roles, and relevant experience. The team should be representative of the Iwi, hapū, whānau or Māori organisation and can include specialists. Someone with financial skills is required to be the financial manager – this must be someone other than the project manager.
- The role of “Other Resources” needs to be clearly defined in the project. These roles can include science, technology, extension and external providers.



Costs/Budget

Provide a budget that outlines all estimated costs (exclusive of GST amounts) of the proposed project, linking the costs to the tasks in the application. The maximum funding from Te Wai Māori through the Tiaki Wai Fund is \$5,000 + GST.

Identify any other sources of funding – confirmed funding from others is preferred and will give an application a higher weighting. The budget should include details such as hourly rates, travel costs, consumables, field work etc.

- The maximum funding from Te Wai Māori is 80% of the total project budget (up to \$5,000).
- Applicants must include contributions, be they cash or in-kind, equating to at least 20% of the cost of the project (e.g. if your total project cost is \$5,000, at least \$1,000 (cash or in-kind) needs to be contributed by the applicant). For a contribution to count as “in-kind”, the contributor should incur actual and real costs resulting from their direct involvement in the project. This does not include undertaking activities that form part of their normal day-to-day duties. For in-kind personnel costings, reasonable local commercial rates should be used as a guide. Contributions can be “pending” at the time of application but must be confirmed prior to award. final evaluation.
- Personnel should be valued at rates that allow for overheads, administrative costs and local travel expenses, which form part of the work done by an individual. These expenses cannot be claimed separately.
- If someone with technical, scientific or professional expertise is willing to provide their time and expertise for the project as an in-kind contribution, it can be counted against the rate they would have otherwise charged.
- \$21 per hour (minimum wage plus overheads) for general labour, administration and those not covered above.
- Project support costs should be valued at the lower of actual cost or market value (e.g. cost of hire, workshop costs and catering).

Health and safety

- All applicants must confirm that they understand and have procedures in place to meet their health and safety obligations in relation to the work for which the grant is sought.



Animal Welfare Act Compliance

- Projects that involve the handling of wildlife or research/testing on wildlife may be required to seek ethics approval from an animal ethics committee. Applicants whose projects involve such work must contact animalwelfare@mpi.govt.nz with the details of the proposed work to confirm whether or not ethics approval will be required. Applicants must clearly indicate in their application whether their project requires ethics approval and if so, applicants must provide evidence that their project has received ethics approval with their application.

Risks and mitigation

- Identify potential risks of your project and proposed mitigation measures to ensure the project is successfully delivered to time, cost and requirements of the project as outlined in the proposal.

Application Declaration Confirmation

- An authorised agent of the applicant group must submit the application to Te Wai Māori. The agent certifies that the information is true and correct and accepts that the assessment process is both relative and subjective and Te Wai Māori has the final decision authority.

Checklist

- Please ensure that the checklist at the end of the application is complete. This checklist is to assist applicants in ensuring that all required information is included in the application.

5.3 Assessment criteria

The assessment of all applications is based upon the information provided by the applicant in the application form.

Applicants are expected to identify and demonstrate how they meet the criteria for funding and how their project aligns with the funding priority areas set out in this guideline document. Funding will only be approved for projects that demonstrate they align with the stated information gaps in Section 4.



The assessment criteria are set out below:

- Advancing understanding of Mātauranga Māori.
- Benefits to Māori through addressing gaps in our understanding of freshwater taonga species: projects need to demonstrate how they contribute to knowledge of freshwater fisheries. Specifically, funding will only be granted to projects that address the identified priority knowledge gaps. The methodology will need to be robust and applicable so that the results will contribute to an enhanced ability to safeguard the health and wellbeing of the species.
- Capability: projects need to demonstrate how applicants will deliver the outcomes of the project, indicate who is involved in the project and their relevant experience. Project applications must show how monitoring against objectives will occur and how risks, the likely impact (high, medium, low) and how they will be mitigated and overcome.

5.4 Application evaluation

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Below is the process followed before a project is accepted for funding:

- All applications are assessed by Te Wai Māori staff. Conflicts of interest of staff members and applications are managed as they arise.
- Te Wai Māori staff undertake an initial assessment of the application. Staff then provide their assessment and recommendation to Te Mātārae (Chief Executive) of Te Ohu Kaimoana.
- Te Mātārae considers recommendations and makes a final funding decision under delegated authority. The Board of Te Wai Māori Trust are then advised of the decision.
- Applicants are notified by Te Wai Māori staff.
- Te Wai Māori staff work with the successful applicants to ensure a funding agreement is completed to our satisfaction.

The above process will take approximately two months to complete. Please allow for this timeframe when making your application.



5.5 Intellectual property (IP)

The funding agreements include an IP clause requiring an unfettered licence which allows Te Wai Māori to use, copy and distribute any IP developed, discovered or created during the project on a non-exclusive, royalty-free basis. The clauses are part of the funding agreements because they ensure that activities Te Wai Māori funds are in line with Te Wai Māori's purpose and charitable status. Te Wai Māori is not able to provide private benefit to groups. Its functions need to benefit as wide a beneficiary group as possible.

Successful applicants must make any such IP available on request, and at no charge (except for such reasonable costs as may be approved by Te Wai Māori).

5.6 Distribution of funds

Funds will be dispersed at two points: at the contract signing and upon completion of the project. Once the contract has been signed by both parties, 50% of the determined funding amount will be paid to the legal entity identified in the application form. The remaining 50% will be paid after Te Wai Māori receives:

- A report detailing the outcomes of the project.
- A final invoice (a GST compliant tax invoice).
- A signed declaration that all funds were spent in accordance with the funding agreement.

Final payment may be withheld until Te Wai Māori receives a satisfactory final report of achievements and accounts and the evaluation form has been completed and returned. Failure to comply with the contractual agreement may result in the withdrawal of funding support.



5.7 Reporting requirements

Applicants will be required to detail project milestones in their application. These milestones outline key project activities and anticipated completion dates. Te Wai Māori will work with successful applicants to finalise the milestones against which reporting will be required. The grantee will provide written milestone reports according to the agreed dates within the agreement i.e. Appendix 1 - Milestones.

5.8 Post-completion evaluation of successful projects

Successful applicants will be required to complete an evaluation sheet at the end of the funded project. The aim of the evaluation is to:

- Create a picture of the project's impact
- Inform Te Wai Māori's future funding plans.

5.9 Acknowledgement of funding

Te Wai Māori must be acknowledged as a source of funding in all publications and publicity regarding grant funded projects. Te Wai Māori may specify the form and content of such acknowledgement. The Te Wai Māori logo should be used wherever possible.

Te Wai Māori will promote funded projects via social media, Te Wai Māori website, Annual Reports, Māori Fisheries Conference and other relevant publications and events.

For further information contact:

Te Wai Māori Trust
Level 4,
158 The Terrace
P.O. Box 3277
Wellington
04 931 9500
info@waimaori.maori.nz

