**A picture containing logo

Description automatically generatedPlease complete this application form after you have read the Tiaki Wai Fund guidelines 2021**

|  |  |
| --- | --- |
| **Ko wai tā koutou rōpū?**  *(Applicant group name)* |  |
| **Ko wai te rōpū mahi?**  *(Legal entity to contract with)* |  |
| **Ahea koutou ka tīmata?**  *(What date will your project start?)* |  |
| **Ahea koutou ka mutunga?**  *(What date will your project finish?)* |  |
| **Kua tonoa te pūtea?**  *(Funding amount requested)* |  |

**Ānei he tohutohu: (please follow the instructions carefully)**

* Use font Calibri size 11.
* Attach project budget including costings (e.g. hourly / daily rates).
* Applications must not exceed 15 pages in total (excluding appendices).
* Please note that the Tiaki Wai Fund requires the applicant to provide a **minimum of 20 percent** contribution towards the total project expenditure.
* **Application must be signed and dated by the relevant authority**
* E-mail completed application to: [info@waimaori.maori.nz](mailto:info@waimaori.maori.nz)

**Section 1 – He aha ō koutou kaupapa?** *(What is the purpose of the project?)*

**(400 kupu)** *(400 words max)*

If you have a dedicated website for your project, please include a link.

**Mahere kaupapa** *(Project map)*

Please insert a map below indicating the area where the project will take place.

**Section 2 – Ngā hoaketanga** *(Milestones/Objectives)*

1. Please clearly describe each objective necessary to fulfil the purpose of the project.
2. Clearly indicate the detailed steps that feed into the completion of each objective (A-D, or more if needed).
3. Outline the final cost associated with each objective and the date of completion.
4. The information in the table below must align with the purpose of the project outlined in Section 1 (page 2). This table will be used to develop contract milestones if your application is successful. You can add further rows if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Objectives** | **Description** | **Steps to Complete** | **Cost and Completion Date (each step)** |
| **1** | Contract Signing | 1. Agree contractual terms with Te Wai Māori Staff | $2,500.00 |
| **2** |  | **A.**  **B.**  **C.**  **D.** |  |
| **3** | Produce Final Report | **A.**  **B.**  **C.**  **D.** | $2,500.00 |

**Section 3 – Ko wai ta koutou tīma?** *(Who is in your project team?)*

Your project team should represent the interests of the legal entity identified in this application. Please clearly identify the project manager, their skills, and contact details. Then list the remaining team members, their title, and responsibilities. Add further rows where the team exceeds three members.

|  |  |  |
| --- | --- | --- |
| **Name and Title:** | **Applicable Skills/Responsibilities:** | **Contact Details:** |
| Project Manager – |  | E-mail:  Phone: |
| Financial Manager – |  | E-mail:  Phone: |
|  |  | E-mail:  Phone |

**Section 4 – Tikanga Haumaru** *(Safety Procedures)*

Please outline how your team will deal with any safety risks associated with the project. Ensure that the risks have consideration (at minimum) for the following:

* All participants (voluntary or otherwise) that are involved in the project.
* All participants (voluntary or otherwise) understand the risks and procedures in place to deal with them.
* Have consideration for activities that may place people in imminent danger (boat trips, activity along rivers etc.)
* Any incidents must be reported to Te Wai Māori **immediately**.

Do you have a Health and Safety plan in place? If not, please outline how you will develop one (if the application is successful, Te Wai Māori Trust will need to see the Health and Safety plan upon signing of the funding agreement).

**Section 5 – He Tahua** *(Project Budget)*

Please complete a project budget which shows how all expenses, including in-kind contributions have been calculated. Link the costs to those outlined in the objectives/milestones section.

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| **INCOME** |  | **AMOUNT (GST excl.)** |
|  |  |  |
| **Cash Contributions** |  |  |
|  | (Identify sources) |  |
|  | (Identify sources) |  |
|  |  |  |
|  |  |  |
| **Total Cash Contribution** |  |  |
|  |  |  |
| **EXPENDITURE** |  |  |
|  |  |  |
|  | (Objective 1) |  |
|  | (Breakdown) |  |
|  | (Breakdown) |  |
|  | (Breakdown) |  |
|  |  |  |
|  | (Consultant) |  |
|  | (Name, hrs @rate) |  |
|  |  |  |
|  | (Objective 2) |  |
|  | (Breakdown) |  |
|  | (Breakdown) |  |
|  | (Breakdown) |  |
|  |  |  |
| **Total Expenditure** |  |  |
|  |  |  |
| **Balance** |  |  |
|  |  |  |
| **In-kind Contributions** |  |  |
|  | (Identify sources) |  |
|  |  |  |
| **Total In-kind Contributions** |  |  |
|  |  |  |
| **FUNDING SOUGHT FROM TE WAI MĀORI** |  |  |
|  |  |  |
| **Total Project Surplus/Deficit** |  |  |

**Section 6 –** *Application Declaration Confirmation*

**Duly Authorised Agent (on behalf of the Applicant Group)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name**

*By completing and submitting this application, the Agent certifies and understands that:*

* The Applicant Group has read and understood the Tiaki Wai Fund Guidelines, including the intellectual property section.
* The project is believed to meet all the criteria and aligns with the identified funding priorities to be eligible for a Te Wai Māori grant.
* All information provided is up to date, true and correct.
* If a grant is approved, a contract will be entered into between the Applicant/Grantee and Te Wai Māori Trust. Te Wai Māori Trust will only enter a contract with a legal entity.
* Summary information about the application and any resulting grant (including applicant name, project title, a summary of the proposal, its progress and results) may be made publicly available.
* The signatory has the authority to commit the Applicant/Grantee to this application/contract.
* By submitting this application, the Applicant Group acknowledges that the assessment of projects will be a subjective and relative process, and that Te Wai Māori Trust has final decision-making authority in this process.
* The Applicant Group acknowledges that it is their responsibility to develop and administer Health and Safety procedures for all participants (voluntary or otherwise) and appropriately manage all risks associated in conducting the project.
* The Applicant Group agrees to inform Te Wai Māori Trust of any Health and Safety breaches/incidents that occur in conducting the project.