

GUIDELINE FOR APPLICANTS

Mātauranga Kura Taiao Fund

Use this guide to assist you to complete the application form to the Mātauranga Kura Taiao Fund. It will help you complete a comprehensive application with all required documentation attached. There is also an Information Sheet which gives more detailed explanations of terms used in the application form and fund criteria.

Before you complete the application

Make sure you have read the Mātauranga Kura Taiao Fund Information Sheet to check whether your project purpose is consistent with the kaupapa and aims of the fund and that your project aligns with the [fund criteria](#).

Before beginning your application, it is important to:

- understand the kaupapa of the Fund and the Fund's eligibility criteria;
- the definitions of Mātauranga Māori and Indigenous Biodiversity as applied in our purpose of the Fund; and
- have your project objectives and activities clearly defined.

Your application may not be considered if, in our opinion, your project does not fully meet the criteria.

What you need to know

- **Opening and Closing Dates** – Applications to the Fund can be made all year round. The Amorangi meet up to four times a year to consider applications, therefore:
 - applications for urgent funds cannot be considered
 - submit your application as soon as you can to allow for any technical or other issues to be resolved before the application is considered
 - you may need to allow for up to four months before you hear whether your application for funding was successful
- **Legal Status** – Applications must be made in the name of an individual or organisation with legal status e.g. a charitable trust, incorporated society, ahu whenua trust, self-employed contractor, Māori reservation trust etc.

First time applicants to the Fund must supply a copy of their organisation's rules (e.g. trust deed, marae charter, constitution etc) or a certificate of incorporation, charitable trust certificate or other evidence of your organisation's legal status.

- **Project Summary**

When filling out this section, be clear, brief and to the point. Do not give a detailed account of your organisation or project's background history or other narratives. Keep your descriptions brief and to the point. Use *bullet points* so that your purpose is clear and concise.

If your narrative is too long, it is easy to misunderstand or misinterpret the actual purpose of the proposal and what you are wanting the funding for.

- **Project Location**

This information helps us to maintain an overview of projects across Aotearoa and to assist with ensuring a spread of the fund across Aotearoa.

- **Project Budget**

Attach a project plan with associated project activity costs; be as detailed as possible. Your plan should carefully consider reasonable timeframes for completion of each Phase with Phase 4 Completion Date being the end of the entire project. Your application will be monitored against these timeframes.

If your costs involve purchase of equipment, plants or other resources, attach recent quotes (to within the last 3 months) to your application.

Costings must be shown as GST exclusive amounts.

What needs to be included with your application

There are several documents that must be attached with your application. These are detailed below and are on the Checklist section of the application form. Ensure you have attached all necessary documentation otherwise your application may be held up if we have to request these after we have received your application.

- **Supporting Documentation**

- If this is your first time applying to the Mātauranga Kura Taiao Fund, you also need to supply a copy of your organisation's rules (e.g. trust deed, marae charter or constitution) or a certificate of incorporation, charitable trust certificate or other evidence of your organisation's legal status.
- Quotes should be attached for purchase of resources, equipment or plants; these must be less than three months old.
- At least two letters stating support of your organisation's work and your project, as well as indicating understanding that your organisation is in a good position to deliver the project. The letters could be from the regional council, an organisation that you are affiliated to or another organisation involved in your project. The letters need to be recent within the last three months.
Note: At least one of the letters should be from a kaumātua, tohunga or pukenga from your local marae.
- Bank account details such as a pre-printed bank deposit slip in the name of the applicant organisation, or bank generated bank account details verified by the bank. If your application is successful, the funds will be deposited to this bank account number.
- Photos of the project area/s being considered in your application.
- If you have applied to this Fund in the past, you still need to attach all relevant information to your application as if it were the first time you were applying.

- **Project Plan and Budget**

- Ensure the Project Budget section of the application is fully completed with a plan outlining each phase and/or activity. Each activity should be budgeted with costs that reasonably reflect the activity and is necessary for successful achievement of its outcomes.
- Show your budget in GST exclusive amounts. *Note: GST is only payable if your organisation is registered for GST.*

- There is no limit to the amount of funding you can apply for. However, the funding you request should reflect costs that are reasonable and necessary for implementation of the project and successful achievement of its outcomes.

Note: The grant must be approved prior to the activity or purchase of items requested in the application. All unpaid future costs thereafter will be considered. We will not fund any transactions or costs that are already underway or pre-paid e.g. deposits and purchases made prior to approval of the grant. No exceptions.

- **Coloured Photos of the Project Area** – these help us capture the extent of the project and gives a visual reference to the work that is proposed in your application.

What happens next

- All sections of the application form must be filled out. Failure to do so may result in your application not being ready for consideration.
- Before submitting your application, check that you have attached all the required supporting documentation. Use the Checklist on the application form.
- Your application will be assessed to ensure it meets the Fund Criteria and that all required documentation is attached. You will be contacted if further work to the application is required.
- It will then be prepared for consideration at the next meeting of the Amorangi.
- If your application is successful, you will be advised in writing:
 - the total grant amount awarded and any specific conditions you must meet as a requirement of funding;
 - of acceptance of the Terms and Conditions of funding;
 - the amount of funding to invoice Ngā Whenua Rāhui.

Getting started

Go to doc.govt.nz/mktfund to download the application form as a copy to be completed by hand, or as a file, save to your computer to type your responses into the form's fields. Supporting documentation can be emailed to mktfund@doc.govt.nz or posted to the address below.

The signed original copy of the application form must be posted to us at:

Marianne Emmens
Mātauranga Kura Taiao Fund
Ngā Whenua Rāhui
P O Box 10420
Wellington 6143

Contact us

If you have any questions or require assistance to complete the application form, contact the Kaitakawaenga, Mātauranga Kura Taiao on 027 3905183 or email mktfund@doc.govt.nz