

**Te Puni Kōkiri**

Te Pū Harakeke

Emergency Response



**Fund information, application guidelines and form**

***Version: 2022/23 FY***

**1. Who can apply**

For funding requests **under $10,000 we welcome all entities**, however **over $10,000**, applying organisations must be legal entities. If your organisation is not a legal entity, the application may be made under the ‘umbrella’ of a legal entity (see more details below). The following table contains examples of legal entities:

**Table 1**

|  |  |
| --- | --- |
| **Examples of Legal Entities**  | **Examples of Non Legal Entities** |
| * Incorporated Society
* Limited Liability Company
* Trust incorporated under the Charitable Trust Act 1957
* Statutory Entity, including a Māori Trust Board (Māori Trust Boards Act 1955) or Māori Association (Māori Community Development Act 1962)
* Māori Incorporation
 | * Common Law Trusts
* Private Trusts
* Family Trusts
* Te Ture Whenua Māori Act Trusts (Whānau, Kaitiaki, Putea, Ahu Whenua, Whenua Tōpū Trusts or Māori Reservation)
 |

It is important to note that registration with Charities Services does not give your organisation legal entity status.  For a Charitable Trust to be a legal entity it also needs to be registered with the Companies Office.

We generally cannot consider applications from:

* Individuals
* Organisations that are receiving funding under another Te Puni Kōkiri agreement (or multiple) and have overdue deliverables or reports
* Overseas organisations

Note that we will not fund an organisation to deliver an activity that it is already funded from the government to undertake.

Please check with your Regional Office for further guidance about who can receive funding through Te Pū Harakeke.

**Financial status**

An organisation must be solvent and able to pay expenses as they become due. Being in a good financial position makes it more likely that the organisation will be able to meet the expenses of managing the project, and therefore that the project will be completed successfully.

**Use of umbrella organisations**

If your organisation is not a legal entity, or it is not in a stable financial situation, you may partner with an organisation that is.  We call these ‘umbrella organisations’.  If you use this approach you will need to work closely with the umbrella organisation, and their details must be provided in the application.  The umbrella organisation will be the organisation Te Puni Kōkiri has an agreement with and it will have the responsibility for managing the funding and overall delivery of the project.

**2. How to submit your application**

You may submit applications at any time throughout the year and we strongly recommend that you work with Regional Office staff during the planning and development of your application. Your application must be submitted on the application form that begins on page 8 of this document.

**3. What support and assistance is available**

If you require support completing your application, please contact your nearest Regional Office. See Appendix 2 for Regional Office contact details.

**4. How we will assess your application and make decisions**

Once you are happy with your application, it must be signed by an authorised person (someone with delegated authority to sign contracts on behalf of the organisation) and submitted to the Regional Office closest to you with all the required documentation for assessment. Your application will then be assessed and Te Puni Kōkiri may collect information from third parties in respect of this application. Te Puni Kōkiri Regional Office staff will get back to you if they require additional information.

If your application is approved, you will be sent a Letter of Approval that outlines the amount of funding you have been granted and the purpose for which you may use that funding. You will also be sent a copy of the terms and conditions you agree to in this application form, and you must comply with these.

**4. How we manage agreements and monitor delivery and outcomes**

The Regional Office staff will be the key contact regarding delivery and management of the project. The agreements are structured so that you receive funding in advance of the activity. A final report is expected upon completion that includes full details on what the funding achieved. If your application is successful, you will be sent a report template to complete when you event or activity is complete. This report includes:

* what you achieved with the funding
* how the funding benefited whānau, hapū and iwi
* what learnings, opportunities or challenges arose as a result of your project. We also encourage you to share photos and success stories from your project.

**5. Other considerations**

There are some important considerations to note:

1. **Submitting an application does not guarantee you will receive funding**. It is important you do not make any financial or other commitments until the application is approved.
2. **Children’s services.** If you are a provider of children’s services[[1]](#footnote-1) and some or all of the project is about providing children’s services, then you must provide us with a copy of your Child Protection Policy.
3. **Privacy Act 2020.** Te Puni Kōkiri is required to comply with the provisions of the Privacy Act 2020. Equally, organisations collecting personal information on behalf of Te Puni Kōkiri will comply with the provisions of the Privacy Act 2020. Te Puni Kōkiri requires the personal information requested in this document to process your funding application, and for statistical and policy development purposes. You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. For a copy of your information, or to have it corrected please contact us at Te Puni Kōkiri PO Box 3943 Wellington.
4. **Conflicts of interest.** You will need to identify in your application any conflicts of interest. A conflict of interest can arise if the applicant, or people involved in the proposed project/initiative, have personal or business interests that could conflict with the obligations under the funding agreement. For example, where a board member of the applicant is also the person who will be paid to deliver the project there is a conflict of interest, because some of the funding will directly benefit that board member. Conflicts of interest could call into question independence, objectivity or impartiality and can be:
	1. actual: where the conflict currently exists
	2. potential: where the conflict is about to happen or could happen, or
	3. perceived: where other people may reasonably think that a person is compromised.

You must do your best to avoid situations that may lead to a conflict of interest arising during the term of your agreement with Te Puni Kōkiri, and inform us as soon as a conflict of interest arises. We can still fund a project where there is a conflict of interest; we just need to be satisfied that the conflict is being managed appropriately.

1. **Publishing information about funded projects**. Te Puni Kōkiri may publish the names of organisations that we funded on our website, or in public communications. This could include:
	1. the name of your organisation. **Note**, individuals receiving funding will never be named
	2. a short summary that describes your project, the start date and completion date
	3. a short description about the numbers and location of whānau who will benefit or have benefited from your project
	4. Te Puni Kōkiri approved funding amounts.

**6. Tips for developing your application**

**Do:**

* Use the support available from Te Puni Kōkiri Regional Offices. Talk to them early in the process and use their support and advice to help you develop an application
* Allow plenty of time to plan, discuss and organise your application
* Provide as much detail as you can in each section of the application form
* Ensure that information submitted is correct and current in your application, including key contact information
* Ensure your fully completed application ***with all the supporting information*** is received well in advance of the date you plan to start your project (at least 6 weeks).
* Ensure the application has the support of your organisation and is signed by an appropriately authorised person
* Write “Te Pū Harakeke application” clearly in the subject line of an email or, if posting, on the front of an envelope
* Make sure to keep in contact with your Te Puni Kōkiri Regional Office should circumstances change

**Do not:**

* Submit incomplete or unsigned applications. Please include all the additional information and evidence requested
* Leave your application to the last minute. Depending on the need for clarifications or further information, the assessment process may take some time

**Te Pū Harakeke Fund - Emergency Response Application Form**

1. Organisation details

| Step | Topic | Details |
| --- | --- | --- |
| 1.1 | Name of applicant organisation |  |
| 1.2 | Funding amount | Is the applicant requesting more than $10,000 (excluding GST)

|  |  |
| --- | --- |
| If … | then … |
| yes | go to step 1.3. |
| no | go to step 1.6. |

 |
| 1.3 | Legal entity | Is the applicant organisation a legal entity? See point 5 above “Who we want applications from”

|  |  |
| --- | --- |
| If … | then … |
| yes | go to step 1.4. |
| no, the organisation will use an umbrella organisation for agreement purposes | go to step 1.5. |

 |
| 1.4 | Legal entity information | Please provide the applicant organisation’s legal entity information.

|  |  |
| --- | --- |
| Type of legal entity |  |
| Registration or incorporated number |  |
| New Zealand Business Number, if applicable |  |
| Registered address |  |
| Postal address (if different) |  |

 |
| 1.5 | Umbrella organisation | Please provide the umbrella organisation’s legal entity information.

|  |  |
| --- | --- |
| Umbrella organisation name |  |
| Type of legal entity |  |
| Registration or incorporated number  |  |
| New Zealand Business Number, if applicable |  |
| Registered address |  |
| Postal address (if different) |  |

 |
| 1.6 | Organisation Information | Please provide the applicant organisation’s information.

|  |  |
| --- | --- |
| Physical address |  |
| Postal address (if different) |  |

 |
| 1.7 | GST registration | Is the entity that will directly receive any approved payments GST registered?

|  |  |  |
| --- | --- | --- |
| Yes we are GST registered | provide GST number and go to step 1.8. | GST no:……………………………... |
| No, we are not GST registered  | tick the box and go to step 1.8. |  |

 |
| 1.8 | Financial status | Is the organisation solvent and in a position to pay expenses as they become due? Please tick appropriate box.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

 |
| 1.10 | Additional information |

|  |  |
| --- | --- |
| Has any decision-making member of the organisation been declared bankrupt? (if yes, provide details) |  |
| Has any decision-making member of the organisation been charged with fraud? (if yes, provide details)  |  |

 |

1. Contact details

Primary contact (Person named in the agreement, if your application is successful)

|  |  |  |
| --- | --- | --- |
| Step | Topic | Details |
| 2.1 | Name |  |
| 2.2 | Role in organisation |  |
| 2.3 | Landline |  |
| 2.4 | Mobile |  |
| 2.5 | Email |  |

Secondary contact (day to day manager of project, if your application is successful)

|  |  |  |
| --- | --- | --- |
| Step | Topic | Details |
| 2.6 | Name |  |
| 2.7 | Role in organisation |  |
| 2.8 | Landline |  |
| 2.9 | Mobile |  |
| 2.10 | Email |  |

3. Fund purpose and budget

**The fund purpose is to provide emergency response support to communities impacted by Cyclone Gabrielle**.

Please provide information how you are going to achieve the funding purpose, how much funding you are seeking from Te Puni Kōkiri, and contributions being made by yourself and other organisations.

|  |  |  |
| --- | --- | --- |
| Step | Topic | Details |

|  |  |  |
| --- | --- | --- |
| 3.1 | Activities to support how to achieve the fund purpose |  |
| 3.2 | Total cost | What is the total cost?

|  |  |
| --- | --- |
| Total funding  | $ |

 |
| 3.3 | Te Puni Kōkiri funding request | How much funding are you applying for from Te Puni Kōkiri?

|  |  |
| --- | --- |
| Te Puni Kōkiri funding request | $ |

 |
| 3.4 | Other funding sources  | Have you applied for funding from other agencies? Please provide more information on other funding you have requested, if any.

|  |  |  |
| --- | --- | --- |
| Source of additional funding  | Amount requested  | Successful/unsuccessful/ awaiting outcome |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 |
| 3.5 | Budget breakdown | Use this table to provide a full breakdown of costs for the funding you are requesting from Te Puni Kōkiri.If you need more space, please attach a more detailed budget breakdown.

|  |  |  |
| --- | --- | --- |
| Expenditure item  | Total costs ($) | Te Puni Kōkiri contribution ($) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 |

4. Risk management

|  |  |  |
| --- | --- | --- |
| Step | Topic  | Details |
| 4.1 | Risk Assessment  | What are the risks that might stop you from delivering your project or event successfully and how do you plan to manage these risks? Please complete the table below. Identifying possible risks will enable you to plan for them and be ready to respond if they arise.

|  |  |
| --- | --- |
| What risks have you identified  | How do you plan to manage the risk |
|  |  |
|  |  |
|  |  |
|  |  |

 |
| 4.2 | Conflicts of interest   | Are there any conflicts of interest (real or perceived) between you as an applicant, any other member of the organisation, any third party or employee of Te Puni Kōkiri? ***If yes, please state how the conflicts of interest will be managed.*****Note:** A common example of a conflict is whānau members being involved in both decision-making and delivery. |
|  |

5. Due diligence and supporting information

Please include the following information with your application.

|  |  |  |
| --- | --- | --- |
| Step | Item | Tick |
| 5.1 | **Proof of legal entity status for funding requests over $10,000**Proof the organisation is a legal entity, for example, a Certificate of Incorporation |  |
| 5.2 | **Children’s Act 2014**If your application includes providing services to children, you must provide a copy of your Child Protection Policy. Children’s services are defined as:1. Services to one or more children
2. Services to adults in respect of one or more children
3. Services provided to adults living in households that include one or more children and that:
4. Do or may affect significantly any one or more aspects of the well-being of those children; and
5. Maybe prescribed/defined by the Governor-General by Order in Council.
 |  |

6. Terms and Conditions, and Declaration

**Note:**

1. If you are applying for funding under $10,000, then two signatures are needed. One from the Chairperson and the second from a Trustee member.

**Terms and Conditions**

1. A funding recipient must:
	1. Spend the funds within 12 months of the application for funding being approved.
	2. Return to Te Puni Kōkiri any portion of the funds that are not spent on the approved Funding Purpose. If the funding includes GST, the funding recipient must also return the GST component.
	3. Provide a completed report by the due date set out in the Letter of Approval, or upon request by Te Puni Kōkiri.
	4. Keep financial records that record Te Pu Harakeke funding as a separate entry and demonstrate how the funding was spent for seven years after the end of the project and provide these to Te Puni Kōkiri if requested.
	5. Inform Te Puni Kōkiri of any changes that affect the organisation’s ability to deliver the project (e.g., changes to financial situation, changes to legal entity status or governance structures, or any other significant event) before the funds have been fully used or the project is complete.
	6. Notify Te Puni Kōkiri immediately if any of the funds are stolen or misappropriated and consider if police charges need to be laid.
	7. Agree that, if the proposal is successful, the name of my organisation, purpose of investment and Te Puni Kōkiri investment amount may be used by Te Puni Kōkiri for promotional purposes.
	8. Not issue public statements or respond to media enquiries about the funding agreement and purpose without first obtaining the approval of Te Puni Kōkiri.
	9. Agree that the information provided in this document can be used by Te Puni Kōkiri for statistical and/or policy development purposes
	10. Agree to co-operate fully, if required, in any audit or evaluation of the effectiveness of Te Pū Harakeke Fund or the Funding Purpose, including allowing Te Puni Kōkiri access to relevant records and personnel.
	11. Fully accept full accountability and responsibility for all requirements associated with the completion of the project
	12. Acknowledge that Te Puni Kōkiri will not be liable for any loss or damage, and indemnify Te Puni Kōkiri against claims by any third parties.
2. The funding may only be used as outlined in the budget breakdown for the Funding Purpose approved by, and subject to and conditions imposed by, Te Puni Kōkiri.
3. The recipient must comply with all relevant legal obligations. Providers of children's services must have or adopt, as soon as practicable, a child protection policy that accords with the requirements of section 19 of the Children’s Act 2014. If your policy falls due for review (three-year intervals from its first adoption) you must undertake the review. You must also carry out safety checks as required by Part 3 of the Children’s Act.
4. A funding recipient and Te Puni Kōkiri retain ownership of all intellectual property rights respectively owned before the commencement of the Funding Purpose. All new intellectual property rights created by a funding recipient while undertaking the Funding Purpose will be owned by the funding recipient. However, the funding recipient will grant Te Puni Kōkiri a perpetual, irrevocable, royalty-free, transferable and non-exclusive licence to use, modify, copy and distribute any reports related to the Funding Purpose provided to Te Puni Kōkiri.
5. Te Puni Kōkiri may be required to release information related to the funding and project if requested under the Official Information Act 1982, through a Parliamentary Question, or any other source where Te Puni Kōkiri is under a legal obligation to respond.
6. Failure to comply with any terms and conditions within this agreement, or the provision of false information in the application may result, without limitation on Te Puni Kōkiri:
	1. Requiring repayment of all or part of the funding
	2. Withholding payment of this and other Te Puni Kōkiri administered funding until issues are resolved
	3. Imposing additional terms and conditions before Te Puni Kōkiri administered funding is approved
	4. Declining applications for Te Puni Kōkiri funding

**Declaration**

I confirm that I have the authority to make this application and accept the terms and conditions on behalf of my organisation, and declare that:

* I understand and accept the terms and conditions set out above and acknowledge they will form a legally binding agreement with Te Puni Kōkiri if the funding request is successful
* I have read and understood my rights and obligations under the Privacy Act 2020
* All of the information provided for this application is true and correct to the best of my knowledge
* This project complies with the objectives of my organisation as contained in the Organisation’s Constitution, Trust Deed or Māori Land Court order
* I understand that there is no guarantee that my organisation will be successful in securing Te Puni Kōkiri investment
* My organisation is solvent and, in a position to pay its expenses as they become due
* I have notified Te Puni Kōkiri of all conflicts of interest I am aware of, as well as how these will be managed
* Any funding provided will only be used as detailed in the budget breakdown for the approved Funding Purpose
* My organisation is fully compliant with all applicable legislation, including requirements under the Children’s Act 2014 (if applicable)
* I will provide any further information that is required to complete an assessment of this application if requested by Te Puni Kōkiri
* I have been duly authorised by my organisation’s governing body to commit it to this agreement.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Name of authorised signatory** | **Name of authorised signatory** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Signature** | **Signature** |
| **Date      /      /**  | **Date      /      /**  |

Appendix 1 - Te Puni Kōkiri Regional Offices | Ngā Tari ā-Rohe o Te Puni Kōkiri

| **Region** | **Phone number** | **Email address** |
| --- | --- | --- |
| **Te Tai Tokerau** | Phone: 0800 875 888 | tpk.te-taitokerau@tpk.govt.nz  |
| **Tāmaki Makaurau** | Phone: 0800 875 285 | tpk.tamaki-makaurau@tpk.govt.nz  |
| **Waikato-Waiariki** | ***Hamilton***Phone: 0800 875 499 | tpk.waikato@tpk.govt.nz  |
| ***Tauranga***Phone: 0800 875 499 | tpk.tauranga@tpk.govt.nz  |
| ***Whakatāne***Phone: 0800 875 499 | tpk.whakatane@tpk.govt.nz  |
| ***Rotorua***Phone: 0800 875 499 | tpk.rotorua@tpk.govt.nz  |
| **Ikaroa-Rāwhiti** | ***Gisborne***Phone: 0800 875 447 | tpk.tairawhiti@tpk.govt.nz. |
| ***Hastings***Phone: 0800 875 447 | tpk.takitimu@tpk.govt.nz |
| **Te Tai Hauāuru** | Phone: 0800 875 884 | tpk.tetaihauauru@tpk.govt.nz |
| **Te Waipounamu** | Phone: 0800 875 839 | tpk.te-waipounamu@tpk.govt.nz |

1. Children’s services are defined as:

Services to one or more children

Services to adults in respect of one or more children

Services provided to adults living in households that include one or more children and that:

do or may affect significantly any one or more aspects of the well-being of those children; and

Maybe prescribed/defined by the Governor-General by Order in Council. (Note: You can check if your service is included in an Order in Council on [www.legislation.govt.nz](http://punaha-korero/otcsdav/nodes//www.legislation.govt.nz)). [↑](#footnote-ref-1)