



Māra Kai Funding Guide & Application Form 2010/2011

“Kia tika te mārama, me hakatō e ngā māra”

When the moon is right then plant the crops.

Te Puni Kōkiri – Taitokerau

09 430 3731

Māra Kai

Te Puni Kōkiri invites eligible roopu to apply to the Māra Kai fund for the 2010/11 funding year. The Māra Kai initiative assists Maori communities to meet the establishment costs of setting up small non-commercial māra kai on marae and in Māori communities. The Māra Kai initiative seeks to enhance the development of community-based garden projects that benefit whānau by promoting self-sufficiency, wellbeing and good nutrition, the sharing of gardening knowledge and community co-operation.

Aims

Māra Kai can be:

- a way to develop skills that could lead to employment;
- a healthy, educational, cultural activity for Māori;
- a useful Māori led community wide activity;
- a process that enables the transmission of traditional knowledge; and practice from the experienced to the inexperienced;
- a food source for your whānau, marae, or hapū;
- a useful way to develop whānau whenua;
- a useful way to preserve and protect Māori kai;
- an opportunity to grow kai the Māori way and know how to do that; and
- an opportunity to gain horticultural skills.

Fund eligibility

The Māra Kai fund is for roopu with a strong connection to its community, particularly Maori and able to deliver a community-based, non-profit gardening initiative. Any roopu that has recently, or has plans to, develop a garden is encouraged to apply. For roopu unable to meet the eligibility test, they can be umbrella-ed by an eligible entity. An eligible entity can host up to two (2) Māra Kai projects.

Funding

Preference will be given to projects where funding directly assists in the establishment of a Mara, rather than the administration of the project.

Up to \$2000.00 (excl GST) can be sought, with \$50,000.00 (excl GST) to be allocated in Te Taitokerau.

Funding for large scale Māra will be considered case by case.

Funding can be used for:

- provision of services to enable the establishment of a garden;
- facilities and structures for a garden, including construction of garden beds, irrigation and implement sheds;
- purchase of garden tools, composting equipment, plants and seeds; and
- education on gardening practices for group members.

Regional Assessment Process

Applications will be tested for:

1. **Completeness.** Applications will be checked to confirm the application form is fully completed, signed by the highest authority of the roopu, all supporting documentation is present and x1 copy of all documentation is included. Applications that are incomplete or received after the closing date will be returned without further consideration.
2. **Roopu eligibility.** The applicant roopu should supply evidence of its legal status and its ability to administer a contract. Roopu should self-test against the Roopu Eligibility section on page two.
3. **Project.** Applications will be assessed for fitness of purpose, how well the project meets the funding aims, the number of whānau likely to benefit and sustainability of the Māra.

All applications will be assessed first individually, then weighted against all applications received. Where Māra Kai funding has been previously received by a roopu, consideration will be given to the standard of prior contract performance and management.

APPLICATIONS CLOSE Wednesday 4 AUGUST 2010

Māra Kai Application Details 2010/2011



ROOPU ELIGIBILITY

To qualify for Māra Kai funding your organisation must be one of the following entity types and able to submit the supporting documentation specified. Please select your entity type:

Your entity type	Checklist	Supporting documentation required
<input type="checkbox"/> Incorporated Society	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	The Incorporation Certificate issued by the Ministry of Economic Development's Companies Office at establishment. This is available online at: www.societies.govt.nz . Trust deed, constitution or governance rules. If the governance rules specify, a set of the most recent audited financial statements from the 2009/10 financial year end, including the auditor's opinion, otherwise a statement of financial position for the period.
<input type="checkbox"/> Charitable Trust	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	The Incorporation Certificate issued by the Ministry of Economic Development's Companies Office at establishment. This is available online at: www.societies.govt.nz Trust deed, constitution or governance rules. If the governance rules specify, a set of the most recent audited financial statements from the 2009/10 financial year end, including the auditor's opinion, otherwise a statement of financial position for the period.
<input type="checkbox"/> Marae Reservation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Gazette Notice. Marae Charter, trust deed, constitution or governance rules. If the governance rules specify, a set of the most recent audited financial statements from the 2009/10 financial year end, including the auditor's opinion, otherwise a statement of financial position for the period.
<input type="checkbox"/> Ahu Whenua Trust OR Whānau Trust that has been established under the Te Ture Whenua Act 1993.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Māori Land Court Order Trust Deed, constitution or governance rules If the governance rules specify, a set of the most recent audited financial statements from the 2009/10 financial year end, including the auditor's opinion, otherwise a statement of financial position for the period.
<input type="checkbox"/> Kura Kaupapa or school	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	The school's most recently approved charter. Most recently approved annual plan. Most recent ERO report that includes section 5 (Board Assurance).
<input type="checkbox"/> Kohanga Reo (local body)	<input type="checkbox"/>	<i>If the kohanga has a local governance body established (as per an incorporated society or charitable trust above), then the Incorporation Certificate should be provided. Otherwise the local kohanga should apply to the Te Kohanga Reo National Trust to host (umbrella) the contract.</i>
<input type="checkbox"/> Te Kohanga Reo National Trust	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	The kohanga's most recently approved charter. Most recently approved annual plan. Most recent ERO report that includes section 5 (Board Assurance).
All roopu must provide:		
<input type="checkbox"/> A pre-printed bank deposit slip in the applicant roopu's name		

INELIGIBLE ROOPU:

If your roopu is unable to meet the eligibility test, and your Maara Kai project fits the funding aims, we recommend you seek the support of, and work with an eligible roopu to apply on your behalf. The eligible roopu can host the contract and you will work with them to ensure the monitoring and accountability requirements are met.

SECTION A – Applicant Roopu’s Details

A1: What is your organisation’s name? *(If you have a registered name, please use this. If you are a local branch of a national organisation, please specify – eg, Te Whare Ruruhou O Meri – Kaitaia)*

Full name of organisation:

A2: Has your organisation received Māra Kai funding previously?

Yes

No

A3: What date was the organisation established?

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A4: What is your organisation’s address?

Postal address (for where correspondence will be issued)

City

Postal Code

Physical address (for where documents can be couriered)

Registered address (as per the registered address listed with the Companies Office, and where the contract will be served)

A5: What are the organisation’s contact details?

Phone number

Fax number

Email address

A6: How many staff are employed?

A7: Please name the two authorised signatories of your organisation that have delegation or are authorised to sign contracts and agreements

1. Name

Position (Chairperson)

2. Name

Position (Treasurer, Executive officer, CEO)

A8: What are your organisation’s main activities AND long term goals *(or attach a copy of your annual plan).*

SECTION A: Applicant Roopu details (cont)

A9: Is this application on behalf of another roopu?

If so, please name the roopu your entity will umbrella.

SECTION B: Māra Kai project co-ordinator contact details

B1: Who is the Māra Kai project co-ordinator? *(The co-ordinator will be Te Puni Kokiri's point of contact for the contract and deliver the contractual administrative requirements, such as the accountability & monitoring report. The Māra Kai Project Co-ordinator will be advised of the funding decision outcome)*

Māra Kai Project Co-ordinator:

Phone number

Mobile number

Email address

SECTION C: GST status

C1: Is your roopu GST registered?

YES: GST number - -

If your roopu is registered for GST, payments are made on a GST exclusive basis, therefore quotes (in section D5) should be GST exclusive.

NO:

If your roopu is not registered for GST, payments are made on a GST inclusive basis, therefore quotes (in section D5) should be GST inclusive.

READ THE FOLLOWING CAREFULLY AND SIGN THE DECLARATION BELOW:

CONFIDENTIALITY: Subject to its statutory obligations, Te Puni Kokiri treats all information in funding applications as confidential.

The information provided is used solely for the purpose of administering and assessing the application. We hold any personal information in accordance with the Privacy Act 1993 and, in particular, the Privacy Principles contained in that Act.

Personal information is stored in a secure environment accessible only by authorised persons for legitimate purposes. You have the right to access your personal information and ask for the information to be updated or corrected where necessary.

If you are offered funding, one of the conditions is that Te Puni Kokiri has the right to publish your name, a description of the project, and the amount of funding. We may also include a brief description of your project in our media releases and publications, including the Te Puni Kokiri website. We may also ask you and the beneficiaries of the project to participate in an evaluation of the project, or use the information for statistical purposes and/or policy development.

Te Puni Kokiri is subject to the Official Information Act 1992 and we may have to release information under that Act to third parties if requested.

DECLARATION: I (the applicant) accept full accountability and responsibility for all requirements associated with the completion of the project.

I have ensured the information in this application is true and accurate, and the project complies with the objectives of our organisation, as contained in our attached constitution, trust deed, court order or similar documentation.

I understand that my application will be ineligible if I don't submit my signed application form, and support material at the same time and before the closing date and time, or if I don't provide a copy of all material submitted.

I certify that, if this application for funding is successful, I can submit to Te Puni Kokiri the signed contract and invoices by the September 17 deadline.

I have included the following:

- A completed and signed application form
- All required supporting documentation, specified for the entity I selected on page two of this application form.
- A pre-printed bank deposit slip in our roopu's name
- Copies of the support material, including this signed application form

Signed:

Date:

(By the chairperson/trustee/or authorised signatory of the applicant roopu)

Please retain a copy of the application for your records, then submit your original and x1 copy of all documentation to:

Mail to: Te Puni Kokiri, Private Bag 9026, Whangarei

Or deliver to: L2, Taitokerau Trust Board Bldg, Hunt St, Whangarei.

Your application must be received by Te Puni Kokiri no later than 5pm 4 August 2010.

Applications received after this date will not be accepted

Regional assessment timeframe

Applications close:

Wednesday 4 August 2010

Applicants advised:

By mid September