

Ngāi Tahu Fund

Questions and Answers

What can we apply for?

Q: Can we apply for our ordinary administrative costs?

The Ngāi Tahu Fund is for projects rather than to support the everyday running costs of organisations. This does not mean the Fund cannot contribute to wages, administrative or other costs, but they must be directly related to the project application.

Q: Can we apply for two or more projects at once?

An individual or organisation can apply for two or more projects at once, however separate applications should be completed for each project. The Fund Assessment Committee will want to be assured the applicant has the capacity to run multiple projects successfully.

Q: The criteria say projects that have already started will not be funded, what if it is a project we have run before?

Criteria is in place to ensure:

- projects are not started based on the assumption that funding will be received later
- the Fund is not actually funding ongoing everyday activities.

While the project you are applying for may be connected to other work you carry out, you need to be able to describe the project as a stand-alone piece of work. If you are unsure how this criteria may relate to your project please contact the Ngāi Tahu Fund Programme Leader.

Q: Can we get funding for a three year project?

Yes. With smaller projects you could put one application in for the entire project. If you were not sure how the project would progress or develop, you might choose to divide the project up and submit applications annually.

If you need to apply for more than \$30,000 towards the project, you would need to divide it into sub-projects and apply for it year by year.

Please note: Being given funds for a project in one year is no guarantee funding will be provided in subsequent years.

Q: Can we submit two applications for the same project in one year?

The Fund has been designed to receive one application per project in a 12 month period and the Fund Assessment Committee will not consider two applications for one project in consecutive funding rounds.

Q: Where can I get help with planning my project?

There are links and resources on the main Ngāi Tahu Fund page including details for Te Puni Kōkiri and Internal Affairs, both of who may be able to assist kanoahi ki te kanoahi with your project. You can also contact the Ngāi Tahu Fund Programme Leader for others who may be able to assist in your local area.

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Funding Allocations

Q: What is the Fund's annual budget for distribution?

In 2008/2009, more than \$1 million is available for distribution. On the basis of the quality and number of applications received, the Fund Assessment Committee will determine how the funding is disbursed.

Q: Who decides if the application is successful?

Fund staff will assess your application according to the relevant guidelines and selection criteria, with all final decisions being made by the Ngāi Tahu Fund Assessment Committee.

Q: When does the Committee meet to decide on applications?

Yes, the Committee meet approximately 2-3 months after the round closing date, after which applicants will be advised by letter of the decisions.

Q: What happens if my application is not eligible?

All applications will go to the Ngāi Tahu Fund Committee, including those that appear to be ineligible. If the Fund Assessment Committee considers your application to be ineligible you will receive a letter advising you of this. To give your application the best chance of being successful you can discuss it with the Ngāi Tahu Fund Programme Leader.

Q: What happens if we are given less money than we request?

When making Fund allocation decisions, the Committee will carefully consider the funding that has been requested before making allocation decisions. If you are given an amount that you consider will not enable you to carry out the project, you should contact the Ngāi Tahu Fund Programme Leader.

Q: Will it help my chances if I also apply to other funders?

The Fund may not be able to fully fund projects in particular larger applications; it relies on applicants to also apply to other funders. Applying to a range of funders also suggests you are proactive and well organised; it is likely to help your chances.

Q: Where else can I go for funding?

There may be a number of funding sources available for your project. Te Puni Kōkiri also has a range of funding options and can also put you in touch with other funders. For more information go to their website www.tpk.govt.nz or phone them on 0800 TPK TEWAI (0800 275 89384). You may also be able to get assistance from your local Internal Affairs office.

Many other funding sources are listed on Fundview, a database managed by the Funding Information Service. The database is available through local libraries, Department of Internal Affairs offices, and a number of other locations. Please see www.fis.org.nz for further information.

After Allocation

Q: What does the Ngāi Tahu Fund expect from the organisations and individuals it gives donations to?

The Applicant and Sponsor Agreement in the application form requires recipients to agree to a range of commitments which will help ensure Ngāi Tahu funds are put to best use, and are fully accounted for.

Q: What happens if not all the money given for a project is spent on that project?

If money remains after the project is completed, this is to be returned to the Ngāi Tahu Fund with your final report.

Q: Can we apply for further funding if we have not finished spending a previous donation?

It is anticipated that some recipients will run projects that overlap with each other. As long as you are complying with reporting requirements and making reasonable progress in relation to the existing project, you will be eligible to apply for further funding.

Q: Will information about us and our project be made public or passed on to others?

To ensure accountability of the Fund Assessment Committee and applicants to Ngāi Tahu whānui, the names of the applicant and project sponsor; the amount of money given; the purposes for which they have been given; is published in Te Pānui Rūnaka.

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Other Questions and Answers

Q: Can Te Rūnanga o Ngāi Tahu (TRoNT) representatives, staff members or contractors be applicants or project sponsors?

To ensure any potential conflicts of interest are properly managed, it has been decided TRoNT staff, independent contractors, TRoNT representatives and Ngāi Tahu Fund Assessment Committee members cannot be sponsors, applicants or project leaders.

Please note: These people can also sign as Chair of an organisation applying and/or can be listed in the 'Key personnel involved' section of Question Five of the application forms.

Q: Can we do an oral presentation to the committee about our application?

It would not be feasible for the Committee to consider oral presentations, given they may have over a hundred applications to consider in a one or two day meeting.

Q: How do I submit a formal complaint about a project?

All formal complaints must be by written letter to the Chair of the Ngāi Tahu Fund. Please send this to: The Chair, The Ngāi Tahu Fund, PO Box 13046, Christchurch 8141.

It is important to note that no discussion will be entered into regarding the final decision/s of the Ngāi Tahu Fund Committee or Ngāi Tahu Fund Chair. This includes their decision whether or not to proceed or to discontinue investigations regarding the complaint.

Q: Is there a set amount of money for each of the three funding levels?

Because the Fund has only just been established, the Committee has decided not to divide the funding between the different categories at this time.

Q: The budget format in the application form does not ask for a breakdown of the costs, but would it be useful for the Committee to know this?

This information may be useful to the Committee and you should include it if it will give a better picture of your project.