

# Te Pepa Tono Pūtea Application Form and Information



*He Kaupapa Iti - Small Projects up to \$5,000*

*He Kaupapa Nui - Medium Projects up to \$30,000*

*He Kaupapa Nui Rawa - Large Projects Expressions of Interest over \$30,000*

**ngāitahufund**  
SUPPORTING NGĀITAHUTANGA



# The Ngāi Tahu Fund

Application form and information

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## Te Whakatakanga Mission

Toitū te Kawa  
Toitū te Rangatiratanga  
Toitū te Ao Tūroa  
Toitū te Kaikōkiri  
Toitū te Iwi

Strengthening Ngāi Tahu  
cultural excellence through  
sustainability, innovation  
and tenacity.

### He kupu whakataki Introduction

The Ngāi Tahu Fund provides resources to Ngāi Tahu whānau, hapū and rūnanga to strengthen Ngāi Tahu cultural practices and knowledge.

The Ngāi Tahu Fund application has been designed as a practical guide to help you apply to the Ngāi Tahu Fund.

It includes background information about the Fund and its objectives; details on how to ensure your project has identifiable outcomes; and more detailed information to help you fill out your application.

As the Fund is likely to receive requests for more funds than it can provide, priority will be given to projects that the Ngāi Tahu Fund Assessment Committee considers best meet the Fund criteria.

### Me pēhea te whakamahi How to use this

We recommend all applicants thoroughly read this information and other relevant information on the [www.ngaitahufund.com](http://www.ngaitahufund.com) website before applying for any funding.

If you require any assistance with completing the application form please do not hesitate to contact us on 0800 524 8248.

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# A. He whakamārama General information

## *Ngāi Tahu Fund Strategic Goals*

- Build the cultural knowledge and participation of Ngāi Tahu whānui
- Encourage and grow the cultural practices of Ngāi Tahu whānui including Mahinga Kai, for us and our children after us
- Encourage cultural leadership for today and for the future of Ngāi Tahu whānui (expertise)

All projects are required to support the strategic goal relating to building cultural knowledge and participation of Ngāi Tahu whānui. Applications must also clearly identify what cultural knowledge is involved in the project and demonstrate how the proposed project contributes to building cultural knowledge and participation.

## *Key priorities*

The Ngāi Tahu Fund Assessment Committee will take into account the following key priorities:

1. Whakapapa
2. Te Reo me ōna Tikanga
3. Mahi Toi
4. Whānau Development
5. Whenua Development
6. Mahinga Kai

These were identified at the Puketeraki Cultural Summit held October 2005.

## *Three levels of funding*

1. He Kaupapa Iti Small Projects - up to \$5,000
  - Individuals who are registered Ngāi Tahu whānau may apply
  - Legal entities may apply
2. He Kaupapa Nui Medium Projects - \$5,000 to \$30,000
  - Legal entity required
  - Individuals cannot apply for this funding
  - Ngāi Tahu association
3. He Kaupapa Nui Rawa Large Projects - over \$30,000 (by expression of interest).
  - Legal entity required
  - Individuals cannot apply for this funding
  - Ngāi Tahu association

## *Ngāi Tahu Fund Assessment Committee*

The Assessment Committee comprises:

Jane Davis (Chairperson)  
Rakiihia Tau  
Iain Hines  
Piri Sciascia  
Suzanne Ellison  
John Prendergast  
David Higgins  
Tahu Potiki

All the Assessment Committee members have extensive funding experience.

## *Funding rounds*

There are two funding rounds each year. Applications close the last Friday of March and September each year.

Actual dates are on the website [www.ngaitahufund.com](http://www.ngaitahufund.com) or contact the Fund Programme Leader DDI 03 3712653

email: [funds@ngaitahu.iwi.nz](mailto:funds@ngaitahu.iwi.nz).

## Accountability

All Fund recipients will be required to submit accountability and evaluation reports. Information about successful applications may be published via:

- Our website
- Te Pānui Rūnaka
- Te Rūnanga o Ngāi Tahu Annual Report
- Te Karaka
- or other publications

## Previously funded projects

For a full list of all the previous projects which have been supported by the Ngāi Tahu Fund go to [www.ngaitahu.iwi.nz](http://www.ngaitahu.iwi.nz).

## Who can apply?

### Ngā kaupapa iti Small Projects - up to \$5,000

- Individuals who are registered Ngāi Tahu whānau may apply
- Legal entities may apply

### Ngā kaupapa nui Medium Projects - \$5,000 to \$30,000

- Legal entity required
- Individuals cannot apply for this funding
- Ngāi Tahu association

### Ngā kaupapa nui rawa Large Projects - over \$30,000 (by expression of interest)

- Legal entity required
- Individuals cannot apply for this funding
- Ngāi Tahu association

## Things you should know

- All projects are required to support the strategic goal relating to building cultural knowledge and participation of Ngāi Tahu whānui. Applications must also clearly identify what cultural knowledge is involved in the project and demonstrate how the proposed project contributes to building cultural knowledge and participation.
- Any project funded must have a charitable purpose
- Receipt of applications will normally not be acknowledged
- To ensure any potential conflicts of interest are properly managed, Te Rūnanga o Ngāi Tahu staff, Te Rūnanga o Ngāi Tahu independent contractors, Te Rūnanga o Ngāi Tahu representatives and Assessment Committee members cannot be sponsors, applicants, or project leaders
- To assist the Assessment Committee in its decision making we may contact any of the people listed in your application to discuss the project (please ensure they are aware of this)
- Recipients are responsible for any income tax or GST that may be payable on the funds
- Evidence of expenditure must be shown in the report and supported by recognised documentation
- Accountability reports are required for all successful project types (you will be notified of the due dates)
- Applicants or sponsors who have outstanding project reports, without justifiable reasons, may have their funding agreement suspended or terminated and may be required to repay any funds provided

## Types of activities that will not be funded

- Retrospective funding for projects - projects already underway or virtually completed before the Ngāi Tahu Fund closing dates
- Repayment of debt
- Koha is the responsibility of those running a project and should come from the applicant
- Projects where the main purpose or focus is
  - political sectarian or religious advocacy
  - social service delivery
  - the core business of an organisation or general operational/administration function
  - major building works, equipment or vehicles
  - capital items
  - IT Hardware
- Projects which duplicate existing projects or programmes, unless there is a good reason for both to exist
- Projects where other sources of funding can be sought
- Travel outside of the Ngāi Tahu rohe unless in exceptional circumstances
- Projects that give benefit to only one or two people

## B. Ngā whakaritenga Application process

### How to apply

#### Online application

You can apply using the online funding application process. Simply log on to Community Net through <http://www.ngaitahu.iwi.nz/Ngai-Tahu-Whanui/>. You will require your Ngāi Tahu registration number and password for this. Once logged in, visit the Ngāi Tahu Fund section on the left hand side and click on the Online Application section. You can then create a new Ngāi Tahu Fund application. If you are applying online we recommend that you also read Applying Online to the Ngāi Tahu Fund which is located on our website.

#### Application form

Obtain an application form:

- From the Ngāi Tahu Fund Programme Leader
- By downloading an electronic version from the Ngāi Tahu website [www.ngaitahufund.com](http://www.ngaitahufund.com).

*If you are completing a paper application please print neatly in black or blue pen to ensure readability*

Once you have completed this application send it along with the required attachments to:

The Ngāi Tahu Fund  
PO Box 13046  
50 Corsiar Drive, Wigram  
Christchurch

#### Timeline/process

1. Applications are submitted to the Ngāi Tahu Fund (The application rounds close on the last Friday of March and September each year.)
2. Ngāi Tahu Fund applications are then assessed by the Ngāi Tahu Fund Assessment in Committee (in June and December)
3. All Applicants will be notified of the decision, in writing within two weeks of the respective Ngāi Tahu Fund Assessment hui
4. All large project expressions of interest that are approved by the Committee, will be asked to submit a full proposal. They will be contacted by the Ngāi Tahu Fund Programme Leader and be provided with further detail around the large proposal process and timelines for submitting the full project proposal
5. Payments for successful small and medium applications will generally take place three-four weeks after the Committee decision hui. Payments for successful large applications will be negotiated with applicants.
6. All successful fund recipients will be required to submit accountability reports to Ngāi Tahu Fund Committee:
  - Ngā kaupapa iti Small Projects - up to \$5,000. A final report is due one year after the project finishes
  - Ngā kaupapa nui Medium Projects - \$5,000 to \$30,000. Two reports. An interim report is due six months after funding has been approved and a final report on completion of project
  - Depending on the scope of project and amount funded, a formal funding agreement maybe required
  - Ngā kaupapa nui rawa Large Projects - over \$30,000. Reports to be provided as agreed in project milestones.

#### Further information

If you require further information or would like to discuss any of the material in this application you can contact the Ngāi Tahu Fund Programme Leader. The Programme Leader can also support you to complete the application form where time permits.

#### Contact details:

Phone: 03 371 2653  
Freephone: 0800 524 8248  
Email: [funds@ngaitahu.iwi.nz](mailto:funds@ngaitahu.iwi.nz)  
Website: [www.ngaitahufund.com](http://www.ngaitahufund.com)  
Address: The Ngāi Tahu Fund  
Ngāi Tahu Fund Programme Leader  
Jennifer Walsh  
PO Box 13046  
50 Corsiar Drive, Wigram  
Christchurch

# APPLICANT DETAILS

## C. Te Puka Tono Application Form

Please complete all sections

### 1. Te momo pūtea Fund type

(please select one only)

- He Kaupapa iti Small Projects - up to \$5,000
- He Kaupapa nui Medium Projects- \$5,000 to 30,000
- He Kaupapa nui Rawa Large Projects - 30,000 and over

### 2. Te kaitono Applicant name

Full name of Applicant:

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Postal address:

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Postcode:

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E-mail address: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact phone numbers: \_\_\_\_\_

Day: \_\_\_\_\_

Evening: \_\_\_\_\_

Cell: \_\_\_\_\_

### 3. Te noho ā ture a te kaitono Applicant legal status

(please tick one only):

- Company
- Charitable Trust
- Incorporated Society
- Other:
- Individual applicant

#### Special confidentiality requests

In exceptional circumstances we may receive applications that contain sensitive material or information. For example your application may contain intellectual property or cultural information that you would prefer to keep confidential to the Assessment Committee and Programme Leader. In this instance you must specify what is confidential and flag your application for a special confidentiality request. Please also notify the Programme Leader by phone. All reports and information submitted as part of Ngāi Tahu Fund applications will be deposited in the Ngāi Tahu archives and where applicable copies will be given to the Ngāi Tahu Whakapapa Unit. In such cases determination of exceptionality will be made by the Ngāi Tahu Fund project leader and Ngāi Tahu Fund chair.

#### Notes

- **Individual applicants** must list their full name as listed on the Ngāi Tahu Whakapapa database. Legal entities must list their full legal name.
- **The Applicant** is required to sign the last page of the agreement form (where the applicant is a legal entity the Chairperson must sign)
- To ensure any potential conflicts of interest are properly managed, it has been decided Te Rūnanga o Ngāi Tahu staff, Te Rūnanga o Ngāi Tahu independent contractors, Te Rūnanga o Ngāi Tahu representatives and Assessment Committee members cannot be sponsors, applicants, or project leaders. These people can sign as Chair, of an organisation applying and/or can be listed in the Additional key personnel involved section.
- All future correspondence will be sent or emailed to the applicant







# OTHER PERSONAL INVOLVED

## 10. Te kaiwhakarite Contact person

Full name of contact person:

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Their role in the project:

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Postal address:

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Postcode:

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E-mail address: \_\_\_\_\_

Day: \_\_\_\_\_

Evening: \_\_\_\_\_

Cell: \_\_\_\_\_

## 11. Te kaiārahi Project leader

Full name of the project leader:

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Postal address:

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Postcode:

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E-mail address: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact phone numbers: \_\_\_\_\_

Day: \_\_\_\_\_

Evening: \_\_\_\_\_

Cell: \_\_\_\_\_

### Notes

In this question you are asked to provide details for a number of people involved in the project

- To ensure any potential conflicts of interest are properly managed, it has been decided Te Rūnanga o Ngāi Tahu staff, Te Rūnanga o Ngāi Tahu independent contractors, Te Rūnanga o Ngāi Tahu representatives and Assessment Committee members cannot be sponsors, applicants, or project leaders. These people can sign as Chair, of an organisation applying and/or can be listed in the Other key personnel involved
- Having the people with the necessary cultural knowledge and other necessary skills will be crucial to the success of your project
- The full name (including initials for middle names) must be listed accurately
- This person should be familiar with the application and project.
- Please note that the people listed in this application form, may be contacted by the Ngāi Tahu Fund staff.
- Please note that all correspondence will go to the applicant.



## 14. Ngā take tupono Risk issues

Any risks or issues you have identified and addressed:

Risk identified	Risk management

## 15. Ngā take pūkenga Capacity issues

Any capacity issues you have identified and addressed:

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## 16. Te tautoko a Ngāi Tahu me te hapori Ngāi Tahu and community support

Please outline the support you have for this project. Signed letters of support are to be provided.

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### Notes

- Some projects will be very low risk while others might have considerable risks associated with them. Projects that have more risks will therefore need some careful planning to manage the risks. If your project involves travel, outdoor activities, people, young children or potentially dangerous equipment you will need to assure the Assessment Committee that you will be able to manage the risks involved.

For example, if there are significant health and safety risks that apply you will need to show that you have a detailed risk management plan in place to manage these.

A common risk is that the key tutor is unavailable. Mitigation would be that an alternative tutor is found or the date changed.

- An applicant may have an excellent project with a great team but not the internal capacity to deliver all aspects. If you think this applies to you please contact the Ngāi Tahu Fund Programme Leader. We can help you identify the relevant tools and expertise needed and provide advice on how these can be sourced. However we will be looking for ways to see how this expertise is transferred into your community over time.

### Example:

The group does not have anyone trained to manage the funds for the project but has, through the Ngāi Tahu Fund Programme Leader, made contact with someone who will provide this service and train a whānau member so they will develop the skills to do this in the future. Some of the cost of this has been sought from Te Puni Kōkiri and some additional funding is being sought from the Fund.

- It is useful for the Assessment Committee to know what support, formal and informal, there is for the project within Ngāi Tahu and, where applicable, from Rūnanga, other communities, organisations and key Kaumātua and individuals.

It is preferred that projects regarding whakapapa must also provide letters of support from all key kaumātua involved.

## 17. Ngā hoa kaipakihi Partners

If this project is to be carried out in partnership or collaboration with other organisations, please list them here and briefly outline their contribution(s).

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## 18. I rongō koe ki hea?

### How did you find out about the Ngāi Tahu Fund?

If this project is to be carried out in partnership or collaboration with

- |   |                                       |
|---|---------------------------------------|
| <input type="radio"/> Papatipu Rūnanga            | <input type="radio"/> Tahu Fm         |
| <input type="radio"/> Te Karaka                   | <input type="radio"/> Brochure        |
| <input type="radio"/> Hui                         | <input type="radio"/> Te Pānui Rūnaka |
| <input type="radio"/> Funding Information Service | <input type="radio"/> Website         |
| <input type="radio"/> Other (please state)        |                                       |

### Notes

The Fund encourages collaboration and partnerships between applicants and others. This is often an effective way of combining skills and resources. This may be with other Ngāi Tahu organisations and non-Ngāi Tahu organisations.

# BUDGET

## 19. Te pūtea whakahaere Budget

Complete the budget using the following table listing the key items you will need to pay for under the appropriate headings. All budgets should exclude GST. If you have a more detailed budget you should also attach this to give the Committee an understanding of the planning that has gone into your project.

### Applicant contribution

Whenever possible we encourage applicants to make a contribution to project costs. There are three main ways the individual or organisation can contribute to a project application:

- by using their own funds
- by obtaining funding from other external Funders
- with 'in kind contributions' - these could be volunteer hours, administration hours, the use of an office or equipment or other types of support.

### Calculating 'in-kind' contributions

Voluntary time and effort is the backbone of the iwi and we often rely on voluntary time and effort to achieve our aspirations. By putting a value on this we are showing that we acknowledge the effort our people give. It is legitimate to calculate any voluntary contribution in a Fund project as what can be called an "in-kind contribution".

For example, if you estimate that volunteers involved in the project (this may include executive, directors or trustees time) will contribute 100hrs and the work they do could be valued at \$15 per hour, your 'in kind', contribution would be \$1500. You can also value any equipment you may have been given the use of, by estimating what it would have cost if you had had to hire it.

Activity	Amount sought from the Ngāi Tahu Fund	In-kind contributions (external funding already received)	Source of other funding (applicant, whānau, other funders)	Overall cost
<b>Administration (e.g. photocopy, postage)</b>				
e.g. Photocopying	\$80	\$80	Whānau	\$160
<b>Resources (e.g. people, materials)</b>				
e.g. Tutor time (120 hours @ \$25 per hour)	\$1,500	\$1,500	Community Trust	\$3,000
<b>Other costs (e.g. venue, kai)</b>				
e.g. Marae Hire (2 days)	\$600	\$1,200	Te Puni Kōkiri	\$1,800
Total costs:				
Total requested from the Ngāi Tahu Fund:	\$			

Please note applications over \$5,000 require a legal entity (eg a trust) as the applicant. Individuals can only apply for under \$5,000.

Please note that sections (20–22) are not required for individual applicants.

**20. Ngā mema o te rōpū Organisation members**

Please list all members of your governing body:  
(Directors, Trustees, Committee Members & Chair)

Chair:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**21. He kōrero mō te rōpū Organisation overview**

Please provide an overview of your organisation’s management and governance structure:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**22. Ngā kaupapa here, ngā punaha me ngā tirohiro pūtea Financial policies, systems and controls**

Please tell us about the financial policies, systems and controls your organisation will have in place for the project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Notes**  
Example:
- All payments are required to have two signatories
  - Accounts are audited by a Chartered accountant annually



# SUPPORTING DOCUMENTS

24 Hōmai hoki ēnei e whai ake nei

Please supply the following attachments

- An original pre-printed bank deposit slip**  
If not pre-printed, verified by the bank (stamped, dated and signed)
- Signed applicant and sponsor agreement (pg 18)**
- Financial update (if applicable)
  
- Your latest audited financial accounts
  
- Your most recent annual report where applicable
- All previous Ngāi Tahu Fund reports are up to date
  
- Signed letters of support
- Any other relevant information.

## Notes

### Bank account details

The bank account deposit slip you supply should have the same name as that of the applicant.

The deposit slip needs to be pre-printed by the bank or if hand written stamped by the with an official bank stamp. Photocopies will not be accepted

### Financial update

Required by all organisations applying

If the balance date of your last set of accounts is more than 6 months old prior to the date you are submitting your application, you will be expected to provide a financial update that is less than three months old at the time of submitting your application.

The financial update should include an income and expenditure statement and record any significant changes in assets and liabilities since your last audited accounts.

### Financial accounts

Required by all organisations applying

Organisations should supply accounts with a balance date not more than 18 months prior to the date you submit your application.

For example, if you are submitting your application on 30 March 2008, your accounts must be for the year ending 30 September 2006 or later. If your accounts are not audited please explain why.

### Annual report

### Project reports

If you have previously received funding from the Ngāi Tahu Fund please ensure you are up to date with all reporting requirements. Reports are generally due the last Friday of April and October after funding is approved.

### Please supply letters of support

### Other relevant information

You may also include other information that may support your application including photos, maps, diagrams, and other background information that can easily be considered by those assessing applications. Audio-visual presentations may also be provided and would be viewed by the Assessment Committee at its discretion. Please be aware that Assessment Committee members will have many applications to read.

If you have any further questions or are having problems with the application process please contact the Ngāi Tahu Fund Programme Leader.

Phone: 03 371 2653  
or 0800 WHAI RAWA (0800 942 972)

Email: funds@ngaitahu.iwi.nz

Website: www.ngaitahufund.com

Postal Address: The Ngāi Tahu Fund  
PO Box 13046  
50 Corsiar Drive, Wigram  
Christchurch

## 25. Te kirimana a te kaitono Applicant Agreement

The Applicant Agreement is in place to protect all parties. It outlines the obligations and accountability requirements of applicants receiving Ngāi Tahu Fund money. Where the project sponsor is also the individual applying or is chair of the organisation applying, this person should sign the application in both places.

The following declaration must be signed by people aged 18 years or over.

**Signatories cannot be partners, close relatives, or live at the same address.**

1. We will not expend funds for any purpose other than those described in this application unless written approval for a change of purpose is obtained from the Ngāi Tahu Fund in advance.
2. We will demonstrate accountability for funds by reporting on the expenditure of funds as required.
3. We will repay, at Ngāi Tahu Fund Assessment Committee's request, all or part of the grant if it is found that Ngāi Tahu Fund money has been misappropriated or used for an unapproved purpose.
4. We will return any unused funds from this project on its completion, with our final report, or in the event that our organisation winds up or goes into recess.
5. The funding applied for in this application is for charitable purposes as defined in government legislation and consistent with Trust law.
6. We will not use the Ngāi Tahu logo or name without prior approval from Te Rūnanga o Ngāi Tahu.
7. We will not transfer, or otherwise dispose of any rights, benefits, obligations or liabilities set out in this project proposal without the prior written consent of the Ngāi Tahu Fund Assessment Committee.
8. We accept that it is our responsibility to pay any tax which we may be legally required to do so as a result of the grants use.
9. If requested, we will provide further information in relation to this application.
10. We accept that we may be called upon to present an overview and/or the outcomes of this project at a public event determined by the Ngāi Tahu Fund.
11. We will ensure that information relating to the expenditure of Fund money will be made available for inspection if requested by Ngāi Tahu Fund and will allow an audit on the use of the funds should the Ngāi Tahu Fund consider it necessary.
12. We accept that any items produced as a result of funding may be used for educational purposes by Te Rūnanga o Ngāi Tahu and that copies may be stored within the Ngāi Tahu library, on the Ngāi Tahu website, where these items are not identified as confidential by the Applicant.
13. We accept the Ngāi Tahu Fund Assessment Committee's right to use, for publicity purposes or education purposes, all material submitted to the Ngāi Tahu Fund that is not identified as confidential by the Applicant.
14. Where the applicant is an organisation or legal entity, a resolution has been passed by the applicant organisation that this application be made for the purposes stated.
15. We accept any decision made by the Ngāi Tahu Fund Assessment Committee is final and binding, and accept that no reasons for such decision will be given, nor will any correspondence be entered into.
16. All information provided in this application is, to the best of my/our knowledge, true and correct.
17. We have read these conditions of the Applicant Agreement and undertake to abide by the conditions of this agreement.
18. **Funding Acknowledgement - The Recipient is required to include the Ngāi Tahu Fund logo in all publicity material and will, to the best of their ability, ensure that media interviews and other related publications conducted by third parties also include acknowledgment and credit of Ngāi Tahu Funding. Any publicity material and media interviews and other related publications should not make reference to the amount of funding or other confidential terms of the Agreement. The Recipient also agrees that any reports, photographs or material that they might submit for the purposes of their fund reporting requirements can be used in the further promotion of the Ngāi Tahu Fund and in Ngāi Tahu Fund associated activities. Where possible, Recipients will be informed of their inclusion in such material or activities prior to release.**

*This agreement must be signed by the authorised Project Sponsor and Applicant (or chairperson where a legal entity is applying).*

<b>Full Name and Signature:</b> Project Sponsor	<b>Full Name and Signature:</b> Individual Applicant/Chairperson
Full Name:	Full Name:
Address:	Address:
Signed:	Signed:
Date:            /        /	Date:            /        /

## *The Ngāi Tahu Fund*

### *Contact details:*

Phone: 03 371 2653  
Freephone: 0800 524 8248  
Email: [funds@ngaitahu.iwi.nz](mailto:funds@ngaitahu.iwi.nz)  
Website: [www.ngaitahufund.com](http://www.ngaitahufund.com)  
Address: The Ngāi Tahu Fund  
Ngāi Tahu Fund Programme Leader  
Jennifer Walsh  
PO Box 13046  
50 Corsiar Drive, Wigram  
Christchurch