

NGĀ ARATOHU TOHA PŪTEA GRANT DISTRIBUTION GUIDELINES

He Kupu Whakataki – Introduction

1. The Raukawa ki te Tonga Trust (Trust) Deed sets out the functions and purposes, and provides for the control, governance and operation of the Trust through the expression of Kaupapa Tuku Iho. The Trust is required to act for the benefit of all of the members of the Iwi whānui of Raukawa ki te Tonga.

Te Koronga Matua – Trust Purpose

2. To receive, hold, manage and administer the Trust Fund for charitable purposes which benefit the community of Raukawa ki te Tonga and all members irrespective of where those members reside.

Ngā Kaupapa Tuku Iho – Trust Guiding Principles and Values

3. The Trustees of Raukawa ki te Tonga Trust will work with Kaupapa Tuku Iho inherited from our tūpuna to enhance our relationships with one another and those with whom we work to achieve the aspirations of Raukawa ki te Tonga. The following statement will also guide the Trust's behaviour:

Me whakamana tātou e tātou, me whakamana ngā tāngata, ā me whakaiti koe.
Ko ngā kaumātua, ngā puna o te mātauranga; mā te whakarongo ka whakamana.
Ko ngā pakeke, ngā kaitiaki o tōku oranga, mā te āwhina ka whakamana.
Ko ngā tamariki ngā hua o tēnei ao, mā te awhitahi, ka ora ai.
Nā Hemi Te Peeti, Ngāti Whakatare

Honour each other and all people and be humble yourself. Honour and attend to our kaumātua, the source of our knowledge. Empower our elders, the guardians of our wellbeing. Embrace and nurture our children, the harvest of our world.

Te Tumanako – The Aim

4. The Trust is committed to the fair and equitable distribution of funds to the hapū, iwi, marae, entities and members of Raukawa ki te Tonga.

He Iti Nā Motai - Determining the Distribution Sum and Other Information

5. The financial year for Raukawa ki te Tonga Trust runs from 1 Oct -30 Sep. The audited accounts are presented at the Annual General Meeting held before 31 Mar of the following year. The Trust is to determine the sum of money available for distribution to beneficiaries based on the following principles:

- a. The Trust assets should be protected to benefit future generations.
- b. The need to account for the depreciation of the assets due to inflation.
- c. The Net return received on the investments made in the past financial year.

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- (1) Less the amount retained by the Asset Holding Company (AHC) in order to grow the asset.
- (2) Less the payments made to the AHC for their services, to manage its affairs and conduct their business.
- (3) Less the amount used by the Trustees for their services, to manage the Trust and its affairs and to conduct their business. This includes the following:
 - (a) Trustees costs
 - (b) Secretariat costs
 - (c) Maintaining the membership and promoting registration
 - (d) The election of Trustees
 - (e) Use of legal services
 - (f) Training
 - (g) Fish Distribution

6. Excluding exceptional circumstances, once the Trustees have determined and advertised the sum available for distribution, the sum is not to be increased. The Trustees are to prioritise the applications received and fund only to the pre-determined sum.

7. Once the Trustees have determined the sum available they are to notify the AHC so that they can have the money ready for distribution on the date that the applicants are to be notified of the outcome.

8. The Trustees are to determine the priorities for the distribution round.

9. Trustees are to determine the following dates associated with the distribution:

- a. The date that applications will open.
- b. The date that applications will close. There is to be a minimum of 12 weeks between the opening and closing dates so that applicants have a reasonable time to scope their project and the associated costs.
- c. The date that the Trustees will meet to discuss the applications.
- d. The date when the applicants will be notified of the outcome. This is to be a maximum of six weeks after the applications closing date so as to minimise the risk of increased costs to submitted quotes.

10. The priorities for distribution, and the opening, closing and notification dates are to be advertised widely and annotated on the application form.

Te Puka Tono – The Application Form

11. An example of the Raukawa Ki Te Tonga Trust Distribution Application Form is attached at Annex A. Excluding the information that is to be updated annually the form is not to be amended without the approval of the Trust. The following *key information* is to be updated prior to calling for applications:

- a. The Trust priorities for distribution.
- b. The opening and closing dates for applications.
- c. The date that the applicants will be notified of the outcome.
- d. The contact details of the person who will receive the applications.

12. Applicants must apply through a registered Charitable Entity. The entity is to provide the CC number on their application form.

13. Applicants are to be advised that if successful that they will be required to complete an Accountability Report within timeframes agreed by the recipient and the Trust, and a final report upon completion of the project.

14. Applicants are to be advised that if successful, Raukawa ki te Tonga Trust reserves the right to advertise successful applicant details.

15. The applicants are to attach the following information to their application form:

- a. Signed minutes of the Charitable entity meeting showing the resolution to apply for funding.
- b. A budget for the project.
- c. Preferably more than one quote to support the proposed budget.
- d. Contact details for the Project Manager.

Te Karanga Ki Te Iwi – Announcing the Distribution

16. The call for applications is to be advertised widely using the Trust website, email pānui, various Iwi forums available including digital media sites and Te Rūnanga o Raukawa.

17. The Raukawa ki te Tonga website is to be updated to announce the call for applications and to reflect the decisions made by the Trustees regarding the key information as seen in sub paras 11a. – 11 d. The latest version of the Application Form is to be available for downloading on the website.

Te Whakaemitanga – Collating the Applications

18. Upon receipt of an application it is to be registered and checked to ensure that it has all of the information required:

- a. The Charitable Trust and the CC number.

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- b. Signed minutes of the meeting showing the resolution to apply for funding.
- c. A project budget.
- d. Preferably more than one quote to support the proposed budget.
- e. Contact details for the Project Manager.

19. Where an application does not have one or more of the requirements listed above the applicant is to be contacted and asked to supply the missing information. The applicant may, at the discretion of the Board, be given some time to provide the missing information, or achieve a requirement after the closing date.

20. Any application received after the closing date is ineligible for consideration. Late applicants are to be informed that their application will not be considered.

21. Copies of each application, complete with the budget and quotes, are to be collated and sent to all Trustees no less than 14 days prior to the date that the Trustees are to meet to consider the applications. A covering document, as seen at Annex B, is to be included with the application copies. It is to have the following details included:

- a. The name of each application and a list of attachments, such as budgets and quotes, for each application.
- b. Confirmation of whether or not the application has fulfilled the requirements as required in sub paras 18a – 18e. It is not necessary for a copy of the minutes to be attached to the application copies sent to the Trustees.
- c. Where applicants have not fulfilled the requirements some comment should be provided as to whether it is expected to be forthcoming or otherwise.

22. All applications are to be treated as confidential.

23. Attached as Annex C is an Assessment Guide that Trustees can use when considering applications. It is to be updated annually to ensure that the Priority for Distribution reflects that determined by the Trust. A copy is to be included with the applications when these are sent to the Trustees.

24. The Trustees are to read the applications and rank them. Any questions that may arise from an application should be directed back to the applicant through the secretary. Any response received is to be passed on to all Trustees.

Te Aramatawai – Assessing the Applications

25. The Trustees are to discuss the applications. Any conflicts of interest are to be declared and that Trustee is not to participate in discussions regarding the application(s).

26. Each application is to be assessed for its suitability to be funded by the Trust.

27. Trustees are only to fund up to the sum determined prior to the call for applications. If the total sum required to fund all of the applications is greater than the amount available for

distribution then all suitable applications will need to be prioritised for funding. The Assessment Guide as at Annex C provides some guidance for consideration.

28. In the interest of equitable distribution to all hapū, marae and members, those that have yet to receive a grant may take priority over others that have been successful previously. Likewise those that have not received a grant of late may take precedence over those that were recently successful. The total funds received previously by an applicant may also be taken into consideration when comparing against other applications.

29. Emergency, safety or risk mitigation circumstances may raise the priority to override the value of previous sums received.

30. Trustees may partially fund an application if deemed necessary.

31. Upon completion all applicants are to be notified of the outcome.

Te Ratonga – The Distribution

32. Successful applicants will be contacted and the means of transferring the funds will be explained.

33. Any goods or equipment purchased using funds from a distribution becomes the property, and ongoing responsibility, of the successful applicant's entity. Where an applicant has used a charitable entity, which is different to the applicant's entity, the ownership of the goods or equipment sits with applicant's entity, not the charitable entity.

34. Successful applicants who have applied for a sum of money that will become part of 'their contribution' towards another application for a Lottery Community Grant, or any other similar fund, which requires the applicant to contribute money or resources, may be issued a promissory note if deemed appropriate. For large projects there can be a considerable time lag between the start of an application and agreement from another agency to fund the project. If a promissory note is issued, the money is to be clearly ear marked by the Trust for the project and readily accessible for distribution when called upon.

35. Any surplus funds left after the successful applications have been funded will be retained by the Trustees for future distribution. The Trustees may call for further applications in the same year or retain for distribution in the following year(s).

36. For accounting purposes, the funds allocated to successful applications, will be shown as an expense in the accounts of the financial year, in which the decision was made.

37. All successful applicants are to provide a report at the conclusion of their project. Any applicant and their entity that fails to file a report will be deemed ineligible for further funding until such time as a report is received. They may also be asked to return the funds provided.

He Ratonga Ohotata – An Emergency Distribution

38. Where a local or national state of emergency has been declared the Trust may elect to provide an emergency distribution to a charitable entity for the supply of relief packs, food and essentials to the members, marae and community of Raukawa ki te Tonga. Any such distribution does not need to be announced, or go through the process associated with a distribution round as described in paragraphs 6 – 10. However, it must be shown in the financial accounts and reported on at the next Annual General Meeting.

Annexes:

- A. Raukawa ki te Tonga Distribution Application Form
- B. Covering Document
- C. Assessment Guide

RAUKAWA KI TE TONGA DISTRIBUTION APPLICATION FORM: XXXX

A proposed TITLE for your project:

A 200 word OUTLINE of what you want to do and what you want to achieve

A SUMMARY of how this application fits into the “charitable purposes” of Raukawa ki te Tonga Trust and the priorities for XXXX.

- i) Marae, Iwi and Hapū
- ii) Other Raukawa ki te Tonga entities
- iii) Organisations and projects that support and promote Te Reo Māori
- iv) Environmental projects
- v) Projects that benefit future generations

A-2 Raukawa Ki Te Tonga Trust Distribution Application Form: Month Year

Expected **TIMELINE** for the completion of the project

WHO is the Project Manager and point of contact?

WHO will be the beneficiaries of this application?

REGISTERED MEMBERS (tick a box)

Yes No Unknown

HOW many registered members are potential beneficiaries of this application?

CHARITIES COMMISSION

Charities Commission Number:

Tick the box to confirm that the entity is currently registered and will remain registered for the duration of the project.

WHO are the office holders IF you are a marae or other entity?

Are you applying on behalf of a marae, hapū, iwi or other entity? Yes No

Please enter details of the marae, hapū, iwi or other entity _____

Provide contact details for:

Chair _____

Secretary _____

Treasurer _____

Applicant CONTACT DETAILS

NAME _____
ADDRESS _____
EMAIL _____
PHONE/MOBILE _____
YOUR ROLE: _____

All applications should include the following documents:

Included

- 1. Completed Application Form**
- 2. Confirmed signed minutes of the meeting showing the resolution to apply for funding**
- 3. A budget for the project**
- 4. Quote(s) for the project**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Please feel free to contact a Trustee or staff member if you require any assistance with your application.
Contact details can be found at the end of this form.

Note: The Trust Deed or Constitution is not required at this stage, nor are references.

The Distribution Committee may ask for further information from the applicant/organisation.

All applicants will be notified of the decision, in writing, within six weeks of the closing date. Successful applications will be included in the Annual Report.

All recipients will be required to complete an Accountability Report within timeframes agreed by the recipient and the Trust and a final report upon completion of the project.

Recipients and their entities will be ineligible for further funding until such time as an Accountability and Final Report have been received. They may also be asked to return the funds provided.

NOTE: Raukawa ki te Tonga Trust reserves the right to advertise successful applicant details.

Schedule for 20XX

XX XXXX – Applications open

XX XXXX – Applications close

XX XXXX – Decisions will be notified to applicants

Contact Details:

XXXXX XXXXXXXX

Secretary

raukawakitonga@gmail.com

02X XXXXXXXXXX

B-1 Raukawa Ki Te Tonga Distribution Application Assessment: Annex B Covering Document

To: Trustees of Raukawa ki te Tonga Trust

1. Please find enclosed copies of XX¹ applications received for consideration. All applications are to be treated as confidential.
2. The Trust will meet on XX XXX XXXX² to consider the applications. You are to consider each application and rank them in order prior to arriving.

<p>1. Application Title:</p> <p>Number of pages (including budget and quotes): Budget included? Yes/No/Number of pages Quotes included? Yes/No/Number of pages The Charitable Entity? Yes/No/Comment Were the minutes of the meeting showing the resolution to apply for funding received?³ Yes/No/Comment.</p>
<p>Trustee Comments / Priority for funding</p>
<p>2. Application Title:</p> <p>Number of pages (including budget and quotes): Budget included? Yes/No/Number of pages Quotes included? Yes/No/Number of pages The Charitable Trust Entity? Yes/No/Comment Were the minutes of the meeting showing the resolution to apply for funding received? Yes/No/Comment.</p>
<p>Trustee Comments / Priority for funding</p>

¹ Enter the total number of applications being sent to the Trustees.

² Enter the date of the meeting.

³ The minutes do not need to be attached only a comment as to whether they were received or otherwise.

Annex C-1 Raukawa Ki Te Tonga Trust Distribution Application Assessment

Nama Number	Kaupapa Tuku Iho Guiding Principles	Te Wāhanga e tirohia ana Section being reviewed	Ngā Aramatawai / Aratohu Assessment and Guidelines	He Whakaaturanga Description	Te Piro Score ⁴
1	Whanaungatanga Rangatiratanga Whakapapa Te Reo	Project Priority ⁵ : 1. Marae, Iwi, Hapū. 2. Other Raukawa Entities. 3. Environmental projects. 4. Projects which support future generations. 5. Projects that support organisations that prioritise the use of te reo Māori.	The order of priority for funding is as listed in the selected categories.	Score the project in accordance with the priorities listed.	
2	Whakapapa Rangatiratanga	Who are the beneficiaries of the application?	The Trust administers the Trust Fund to benefit Raukawa ki te Tonga members. Applications that do not benefit members will not be considered	Score should reflect the number of beneficiaries. The application should score higher if will be of benefit to: <ul style="list-style-type: none"> • marae, iwi, hapū • many members and some non-members • some members and many non-members 	
3	Rangatiratanga Whanaungatanga Whakapapa	Summary of how it fits into the charitable purposes and priorities – marae, iwi etc.	The purpose and priority of the application is determined by the Trust member.	The Trust Board member is to score the application based on their appreciation of the project's overall merits.	
4	Kaitiakitanga Pūkengatanga Wairuatanga	1. Charitable Entity 2. Confirmed minutes 3. Budget 4. Quotes 5. Project manager	Applications that do not contain all of the requirements listed 1 – 5 does not necessarily exclude them as they may still be successful [see Note 1]	Score based on the requirements fulfilled.	

⁴ The score allocated will be determined by each Trustee. The main consideration is that it has a consistent rating for all applications.

⁵ The priorities are to be updated to reflect the Trust's decision for that year.

Nama Number	Kaupapa Tuku Iho Guiding Principles	Te Wāhanga e tirohia ana Section being reviewed	Ngā Aramatawai / Aratohu Assessment and Guidelines	He Whakaaturanga Description	Te Piro Score
5	Kaitiakitanga Rangatiratanga Pūkengatanga	The Total Score		All previous scores are totalled Total Score	
6	Kotahitanga Ūkaipōtanga Manaakitanga	Has the applicant been successful previously? When was the last successful application? How much have they previously received in total? Are there other circumstances that need to be considered?	No score is given here however once all applications have been scored the answer to these questions may be used to prioritise the applications so that those that have not received any funds previously, or significantly less funds than others previously, may be awarded a higher priority [see Note 3] In the interest of equitable distribution to all hapū, marae and members, those that have yet to receive a grant should take priority over others that have been successful previously. Likewise those that have not received a grant in some time may take precedence over those that were recently successful The sum of funds received previously by an applicant may also be taken into consideration when comparing against other applications. However any emergency, safety or risk mitigation circumstances may raise the priority to override the value of previous sums received.		

Notes:

1. Where applicants do not have one or more of the requirements listed in No 4 the applicant may, at the discretion of the Board, be given some time to provide the missing information, or achieve a requirement. Applications with budgets and quotes may have a higher chance of being completed successfully as the costs are probably firmer than projects without budgets or quotes.
2. If there is insufficient money to fund all applications then the applications are to be ranked from the highest Total Score downwards.
3. Once priority has been determined then that should also be weighed up against the applicant's history (hapū, iwi, marae, Raukawa entity) as per the questions and comments in section No 6. It is important that money is seen to be distributed equally and fairly to benefit all hapū, iwi, marae and members.

Raukawa Ki Te Tonga Trust: Previous Distributions

Marae	Hapu/Iwi	2013	2014	2015-2017	2018	2019	TOTAL
Aorangī	Ngāti Kauwhata	\$7,500.00				\$43,335.89	\$50,835.89
Huia	Ngāti Huia		\$18,744.00			\$15,361.00	\$34,105.00
Katihiku	Ngāti Huia						
Kauwhata	Ngāti Kauwhata	\$2,800.00					\$2,800.00
Kereru	Ngāti Ngarongo, Ngāti Takihiku					\$36,877.00	
Kikopiri	Ngāti Kikopiri	\$5,000.00				\$27,113.55	\$32,113.55
Matau	Ngāti Huia	\$18,639.00		\$35,320.00	\$30,395.00		\$84,354.00
Motuiti	Ngāti Rakau Paewai						
Ngātokowaru	Ngāti Pareraukawa		\$3,300.00				\$3,300.00
Ōhinepuhiawe	Ngāti Parewahawaha						
Paranui	Ngāti Tuanga						
Poupatate	Ngāti Pīkiahū	\$35,000.00				\$56,250.00	\$91,250.00
Raukawa	Ngāti Koroki, Ngāti Maiotaki, Ngāti Pare		\$36,462.00	\$56,210.00			\$92,672.00
Taumata o te rā	Ngāti Manomano			\$34,000.00			\$34,000.00
Te Hiiri o Mahuta	Ngāti Rangatahi, Ngāti Matakore						
Te Pou o Tainui	Ngāti Kapu						
Te Tikanga	Ngāti Pīkiahū-Waewae	\$27,000.00					\$27,000.00
Tūkorehe	Ngāti Tūkorehe	\$13,357.00	\$3,908.00	\$6,995.00			\$24,260.00
Wehiwehi	Ngāti Wehiwehi		\$2,500.00	\$24,041.00		\$27,251.00	\$53,792.00
Whakawehi	Ngāti Whakatere						
	Ngāti Te Au						
	Ngāti Hikitanga	\$2,500.00					\$2,500.00
	Te Kohanga Reo o Raukawa					\$2,932.00	
	Te Taiao o Raukawa	\$13,800.00					\$13,800.00
TOTAL		\$125,596.00	\$64,914.00	\$156,566.00	\$30,395.00	\$209,120.44	\$586,591.44