



## MARAE DEVELOPMENT FUND

### CRITERIA

Each year Masterton District Council / Te Kaunihera ā-rohe o Whakaoriori (MDC) allocates \$15,000 to the Marae Development Fund to support Marae within its District to protect, maintain, restore and/or develop Marae structures.

#### Who Can Apply for Funding?

Applications must come from Marae organisations. Council cannot fund individuals. To be eligible Marae must:

- Be located within the area of the Masterton District Council.
- Be a legal entity and supply evidence of this (e.g. Proof of incorporation under the Te Ture Whenua Māori Act 1993 / Māori Land Act 1993 e.g. Māori Land Court order confirming Marae trustees; Certificate of Incorporation of Trust or other documents that confirm legal status).
- Include a copy of the previous year's financial information which has been presented at the Marae AGM and signed by the Chairperson and Treasurer as part of the supporting documentation for the Marae Development Fund application.
- Have their application signed by the chairman of the Marae Committee/Trust and at least one other trustee.

The following Marae organisations are eligible to apply to the Marae Development Fund:

- Mōtūwairaka Marae
- Ngāi Tūmapūhia-ā-Rangi Marae
- Okautete Marae
- Whakataki Marae
- Te Ore Ore Marae
- Te Rangimārie Marae
- Akura Marae
- Hiona Marae

Any other organisation should seek advice re their status as a Marae and eligibility to apply to the Fund before submitting an application. The Iwi Governance Committee will determine whether other potential applicants are considered a Marae organisation, and therefore eligible to apply for funding from the Marae Development Fund.

#### What Is Funding Available For?

Eligible Marae organisations can apply for funding for the following:

- **Protection/Restoration** of the marae and/or taonga that are part of the Marae structure (e.g. carvings and tukutuku panels) – this can include financial support for insurance, earthquake assessments and resulting work.
- **External works** (protection of the fabric of the building ensuring it is structurally sound and watertight).

- **Health and safety** (work that ensures the building is safe and secure for all using it and includes areas such as electricity work, faulty floor boards, plumbing and lighting, for example).
- **Hygiene** (matters related primarily to drainage, kitchens, bathrooms and toilet areas).
- **Interior structures** (walls, ceilings, and other internal structures/fabrics not already covered by the areas above).
- **Aesthetic and new development projects** (new developments and/or desirable projects). For large scale projects, support may extend to fees/services associated with realising the desired project e.g. for architectural; surveying; legal fees if there is evidence that undertaking this preliminary work will enable the organisation to obtain funding elsewhere.

Please note: Applications for unplanned urgent work (e.g. urgent health and safety projects) may be considered if there are sufficient funds available. In the first instance, contact Tania Madden, Manager Strategic Planning on 06 3700 600.

Conditions:

- Proof of appropriate building/project insurance and a completed earthquake assessment must be submitted with all applications.
- A project budget and quotes/estimates for work to be undertaken must be submitted with all applications.
- Marae must contribute at least 30% of the project cost for aesthetics/capital projects and at least 10% of the project cost for other categories. Any 'in kind' donations of materials/labour can be included as part of the Marae contribution. Evidence of funds available and/or in kind donations to contribute must be submitted with the application.
- Aesthetic and new development projects will only be considered if the Marae has achieved health, safety and/or other regulated standards for existing buildings and utilities, including an earthquake assessment. Evidence of compliance may be requested.
- For large scale, longer term and/or projects valued over \$35,000, a Long Term Marae Development Strategy, feasibility study and/or capital works project plan, including information about the skills and experience of the Project Manager/s, may be required (refer section below).

## What Is Considered When Assessing Applications?

**Whether the applicants have received a grant previously:**

- The Iwi Governance Committee aims to ensure fair distribution of available funding. Previous recipients will not be excluded but should be aware that those who have not received funding before will be prioritised if projects are equally weighted/supported, especially in the event that funding applications exceed the amount to be distributed.

**The stage of development:**

- As noted, Marae applying for funds for aesthetic and new development projects may be asked to provide evidence that appropriate health, safety and/or other regulated standards have been met for existing structures/utilities, including an earthquake assessment.
- Any application that indicates a larger, longer term project may be referred to the Lotteries Commission Marae Heritage Fund for a feasibility study in the first instance.

- For large-scale projects and/or projects valued at over \$35,000, Council may require a copy of a capital works project plan with comprehensive details of how the project will be completed.

#### **How Much Funding is Available and Other Funding Assistance:**

- Where the amount applied for in any one year exceeds the amount of money available to distribute, Council may be unable to fund or fully fund an application.
- Where Council agrees to part-fund a project, this will always be conditional on co-funders being identified and confirmed. No monies will be paid out until sufficient funding to realise the project has been identified and committed.
- For larger projects, priority will be given to those that demonstrate collaboration with, and financial commitment from, other funding agencies to complete their project.

#### **How Much Funding the Marae has to Contribute:**

- Marae must have raised a minimum of 10% of the total project cost before applying; AND for aesthetic and capital projects, Marae will need to raise and commit at least 30% of the total cost of the project before it can be considered for grant funding.

#### **Whether a Marae Has Supporting Strategies/Plans:**

- Priority will be given to those Marae that have a Long Term Marae Development Strategy that clearly outlines their intentions over time and how the project contributes to the overall vision.
- Priority will be given to projects, and especially for larger, longer term and/or high value projects, that have a completed feasibility study and/or capital works project plan.

### **When Can We Apply?**

Applications will be invited once a year, closing the second Friday in August. The fund will be advertised and applications invited six weeks prior to the closing date. Late applications will not be considered until the next funding round.

### **What Information Will We Need To Complete Our Application?**

The application form requires applicants to provide background information about their project as well as supporting documentation. Organisations should have the following information ready before applying for funding:

#### *Background Information*

- any introductory scoping work your organisation has done and information about why the grant is needed including:
  - how your organisation's project contributes to your overall vision for the longer term development of the Marae
  - how your organisation's project meets a community need
  - what will be achieved
  - who else your organisation might be working with
  - how others might be or get involved
  - what the project will provide, who will benefit, and how.

#### *Supporting Documentation*

- evidence of the organisation's legal status and depending on gross revenue, either audited or certified copies of accounts
- evidence of meeting the conditions for funding

- Proof of insurance; a project budget; quotes/estimates; evidence of funds to contribute
- other supporting evidence that may enhance your application
  - Copies of a Project Plan; Long Term Marae Development Plan; Feasibility Study and/or Capital Works Plan if these are available
  - Evidence of any financial commitment or other support from other funding agencies

It is unlikely that an application would be approved if the information noted above is not provided.

### Who Assesses the Applications?

Applications are evaluated against fit with the Marae Development Fund criteria, demonstrated community need, community benefit and expected results.

The Iwi Governance Committee has delegated decision making to a sub-committee consisting of the Mayor; the Chair of Kahungunu ki Wairarapa and the Chair of Rangitāne o Wairarapa. Decisions are reported to Council for information.

Applicants may be invited to speak to their application and/or answer any questions that the sub-committee has.

### Notification

Applicants will be advised of the outcome of their application within 7 days of the Funding Assessment Committee meeting where the decision was made.

### How Are Grants Paid Out?

For smaller projects (those Council is able to fully fund from its annual allocation to the Marae Development Fund) funding will be paid out:

- On receipt of invoices for work completed OR
- On receipt of a signed agreement between the Marae Committee and the selected contractor/supplier to accept a quote - the agreement should state the date work will start and include a due date for completion of work.
- Site inspections to observe work may be requested.

For larger projects (those which require an amount in excess of the funding available from Council and therefore considered in consultation with other funding stakeholders) funding will be paid out:

- On advice that sufficient funds have been sourced to proceed with the project (evidence of this may be requested) and:
  - On receipt of invoices for work completed OR
  - On receipt of a signed agreement between the Marae committee and the selected contractor/supplier to accept a quote - the agreement should state the date work will start and include a due date for completion of work.
- Site inspections to observe work may be requested.
- Staged approval of draw downs may be appropriate.

### Review of Criteria

The Marae Development Fund criteria will be reviewed annually.