



MARAE DEVELOPMENT FUND 2019-20

APPLICATION FORM

BACKGROUND

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.

Applications must come from Marae organisations based in the Masterton District. Eligible Marae organisations can apply for funding for the following:

- Protection/Restoration of the Marae and/or taonga
- External works
- Health and safety works
- Hygiene related work
- Interior structural work
- Aesthetic and new development projects

When completing your application, please refer to the full Marae Development Fund Criteria for further information.

Applicants should be aware when submitting an application that funds are limited, and Council may not be able to fund all the projects for which applications are made and may not be able to grant the full amount of your application.

Any grants made are expected to be used within the timeframe agreed with the recipient. Groups are expected to complete an accountability form that will be provided with the grant. Groups that have received a grant previously must have completed their accountability forms before a new application will be considered.

**APPLICATIONS CLOSE:
4.30pm, Friday 30 August 2019**

Applications should be sent to:

Masterton District Council
P O Box 444
MASTERTON 5840

Please contact Barbara Wilson, Strategic Planning Administrator, if you have any questions about the Marae Development Funding round or the application form:
Phone: (06) 370 6300
Email: barbaraw@mstn.govt.nz

MARAE DEVELOPMENT FUND 2019-20

APPLICATION FORM

(This page must be filled out in full. Please do not bind your application)

A. ORGANISATION DETAILS

Full Legal Name of Organisation:

Marae Name:

Postal Address:

Telephone: (day) (after hours)

Fax:

Email:

Website:

Have you received a Masterton District Council / Te Kaunihera ā-rohe o Whakaoriori
Marae Development Fund Grant before? *(Please circle your response)*

YES / NO

Do you wish to present your funding application to the assessment committee in person?
(Please circle your response)

YES / NO

B. CONTACT DETAILS

Who is your group's main contact for **this** Funding application? We will contact this person if we require any further information.

Name:

Position in organisation:

Telephone: (day) (after hours)

Email:

C. MARAE INFORMATION

C.1. Have you submitted a Marae Profile to Masterton District Council? **YES / NO**
If your organisation has not submitted a Marae Profile you must complete the Marae Profile Form in Attachment 1 and submit this with your application.

C.2. Is the Marae insured? **YES / NO**
If yes, please include evidence of this with your application.

C.3. Has the Marae been earthquake assessed (if this is required)? **YES / NO**
If yes, please include evidence of this with your application.

C.4. Do you have a maintenance plan for the Marae? **YES / NO**
If yes, please include a copy of this with your application.

D. PROJECT INFORMATION

Overview

D.1. Does your project have the support and approval of the majority of the trustees/committee of the Marae? **YES / NO**

Please submit evidence of this with your application, e.g. a copy of the resolution from a meeting and a record of who was in attendance at the meeting. If no, please explain:

D.2. Which of the Marae Development Fund Criteria does your Project fit? (*Tick all that apply*)

- Protection/Restoration of the Marae and/or taonga
- External works
- Health and safety works
- Hygiene related work
- Interior structural work
- Aesthetic and new development projects

D.3. What is the key driver and/or identified need for your project? (e.g. Health and Safety; Building regulations etc)

Please attach documented proof of the need if this is available.

D.4. Please provide a brief summary of your project. You should include what you are going to do; why it is important and who the project will benefit:

(Please attach additional pages if necessary)

D.5. What is the intended Project start date?

D.6. When do you expect to complete the Project?

D.7. Have you obtained all the relevant consents for your Project? (e.g. building/resource consents/permits). **YES / NO**

If yes, please submit copies of the consents. If no, please explain:

D.8. Is this project part of a larger scale and/or longer-term development plan or strategy? **YES / NO**

If yes, and you have not submitted your Marae vision to MDC already, please submit details of your longer-term Marae vision. Please note, a form is available from Masterton District Council if you do not have a written document you can submit.

For Projects Greater than \$35,000 ONLY

D.9. Do you have a completed feasibility study and/or capital works plan for the Project? **YES / NO**

If yes, please include a copy of this with your application.

D.10. Do you have a Long-Term Marae Development Strategy? **YES / NO**
If yes, and you have not submitted this to MDC already, please include a copy with your application.

D.11. Who is the project manager for your Project?
Please note: We may require further information about the project manager's skills and experience.

D.12. Please provide a brief outline of any consultation you have undertaken with the wider Marae community regarding this Project (e.g. who with, how many participants, general feedback)

For Aesthetic & New Development Projects ONLY

D.13. What is the ownership status of the land that the Marae /facility will be on?
Please supply evidence of ownership, lease arrangements or other as appropriate – see checklist.

D.14. Please provide a brief outline of any consultation you have undertaken with the wider Marae community regarding this Project (e.g. who with, how many participants, general feedback)

E. PROJECT FINANCIAL DETAILS

E.1. What is the Total Cost of the Project? \$

Please attach a full project budget with your application, or complete and submit a copy of the Table in attachment 2.

E.2. How much does your organisation have to contribute? \$

Please note: Applicants must have raised a minimum of 10% of the total project cost AND at least 30% for capital & aesthetic projects before applying. The only exception being for large scale projects where support may extend to fees/services associated with realising the desired project if there is evidence that the preliminary work will enable the organisation to obtain funding elsewhere. If you are applying on this basis, please submit evidence of how the preliminary work will enable you to access other funding with your application. You may be asked to supply evidence of funds to contribute.

Please list and note the value of any 'in kind' contributions:

Name/Organisation	Amount
	\$
	\$
	\$

E.3. How much are you applying to the MDF for? \$

E.4. What specifically will the funding requested be spent on? Please complete an itemised budget for the funding requested (e.g. wages; materials, equipment, travel, other).

Please submit any quotes or estimates you have obtained with your application.

ITEM	AMOUNT
Total Amount Applied For:	

E.5. Please tell us about any other **confirmed sources** of funding for this project (include any grants approved, donations, subscriptions, loans, debentures or fundraising).

Please note: You may be asked to supply evidence of confirmed funds.

Funded Description / Name of Funding Organisation	Amount Applied For	Result Date	\$ Granted/ Received

E.6. Please tell us about any **other funding applications** you have submitted that you are waiting to hear the outcome of (*This includes any applications to another Council*).

Funding Organisation	Amount Requested	Expected Decision Date

E.7. If your group does not receive the full amount requested, how will your group make up the difference?

(Please attach additional pages if necessary)

E.8. If your group does not receive the full amount requested, what will happen to your project?

(Please attach additional pages if necessary)

F. ORGANISATION'S FINANCIAL INFORMATION

Please attach your latest annual accounts and a deposit slip. The annual accounts must have been presented at your AGM and must be signed by the Chairperson and Treasurer.

F.1. Is your organisation GST registered? **YES / NO**

G. DECLARATION AND CONSENT UNDER PRIVACY ACT 1993

This application must be signed by the Chair of your organisation and at least one other trustee. If the named contact on the first page of this application is not one of these two signatories, then s/he must also sign the application.

1. We hereby declare that the information supplied here on behalf of our organisation is correct.
2. We attach a copy of the resolution of our organisation approving this application
3. We consent to the Masterton District Council collecting the personal contact details provided above, retaining and using these details for the purpose of administering its grants. We undertake that we have obtained the consent of the other contact person to provide these details. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name:	Signature:
Position in Organisation:	
Date:	
Telephone: (day)	(after hours)

Name:	Signature:
Position in Organisation:	
Date:	
Telephone: (day)	(after hours)

Contact Person's Signature if Required:

Name:	Signature:
Date:	

CHECKLIST

Before submitting your application, please check that you have included all supporting documents/information relevant to your application.

- Documentation verifying your insurance (see C2)
- Evidence of committee/trustee support for the project (see D1)
- Full project budget (see E1)
- Quotes or estimates relevant to your application (see E4)
- Annual accounts signed by Chairperson and Treasurer (see F)
- Bank deposit slip (see F)
- Copy of resolution approving the application for funding (see G)
- Application form has been signed by the appropriate people (see G)

Other documents you may need to include:

- Completed Marae Profile Form if required (See C1)
- Evidence of your Marae earthquake assessment if required (See C3)
- A copy of your Marae maintenance plan if you have one (see C4)
- Documented proof of need for your project if available (see D3)
- Copies of any permits/consents for your project (see D7)
- A copy of your Marae vision/long term plan if applicable (see D8)

For projects over \$35,000:

- A copy of your feasibility study and/or capital works plan if available (see D9)
- A copy of your Long-Term Marae Development Strategy if available (see D10)

For aesthetic and new development projects:

- Evidence of land ownership status (see D13)
 - If you own the land – Certificate of Title
 - If you lease the land – Completed Lease Agreement
 - Other – please attach a copy of the agreement between your organisation and the landowner and/or a copy of the Maori land order if Maori land and/or a copy of the Gazette notice for Crown land

ATTACHMENT 1: MARAE PROFILE FORM

Name of Organisation:	
Legal Name (if different): <i>(Note: Please use this name if applying for Council funding).</i>	
Marae Name (if different):	
Marae Physical Address:	
Postal Address:	
Charity Number (or other evidence of the legal status of your organisation):	
Executive:	
Committee Members:	
Reservation Trustees:	
<p><i>Please feel free to attach copies of or list web-links for any other information that you feel will help Masterton District Council / te Kaunihera ā-rohe o Whakaoriori to better understand your Marae/Hapū (e.g. Background Information, History, Plans, Key Projects, Maps, Photos etc).</i></p>	

ATTACHMENT 2: PROJECT BUDGET TABLE

PROJECT COSTS <i>(List all the costs associated with this project)</i>	Amount	INCOME <i>(How group will contribute)</i>	Amount
		Other Grants (granted/proposed) <i>Detail below</i>	
		Other	
Total cost of project is:	\$	Your contribution is:	\$