



**Te Puni Kōkiri**  
MINISTRY OF MĀORI DEVELOPMENT



# Te Puni Kōkiri

## Māori Housing Fund



# Fund information and proposal form

## 1. Supporting Māori communities to achieve their housing aspirations | Te tautoko i ngā hapori Māori ki te whakatutuki i ō rātou wawata whare

The purpose of the Māori Housing Fund is to support whānau to live in healthy, secure and affordable homes. We want to support whānau, hapū and iwi Māori who are planning, funding and implementing successful housing initiatives and can provide information, advice and practical support to improve and develop whānau housing.

## 2. Investment outcomes | Ngā hua haumi

The Māori Housing Fund supports projects that focus on:

- 1) improving the quality of housing for whānau
- 2) supporting papakāinga development and activities to help whānau Māori into affordable housing
- 3) building the capability of whānau, hapū, iwi and rōpū to respond to Māori housing aspirations.

The Minister for Māori Development expects that we will support and encourage projects that include:

- a community development approach with housing as a catalyst for wider community aspirations, including building community resilience, and creation of whānau and community enterprises
- a social procurement approach, using Māori businesses whenever and if possible, to protect and create jobs, and grow the local Māori economy.

## 3. Our investment approach | Tō mātou ara haumi

Te Puni Kōkiri will support individuals, whānau and rōpū by providing practical support and financial assistance for a range of housing activities. Our approach is to work alongside whānau, hapū and iwi to help you consider your housing goals, plan your project, develop funding proposals, and provide agreed funding as your project is delivered.

To ensure that we support robust, achievable and sustainable projects we will:

- Invest in initiatives that take a community and whānau-development approach to their delivery and support sustainable change
- Invest in building capability and capacity to support the achievement of whānau, hapū and iwi aspirations
- Invest in initiatives that promote and encourage the use of te reo me ngā tikanga Māori in everyday situations and settings
- Co-invest in partnership with the community and with other agencies to maximise outcomes
- Invest strategically using regional knowledge and evidence to target our investment to where it can make the biggest difference.

The Māori Housing Fund experiences high demand and in previous years we have not been able to support all of the proposals that were submitted. **There is no guarantee of funding** and proposals are prioritised based on national and regional priorities and available funds. If funds are exhausted for a particular housing activity, your proposal may not be considered until the new financial year when more funds become available (from 1 July). You will be advised if this is the case.

## 4. What we are seeking to fund | He aha tā mātou e rapu nei ki te tautoko ā-pūtea

Funding is available to support whānau, hapū and iwi with a range of housing activities including:

- Community-coordinated programmes to repair whānau-owned homes
- Projects that determine the feasibility of a proposed small-scale papakāinga development and prepare the whānau, hapū and iwi to commence construction
- Installation of infrastructure on Māori land to support the building of new houses
- Contribution to the development of small-scale collectively owned rental housing on papakāinga
- Building the capability of whānau, hapū and iwi who want to enhance their contribution to the housing sector
- Initiatives that increase whānau, hapū and iwi Māori knowledge about housing issues including building financial capability and papakāinga workshops

Funding cannot be used for:

- subsidising the cost for whānau to build or purchase a new home
- retrospective events and activities
- international travel and accommodation
- medical bills and court costs
- administration costs
- payment of existing debts
- business ventures

All activities identified in your proposal must be based in New Zealand.

## 5. Who we want applications from | Te hunga e hiahiatia ana e mātou kia tuku tonu mai

We encourage applications from rūpū Māori that are based in New Zealand. Your application may be made under the 'umbrella' of another organisation if you require additional support (see more details below). Individuals or individual whānau can only make applications to the Maori Housing Fund where the proposal is for infrastructure or urgent repairs.

You can generally apply if you are one of the following:

- Incorporated Society
- Limited Liability Company
- Trust incorporated under the Charitable Trusts Act 1957
- Statutory entity, including a Māori Trust Board (Māori Trust Boards Act 1955) or Māori Association (Māori Community Development Act 1962)
- Māori Incorporation
- Common Law Trust
- Private Trust
- Family Trust
- Charitable Trust
- Te Ture Whenua Māori Act Trust (Whānau, Kaitiaki, Putea, Ahu Whenua, Whenua Tōpū Trusts or Māori Reservation)\*

- Individual whānau - ONLY where the proposal is for infrastructure or urgent repairs to owner-occupied homes\*

\*Note: Te Puni Kōkiri generally only contracts with entities that are organisations because if there are any debts then those can be recovered from the kaitono organisation, rather than having to pursue the individual trustees. This gives some security to the funding Te Puni Kōkiri provides and can also protect individuals behind the kaitono from the possibility of being personally liable.

We generally cannot consider applications from:

- those currently receiving funding under another Te Puni Kōkiri agreement (or multiple) agreements when you have an overdue deliverable or report
- overseas organisations

Note that we will not fund an organisation to deliver an activity that it is already funded from the government to undertake.

Please check with the Te Puni Kōkiri regional office for further guidance about who could be supported by the Māori Housing Fund.

### **Use of umbrella organisations.**

You may partner with an umbrella organisation if your organisation doesn't have legal status to apply for the Māori Housing Fund.

If taking this approach, you will need to work closely with the umbrella organisation and provide its details in the proposal. The umbrella organisation will enter into the formal agreement with Te Puni Kōkiri and will be responsible for the management of the funding and overall delivery of the project.

## **6. What support and assistance is available | He aha te awhina me te tautoko e wātea ana**

For further information on the Māori Housing Fund, examples of what we have funded in the past, and general contact details please go to <https://www.tpk.govt.nz/en/whakamahia/maori-housing-network>

Our regional and national contact details can be found at <http://www.tpk.govt.nz/en/whakapa-mai>

## **7. How we will assess your application and make decisions | Pēhea tā mātou aromatawai i tō tonu, me te whakarite whakatau hoki**

Once you are happy with your proposal, it must be signed by an authorised person and formally submitted (electronically or in hard copy) to the Te Puni Kōkiri regional office closest to you with all the required documentation for assessment. An authorised person is someone with delegated authority to do this on behalf of the organisation. Your proposal will then be assessed by the regional office team, who will get back to you if they require additional information or detail about your proposal.

A group of Te Puni Kōkiri officials from across the motu considers each proposal, prioritises them and makes a recommendation to the Deputy Chief Executive who will make the final decision about which proposals to invest in.

If your proposal is approved, you will be offered a Funding Agreement that will outline a work plan based on your proposal containing:

- project description
- key contacts
- agreed milestones and deliverables

- payment amounts for each completed deliverable
- reporting requirements
- terms and conditions.

## 8. How we manage agreements and monitor delivery and outcomes | Te whakahaere i ngā whakaaetanga, te aroturuki i te tuku mai me ōna hua

Someone in your closest Te Puni Kōkiri regional office will be named on the funding agreement as the key contract person. The agreements are structured so that we only release funding after the agreed work has been completed and we have received the invoices. On completion of your project, we expect a final report that includes full details of how the funds were spent.

Your final report should provide the following details:

- outcomes achieved
- evidence that the funding has been used for the purposes for which it was given
- evidence and examples of the difference/impact the project has made for whānau, hapū and iwi.

We may also require you to participate in our wider evaluation of delivery of fund outcomes and share case studies of your project. We will address this when we develop our agreement with you.

## 9. Other considerations | Ētahi atu whakaaroaro

There are some important considerations to note:

1. **Submitting a proposal does not guarantee that you will receive funding.** It is important that you do not make any financial or other commitments until the proposal is approved.
2. **Children’s services.** If you are a provider of children’s services<sup>1</sup> and some or all of the project is about providing children’s services, then you must provide us with a copy of your Child Protection Policy.
3. **Privacy Act 1993.** Te Puni Kōkiri is required to comply with the provisions of the Privacy Act 1993. Equally, organisations collecting personal information on Te Puni Kōkiri’s behalf must comply with the provisions of the Privacy Act 1993. Te Puni Kōkiri requires the personal information requested in this document to process your funding proposal. We will use the information for this purpose only. You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. For a copy of your information, or to have it corrected please contact us at Te Puni Kōkiri, PO Box 3943, Wellington.
4. **Conflicts of interest.** You will need to identify in your proposal any conflicts of interest. A conflict of interest can arise if the applicant, or people involved in the proposed project/initiative, have personal or business interests that could conflict with the obligations under the funding agreement. For example, where a board member of the applicant organisation is also the person who will be paid to deliver the project, there is a conflict of interest, because some of the funding will directly benefit that board member. Conflicts of interest could call into question independence, objectivity or impartiality and can be:

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<sup>1</sup> Children’s services are defined as:

- a. Services to one or more children
- b. Services to adults in respect of one or more children
- c. Services provided to adults living in households that include one or more children and that:
  - (i) do or may affect significantly any one or more aspects of the well-being of those children; and
  - (ii) may be prescribed/defined by the Governor-General by Order in Council. (Note: You can check if your service is included in an Order in Council on [www.legislation.govt.nz](http://www.legislation.govt.nz)).



- a. actual: where the conflict currently exists
- b. potential: where the conflict is about to happen or could happen, or
- c. perceived: where other people may reasonably think that a person is compromised.

The applicant must do their best to avoid situations that may lead to a conflict of interest arising during the term of their agreement with Te Puni Kōkiri, and must inform us as soon as a conflict of interest arises. We can still fund a project where there is a perceived or actual conflict of interest; we just need to be satisfied that the conflict is being managed appropriately.

5. **Publishing information about funded projects.** From time to time, Te Puni Kōkiri may need to publish the names of organisations that were funded on our website, or in public communications. This could include:
- a. the name of your organisation. (**Note:** individuals receiving funding will never be named)
  - b. a short summary that describes your project, the start date and completion date
  - c. a short description about the numbers and location of whānau who will benefit or have benefited from your project
  - d. the amount of funding approved by Te Puni Kōkiri.

## 10. Tips for developing your application | He tīwhiri mō te whakawhanake i tō tono

### Do:

- ✓ Use the support available from Te Puni Kōkiri regional offices. Talk to us early in the process and use our support and advice to help you develop a proposal
- ✓ Utilise the housing resources available on the Te Puni Kōkiri website, such as the "[Guide to Papakāinga Housing](#)"
- ✓ Allow plenty of time for you and your rōpu to plan, discuss and organise your proposal
- ✓ Provide as much detail as you can in each section of the proposal form. Appendix 1 on page 17 of this document provides more information on what to include in each section.
- ✓ Ensure that information submitted is correct and current in your proposal, including key contact information
- ✓ Ensure your fully completed proposal with all the supporting information is received well in advance of the date you plan to start your project
- ✓ Ensure the proposal has the broad support of your organisation and is signed by an appropriately authorised person
- ✓ Write "Māori Housing Fund proposal" clearly in the subject line of an email or, if posting, on the front of an envelope
- ✓ Make sure to keep in contact with your Te Puni Kōkiri regional office should circumstances change

### Do not:

- ✗ Submit incomplete or unsigned proposals to the fund. Please include all the additional information and evidence requested
- ✗ Leave your proposal to the last minute. Depending on the need for clarification or further information, the assessment process may take some time.

# Māori Housing Network Fund Proposal Form

Please type details in the boxes provided. **Appendix 1** provides more guidance about what we are seeking, if you require it. You can get support from your Te Puni Kōkiri regional office to complete this form.

## 1. Organisation details | Ngā Taipitopito Whakahaere

Step	Topic	Details										
1.1	Name of applicant organisation											
1.2	Entity information  <b>Note:</b> See the guidance for more information	<p>Please tell us the name or the formal or registered name of your organisation.</p> <table border="1"> <tr> <td>Type of entity</td> <td></td> </tr> <tr> <td>Registration or incorporated number if applicable</td> <td></td> </tr> <tr> <td>New Zealand Business number</td> <td></td> </tr> <tr> <td>Registered address</td> <td></td> </tr> <tr> <td>Postal address (if different)</td> <td></td> </tr> </table>	Type of entity		Registration or incorporated number if applicable		New Zealand Business number		Registered address		Postal address (if different)	
Type of entity												
Registration or incorporated number if applicable												
New Zealand Business number												
Registered address												
Postal address (if different)												
1.3	Umbrella organisation  <b>Note:</b> See the guidance for more information	<p>Please tell us what type of entity your umbrella organisation is.</p> <table border="1"> <tr> <td>Type of entity</td> <td></td> </tr> <tr> <td>Registration or incorporated number if applicable</td> <td></td> </tr> <tr> <td>New Zealand Business number</td> <td></td> </tr> <tr> <td>Registered address</td> <td></td> </tr> <tr> <td>Postal address (if different)</td> <td></td> </tr> </table>	Type of entity		Registration or incorporated number if applicable		New Zealand Business number		Registered address		Postal address (if different)	
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1.4	GST registration	<p>Is the person or entity who will directly receive any approved grant payments GST registered?</p> <table border="1"> <thead> <tr> <th>If they ...</th> <th>then ...</th> <th></th> </tr> </thead> <tbody> <tr> <td>are GST registered, or are required to be</td> <td>provide GST number and go to step 1.5.</td> <td>GST no: .....</td> </tr> <tr> <td>are not GST registered</td> <td>tick the box and go to step 1.6.</td> <td></td> </tr> </tbody> </table>	If they ...	then ...		are GST registered, or are required to be	provide GST number and go to step 1.5.	GST no: .....	are not GST registered	tick the box and go to step 1.6.		
If they ...	then ...											
are GST registered, or are required to be	provide GST number and go to step 1.5.	GST no: .....										
are not GST registered	tick the box and go to step 1.6.											

1.5	Taxable supplies	Will any of the funding be used for the making of taxable supplies?	
		yes	
		no	
1.6	Aims of organisation	Please describe the aims of the applicant or umbrella organisation, and your role and experience in the Māori housing sector (approximately 100 words):	

## 2. Contact details | Ngā Taipitopito Whakapā

### Primary contact (for use in the agreement)

Step	Topic	Details
2.1	Name	
2.2	Role in organisation	
2.3	Landline	
2.4	Mobile	
2.5	Email	

### Secondary contact (day to day manager of project)

Step	Topic	Details
2.6	Name	
2.7	Role in organisation	
2.8	Landline	
2.9	Mobile	
2.10	Email	



### 3. Proposal information | Mōhiohio kaupapa

Step	Topic	Details														
3.1	Proposal name															
3.2	Land block	<p>For infrastructure and papakāinga proposals please provide information about your whenua (where the activity will occur).</p> <table border="1"> <tr> <td>Land block name</td> <td></td> </tr> <tr> <td>Land block number</td> <td></td> </tr> <tr> <td>Land title classification</td> <td></td> </tr> <tr> <td>Land block address</td> <td></td> </tr> <tr> <td>Is any current or proposed security help over the land?</td> <td></td> </tr> <tr> <td>Are there any known issues with the land relevant to your proposal?</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">If not applicable, tick box</td> </tr> </table>	Land block name		Land block number		Land title classification		Land block address		Is any current or proposed security help over the land?		Are there any known issues with the land relevant to your proposal?		If not applicable, tick box	
Land block name																
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Are there any known issues with the land relevant to your proposal?																
If not applicable, tick box																
3.3	Proposal background	<p>What is the background to your proposal? Please tell us:</p> <ol style="list-style-type: none"> <li>1. What is the need and opportunity to be addressed?</li> <li>2. What has been your journey to get to this point?</li> <li>3. How you have worked with your community or whānau to develop this idea?</li> </ol> <p>(300 words max)</p>														
3.4	Proposal summary	<p>Please summarise your proposal and tell us :</p> <ol style="list-style-type: none"> <li>1. What you propose to deliver?</li> <li>2. How will you deliver it? (i.e. the key activities or steps you will take).</li> <li>3. How you will know if you have been successful?</li> <li>4. What is unique or innovative about your proposal?</li> </ol> <p>(500 words max)</p>														

## 4. Proposal information | Mōhiohio kaupapa continued

Step	Topic	Details														
3.5	He tangata / the people	<p>Please provide brief responses to the following</p> <ol style="list-style-type: none"> <li>1. What change will your proposal achieve?</li> <li>2. Who will benefit directly from your proposal?</li> <li>3. How many people do you think will benefit directly and indirectly from the proposal?</li> <li>4. What impact do you expect your proposal to have on the people who directly benefit?</li> <li>5. How will your proposal contribute to and encourage the use of te reo me ngā tikanga Māori, for example, how is te reo Māori reflected in your initiative?</li> </ol> <p>(400 words max)</p>														
3.6	Proposal deliverables and milestones	<p>Please detail the major progress points and/or deliverables of your proposal. Add more rows if you need to.</p> <table border="1"> <thead> <tr> <th>Progress point and/or deliverable</th> <th>Expected completion date</th> </tr> </thead> <tbody> <tr> <td>Project start date</td> <td></td> </tr> <tr> <td>Deliverable</td> <td></td> </tr> <tr> <td>Deliverable</td> <td></td> </tr> <tr> <td>Deliverable</td> <td></td> </tr> <tr> <td>Project end date</td> <td></td> </tr> <tr> <td>Final report / evaluation</td> <td></td> </tr> </tbody> </table>	Progress point and/or deliverable	Expected completion date	Project start date		Deliverable		Deliverable		Deliverable		Project end date		Final report / evaluation	
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## 5. Proposal information | Mōhiohio kaupapa continued

Step	Topic	Details																				
3.7	Delivery approach	<p>Please provide brief responses to the following (1-3 sentences each):</p> <ol style="list-style-type: none"> <li>How will the proposal be managed?</li> <li>What are the key roles involved in delivery?</li> </ol>																				
3.8	Technical details	<p>For infrastructure and papakāinga proposals please indicate with a tick the applicable boxes.</p> <table border="1"> <thead> <tr> <th>What is the status of your:</th> <th>Lodged</th> <th>Issued/ Approved</th> <th>Not applicable</th> </tr> </thead> <tbody> <tr> <td>Resource consent</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Building consent</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kāinga Whenua Loan</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other finance</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>What is the proposed construction method you plan to use and please outline any noteworthy features e.g. on piles, modular housing, alternative/non-traditional construction methods e.g. mud brick</p>	What is the status of your:	Lodged	Issued/ Approved	Not applicable	Resource consent				Building consent				Kāinga Whenua Loan				Other finance			
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Resource consent																						
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Other finance																						
3.9	Long term viability	<p>Please describe how the outcomes from your proposal will be continued in the future, after the proposed funding has been used? (1-3 sentences)</p>																				
3.10	Ministerial priorities (see page 2)	<p>Please describe how your project:</p> <ol style="list-style-type: none"> <li>creates opportunities for Māori businesses and supports the Māori economy,</li> <li>protects or creates jobs for Māori,</li> <li>supports vulnerable whānau in a post-COVID environment,</li> <li>integrates community development best practice.</li> </ol>																				

## 6. Proposal funding and budget | Pūtea kaupapa me te tahua

Please provide information about the funding of the proposal. We want to know:

- how much funding you are seeking from Te Puni Kōkiri, and contributions being made by yourself and other organisations.
- Please provide a full breakdown of the items to be funded by Te Puni Kōkiri's contribution to the project. Please detail the total cost per item, and the amount of Te Puni Kōkiri funding allocated if the cost is shared.
- If you are GST registered, please provide your costs exclusive of GST. If you are not GST registered, please provide the full cost including GST.

Note: for papakāinga projects, please use the Project Viability Assessment Tool (PVAT) template to document your project budget, not this table.

Step	Budget			Amount: Total \$	
	Item description	Amount of units	Unit/cost average	Total cost	TPK contribution sought (A)
4.1					
		Totals			\$

Step	Funding			Amount
4.2	Non Te Puni Kōkiri contribution details			
	Identify (and name) if contribution is from		Contribution confirmed?	Total \$
	<ul style="list-style-type: none"> <li>• applicant (B)</li> <li>• other organisation (C)</li> <li>• in-kind contribution (D)</li> </ul>	<ul style="list-style-type: none"> <li>• Intended use of financial contribution, or</li> <li>• description of in-kind contribution</li> </ul>		
			Yes/No	\$
			Yes/No	
			Yes/No	
			Yes/No	\$
			Yes/No	\$
	Total:			\$
4.3	Funding summary			
	A	Funding sought from Te Puni Kōkiri. <b>Note:</b> Please provide a breakdown in section 4.1.		\$
	B	Funding provided by applicant. <b>Note:</b> Please provide a breakdown in section 4.2.		\$
	C	Funding by other organisations. <b>Note:</b> Please provide a breakdown in section 4.2.		\$
	D	In-kind contribution, such as donated goods or services that have a financial value. <b>Note:</b> Please provide a breakdown in section 4.2		\$
	Total cost of the proposal (A+B+C+D)			\$

## 7. Risk management | Whakahaeretanga Tūpono

Please consider the possible risks to delivering your proposal successfully and how you might mitigate them.

- Using the table below, detail each potential risk, no matter how big or small. Add more rows if needed.
- Identify the likelihood of the risk occurring and the impact should the risk occur
- Tell us how you will minimise the impact of the risk - planned treatment.

Impact	Likelihood
Severe	Very likely (80-100%)
Major	Likely (50-80%)
Moderate	Possible (20-50%)
Minor	Unlikely (5-20%)
Negligible	Rare (<5%)

Step	Risk identified	Likelihood	Impact	Planned treatment
5.1	<i>i.e. sub-contractors are delayed</i>	<i>Possible</i>	<i>Moderate</i>	<i>Build in appropriate timeframes into schedule.</i>
Step	Topic	Details		
5.2	Conflicts of interest	Are there any conflicts of interest (real or perceived) between you as an applicant, any other member of the organisation, any third party or employee of Te Puni Kōkiri? If yes, please state how any conflict of interests have been dealt with. <b>Note:</b> A common example of a conflict is whānau members being involved in both decision-making and delivery.		



## 8. Due diligence and supporting information | Te āta arohaehae me ngā mōhiohio tautoko

Please include the following information with your proposal.

Step	Item	Tick
6.1	<p><b>Financial Statements</b> Financial statements from your organisation (or umbrella organisation) for the most recent year (unless you have provided these to Te Puni Kōkiri in the last 12 months). Please also provide audited accounts if they are available or required by the constitution of your organisation.</p>	
6.2	<p><b>Quotes</b>, if your proposal includes housing repairs or infrastructure projects.</p>	
6.3	<p><b>Proof of legal status</b> For example, a Certificate of Incorporation.</p>	
6.4	<p><b>Vulnerable Children Act 2014</b> If your application includes providing services to children, you must provide a copy of your Child Protection Policy. Children's services are defined as:</p> <ol style="list-style-type: none"> <li>5. Services to one or more children</li> <li>2. Services to adults in respect of one or more children</li> <li>3. Services provided to adults living in households that include one or more children and that:               <ol style="list-style-type: none"> <li>a) Do or may affect significantly any one or more aspects of the well-being of those children; and</li> <li>b) Maybe prescribed/defined by the Governor-General by Order in Council.</li> </ol> </li> </ol>	
6.5	<p><b>Evidence of governance approval</b> For example:</p> <ul style="list-style-type: none"> <li>• a note from an authorised member of the organisation, or</li> <li>• a copy of the Minutes from an Executive Committee or Board of Trustees meeting approving your proposal.</li> </ul>	
6.6	<p><b>For papakāinga</b> – a completed Project Viability Assessment Tool (PVAT). You can get this template from your local Te Puni Kōkiri regional office</p>	
6.7	<p><b>For papakāinga and infrastructure proposals</b> - Copies of resource consents, building consents, loan documents, Māori Land Court documents, as applicable</p>	

## 9. Declaration | Whakapuakitanga

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**In signing this Declaration, I:**

..... **[your name]**

1. Confirm the information contained in the proposal is true and accurate.
2. Confirm I have read and understood my rights regarding the Privacy Act 1993 as set out in the guidance document.
3. Confirm this proposal complies with the objectives of my organisation as contained in the Organisation's Constitution, Trust Deed or Māori Land Court order.
4. Understand that there is no guarantee that my organisation will be successful in securing an investment from Te Puni Kōkiri.
5. Agree that Te Puni Kōkiri may collect information about my organisation from any third party in respect of this proposal.
6. Agree that, if the proposal is successful, the name of my organisation, purpose of investment and the amount of Te Puni Kōkiri investment will be available as part of Te Puni Kōkiri accountability for public funds.
7. Agree that the information provided in this document can be used by Te Puni Kōkiri for statistical purposes and/or policy development.
8. Agree that, if successful, my organisation may be required, along with the targeted beneficiaries of the proposed project, to participate in an evaluation of the proposal.
9. Accept full accountability and responsibility for all requirements associated with the completion of the proposal.

**Signed**

**Designation**

.....

**(To be signed by the Chairperson or authorised signatory.)**

**Date**

...../...../.....

## Appendix 1- Guidance to help you complete your proposal | He ārahitanga hei āwhina i a koe ki te whakaoti i tō kaupapa tono

You may submit investment proposals at any time throughout the year. We strongly recommend that you work with regional office staff during the planning and development of your proposal.

Your application must be submitted on this Māori Housing Fund proposal form.

The key elements of the proposal form are:

### Section 1 Organisation Details

Question	Additional information
1.1 Applicant name	Please tell us your name or the formal or registered name of the organisation you are applying on behalf of. This is normally the name of an organisation and will be used in the agreement if you are successful. The name needs to be consistent with the formal registered name of the organisation, and the name of any nominated bank account.
1.2 Entity information	<p>If applicable, please detail the legal status of the organisation applying. Please provide a copy of the incorporation or establishment document. See page 3, section 5 of the guidance for more information on the types of legal entity we establish agreements with.</p> <p><b>Registration, incorporated or NZBN number</b> If applicable, provide the registration, incorporated number and if applicable New Zealand Business Number for your organisation. Every legal entity has a unique registration or incorporation number and this number will help Te Puni Kōkiri check your details.</p> <p><b>Registered address</b> This is the formal address that is registered with for example, the Companies Office or Charities Services. This will be used as the address in the agreement if successful</p> <p><b>Postal address</b> If different from above. This will help us ensure any delivered material gets to you.</p>
1.3 Umbrella organisation	We need the same information as above if you are using an umbrella organisation in the agreement. If successful the umbrella organisation will be named on the funding agreement. Section 5 of the guidance gives more detail on the use of umbrella organisations (page 4).
1.4 GST registration	<p>It is important that you advise the Māori Housing Network of your GST status, because it affects the accounting treatment of the grant and the way that Te Puni Kōkiri pays it to you. It also affects the way you deal with it. The Network can't make assumptions.</p> <p>If you are registered for GST and the activity is a taxable supply (i.e., the housing or some of the housing is used for revenue generation purposes such as, for example, the sale of houses or other commercial service), you must pay GST to Inland Revenue, and if necessary claim an input tax credit.</p> <p>Most individuals who are not in business are not registered or required to be registered for GST. If you are an individual and not currently registered for GST and the grant is solely to support your private residential dwelling (that is not for generating taxable supplies) you are probably not registered for GST or required to be registered for GST. For more information visit the Inland Revenue website: <a href="http://www.ird.govt.nz/gst/gst-registering/">http://www.ird.govt.nz/gst/gst-registering/</a></p>
1.5 Taxable supplies	If you are providing goods and services as part of the project that you will charge GST on. The provision of social or affordable rental housing

	(where the rental income is exempt from GST) is usually <i>not</i> considered a taxable supply. However, there may be some exceptions. Please consult your tax advisor when completing this form.
1.6 Organisational aims	This information lets us understand more about your organisation and its alignment with the purpose of the fund.

## Section 2 Contact details

2.1 – 2.5 Primary contact	This is the person who, if successful, will be named as signatory to the agreement. If using an umbrella organisation someone from that organisation must be named, as they will be entering into the agreement. This should be a person with ultimate responsibility for delivery of the project.
2.6 – 2.10 Secondary contact	This should be the person responsible for the day-to-day management of the project.

## Section 3 Proposal Information

3.1 Proposal Name	Simple name which summarises what you are doing.
3.2 Land block information	Please include the formal title of the land block where any activity will occur. Identify if the land was related to any treaty settlement. Document any known issues with the land you plan to use e.g. title, stability (geotech), accessibility, infrastructure, consenting.
3.3 Proposal Background	This helps us understand what you are trying to achieve, why you want to undertake the project and how it aligns to the funds purpose. It's good to link your proposal to the outcomes detailed in section 3.5.
3.4 Proposal Summary	This is the detail of what you are proposing to do. Please include in here details of what you will deliver and where. Be sure to include any innovative elements in here and tell us how you are going to take a community development approach to your proposal. Let us know the volumes of what you are delivering, for example the number and type of houses to be built, assessments to be conducted, repairs to be undertaken, workshops to be delivered, maintenance plans to be developed etc. For papakāinga rental housing, tell us your approach to rent setting.
3.5 He tangata – the people	Please tell us who will benefit or be impacted by your proposal, how many whānau or people it will touch and what the impact may be. Describe the target market for your housing proposal. Is it evidenced by a waiting list or other statistics/research in your community? We also ask about tikanga and te reo Māori. Te Puni Kōkiri has a lead role in supporting the revitalisation of te reo Māori and wants to understand how the projects it funds contribute to this. If applicable to the objectives of the proposal, please state how it will encourage and support the revitalisation of te reo Māori. We understand that contribution might not be achievable through every proposal.
3.6 Deliverables and milestones	What are the major progress points (deliverables and milestones) that you will reach for your proposal to be successful? It also forms an important part of the agreement and reporting requirements if you are successful. Examples of deliverables may be: gaining consents, foundations laid, sub-contractors engaged etc. Please include a start and end date.
3.7 Delivery approach	We want information on how the project will be managed, the key roles and who has responsibility for them, including details around project management, and whether you are using in-house or outsourced resources. This will help us to understand how delivery is structured, assess any risks and provide advice where improvements may be

	made. Please include the relevant skills and experience of the people and/or organisations involved and clearly identify where decision-making sits, financial management and day-to-day delivery. If you are using a developer, include their information in here. In this section, please detail any monitoring or evaluation you propose to do.
3.8 Technical Details	If applicable, please tell us: <ul style="list-style-type: none"> <li>• If a resource consent for the work has been lodged or issued</li> <li>• If a building consent for the work has been lodged or issued</li> <li>• If the proposal is subject to an approved Kainga Whenua Loan</li> <li>• The planned construction method you intend to use please outline any noteworthy features e.g. on piles, modular housing, alternative/non-traditional construction methods e.g. mud brick</li> </ul>
3.9 Long Term Viability	Te Puni Kōkiri wants to ensure its funding is spent on projects that are viable and sustainable in the long term – beyond the timeframe of funding sought. Please describe how the outcomes from your proposal will be able to be continued in the future, after the proposed funding has been used.

#### Section 4. Proposal Funding

4.1 Budget	Use this table to provide a full breakdown of costs for the funding you are requesting from Te Puni Kōkiri. Identify the items that make up the funding you are seeking from Te Puni Kōkiri. Your budget needs to provide the detail behind your funding request and itemise where multiple units are being purchased e.g. number of repair assessments, the number of units. Please check the fund criteria in section 4 of the guidance for items and activities we cannot fund.
4.2 Non Te Puni Kōkiri contributions	Please tell us who else is contributing both financially and non-financially to the proposal, what their contribution is, whether it is contribution in kind or other, and if it has been confirmed.
4.3 Funding summary	We want to know how much funding you are seeking from Te Puni Kōkiri and the contributions being made by yourself and other organisations as part of your investment approach. Please ensure the figures match the totals given in other tables.

#### Section 5 Risk assessment

5.1. Risk assessment	Please complete the risk table and ensure mitigation strategies are in place. Understanding the key risks and what will be done about them will improve the likelihood of the project being successfully delivered.
5.2 Conflicts of interest	Please complete for any known conflicts of interest (perceived or actual).

#### Section 6. Due Diligence and supporting information

As part of the proposal, we also require:

<b>Financial Statements</b>	Financial statements from your organisation (or the umbrella organisation, if you are using one) for the most recent year (unless you have provided these to Te Puni Kōkiri in the last 12 months). Please also provide audited accounts if they are available or required by the constitution of your organisation.
<b>Quotes for repairs</b>	If your proposal includes housing repairs or infrastructure projects.

<b>A document proving legal status-</b>	For example, a Certificate of Incorporation, or proof the organisation is a legal entity.
<b>Vulnerable Children Act 2014.</b>	If some or all of your proposal is about providing services to children, you must provide us with a copy of your Child Protection Policy. Children's services are defined as: <ul style="list-style-type: none"> <li>a. Services to one or more children</li> <li>b. Services to adults in respect of one or more children</li> <li>c. Services provided to adults living in households that include one or children that:</li> <li>d. Do or may affect significantly any one or more aspects of the well-being of those children; and</li> <li>e. May be prescribed/defined by the Governor-General by order of Council. (Note: You can check if your service is included in an Order of Council on <a href="http://www.legislation.govt.nz">www.legislation.govt.nz</a>)</li> </ul>
<b>Evidence of governance approval.</b>	A note from an authorised member of the organisation or a copy of the Minutes from an Executive Committee or Board of Trustees meeting approving your proposal.
<b>Legal status</b>	A document proving legal status.
<b>Papakāinga</b>	A completed Project Viability Assessment Tool (PVAT) and copies of resource consents, building consents, loan documents, Māori Land Court documents, as applicable

## Section 7: Declaration

Signing	Once you are happy with your proposal, it must be signed by an authorised person in your organisation.
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## Email your completed proposal to the regional office closest to you

Te Tai Tokerau	Kaitiāia Whangārei	<a href="mailto:tpk.te-taitokerau@tpk.govt.nz">tpk.te-taitokerau@tpk.govt.nz</a>
Tāmaki Makaurau	Auckland	<a href="mailto:tpk.tamaki-makaurau@tpk.govt.nz">tpk.tamaki-makaurau@tpk.govt.nz</a>
Waikato-Waiariki	Hamilton	<a href="mailto:tpk.waikato@tpk.govt.nz">tpk.waikato@tpk.govt.nz</a>
Waikato-Waiariki	Rotorua	<a href="mailto:tpk.rotorua@tpk.govt.nz">tpk.rotorua@tpk.govt.nz</a>
Waikato-Waiariki	Tauranga	<a href="mailto:tpk.tauranga@tpk.govt.nz">tpk.tauranga@tpk.govt.nz</a>
Waikato-Waiariki	Whakatāne	<a href="mailto:tpk.whakatane@tpk.govt.nz">tpk.whakatane@tpk.govt.nz</a>
Ikaroa-Rāwhiti	Gisborne	<a href="mailto:tpk.tairawhiti@tpk.govt.nz">tpk.tairawhiti@tpk.govt.nz</a>
Ikaroa-Rāwhiti	Hastings	<a href="mailto:tpk.takitimu@tpk.govt.nz">tpk.takitimu@tpk.govt.nz</a>
Te Tai Hauāuru	Palmerston North Taranaki Whanganui Taumarunui Porirua Nelson	<a href="mailto:tpk.tetaihauauru@tpk.govt.nz">tpk.tetaihauauru@tpk.govt.nz</a>
Te Waipounamu	Christchurch Dunedin Invercargill	<a href="mailto:tpk.te-waipounamu@tpk.govt.nz">tpk.te-waipounamu@tpk.govt.nz</a>