

Ngāti Kuri Discretionary Funding Policy 2011

Annual Review Date: September

1. Introduction

- 1.1. The Ngāti Kuri Trust Board Incorporated ("the Board") acknowledges that there is need for a discretionary level of funding that provides limited financial assistance to promote and enhance initiatives for the social, economic and cultural advancement of ngā uri o Ngāti Kuri.

2. Purpose

- 2.1. The Discretionary Fund is disbursed as a grant on a case-by-case merit basis and is a level of funding that is contestable annually during each financial year (1 Oct to 30 Sep). The quantum for this fund is set at \$15,000.00 and it is the Board's total discretion as to the amount and to whom funding will be granted.

3. Distribution of Fund

- 3.1. The Ngāti Kuri Grants and Scholarships Committee ("the Committee") will consider all applications on a monthly basis and available proceeds will be distributed after such consideration. All applicants will be notified within fifteen (15) working days of the meeting whether successful or not. The Committee will meet towards the end of each month to consider any application (if required).
- 3.2. Ngāti Kuri Iwi members who are successful in receiving funding will not be eligible for further funding in the same financial year and recipients in previous years will be a factor in the Board's considerations.
- 3.3. The amount of the grant shall be a contribution towards the cost and not represent the total cost to the individual.
- 3.4. The Board reserves the right not to award any grants. Unused amounts due not accrue over subsequent years.

4. Ngāti Kuri Discretionary Fund Application

- 4.1. Requests will only be considered if they are submitted on the correct application form. Application forms will be available upon request from the Ngāti Kuri Trust Board office or downloaded from the Ngāti Kuri Trust Board web site.

5. Criteria for Eligibility

- Must be a registered beneficiary of Ngāti Kuri Trust Board Incorporated
- Must complete the Ngāti Kuri Funding Application including all the required information
- Must provide a letter of support from one of their Ngāti Kuri Marae
- Provide at least one other support letter for the application
- Provide in writing details of the activity you seek funding for, including costs, other letters of support (if appropriate) and how the activity will contribute to your aspirations and the directions of Ngāti Kuri Trust Board's strategic direction
- Applications must have written quotes for all associated expenses
- Must provide verified bank account details for payment
- Applicants must state whether they have applied to other funders for assistance, and how they will undertake the activity should the board be unable to provide funding assistance
- Applications cannot be retrospective

Note: Supporting documentation (bank statements, receipts etc) must be verified copies of originals. Where originals are submitted, the administrator will return these if requested at the time of application provided a stamped self address envelope is included with the application.

6. Discretionary Fund Application Processing

- 6.1. Upon receipt all received applications will be date stamped and loaded into the Ngāti Kuri Trust Board's database for future reference.
- 6.2. Provided correctly completed applications are received at least ten (10) working days before the monthly Committee meeting the Committee will endeavour to process and determine the outcome of the application at the next scheduled meeting of the committee.
- 6.3. The Ngāti Kuri Trust Board administrator will review the applications to ensure the applications meet the criteria and completeness check.
- 6.4. Each correct application will be presented to the monthly meeting of the Committee for consideration. Only the Ngāti Kuri Trust Board Trustees and members of the Committee can make a determination regarding the outcome of a complete Discretionary Fund application.

- 6.5. The Committee is appointed by the Trustees of the Ngāti Kuri Trust Board.
- 6.6. Grant applications can only be approved on the basis that the required net proceeds for disbursement are available at the time the applications are considered.
- 6.7. The Committee will consider each application and either approve or decline the request.
- 6.8. Both successful and unsuccessful applicants will be notified within five (5) working days of the monthly Committee meeting.

7. Payment

- 7.1. Funds for all approved grant applications will be provided by way of direct credit into the service providers nominated bank account within ten (10) working days of the monthly Committee meeting.
- 7.2. A letter will be sent advising the applicant of details of the payment. Attached to this letter is a advice slip of receipt of the payment which must be signed and returned to the Ngāti Kuri Trust Board immediately on confirmation the funds have been received.
- 7.3. All approved applications will be entered into the database as paid along with the date as a permanent record.

8. General Accountability / Audit

- Grant disbursements will be limited to a MAXIMUM level of \$2000
- Applicants may be required to participate in an interview process. The Board's preference is to conduct interviews in person. However, the Board will consider 'virtual' interviews if requested by the Applicant (e.g. by Skype or phone).
- The receipt of payment acknowledgement must be signed and returned.
- Use of the grant amount is subject to the Board's discretion. Recipients must provide receipts in support of the grant amount. Portions of the funding unaccounted for, or used on purposes other than that for which the original application specified, must be refunded to the Board within 20 working days upon date of written notice from the Board.
- Recipients will report back to the Board. The specifics concerning the report-back are to be determined by the Board in consultation with the successful applicant
- Recipients may be deemed ineligible for future grants if the terms of the grant (including accountability requirements such as reporting) are not met.
- The recipients agree to the Board's use of their names and photos in Ngāti Kuri Trust Board communications (newsletters, reports, website)

9. Activities that will not be funded include:

- Purchase of alcohol or tobacco
- Capital items (buildings, vehicles)
- Personal items
- Entity operational costs
- Servicing existing debts

10. Opening and Closing Dates

- 10.1. Applications to the Ngāti Kuri Discretionary Fund are accepted throughout the year. Grants are processed from the beginning of October until the end of the Board's financial year subject to available funding. Once all allocated funding has been disbursed no further applications will be considered in that fiscal year.

11. Complaints

- 11.1. Complaints will only be accepted in written format. All complaints received will be tabled at the Ngāti Kuri Trust Board's monthly meeting for consideration. The complainant will be notified of the determination of the Board and if applicable any action will be taken to rectify the matter.