GUIDELINE FOR APPLICANTS
Mātauranga Kura Taiao Fund

Use this guide to determine whether you are eligible to apply to the Mātauranga Kura Taiao Fund and to assist you to complete a comprehensive application.

The guide outlines the Fund's eligibility and assessment criteria, provides an overview of the application and funding process, and describes the information you will need to supply with the application.

Contact us
If you have any questions or require assistance to complete the application form, contact Krystal Phillips, Kaitakawaenga on 027 3905183 or email mktfund@doc.govt.nz

Disclaimer
While every effort has been made to ensure this guide is as clear and accurate as possible, the information it contains is general guidance only and does not constitute a final decision or legal advice. If you are unsure about any requirements you need to meet, contact us in the first instance.

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About the Mātauranga Kura Taiao Fund

Ngā Whenua Rāhui exists to protect the natural integrity of Māori land and to preserve mātauranga Māori, so that the values, stories and history associated with our natural taonga are not lost to the world. Ngā Whenua Rāhui is the Government's affirmation of the status of tangata whenua and their tino rangatiratanga to assist Māori landowners in the protection of their indigenous environment. A governing committee (known as the Amorangi) formed in 1991 under the guidance of Sir Tumu Te Heuheu, reports directly to the Minister of Conservation.

Ngā Whenua Rāhui offers two funds:

- The Ngā Whenua Rāhui Fund provides protection for Māori landowners through the use of 25-year renewable kawenata (covenants). These legal agreements provide significant operational support to Māori landowners.

- The Mātauranga Kura Taiao Fund seeks to preserve the customs, history and stories associated with Māori land and tikanga.

The Mātauranga Kura Taiao Fund fully affirms spirituality and cultural history as inseparable elements in Māori conservation and indigenous biodiversity initiatives.

Traditionally the transfer of knowledge within whānau, hapū and iwi had always involved expert individuals, tohunga and wānanga. With the advent of time and circumstance, this system of knowledge transfer is gradually declining, and many traditional practices and knowledge are being lost. The Mātauranga Kura Taiao Fund was created to support tangata whenua to preserve their traditional knowledge, tikanga, history, stories and practice through the handing down of that knowledge to future generations.

Purpose of the fund

The Mātauranga Kura Taiao Fund supports tangata whenua to preserve traditional Māori knowledge and practice in the management of te taiao (the natural world). The emphasis is on traditional knowledge and practice living in people and maintaining a Māori way of knowing and retaining knowledge.

The fund has five main aims:

1	Reverse the ongoing loss of traditional Māori knowledge and practice related to indigenous biodiversity.
2	Protect, preserve, and promote traditional knowledge, history, stories, and practices of tangata whenua specific to their natural world and resources.
3	Restore kaitiaki responsibilities to protect the mauri of the whenua and unite the spiritual, cultural, and physical caretaking of our natural resources.
4	Increase tangata whenua capacity to retain and promote their traditional knowledge and use in managing indigenous biodiversity.
5	Support tangata whenua participation in management of indigenous biodiversity, consistent with their traditional knowledge and practice.

Traditional Māori knowledge and practice used or shared in an application or during a project, remains the intellectual property of the whānau, hapū or iwi from where it originates.

Am I eligible for a grant?

Applications will be received from any Māori individual or organisation representative of a whanau, hapū or iwi with a legal status (e.g. charitable trust, incorporated society, ahu whenua

trust, Māori reservation trust etc). Projects must meet all the following criteria to be eligible to apply:

1. The project meets one or more of the fund's five aims.
2. The application is made by any Māori individual or organisation representative of a whanau, hapū or iwi resident in the project's location.
3. Support has been gained from local hapū and/or iwi.
4. The applicant is a legal entity who is able to enter into a funding agreement. For example, a charitable trust, ahu whenua trust, Māori reservation trust, incorporated society.
5. The project is funded up to maximum of 3 years.

Individuals are also classed as a legal entity. The individual or group applying to the fund must be the same individual or group who will run the project. *Government departments and local authorities are not eligible to apply to the fund.*

Priority will be given to projects that:
a. Relate to the revival, use and retention of traditional Māori knowledge and its practical use in the management of indigenous biodiversity.
b. Use tohunga, pūkenga or kaumātua in the transmission of traditional knowledge and practice related to te taiao.
c. Include a practical hands-on approach to the application of mātauranga Māori.
d. Demonstrate how traditional knowledge and practice will be transferred to current and future generations.
e. Are part of a wider programme or initiative of indigenous biodiversity or natural resource protection.
f. Develop initiatives for tangata whenua to become involved in shared management of indigenous biodiversity in their rohe.

Funding is not guaranteed regardless of a project's ability to meet the criteria.

Applications less likely to be funded include projects:
~ with little or no involvement of tohunga, pūkenga, or kaumātua
~ with no obvious support of hapū and/or iwi
~ that are held outside of the entity's traditional hapū/iwi rohe
~ that utilise non-Māori experts as their sole or main source of knowledge
~ with a non-Māori academic focus
~ largely research based with no practical application of, or plan to apply mātauranga Māori
~ mostly concerned with western scientific methods of indigenous biodiversity protection
~ solely wānanga based, with no plan in place for practical application of the knowledge gained
~ activities primarily carried out by another agency.

What cannot be funded:
✘ fencing or planting only projects
✘ conference fees, and associated costs (e.g. accommodation and travel)
✘ legal, accounting expenses or insurance (e.g. public liability insurance)
✘ debt repayment or the refinancing of loans
✘ salaries or wages (related to employment; this does not include project management and administration costs)
✘ education fees or scholarships

- ✘ reimbursement of landowner time or voluntary labour
- ✘ activities that individuals, organisations or councils are required to do by law
- ✘ on-funding (i.e. using grant funds to issue grants to a third party)
- ✘ commercial organisations, commercial overheads (building leases) and/or commercial activities
- ✘ projects that accrue profit to the applicant, project sponsor or any associated individual or entity
- ✘ retrospective costs (i.e. costs incurred prior to signing of terms and conditions agreement)
- ✘ education fees or academic scholarships
- ✘ purchase of alcohol
- ✘ vehicle purchase
- ✘ land purchase
- ✘ projects that require but have not been granted resource consent
- ✘ remedial works or activities required as conditions of a resource consent
- ✘ projects receiving funding from another source (unless the funding is being applied for a different purpose within the same project)
- ✘ local government or central government departments for activities deemed their responsibility
- ✘ establishment or maintenance of a website, digital storage software or social media platform
- ✘ new or ongoing subscriptions to digital software or digital hosting sites (such as ArcGIS) or hosting fees of a website or other digital platform

If you are unsure whether a specific activity can be funded, discuss this with the Kaitakawaenga.

When can I apply?

The fund is generally open all year round. The fund is contestable so may close if funds are not available to distribute. Any change to opening dates will be advertised on the Matauranga Kura Taiao Fund website.

Amorangi of the Ngā Whenua Rāhui Komiti meet up to four times a year to consider applications, therefore:

a. applications for urgent funds cannot be considered
b. submit your application as soon as it is complete to allow for technical or other issues to be resolved before being considered by the Komiti
c. allow for up to four months before you hear whether your application for funding is successful.

Our current Amorangi are – Mavis Mullins, John Paki, Wiki Walker, Mere George, Martin Wikaera, Tyrone (Bubs) Smith

How many years of funding can I apply for?

You can apply to fund a one-off event or for a project that runs over multiple years (up to 3). The activities you are seeking to fund must be completed within 3 years. If your intended project runs longer than 3 years, you will need to reapply to the fund at the end of 3 years.

How do I apply for funding?

If your project fits the eligibility criteria, complete the Fund's application form. This is available online and can be downloaded from the website at the following link: Application Form.

Read this guide fully before completing an application form.

Conflicts of Interest

Individuals and organisations affiliated in some way to Komiti Āmorangi or staff of Ngā Whenua Rāhui or DOC, can still be considered for grant funding. Organisations who have an affiliation, should note any conflict of interest (whether perceived, pecuniary, potential or real) in their application to ensure steps can be taken to mitigate any risk to their application, the Fund or the Komiti.

What if project activities don't meet the eligibility criteria?

If your project does not meet all the eligibility criteria, you may not apply to the fund. Contact us if you need to discuss this further. We may be able to assist you to reconsider or realign your project purpose or activities. There may be other funding options available to you – see https://www.doc.govt.nz/get-involved/funding/.

How are applications assessed?

Eligible applications are assessed by our Komiti against the fund's assessment criteria below, and based on their merit compared with other applications.

Applications will be assessed solely on the information provided in the application form and supporting information.

Assessment Criteria

- Extent to which traditional knowledge and practice in relation to indigenous biodiversity management will be protected, restored, or enhanced.
- Method used to transfer traditional Māori knowledge and practice.
- Extent to which tohunga, kaumātua and/or pūkenga are involved in transmission of knowledge and tikanga.
- Extent to which local hapū and/or iwi support the project and their involvement in delivery of the project.
- Applicant involvement and contribution to the project e.g. in the form of materials, labour, education, or financial contribution.
- Reasonable and realistic project budget accompanied by quotes, relevant to the size of the grant requested.
- Likelihood of success – the entity demonstrating the skills and capability to deliver the project.
- Funding request for up to maximum of 3 years.

General information about applying for a grant

Is there a limit to the amount of funding I can apply for?

There is no set limit to the amount of funding you can apply for. The amount requested should reflect costs that are reasonable and necessary for implementation of the project and successful achievement of the outcomes. Grants amounts are considered against available funds.

What should I do if we get funding from another source for the same project we've applied to this Fund for?

If your project secures funding from another source subsequent to your application to our Fund, you must inform us as soon as possible. This will not disqualify you from consideration for MKT fund support. However, if your application is successful, the amount of funding your project receives may be adjusted.

Timeframes and funding decisions

You may also apply to the Fund more than once a year, there is no limit to the amount of times you can apply. If you are applying to fund a separate project, your application will be assessed as per usual. If you are applying for further funding for the same project, you will be contacted to discuss this further.

Once your application has been submitted and assessed, generally the time-frame for a funding decision will be ten weeks once we have all the completed information.

How much information should I provide?

When filling out the application form, be clear, brief and to the point. Do not give a detailed account of your organisation or project's background history or other narratives. Keep your descriptions brief and to the point. _Use bullet points_ so that your purpose is clear and concise.

As well as required supporting documentation, you may also provide additional supporting documentation (refer to section _Applications Over $70,000_ below). Additional documentation should not exceed 10 pages.

If you are requesting funds for technical equipment or any asset valued over $5000, you will need to provide:

- At least two quotes for costs involving technology and/or associated costs where these exceed 50% of the total project costs spent on technology. [_See definitions at the end of the guide_]
- At least two quotes (recent to within the last 3 months) for each asset over $5000. Quotes must be shown as GST exclusive amounts with GST amount shown separately. [_Note: assets must be purchased in the name of the applicant and not a third party or contracted party to the applicant_].

Do I need to provide a budget?

You must provide a detailed budget to determine whether the proposed costs are reasonable and realistic for the proposed activities. The application form provides an example.

Your budget should provide a detailed breakdown of all estimated project-related costs for the full duration of the project. For materials and equipment, you need to specify the items and the individual costs. For labour costs, you must specify the hours and the hourly rate. You should provide enough information for the Komiti to fully understand how the requested funding will be used.

Do I need an IRD or GST number?

If you (the applying entity or individual) are successful in securing a grant from us, you may not need and IRD or GST number.

However, if you are not registered for either and do not want to be, you need to provide us with sufficient proof from IRD that you are not required to be. This should be submitted, in writing, with your application. Please ensure the name and contact details of the IRD contact are included in the letter or email.

Please note government funding is a taxable activity. If your organisation is conducting a taxable activity and its annual income exceeds $60,000 per annum (this amount is subject to change by IRD), it **must** be registered for GST. Funds may not be released if you are not compliant with IRD regulations.

For more information, see https://www.ird.govt.nz/gst/ or phone the Inland Revenue Department on 0800 377 776.

Do I need to include GST in my budget?
Your budget should include the actual cost of the goods or services required to run your project.

Applications over $70,000
If you are applying for a grant over $70,000, you will be required to provide further information in addition to the general requirements. For example:

- Evidence of the size of your organisation and overall financial position.
- Your organisation's ability to support the project or activities. This may include volunteer labour, donated professional services and/or their own cash reserves.
- Evidence of funding sought from other sources.

Volunteer contributions
Volunteer contributions are encouraged and will be considered favourably. Outline volunteer contributions in your budget along with an estimated number of volunteer hours.

Do I need to get co-funding?
Funding from another source is not a requirement but will be considered favourable. For applicants requesting a large grant it is preferred that the project has co-funders.

If your project secures funding from another source subsequent to your application to this fund, you must inform us as soon as possible. Funding from another source will not disqualify you from consideration for a grant. However, if your application is successful, the amount of funding your project receives may be adjusted.

Can we change the purpose for the use of funds?
No, any grant you receive is given for the agreed project and must be used for that purpose.

We understand that not all activities will go according to plan. If this occurs and you want to change the purpose for which your application was approved, you must talk to the Kaitakawaenga before any changes are made. If the change is significantly different to its original purpose, it may require approval from the Komiti Amorangi. If the change of purpose is not approved, the grant money must be returned.

What happens to unspent money?
All grant money unspent at the end of your project must be returned to the fund. If you want to utilise the unspent money on another activity related to your finished project, you must talk to the Kaitakawaenga and get prior approval before spending on an unapproved activity.

Health and Safety
All applicants who are approved for funding will be required to have a project-specific health and safety plan in place that is suitable to support the safe delivery of the project. If you are working on public conservation land (PCL), your plan must be approved by the local DOC Operations Manager.

Further guidance on the Health & Safety at Work Act, including resources to assist in the development of health and safety plans, can be obtained from WorkSafe New Zealand https://worksafe.govt.nz/managing-health-and-safety/

Private and non-DOC managed land

If your project includes work on private or public land not managed by DOC, by signing the Terms and Conditions of Funding, you are confirming you have the necessary permissions from landowners.

You will need to provide written confirmation from the landowner / authorised representative giving this permission and giving confirmation that they are complying with their duties and obligations under the Health & Safety at Work Act in respect of you working on the land they administer/manage.

Public conservation land (PCL)

If your project is being undertaken on PCL, you will need written approval from your local DOC office before starting your project.

If your application is successful and you do not have a written agreement already in place, you will need to work with your local DOC office to finalise any agreements necessary. This is a necessary measure and approval should not be unreasonably withheld if the project is being undertaken within your traditional hapū/iwi boundary.

Supporting information

Some information is required to accompany your application. These are detailed below. If this documentation is not supplied, your application will not be considered for funding until it has been received.

- Organisation's rules (e.g. trust deed, marae charter or constitution) or a certificate of incorporation, charitable trust certificate or other evidence of your organisation's legal status.
- Two letters of support from your hapū or iwi or a kaumātua, tohunga or pukenga from your marae.
- Quotes (see section above on *Applications over $70,000*).
- Bank account deposit slip or bank verified bank account number showing the entity name consistent with the application.

Optional information:
- A letter of support for your project proposal. Support could come from the regional council, DOC, an organisation that you are affiliated to or another organisation involved in your project. The letter should be recent to within the last three months.
- Colour photos of the project area/s being considered in your application.

The required documents are an important part of your application. Please be mindful that emailed applications are no larger than 10MB, including all attachments.

Only attach supporting information to your application that we have specifically requested. Do not provide any other documents, emails or other correspondence.

Submitting your application

You can download the application form from the website.

Email your signed application with supporting documentation to mktfund@doc.govt.nz or post to:

> Krystal Phillips
> Kaitakawaenga
> Mātauranga Kura Taiao Fund
> Ngā Whenua Rāhui
> P O Box 668
> Gisborne 4040

To ensure your application is considered as early as possible, take time to make sure you have a complete application before forwarding it to us. Make sure you have:

- two letters of support from your hapū or iwi, kaumātua, tohunga or pukenga
- filled out all sections of the application form
- provided a detailed budget
- provided all necessary supporting information
- read this Guideline for Applicants and understand the process
- signed and dated the application.

Your application may not be considered if, in the Komiti's opinion, your project does not fully meet the criteria.

What happens next?

You will receive a phone call or email advising receipt of your application. You will also be advised if your application is ready to be forwarded to the Komiti for consideration at their next meeting.

If further work on your application is required, the Kaitakawaenga will work with you to ensure the application is as comprehensive as possible. Your application will not be considered unless all eligibility requirements are met, the application is complete and signed, and required documentation received.

Next steps for successful applicants

You will be advised by email or phone if your application is successful. The Kaitakawaenga will contact you to discuss and confirm your project details and budget, and advise you of the conditions of funding. This is especially important if your project was not successful in receiving the full grant amount requested.

If any part of the project is being undertaken on Public Conservation Land (PCL), you will need to obtain written approval in the form of a Community Agreement from your local DOC office before starting your project.

You will then receive a formal Letter of Offer with a copy of the Terms and Conditions of Funding. You must sign and return this before starting the project. Grant money will not be released until the Letter of Offer has been received by us.

By signing the Letter of Offer, you are accepting the Terms and Conditions of Funding. It is important you fully understand your obligations.

Conditions for successful applicants

If your application successful, there are a number of accountability and reporting requirements that apply. By signing the Terms and Conditions attached to your original application form, you agree to abide by these conditions:

- Grants must only be used for the purpose authorised as stated in your application.
- Grant funds are released in progress payments according to the activity phases and timeframes specified in your application.
- Properly completed invoices must be supplied before the release of the next progress payment.
- Grant funds must be spent within the timeframes specified in your application. If you require an extension, contact the Kaitakawaenga on 027 3905183 or email mktfund@doc.govt.nz
- You are required to submit progress reports throughout the duration of the project. These include:
    - a written report (using the template provided) describing progress against the project's outcomes, and
    - a financial report (attaching receipts and invoices) detailing how the grant money has been spent.

    Note: Your next progress payment will not be released until we have received the required written and financial reports and your invoice.

- Unspent funds must be returned to the Mātauranga Kura Taiao Fund. If you wish to use these unspent funds for other costs associated with your approved project, you must get prior approval from the Kaitakawaenga, Mātauranga Kura Taiao. Unspent funds cannot be used for another non-approved project.
- Grant funds cannot be used to pay retrospective costs, i.e. any transactions or costs that are already underway or pre-paid, for example resource orders, deposits and purchases, made prior to approval of the grant. No exceptions.
- You may be requested (with reasonable notice) to provide properly audited accounts related to Mātauranga Kura Taiao funding of your project.
- Failing to comply with the accountability and reporting requirements will jeopardise further grants.
- We reserve the right to publish the names of successful applicants and details of their grants.
- If a grant has been awarded and the funds are not requested within a year of having been approved, the grant may be withdrawn.
- Grants will be paid out including GST, regardless of the GST status of the applicant.

When will I receive my funding?

Funding is released in instalments. The first grant instalment will be made once we receive your invoice for the first progress payment. A grant payment schedule will be outlined in the Letter of Offer.

Funding will be paid in upfront instalments throughout the project. The standard payment schedule and percentage of the upfront payment can vary depending on your project and the size of the grant awarded. This schedule will be advised in the Letter of Offer.

Successful applicants are required to provide at least two progress reports per year, and a final report within 2 months of completion of the project. You must reporting using the templates provided by the Kaitakawaenga.

Up to 10% of the funding approved for the final project year will be retained to be paid upon completion of the project once evidence of full grant expenditure has been provided and the final project report has been submitted.

Advice on the funding process

If you have any questions about the Fund or require assistance to complete the application form, contact the Kaitakawaenga, Mātauranga Kura Taiao on 027 3905183 or email mktfund@doc.govt.nz

Email kphillips@doc.govt.nz or mktfund@doc.govt.nz

Mobile 027 3905183

Definitions

Indigenous Biodiversity	Biodiversity is the variety of life on earth. It includes all plant and animal life and environments they form. Indigenous biodiversity is the relationship developed between all living species within the specific area in which they live. It demonstrates the fundamental principle whereby human activity is one of many strands of the web of life where all life forms are connected to each other. Māori share a common whakapapa with our environment and are therefore inextricably linked to this living system. The responsibility of people to other living things is expressed in the concept of kaitiaki. Traditional values and practices come from this relationship between us, our landscape, our environment, and our natural resources. That relationship reinforces tangata whenua to a specific geographic area.
Traditional Māori Knowledge	The combined knowledge of our ancestors and experiences of whānau, hapū, iwi accumulated over the time they have been part of their whenua. This includes things such as language and education; traditional knowledge of cultural practices such as rongoā, mahinga kai, fishing, mahi toi or knowledge and practice related to te taiao.
Kaumātua	Active at the marae and very knowledgeable in their hapū/iwi history and whakapapa; they are sought after and well regarded within their rohe.
Tohunga / Pūkenga	Have a highly specialised knowledge, usually in a specialised field (e.g. tohunga whakairo, tohunga raranga). Their expertise encompasses both the physical and spiritual realms and they have a wide body of knowledge, understanding and expertise of the Māori world. They are widely recognised (locally and nationally) for their expertise, well regarded and much sought after.
Asset	Any tangible piece of equipment such as video or still cameras, drones, computers, software.
Technology	Any modern technological tool, process, and associated costs (see below) used to capture, display, share, communicate and store traditional knowledge and practice. The most common types of technology relevant to the fund would include (but are not limited to): **Information** – software and hardware tools used to create, process, transfer, and store data / information. For example, computers and peripherals, voice and video and film systems, interactive boards, networks and network servers, mobile apps, and management information systems. **Communication** – software and hardware tools that help in transmitting data or information such as mobile devices, radio, internet, tools that allow live streaming, websites, and apps used to share information. **Data Management** – tools or equipment for retrieval and exchange of data such as a database and its server, Customer Relationship Management (CRM) systems, project management software or apps. **Associated Costs** – may include developer and contractor costs including travel and accommodation etc, archiving, film, voice and editing, project management, and wireless technology.