

# Per Capita Grant Administration

**Approving authority:** Maungatautari Marae Whānau  
**Issued:** Marae Hui on Sunday 1<sup>st</sup> May 2016  
**Next review date:** 1<sup>st</sup> May 2017

## Policy Statement

The Maungatautari Marae has adopted a policy to ensure the appropriate administration/dissemination of the Per Capita Grant Funding in accordance with the Rules as set out by Tainui and Maungatautari Marae whānau.

## Grant Guidelines

### As set out by Tainui

1. The Per Capita Grant must be used for purposes within New Zealand which are charitable according to the law of New Zealand and which:
  - a. in respect of members of Waikato:
    - i. promote the relief of the aged or poor members or those suffering from mental or physical sickness or disability or incapacity; or
    - ii. are for the advancement of their education or learning; or
    - iii. promote their mental or physical wellbeing; or
  - b. promote the educational, spiritual, economic, social or cultural advancement of the iwi of Waikato and its various hāpu including the provision of facilities for recreation or other leisure time activities; or
  - c. are otherwise for the benefit Of Waikato

### As set out by Maungatautari Marae Whānau

1. This is a one off grant for Individuals and Group Applications
2. Applications from Individuals will receive no more than \$200.00
3. Applications from Groups will receive no more than \$1,500.00
4. Project/Initiative/Event Applications will receive no more than \$5,000.00 and can apply a maximum of 3 times

## Grant Conditions

### As set out by Maungatautari Marae Whānau

1. Applications from Individuals and Groups shall produce a tangible outcome
2. Applicants shall provide a report either in writing to the Grant Committee or in person at a Marae hui
3. Applicants must provide an Accountability Report to the Grant Committee

## Eligibility Criteria

1. Maungatautari Marae must be the applicants registered Primary Marae on either the Tainui or Ngāti Koroki Kahukura Ben Roll
2. Reside in New Zealand
3. Present evidence for accountability with the application
4. Application must align to the Maungatautari Marae values outlined on page 4 of the application
5. Funding can only be used for purchases made after receiving the Per Capita Grant

## Scope

The Per Capita Grant is available to those of our whānau who have Maungatautari Marae registered as their Primary Marae on either the Tainui or Ngāti Koroki Kahukura Ben Roll.

## Grant Committee

The Grant Committee will consist of a Kauhanganui Rep, the Marae Chair, a Whānau appointed member, a Rangatahi Rep and a Kaumātua Rep to process applications. Members will be voted on and decided at a Marae hui. The minimum term of a Grant Committee member is 2 years. This does not apply to the Kauhanganui Member and Marae Chair member. Every 2 years a new Rangatahi, Kaumātua and Whānau appointed member will be appointed to the Grant Committee. The quorum for this committee is 3.

## Application Process

- Applications are submitted to [grants@maungatautarimarae.co.nz](mailto:grants@maungatautarimarae.co.nz)
- The application is received by the Grant Committee who do an initial assessment before tabling the application at a Marae hui
- Applicants are invited to speak to their application at the Marae hui. If in the event a vote is taken in respect of the application, the applicant and any others involved with the application may be requested to vacate the hui
- All applications **MUST** be passed and supported by Maungatautari Marae whānau at a Marae hui
- Whānau present at the Marae hui will provide feedback to guide the Grant Committee with the final stage of the process - allocation of funds
- Applicants will be advised of the outcome within 2 days after the Marae Hui
- All decisions are **FINAL**

## Process Review

The process for administering the Per Capita Grant Funding will be reviewed a year after commencement. The review will include Maungatautari Marae whānau consultation and ratification.

## Annual Cap

To ensure longevity, the limit for all grants given in a calendar year will not exceed \$20,000.00 with Group/Project/Initiative/Event applications not exceeding \$16,000.00 leaving \$4,000.00 for applications from Individuals.

## Defaults

The Grant Committee can from time to time as necessary ask a recipient of the Per Capita Grant to repay any monies given, if they believe without a doubt, that the recipient/s have defaulted on their obligation/responsibility as a recipient of this grant.

## Declined Applications

Declined applications may be tweaked and resubmitted. However, applications that were denied at a Maungatautari Marae hui, unless otherwise advised by the Grant Committee, can only be resubmitted a year after the initial submission.

## Application Category Definitions

Recipient	Definition
Individuals	The applicant is the only recipient of the Grant. The purpose of its intended use is specifically for the individual.
Groups	The applicant is applying for the grant on behalf of a group. The purpose of its intended use is for the benefit of a group.
Project/Initiative/Event	The applicant is applying for the grant to either begin or advance a Maungatautari Marae whānau driven Project/Initiative/Event. The purpose of its intended use is for the benefit of Maungatautari Marae Whānau.

### Disclaimer

The Grant Committee reserve the right to re-categorise an application if they believe it is fair and warranted.

### Conflict of Interest

Any person involved in making a decision about the allocation of funds must consider and disclose any conflicts of interest to the other decision makers. Where a decision maker is related to an application put before the Grant Committee, the person/s must exclude themselves from the decision making process. If a Grant Committee member is involved in the application, the Grant Committee can invite any Marae Committee member to assist with the processing of that particular application.

### Compliance

All decisions about the use of funds will be recorded in writing by the Grant Committee. The Grant Committee will provide either a twelve monthly or monthly report to the Maungatautari Marae whānau at a Marae hui. The report should...

- Outline the actual use or application of any funds during the period since its last report
- Set out revenues earned and expenses paid

The Grant Committee must provide any and all information regarding the use of funds to Marae Trustees or Te Arataura if requested.

### Complaints

Any person may lodge a complaint in relation to this policy, its implementation or an alleged breach. All complaints must be sent to [grants@maungatautarimarae.com](mailto:grants@maungatautarimarae.com) or any member of the Marae Committee. The complaint will be discussed at a Grant and/or Marae Committee meeting. Unless otherwise advised, a response will be issued to the person within 2 weeks of lodging the complaint.