



The Proprietors of
Ngāti Whakaue Tribal Lands



2.8 Grants

The following policy sets out the Grants that will be provided for shareholders of the Incorporation.

2.8.1 Criteria:

The following criteria applies to all Grant Applications

1. Only a shareholder as noted in the Incorporation share register may apply for the Health grant and only once per annum.
2. The Discretionary grant must be aligned to the Incorporation shareholders / Ngati Whakaue kaupapa. We will not provide personal individual grants for Sport or Education.
3. Only (3) applications per whānau trust will be accepted each year. The application can be made by an individual, however, the application must be signed by at least 2 of the whanau trustees and the applicant must provide the evidence of whom the trustees are. (If the applicant is one of the trustees then two others must certify).
4. There will be no urgent requests.
5. Any approved grants will be paid to the applicant's bank account – we will not operate a cheque account. The Incorporation only reimburse costs already paid for.
6. Large grants – any recipient of large grants (more than \$2000) will be requested to report to the Incorporation on the use of those funds.
7. A list of recipients will be published each year in the Annual report – all recipients who apply do so on the basis that this will occur.
8. All applicants will be required to declare on the application form any other organisations they have sought funding from.

2.8.2 Grant Categories

The following are a list of Grants that are being provided by the Incorporation:

***Marae** - \$5000 per annum upon receipt of an invoice: Marae defined as being: Te Papaiouru, Tunohopu, Owkata, Hurunga O Te Rangi and Whakaue ki Maketu;

Tangi grants - of \$400 will be available on application for deceased shareholders of Ngati Whakaue Tribal Lands Incorporation. All applications must be made within 6 months of the tangi.

Health grants may be approved up to a maximum of \$300 to registered shareholders. This can be for any personal health related matter upon production of receipts and relating to the current financial year.



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Discretionary Grants enable NWTL to lift its profile in the community.

This fund is intended to provide a resource for one off events/occasions or need & the promotion of any cultural activity of Ngati Whakaue. We do not do Birthdays of any age. ALL Book launch events related to Ngati Whakaue carry a maximum grant of \$200 only.

Note: *The Incorporation does not provide Individual Grants for Education or Sports activities. **Nor for Birthdays.** The grants policy will be reviewed yearly.*

The NWTL Committee of Management decision is final and no correspondence will be entered into. CoM will review this policy and amend as required. All major amendments to the policy will be recorded in the minutes of a CoM meeting.

2.8.3 Application Processing Procedure

The following will occur in the processing of applications:

1. Completed Grant applications are sent in to the NWTL Corporate office;
2. A Schedule of Grant Applications (Appendix 14) will be completed and sent to the Grants Committee 1 week prior to their meeting;
3. The Grants Committee will meet bi-monthly to make a recommendation on the Grant Applications (Approve, Decline, More information required etc.). Their recommendations will be further recorded on the Schedule of Grants forms;
4. The completed Schedule of Grant Applications form will be presented to the Committee of Management at their next meeting for approval;
5. The approved Schedule will be sent to the accountant for payment along with bank details that are held for each applicant;
6. All applicants will receive notification of the outcome of their application and where necessary, the amount that has been approved for payment.
7. If an application is approved subject to further information being required, this information will be requested in the notification to the relevant applicant.
8. Grant applications will be stored in the corporate office filing system.