



Whakarongorua te Maunga, Utakura te Awa, Hokianga a Kupe te Moana

Utakura 7 Incorporation Marae Seeding Grant Policy

Purpose of Policy

Utakura 7 Incorporation Committee of Management (COM) is committed to helping with the development and upgrade of the Utakura Marae. In this way the Incorporation is able to assist all shareholders as we all whakapapa to these marae.

Policy

Assistance will be in the form of a 'Seeding Grant'. A seeding grant is a 'starter' sum of money given to the Marae Trustees to use to obtain further funding so as to 'grow' the incorporation's contribution to the amount needed for the project.

The Incorporation seeding grant will be held by the COM until the Marae has confirmation of the external funding (eg from ASB and/or Lotteries).

A 'Seeding Grant' will be made available subject to the availability of finance. The amount will be recommended by the COM to the shareholders at an AGM.

The policy is based on tika, pono and aroha.

Tika: (the process laid out by the incorporation needs to be correctly followed)

Applications must be submitted on Utakura 7 Inc forms and include:

- a written plan itemizing the work to be done and an estimated overall cost
- the latest audited annual accounts for the Marae
- a copy of the meeting minute resolution showing support for the application

Pono: (Truthfulness)

- Every application must be acknowledged to be the truth by all Trustees

Aroha: (Personal Commitment).

Each application must:

- Name the Trustees who will be personally involved with the project and submit to the COM a final report upon the completion of the project.

Process

- COM identify the amount to be made available for the grant each year and include as a recommendation in the AGM panui to shareholders
- The shareholders agree or disagree with the recommendation
- If the shareholders agree then nga marae of Utakura will be invited to apply for the seeding grant
- Application forms will be available from the Secretary
- Applications will close on March 31st following the AGM

Criteria For Seeding Grant

The COM needs to feel confident that the Marae to receive a seeding grant will use the money carefully and achieve what it sets out to do. This means that the following things need to be in place before a grant will be considered:

- A suitable legal entity in place – e.g. Marae Reservation, Charitable Trust etc
- The Trustees are current and active
- Office Holders are in place – Chairperson, Secretary and Treasurer
- Constitution or Maori Reservation Charter in place
- AGM's are held every year
- Annual Accounts are audited

The COM request that the Marae receiving a Seeding Grant report back to the Incorporation at the completion of the project or at times agreed to by both parties.

| MARAE INFORMATION | |
|---|--------------------------------|
| What is the legal status of the Marae? <i>(eg type of trust, reservation etc)</i> | |
| What type of constitution does the Marae work under? <i>(eg reservation charter, charitable trust etc)</i> | |
| What was the date of the last Marae AGM? <i>(attach copy)</i> | |
| What was the date of the last audited accounts for the Marae? <i>(attach copy)</i> | |
| The meeting minute resolution showing support for the application. <i>(attach copy)</i> | Yes/no |
| THE PROJECT | |
| The project plan is attached with estimated overall cost and timeframes | Yes/no |
| How much do you need from Utakura 7 Inc? | \$ |
| Who will you apply to for the balance? | |
| Do you need any help with planning your project? E.g applying for other funding, legal entity of the marae, financial matters, building, project management etc. If so what areas do you need some help with? | |
| BANK ACCOUNT DETAILS | |
| Marae Account Name | |
| Bank | |
| Branch | |
| Account Number | |
| Is the Marae registered for GST? | Yes/No, if yes, the number is: |

Office Use Only

Agreed/rejected at COM meeting onas per minutes

COM Follow Up?