



Information

Purpose

The purpose of the Commemorating Waitangi Day Fund (the Fund) is to support events which commemorate the signing of the Treaty of Waitangi and promote nation building and community building. It is designed to encourage a wider spread of communities participating in Waitangi Day events.

Criteria

Proposals are sought for specific events which meet the following criteria:

- the theme is the commemoration of the signing of the Treaty of Waitangi;
- the event promotes nation building and community building;
- it encourages wide community participation and achievement;
- it promotes a cultural experience or event consistent with the above; and,
- the event takes place on or near Waitangi Day (6 February).

The government is especially keen to support events organised by local government and/or communities in partnership with tangata whenua that invite wide community participation.

Priority is given to events in local communities that commemorate and are held on Waitangi Day. Mid- to long-term Treaty of Waitangi resource and education projects, such as seminars, workshops and hui, do not come under this Fund. Funding is not available for travel to Waitangi, Bay of Islands.

Applicant organisations

Applications will be accepted from local government and community organisations which:

- have an existing role in community activities and/or services;
- have the capacity to administer and support the proposed project;
- make a commitment to provide an evaluation of the proposed project after the event; and,
- are a recognised entity.

Funding

Grants made in the past have ranged from \$200 to \$10,000, with the average last year being \$3,000.

Proposals are accepted until **5pm on Friday 11 September 2009** to support activities which are consistent with the above purpose.

Please visit the Ministry for Culture and Heritage's website (www.mch.govt.nz) for a list of successful organisations from last year and for the contact person at the Ministry.

Funding decisions

A panel will be convened to consider the applications and make decisions on funding. Applicants will be notified of the outcome of their application by mid-October.

Responsibilities of the successful applicants

Successful applicants are required to provide the Ministry for Culture and Heritage with an evaluation and expenditure report **one** month after the event. Failure to provide these reports will affect future applications to the Fund.

The Ministry should be notified of any major changes to the event, such as its date. If an event cannot take place for whatever reason, the Ministry must be informed.

Application Form

- Applications close at **5pm, 11 September 2009**. Applications postmarked on this date will be accepted the following Monday. Please do not fax applications.
- Please print clearly. Please do not use folders or binders to present your application as it will need to be photocopied.
- All sections of the application form must be completed. Incomplete applications will not be considered for funding.
- **HELP!** If you have any questions about the Fund, please contact the Ministry for Culture and Heritage on (04) 499 4229 or email waitangi.fund@mch.govt.nz. The **Information Sheet** also has some helpful tips on how to complete this form.

SECTION A: OVERVIEW

A1. Name of your organisation – if you have a registered name, please use this

A2. Contact Details

Organisation's postal address

Organisation's physical address – if different from above

Phone	Fax	Email
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<p>Contact People</p> <p>Name of Main Contact</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Position – if applicable:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Daytime phone number</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Fax</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Email</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>Name of second Contact</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Position – if applicable</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Daytime phone number</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Fax</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Email</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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A3. Is this the first time you have applied to the Commemorating Waitangi Day Fund?

 YES NO

Year of last application

A4. Are you are a recognised entity?

 YES NO

Please enclose proof of entity status (**ONE** of the following: current constitution or trust deed and certificate of incorporation, letter from your District Māori Council/appropriate iwi authority, copy of a Māori Land Court Order, Bank account details, proof of organisational structure and/or copies of minutes of meetings/ annual general meetings)

A5. Is more than one organisation involved with this application?

 YES NO

If yes, please list names of other organisations involved

A6. Are you GST registered?

 YES NO

SECTION B: EVENT

B1.a Please give a brief outline of the proposed event to commemorate Waitangi Day in your community

B1.b Show how your event relates to the criteria of the Fund- see www.mch.govt.nz or info sheet

Please include a detailed account of your proposed event on separate paper (no more than one typed A4 page)

B2. Who in your community/region is this event aimed at?

B3. When will the event take place?

B4. Where will the event be held?

SECTION C: EVENT MANAGEMENT AND COSTS

C1. How much will your event cost in total?

\$

Please enclose proposed budget for the event. Where possible, please attach copies of quotes and price lists.

C2. How much are you applying for?

\$

Please be aware that the full amount may not be available but your organisation may be granted part of this amount.

C3. Please list, in order of priority, the most important items that require funding. Please do not include the cost of voluntary labour.

	\$
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	\$
	\$

C4. Have you received or applied for funding from any other sources **for this project**? *If yes*, please name the sources and the amount of funding and indicate whether that funding has been approved.

	\$
	\$
	\$
	\$

SECTION G: ATTACHMENTS

Please check that you have included the following documents with this application:

- Proof of entity status. **ONE** of the following: current constitution or trust deed and certificate of Incorporation; letter from your District Māori Council/appropriate iwi authority; copy of a Māori Land Court Order; bank account details; proof of organisational structure; and/or copies of minutes of meetings/ annual general meetings. (**Section A4**)
- Detailed account of your event and how it relates to the Fund's criteria. To be no more than one typed A4 page. (**Section B1**)
- Proposed budget for the event. (**Section C1**)
- At least two letters of support. Letters to be current and specific to the event. (**Section D1**)

Please send your application to: **Commemorating Waitangi Day Fund**
Ministry for Culture and Heritage, Te Manatū Taonga
PO Box 5364
WELLINGTON

or courier to: **Commemorating Waitangi Day Fund**
Ministry for Culture and Heritage, Te Manatū Taonga
Level 5, Radio New Zealand House
155 The Terrace
WELLINGTON

Receipt of Application – Commemorating Waitangi Day Fund

Please **fill in your name and address below** so we can inform you that your application has been received by the Ministry for Culture and Heritage.

You will be notified of the outcome of your application by mid-December

Name & Address:

Date Received:

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