

LOTTERY



MARAE HERITAGE AND FACILITIES

Grant Application Form



NEW ZEALAND
Lottery Grants Board
TE PUNA TAHUA
Funded from the profits of Lotto

Before you start filling out this form, read the *Information Sheet* to help you decide whether you are eligible for a grant. The *Application Guide* has useful tips on how to complete this form.

You need to use a **black ink pen** to fill out this form as we will be photocopying it.

You must complete all sections of the form.

Need more help? If you have any questions about this form, call our **freephone 0800 824 824**

OFFICE USE ONLY:

Date Received:	<input type="text"/>	A Code: Output	<input type="text"/>
Client/File Number:	<input type="text"/>	Meeting Date:	<input type="text"/>
Application Number:	<input type="text"/>	Application Acknowledged:	<input type="text"/>
Legal Status Checked:	<input type="text"/>	Initials:	<input type="text"/>

SECTION A: OVERVIEW

Questions to give us a brief summary of you and your request

QUESTION

A1. Name of your organisation - *If you have a registered name, please use this*

A2. Is this the first time you have applied to the Lottery Grants Board?

YES NO *If no, please supply your existing client number*

A3. Your legal status? (see *Guide Section A3*)

Legal Registration number (if you have one)

We have no legal status *(If you have no legal status you may apply for funding up to a maximum of \$5,000.)*

A4. Are you GST registered?

YES: If yes, put your GST Number here: *(All costs you quote in Section D must exclude GST)*

NO: If no, all costs you quote in Section D must include GST

A5. Contact details:

Your postal address

Your physical address *(if it is different from the one above)*

Phone

Fax

Email

Contact people

Name of main contact

Position

Physical address

Daytime phone number

Fax

Email

Name of second contact

Position

Physical address

Daytime phone number

Fax

Email



SECTION B: ABOUT YOUR ORGANISATION

Questions about your organisation

QUESTION

- B1.** If your organisation does not use the titles below, please fill in the name and details of three office holders (*you will also need to provide a list of current trustees.*)

Name of Chairperson

Street Address

Phone

Fax

Email

Name of Secretary

Street Address

Phone

Fax

Email

Name of Treasurer

Street Address

Phone

Fax

Email

- B2.** Brief historical background (*see Section B2 of the Guide.*)



SECTION C: ABOUT YOUR PROJECT

Questions about what you want funding for

Project Description

QUESTION

C1. Tell us about your project(s). Please tell us enough to explain to an outsider what your project(s) involve.

C2. Tell us who will benefit most from your project

C3. Does the project have the approval of all the trustees of the marae
(See Section C3 of the Guide for required attachments)

YES:

NO:

C4. Why is your project/facility needed, and what proof do you have of the need?

C5. Please list all other community organisations, hapu, marae and government agencies you are consulting with on your project.

Building Projects

C6. If you are asking for funds for a building project please attach the following documentation

Check with your local authority or a builder for information on the building standards.

The proof that we will be looking for is either:

- a copy of the Project Information Memorandum, which you get from your local authority
- a copy of the Building Consent

If the building is required to have a compliance schedule please either supply:

- a Statement of Fitness
- a Building Warrant of Fitness
- Resource consent.

Conservation of Moveable Cultural Property Projects (e.g. Korowai, Tukutuku, photos)

C7. If you are asking for funds for a moveable cultural property project please attach the following documentation

- proof that a member of the New Zealand Professional Conservators Group, or someone recommended by them, will provide the conservation services
- a letter of support from the National Preservation Office National Library, PO Box 1467, Wellington, or an appropriate museum official
- a copy of a collection policy, if you have one, and a statement telling us about the significance of the taonga or collection.

Conservation and Restoration Projects (e.g. restoration of Wharenui)

C8. If you are asking for funds for a conservation or restoration project please supply the following documentation

- a conservation/maintenance report or plan
- a copy of the architectural plans
- a letter of support for your project from the head office of the NZ Historic Places Trust, PO Box 2629, Wellington.

Project Management

C9. Who will be responsible for managing this project until completion?

(see Section C9 of the Guide)

C10. Do you have a special committee or group responsible for your project?

YES: (please list their names and tell us what they will do)

NO:

C11. When will the project start?

/ / If the project has already started, when did it begin? / /

When will your project be completed? / /

Land and Project Location

C12. Do you own the land your facility will be on?

YES: If yes, you need to send us proof that you do (see Section C12 of the Guide)

NO: If no, please supply evidence you have lease/approval to build.

SECTION D: ABOUT THE FUNDS YOU ARE APPLYING FOR

Questions about your existing and proposed funding

About Your Project Funds

D1. How much will your project cost your group in total? You will need to send us a detailed budget - (see Section D2 of the Guide)

Total project cost \$

Amount requested \$

Marae contribution \$

D2. Have you had a feasibility study done?

YES: (if yes, please attach a copy with your application)

NO: (if no, please read the information sheet)

D3. Tell us how much money you have raised so far and where it has come from. Please list all other funding bodies you either have applied to, or will apply to. (see Guide Section D3).
Use a separate sheet if you need more space.

From	Amount

D4. Please tell us about any community contributions, for example donations of cash or materials, or the volunteering of labour.

From	Amount

D5. How will you meet any funding shortfall?

D6. What will happen to the project if you do not get the full amount of grant you are applying for?

About Your Organisation's Finances

D7. Please tell us how you plan to fund your ongoing maintenance and operations, particularly how you will meet the ongoing costs of your project.

D8. Please tell us why any of the money held by your organisation will not be used for this project.

D9. If you are not able to provide current audited accounts please tell us why.

About Your Financial Systems

D10. Who will make the decisions on paying your project's bills?

D11. How will this person or persons report their spending to your committee or the people responsible for the project?

About Insurance

D12. Is the marae insured?

YES: *If yes, please provide details.*

NO:

D13. Do you have a Maintenance Plan for the marae?

YES: (please attach a copy)

NO:

Previous Lottery Funding

D14. Have you accounted for all the grants you have recieved?

Yes:

No: If no, you need to send us any outstanding reports or tell us below why you have not for each outstanding grant

D15. Have your grants been fully spent?

YES:

NO: If no, tell us when you expect them to be spent:

D16. Have you been granted Lottery money that you have not yet uplifted?

YES: If yes, please tell us why you have not done so, and when you expect to uplift it.

NO:



SECTION E: OTHER ATTACHMENTS

Additional information you need to supply with your application

Here is a summary of the attachments you need to include with your application. Please read carefully Sections C and E of the Guide to find out more about the specific requirements of the attachments.

- a copy of your current constitution or trust deed, and certificate of incorporation, or other proof of your legal status
- at least two recent letters (less than three months old) of community support.

Land

- if you own the land, a Certificate of Title
- if it is Crown/Reserve land, the Gazette notice
- if it is Maori land, a copy of the Maori land court order.

Building Standards

- a Project Information Memorandum or Building Consent
- where applicable, a copy of either a statement of fitness, a building warrant of fitness or Resource Consent.

Moveable Cultural Property

- a conservation treatment report
- proof that a member of the New Zealand Professional Conservators Group, or someone recommended by them, will carry out the conservation
- a letter of support from the National Preservation Office, or an appropriate museum official
- a copy of a collection policy, if you have one, or a statement that explains the significance of the taonga or collection.

Conservation and Restoration Projects

- a conservation /maintenance report or plan
- a copy of the architectural plans
- a letter of support for your project from the head office of the NZ Historic Places Trust.

Finance

- your current audited accounts. See Section E of the Guide for the required information
- a feasibility study of your project, if you have had one done
- a detailed budget showing the income and expenditure for your project. You need to show the total cost with copies of quotes from contractors or suppliers
- proof of cash in hand, e.g. bank statements, letters approving funding.

SECTION F: YOUR DECLARATION

This declaration must be signed by at least two people. There are special signing requirements for Section 439 Trusts and Anglican and Catholic church organisations see Guide Section F. The details we have given in all sections of this application are true and correct to the best of our knowledge. We have authority to commit our organisation to this application and we understand and will meet the financial requirements as they are outlined in the information in this pack.

Name:	<input type="text"/>	Name:	<input type="text"/>
Signature:	<input type="text"/>	Signature:	<input type="text"/>
Position held:	<input type="text"/>	Position held:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>

Person completing this application form (if different from one of the above)

Name:

Signature:

Position held:

Date:

Any personal information in this application will be used only to help with the administration and assessment of the application and any grant. This information is restricted to the committee considering the application and those providing advice to that committee.

Sending Us Your Form

Before placing your completed application in an envelope, check you have:

- answered all the required questions
- included all required signatures
- attached all the required supporting information (see Guide Section E)

Check the information folder for the nearest Community Development Group Office to mail your application. **Please mail us the original - we cannot accept faxed copies.**