

All About MARAE HERITAGE and FACILITIES

This pack has information about applying for funding from Lottery Marae Heritage and Facilities. In this folder you will find the application form and a guide with helpful tips on answering the questions in the form. Before you start filling out the application we suggest you read the following information. It will help you decide whether you are eligible for a grant and tell you about your responsibilities should you receive one.

If you need any further help, please call our freephone, **0800 824 824**.

WHY WE ARE HERE

The New Zealand Lottery Grants Board was set up by Parliament to benefit the community by distributing the profits from state lotteries such as Lotto, Lotto Strike, Instant Kiwi, Telebingo and Daily Keno.

The Grants Board does this through system of distribution agencies and committees. These cover a wide range of community affairs, including charitable, cultural, recreational and research activities.

Lottery Marae Heritage and Facilities, one of these committees, makes grants to help with the capital costs of marae heritage and facilities projects:

- Developing Marae facilities
- Conserving Marae facilities

OUR KAUPAPA

The Lottery Marae Heritage and Facilities Committee will act as a responsible participant in the Treaty of Waitangi relationship with whanau, hapu, iwi and Maori.

The Lottery Marae Heritage and Facilities Committee is committed to ensuring an equitable distribution of funds to whanau, hapu, iwi and Maori organisations for the development and conservation of marae facilities.

Ka tū Te Komiti Tahua Marae Tuku Iho Me Nga Whakaurunga kaiwhakauru whaikawenga i roto i te whanaungatanga o te Tiriti o Waitangi i te taha o nga whanau, hapu, iwi, me te iwi Maori whanui hoki.

Kua herea Te Komiti Tahua Marae Tuku Iho Me Nga Whakaurunga te tika o te tohatoha atu i te putea ki nga whanau, hapu, iwi, me nga ropu Maori hoki hei whanake, hei tiaki hokinga whakaurunga marae.

WHAT WE FUND

- Wharenui
- Wharekai
- Wharepaku
- wharekarakia (conservation)
- urupa (conservation)
- pataka (conservation)
- whare taonga
- whakairo -where whakairo is part of a capital works project
- Fixed equipment - where it is part of a capital works project
- land purchase -where it is part of a capital works project
- local authority costs -where it is part of a capital works project
- memorials and flagpoles (conservation)
- tangata whenua or manuhiri shelter, waka shelters, carparking, fencing
- feasibility studies

- conservation reports
- conservation of tukutuku, whakairo, korowai and photographs that are within the marae.

Prerequisite Funds

Applicants must first raise at least 33.3% of the total “actual” cost of their intended project. “Actual” cost is the cost of the goods and services the applicant will actually pay for.

Prerequisite funds can include:

- cash-in-hand;
- grants, e.g. Hillary Commission, Creative New Zealand, Government and local authorities;
- the proven value of any work completed and paid for on the specific project within two years of the date of application;
- borrowed monies, e.g. loans, debentures, bridging finance and overdrafts; (applicants must provide loan approval letters and evidence of their ability to repay borrowed monies - this cannot include any Lottery grant that may be awarded);
- land value - in some cases, applicants are entitled to include the value of land already obtained; the land must:
 - have been purchased by, or donated to, the applicant group
 - specifically for the project; (for example, land value can be included for the initial development of a wharekai but cannot be included for restoration of an existing wharekai);
 - be totally debt-free;
 - be recorded (when calculating the total project cost) at its actual original purchase price.

A Sale and Purchase of Real Estate Agreement and/or a Government or commercial valuation must be provided to verify land value and, if relevant, the value of any buildings on site which are a component of the project (actual purchase price or a recent quotable value).

The value of completed project work included in the prerequisite funding is limited to that related to the project or project stage for which funding is sought. The work must have been completed and paid for within the two years prior to the application being lodged. Evidence of expenditure must be provided. The value of work completed by voluntary input cannot be included in prerequisite funds.

Prerequisite funds cannot include the following:

previous lottery grants;

- unconfirmed funds;
- the value of any voluntary labour*;
- the value of any discounts;
- unrealised pledges and debentures (this includes the value of any unrealised offers to donate materials or livestock).

* the committee will take into consideration the input of the voluntary labour for the project.

Capital Works on Marae

Applications are considered for the following marae capital works projects

- including the purchase or construction of buildings, alterations,
- extensions or upgrading to existing buildings. This includes:
- wharenuī, wharekai, wharepaku;
- whakairo -where whakairo is part of a capital works project;
- fixed equipment -where it is part of a capital works project;
- land purchase -where it is part of a capital works project;
- local authority costs -where it is part of a capital works project;
- tangata whenua or manuhiri shelter, waka shelters.

Priority is given to the following:

- projects that have raised 33.3% of the project cost;
- projects that will be undertaken by a member of the Masters Building Association or an appropriately qualified tradesperson;
- project over \$50,000 who have completed a feasibility study that meets the requirement of the committee and have an independent project Manager
- development of wharenuī, wharekai and wharepaku facilities;
- projects which comply with all central and local authority standards, e.g. Health and Safety requirements, building consents;
- projects that include facilities for people with disabilities;

Feasibility Studies

This requirement is mandatory for all applications whose project is likely to cost more than \$50,000. A grant of up to \$5,000 towards the cost of a feasibility study is available for building projects and other capital works for:

- marae facilities;
- cultural facilities based on marae;
- museums, whare taonga, art galleries and archival institutions based on marae.

Feasibility studies must include the following information:

- historical information of the facility;
- investigate both the need and financial viability of the project;
- the economic and on-going viability of the project;
- capital costs for the project including ongoing maintenance costs and any extra costs that may be incurred including the provision of work areas for conservation, meeting fire regulations and safety requirements, access for the differently abled and toilet facilities.

Ineligible Purposes

Feasibility study funding is not available for the following:

- legal services
- architectural design costs, other than preliminary designs
- planning costs
- fund-raising campaigns
- business plans
- studies already completed.

Payment of feasibility study grants is made to successful applicants on receipt of a copy of a satisfactorily completed study.

Conservation Reports

We consider applications for the preparation of conservation and/or maintenance reports on historic buildings, structures, urupā, wāhi tapu sites and archaeological sites located on marae land.

We also consider applications for the preparation of conservation and/or condition reports on 'moveable cultural property'. Such as: paintings, photographs, whāriki, piupiu or korowai draped around carvings, free standing carvings, significant documents, archives and other taonga in marae ownership and which are based on marae.

A maximum sum of \$10,000 is available for the preparation of a

conservation, condition and/or maintenance reports. Applicants are not required to have at least a third of the project cost in hand for conservation reports.

Conservation and maintenance reports must be prepared by a conservation professional recommended either by the New Zealand Historic Places trust or the New Zealand Professional Conservators Group.

Payment of conservation report grants is made to successful applicants on receipt of a copy of a satisfactorily completed report.

Conservation and restoration of marae facilities

1. Applications are considered for the conservation and preservation of places associated with the physical heritage of the marae, where it is recognised that the proposed work is essential to its future preservation. Such places include wharenuī, wharekai and other buildings, structures, urupa, waahi tapu sites and archaeological sites.
2. Priority is given to funding those places identified by the Maori community, Whanau, Hapu or Iwi as having significant heritage value, and these places may be of local, regional or national significance.
3. Applications will only be accepted where a conservation, condition and/or maintenance report, which is appropriate to the significance of the place and the nature of the project, has been prepared.
4. Where an application is received requesting funding for conservation and preservation work, and the accompanying conservation, condition and/or maintenance report has not been done by someone recommended by either the New Zealand Historic Places Trust (Head Office) or the New Zealand Professional Conservators Group, the report will be independently assessed before the application is considered by the committee. If the conservation, condition and/or maintenance report is deemed to be unsatisfactory, the application will not be considered by the committee.
5. The committee has adopted in principle the principles of the ICOMOS/New Zealand Charter for the Conservation of Places of Cultural Heritage Value.

Conservation of Historic Places on Marae

1. Applications are considered for the conservation and preservation of places associated with the physical heritage of the marae, where it is recognised that the proposed work is essential to the future preservation of the place. Such places include wharenuī, kauta, pataka and other buildings and structures.
2. The following information should be included with any application:
 - a conservation and/or maintenance report on the building or structure to be conserved;
 - evidence that the restoration work will be overseen by a conservation professional recommended by either the New Zealand Historic Places Trust or the New Zealand Professional Conservators Group.

Conservation of Moveable Cultural Property on Marae

1. Applications are considered for the conservation and preservation of "moveable cultural property" contained within the marae complex. Items of "moveable cultural property" include: paintings; photographs; whariki; piupiu or korowai draped around carvings; free standing carvings; significant documents; archives; and other taonga.
2. Funding may be provided for the following:
 - consultation fees;
 - conservation treatment;
 - purchase of conservation materials and equipment.
3. The following information should be included with any application:
 - a condition report on the artefact and/or collection to be conserved;

- evidence that conservation services will be provided by either a member of the New Zealand Professional Conservators Group or a person recommended by them;
- a written account of the significance of the artefact and/or collection to be conserved;
- evidence that suitable storage conditions for the restored artefact and/or collection have been arranged;
- in cases where the artefact is part of a museum collection or an archive collection outside of the marae, evidence that a collection policy has been developed.

Marae-based Urupā and Wāhi Tapū Sites

1. Funding may be provided towards the cost of conserving marae based urupa and waahi tapu. This work may include cleaning, fencing and headstone preservation.
2. The following information should be included with the application:
 - a condition and/or maintenance report on the urupa and/or waahi tapu site to be conserved;
 - evidence that conservation services (if appropriate) will be provided by either a member of the New Zealand Professional Conservators Group or a person recommended by them;
 - confirmation the applicant has appropriate Whanau, Hapu and/or Iwi authority to carry out the project;
 - evidence that any research required to identify urupa or waahi tapu sites has already been -completed.

Restrictions on Our funding

The amount of funding is at our discretion. The amount of our grants depends on the funds we have available and the number of competing applications we receive. We will only fund projects where you can show you have at least a third (33.3 percent) of the actual project cost in hand. This is not a requirement for feasibility studies or conservation reports.

WHAT WE REQUIRE OF YOU

We are responsible to Parliament and therefore to every New Zealander as to where and how we distribute lottery profits, so we have a number of requirements of the organisations receiving our grants:

Using the Grant

- You must use the grant for the purpose it was given and meet any conditions we may decide on.
- If you wish to use the grant for a purpose different from that approved, you must ask our permission.
- If you find you have funds left over from the grant, you must return them to us.
- If you spend your grant on anything other than the purposes approved by us you will be required to repay us.
- We will pay feasibility study grants once we receive a copy of the satisfactorily completed feasibility study.
- Payment of capital works grant will require the project Manager to certify all claims as work progresses with two authorised signatures of Marae office holders.

How Long You Have to Spend the Grant

- You have two years to uplift the grant, unless we have agreed to longer.
- You have two years after the date you uplift the grant to spend it. If you go over this time, you must either return the funds or apply to us to keep them.

Your Responsibilities

- You must sign and return the Client Agreement form you receive along with the letter telling you that you are being given the grant. This agreement sets out all the conditions you must meet. You must return it, signed, before you can uplift the grant.

- You must complete the Accountability Report we give you. You can do this when the project is completed, or when the grant has been fully spent or 15 months after the grant is approved, whichever date comes first. We may ask for a progress report from time to time.
- In signing the client agreement, you are agreeing to meet the following requirements:
 - You will tell us if any problems arise which could place the project at risk.
 - You will tell us of any changes to your details, including:
 - name
 - address
 - telephone and fax numbers
 - the people who signed the client agreement (e.g, if they leave your organisation).
- You undertake to lay an immediate complaint with the Police if any grant money is stolen or misappropriated.

Internal Controls

We require your organisation to have in place a minimum set of internal controls. We require you to:

- have two people to sign your bank accounts
- keep a cash book or equivalent
- appoint a treasurer under the requirements set out in your constitution or trust deed
- track different funding, for example using separate bank accounts
- report on finances regularly, for example every full meeting of your governing board should receive a financial update, including a statement of income and expenditure covering the time between meetings and a schedule of payments.

Financial Management

- You must show the grant as a separate entry in your accounts.
- Your expenditure of grant funds must be shown as separate entries or a note to your accounts.
- Your audited accounts must also include an audit note explaining:
 - how the grant money has been spent
 - the amount and source of any other funds used for your project.

Audits

Carrying out audits on recipients is simply us being responsible in the way we manage how we distribute our funds.

- Each year we randomly select a number of recipients for auditing.
- We also audit any grant recipients who do not submit the reports we require or where other concerns have been raised about how the grant has been spent.
- In signing the Client Agreement you have agreed to allow us to audit your grant expenditure and will co-operate with on-site audits and investigations by making available all records and accounts relating to your grant.

Promoting Our Support

- You must acknowledge our help to your organisation in all your publicity materials, annual reports and so on.
- If your building project involves a grant of more than \$30,000, we require you to prominently display on the facility a brass plaque which we will provide.
- We can provide plaques to other grant recipients upon request.

Goods and Services Tax

- All distribution committees make grants exclusive of GST. However, the payment of grants will include GST if the payee is registered for GST.
- Grants for capital works, equipment and similar items may be made payable in instalments or on receipt of a GST receipt or invoice only.

Getting Decisions Reviewed

If your application is turned down, you can ask us to review our decision, provided you do so within four weeks of receiving our letter telling you we declined your application. You will need to provide additional information to answer any issues we have raised in declining your application.

If you wish to seek a review we recommend you talk with a Community Development Advisor first.

WHERE TO SEND YOUR APPLICATION

All applications are processed in Wellington:

Lottery Marae Heritage and Facilities

Community Development Group
Department of Internal Affairs
PO Box 805, WELLINGTON
Call 0800 824 824

For application forms please contact the above address.

As a general rule we will accept applications only from organisations with legal title to the marae buildings and land. We will consider only one application per marae per project at any one committee meeting.

The Marae Heritage and Facilities Committee meets three times a year. Applications for funds usually close 16 weeks before a meeting date. To find out the application deadlines, **call our freephone 0800 824 824** or check the meeting schedule contained in your application pack.

OFFICE ADDRESS LIST

Te Tai Tokerau/Northland:

26 Puckey Avenue, KAITIARA
Ph: (09) 408 0034, Fax (09) 408 0923
1 Robert Street
(P.O.Box 1755) WHANGAREI
Ph: (09) 430 2205, Fax (09) 430 2209

Tamaki Makaurau/Auckland:

Level 1, All Seasons Centre
288 Te Atatu Rd, Te Atatu South
(P.O.Box 83 209 EDMONTON)
WAITAKERE CITY
Ph: (09) 834 9701, Fax (09) 834 9705

Level 4, 450 Queen Street,
(P.O.Box 2220) AUCKLAND
Ph: (09) 362 7914, Fax (09) 362 7941
Level 1, ANZ Bldg,
3 Osterley Way,
(P.O. Box 76451) MANUKAU CITY
Ph: (09) 263 7372, Fax (09) 262 0606

Waikato-Hauraki:

5th floor, Westpac House,
430 Victoria Street,
(P.O.Box 19 230) HAMILTON
Ph: (07) 839 9960, Fax (07) 839 9955

Rotorua:

cnr Biak and Giltrap Streets,
(Private Bag 3041) ROTORUA
Ph: (07) 343 1680, Fax (07) 343 1689

Tairāwhiti-Mataatua/East Coast - Eastern Bay of Plenty:

Quay Point Building,
1 Gladstone Road,
(P.O.Box 254) GISBORNE
Ph: (06) 868 1915, Fax (06) 868 1964

Taranaki:

Roebuck House,
4 Powderham Street,
(P.O.Box 331) NEW PLYMOUTH
Ph: (06) 759 8246, Fax (06) 759 8094

Takitimu/Hawkes Bay:

2nd floor, East Tower, Dalton House,
Hastings Street,
(P.O.Box 1042) NAPIER
Ph: (06) 834 1350, Fax (06) 834 1274

Whanganui-Manawatu-Wairarapa:

36 Victoria Avenue
(P.O.Box 247) PALMERSTON NORTH
Ph: (06) 355 8088, Fax (06) 355 8084

Te Whanganui a Tara/Wellington:

4th Floor, Riverside Towers, 15 Daly Street,
(P.O.Box 30 454) LOWER HUTT
Ph: (04) 570 5386, Fax (04) 570 5381

Te Wai Pounamu/The South Island

31 New Street (Cnr Halstead St),
(P.O.Box 1149) NELSON
Ph: (03) 546 0904, Freephone: 0800 660 900
Fax (03) 548 2488

109 Mackay Street,
(P.O.Box 33) GREYMOOUTH
Ph: (03) 768 1001, (03) 768 1002,
(03) 768 1003, Fax (03) 768 4200

Level 8, NZI House,
96 Hereford St,
(P.O.Box 4033) CHRISTCHURCH
Ph: (03) 353 8290, Fax (03) 353 8299

First floor, 10 George Street,
(P.O.Box 5341) DUNEDIN
Ph: (03) 479 6515, Fax (03) 479 6519
120b Leet Street,
(P.O.Box 501) INVERCARGILL
Ph: (03) 218 0701, COGS Ph: (03) 218 0702,
Fax (03) 218 6411

Te Tari Matua/Head Office:

10th Floor, State Insurance Building,
46 Waring Taylor Street,
(P.O.Box 805) WELLINGTON
Ph: (04) 495 7297, Fax (04) 495 7225
Lottery Grants funding Ph: 0800 824 824

To email known individual staff anywhere in the country:
firstname.lastname@dia.govt.nz

Otherwise, email lotterygrants@dia.govt.nz

Website: www.community.dia.govt.nz