



Ngati Hine Forestry Trust Policy - Grants for Marae Capital Building Projects

Background

This policy has been approved by the Beneficial owners as required by the Trust Order to enable Trustees to consider the making grants to Marae. The extract from the Trust Order, Clause 7.6 follows:

7.6 Grants for Marae Capital Building Projects

- a) A policy on Marae Capital Building Projects has been authorised by resolution of the Beneficial owners at a general meeting.
- b) The Trustees are satisfied that adequate provision has been made for reserves as provided for in clause 7.5.
- c) All such expenditure will not exceed one hundred thousand dollars (\$100,000) in any one financial year.
- d) All such expenditure is reported to the owners in the annual report and the financial report at the first Annual General Meeting after the expenditure has occurred or being committed.

Trust's Financial Situation

When considering applications from Marae for grants the Trustees will at that time consider the requirement in clause 7.5 that adequate provision for financial reserves has first been made and this will include consideration of projected financial forecasts into the future.

The Trustees will give consideration annually as part of the Trust's planning and budgeting process to the provision, or otherwise, of funding for grants to Marae as appropriate in the context of the overall financial circumstances of the Trust.

Eligibility of Marae

One of the Objectives of the Trust Order at clause 1.6 states the Trust shall be "to support capital building projects on identified Marae". The Trust Order does not list these Marae.

Objective 1.1 does however state that the Trust exists "...for the benefit of the beneficial owners and their successors" which provides an indication that Marae grants should be restricted to those Marae with connections, either by whakapapa and/or through shareholding in the Trust's corpus whenua Ngatihine H2B.

It has generally been accepted over the years that the Marae listed below (in no particular order) have these linkages and connections.

Matawaia	Kaikou	Tau Henare
Te Rito	Tere Awatea	Otiria
Miria	Mohinui	Kawiti
Motatau	Ngararatunua	Ngawha
Oromahoe		



This list is not necessarily exclusive and other Marae may well fit within the parameters stated above. The Trustees will therefore consider representations from any other Marae who believe they fit the eligibility criteria.

Defining Capital Building Projects

There are formal accounting definitions of what constitutes capital expenditure vs. repairs and maintenance. Generally if there is clear effect of improvement (e.g. new building) then it is capital, if it is restoration then it is generally repairs and maintenance. A new roof or a new stove may not be capital within the formal accounting definition.

However, the beneficial owners, are able through this policy to determine their own definition of capital for the purposes of determining a criteria within this policy for Grants to Marae. Capital is to be generally defined as:

- Significant building works; e.g. new builds, restorations, alterations, additions, new roofs
- New or replacement of significant plant and equipment; e.g. new water tanks

Marae Grants will, not be able to be made to cover the costs of normal repairs and maintenance, the payment of insurances, power bills, general maintenance of grounds, or contributions to any other normal ongoing operating expenditure.

Applications for Marae Grants

Applications for Marae grants must be made by 31 January in each year so that consideration of them can be made by the Trustees as part of the budgeting process for the following financial year. The Trust's financial year is 1 July to 30 June.

Trustees will consider applications when received in terms of the provisions of the Trust Order, this policy, and the Trust's financial situation including the requirements at clauses 7.6 (b) and 7.5 of the Trust Order.

Funding to any Marae will not exceed \$50,000 in any given year.

Upon successful application and use of the funds, a Marae may not apply again for a further five years.

Any application to Ngati Hine Forestry Trust that indicates a larger, long term project may also be co funded by other funding stakeholders; e.g. Lotteries and ASB Commission Fund, for a feasibility study, in the first instance. We require that the applicant liaises closely with the relevant philanthropic bodies to enable the Trust's contribution to go further.

Applications for smaller projects will be considered on the basis of quotes supplied for the work to be done. In these cases, a signed agreement to accept a quote will provide confirmation that an approved applicant will receive the money to start work, with a due date for completion, and this work will be inspected by representatives of the Ngati Hine Forestry Trust both during and on completion of the project as appropriate.



Applicants are required to uplift approved funds within 12 months of approval, after which the approval is void.

Applications for retrospective funding may be considered if the work carried out needed to be undertaken urgently and if there are funds available and the application meets the criteria and other policy considerations.

Eligibility :

Apart from being an eligible Marae, the applicant will:

- Be a legal entity
- Present an audited copy of the latest annual accounts attached to the application
- Present a copy of the Maori Land Court Order confirming the current trustees
- Present a legal description of the Marae land, the Maori Land Court Order defining
- The Marae reservation, Maori land block information, and a copy of the original Maori Land Plan.

Requirements:

- The allocation of any funding for Marae, may depending on the circumstances of the case, require some cost of the project to be met by the applicant. This may include voluntary labour and donated materials. Details, if required, of an assessed value may be requested.
- Applications will need to include copies of quotes, and any receipts, related to work as supporting documentation.
- Applications must include a resolution by the appropriate Marae committee as per the meeting minutes that is overseeing the work programme
- It is mandatory that any applications are signed by the Chairperson of the Marae Trust.
- For large projects, a feasibility study will be required as part of the application.

Consideration of Applications:

Trustees will as part of the process of considering applications take into account the following factors:

- The robustness of the application/business case
- The robustness of the costing and financial information provided
- The sustainability of the project into the future
- Evidence that the Governance of the Marae has the capacity and capability to deliver the project
- Details of contribution(s) being made by the Marae itself and by any/all other funders
- Evidence of liaison by the Marae with other philanthropic bodies e.g. Foundation Northland that can help fund the project.

This list is not exclusive and the Trustees reserve the right to consider any other factors they may think prudent on a case by case basis.



All applications will be considered individually on their merits case by case.

Decision of Trustees on Applications will be Final

The Trustees have the right to decline any and or all applications received and that their decision shall be final.

Payment of Grant Monies

Successful applicants will receive grant monies only after the capital work has been completed (or provided) and appropriate verifications have been received as per the conditions of the funding approval as determined by the Ngati Hine Forestry Trust.

The conditions of funding will be as specified and detailed in the approval of funding letter issued by the Trust or in the case of significant work as specified and detailed in a funding contract entered into between the Trust and the applicant.

The payment of approved funding may, as appropriate be made on a progress payment and/or scheduled draw down basis with appropriate inspections and verifications of work being undertaken as appropriate and in accordance with the funding approval letter or contract.

The payment of approved funding will be capped at the amount approved.

The Ngati Hine Forestry Trust will not be responsible or accountable toward any misappropriation of funds that had been drawn down to the applicant's bank account.

All funding draw down transactions will be scrutinised by the Ngati Hine Forestry Trust and signed off appropriately between the two parties.

Normal financial practices will prevail for accountability by Ngati Hine Forestry Trusts administration processes and nominated Ngati Hine Forestry Trust's Accountant.

Policy Approval

The Beneficial owners authorised by resolution this policy as being the approved Grants for Marae Capital Building Projects Policy in terms of clause 7.6 (a) of the Trust Order at the Ngati Hine Forestry Trust's Annual General Meeting held on 18 November 2017.