



**MINISTRY OF HOUSING
AND URBAN DEVELOPMENT**

*[Optional: Insert your organisation
name and logo or branding]*

He Taupua Fund

Application for Grant Funding

Updated as at 25 September 2020



How to apply

Application to the He Taupua Fund

Before completing this form, please read He Taupua Fund Application Guidance.

This form was updated on 25 September 2020, to correct minor formatting issues. Please use this version of the form when completing your application.

PLEASE READ before completing the editable PDF form.

1. This form is designed to be filled in using Adobe Acrobat Reader. Please use the latest version of Adobe Reader to complete this form successfully, which is freely available at <http://get.adobe.com/>.
2. Do not complete the form online within your web browser; your data will NOT be saved. Please save it to your computer first, and then fill it out.
3. Before completing the document save the form to a location on your computer. Once you have saved the form to your computer, you are ready to complete the form. After you have completed the form, save a final version of the file to your computer before emailing it to us. Please do not close or exit your PDF form without saving as your content may be lost.
4. Do not paste images or diagrams into the form. If you have images or other materials you would like to submit as part of your application, please reference them in the form with clear, descriptive file names and attach them to your email when you submit your application. Please keep the total size of your email application under 10MB including attachments.
5. Please be concise in your responses to the questions outlined in the form and keep to the space provided per question (one page maximum per question). A suggested maximum word count has been added to each response area.
6. If you intend to submit any information/data in a table format, please add it as an attachment to your email application. We note that tables will not appear correctly in the PDF form and the formatting will be lost.
7. Do not print the form out to complete any aspects manually. If you are unable to add an electronic signature to the form, we accept a typed name instead of a signature.

Submitting your application

Please email completed application forms and any supporting attachments to MAIHIFund@hud.govt.nz by 5:00pm on Monday, 2 November 2020.

Please email MAIHIFund@hud.govt.nz if you have any questions.

Application Information

Information requested	Details
Applicant name(s):	
Project name:	
Total cost of project:	\$
Amount requested from He Taupua Fund:	\$
Date of application:	

Your profile

Information requested	Details
Legal name of organisation:	
Trading name (if different):	
Entity type: <small>(E.g. Charitable Trust, Incorporated Society, Company, Limited Partnership, Trust, Ahuwhenua Trust, Whānau Trust)</small>	
New Zealand Business Number (NZBN): <small>(if relevant)</small>	
Date of Incorporation: <small>(if relevant)</small>	
Registered Office: <small>(if relevant)</small>	
Do you currently hold Social Services Accreditation (SSA) Approval status? Are you a registered Community Housing Provider (CHP)? http://www.msd.govt.nz/what-we-can-do/providers/approvals/application.html	Yes No SSA Level/registered CHP Issue Date: Expiry Date:
Physical address <small>(if different from registered office):</small>	
Website/Facebook page:	
Other relevant information about the applicant: <small>[E.g include other partners]</small>	

Key Contact Person

Information requested	Details
Contact Person:	
Title:	
Phone number (Business):	
Mobile number:	
Email address:	
Physical Address: <small>[If more than one office identify the address of office that will undertake the project]</small>	
Postal Address	
Role in the project:	

Referee

Note: in providing this referee you authorise us to collect any information about your organisation, except commercially sensitive pricing information, from the referee, and use such information in the evaluation of your application. You also agree that all information provided by the referee to us will be confidential to us.

Information requested	Details
Referee's name:	
Referee's title:	
Referee's organisation:	
Phone number (Business):	
Mobile number:	
Email address:	
Description of relationship with the referee e.g. goods/services provided:	
Date goods/services provided:	
Contact me before you approach a referee for a reference	<input type="checkbox"/> Yes <input type="checkbox"/> No, not required

Applicant eligibility

	Information requested
1	<p>Confirm that your organisation is a Whānau Trust, Ahuwhenua Trust, hapū, iwi or Māori housing provider. Please keep your response to 1,100 words maximum.</p>

2	Describe your kaupapa Māori values and principles in action. How do they align with the kaupapa principles detailed in the MAIHI Framework for Action? Please keep your response to 1,200 words maximum.

3	How will your project demonstrate/facilitate kaupapa Māori approaches to support people facing homelessness? Please keep your response to 1,200 words maximum.

Your project

	Information requested
4	<p>Describe your proposed project, what you hope to achieve, any points of difference and how it will contribute to the MAIHI outcomes and objectives. Please keep your response to 1,100 words maximum.</p> <ul style="list-style-type: none">• Include details of other funding you may have for your project.

<p>5</p>	<p>How will the capability of the organisation be strengthened through this project to improve the delivery of services that attend to homelessness? Please keep your response to 1,100 words maximum.</p> <ul style="list-style-type: none"> • Describe the current state of capability in your organisation • Include the impacts across the whole life of the grant and the future capability to deliver services and/or housing supply.

6	<p>How will the project respond to the needs of whānau in your locality? Please keep your response to 1,000 words maximum.</p> <ul style="list-style-type: none">• What are the estimated number of individuals and whānau that will either directly or indirectly benefit from the project?• How does your service recognise and provide for the housing aspirations of whānau Māori?• How does your project align with local / regional strategies or plans to prevent homelessness?

7	<p>How does your project / service build on the potential and existing strengths of whānau Māori?</p>
	<p>Please keep your response to 1,200 words maximum.</p>

8	<p>How will this project strengthen your organisation’s contribution to New Zealand’s ability to attend to homelessness? Please keep your response to 1,100 words maximum.</p> <ul style="list-style-type: none">• Will it bring innovative approaches?• Will it bring specialist expertise and mātauranga Māori to the system?• How will you share this?

Risk management

These questions are not rated but will help to inform conditions if your grant application is successful.

	Information requested
9	<p>What are the possible risks to the successful delivery of your project and how will these be managed and mitigated? Please keep your response to 1,100 words maximum.</p> <p><i>Please include details of any risks (including health and safety and Covid-19), the likelihood of the risk occurring, its impact and your planned management or mitigation.</i></p>

10	<p>Does anyone in your organisation have an existing relationship (professional or personal) with the Ministry of Housing and Urban Development, or any of its employees, that may require managing as a conflict of interest (real or perceived)? Please keep your response to 1,100 words maximum.</p> <p><i>Please include a description of any conflict (real or perceived). How will identified conflicts of interest be managed?</i></p>

Budget details

Provide details of the budget (exclusive of GST) over its whole-of-life.

Project cost category	
Personnel (FTE)	\$
Consultants (filling a capability gap)	\$
Contractors (filling a capacity gap)	\$
Administration	\$
Venues and equipment	\$
Travel	\$
Promotion / marketing	\$
Other costs	\$
Estimated total project cost	\$
Provide details of the assumptions you have used, as well as any additional context you feel would be useful for us to understand your budget.	

Supporting information

Please provide supporting information and any authorisations that may impact the delivery of the project.

Checklist of supporting information		Tick
Trust Deed or Constitution / Rules	Required	<input type="checkbox"/>
Confirmation of organisational (governance and management) structures	Required	<input type="checkbox"/>
Latest audited accounts, income and expenditure statement and a copy of the unaudited management accounts	Required	<input type="checkbox"/>
Documentation for Community Housing Provider Registration or Social Sector Accreditation	Required, if registered or accredited	<input type="checkbox"/>

Applicant declaration

Please tick each section and sign the declaration as appropriate.

	Tick
I confirm that the information contained in all sections of this application form or supplied in support of this application is complete, true and accurate.	<input type="checkbox"/>
I represent, warrant and agree that I have authority to submit the application, to make the statements and to provide the information in the application on behalf of the applicant organisation.	<input type="checkbox"/>
I confirm that my organisation does not have an existing relationship (professional or personal) with the Ministry of Housing and Urban Development, or any of its employees, that may require managing as a conflict of interest (real or perceived).	<input type="checkbox"/>
I confirm this application complies with the objectives of my organisation, as contained in the organisation's constitution, trust deed or other guiding document.	<input type="checkbox"/>
I confirm that the applicant organisation is not in receivership or liquidation and no trustees (if relevant) are undischarged bankrupts.	<input type="checkbox"/>
I understand that there is no guarantee that our organisation will be successful in securing He Taupua funding.	<input type="checkbox"/>
I agree that the HUD may collect information about my organisation from any third party (including a referee) for the purposes of evaluating this application.	<input type="checkbox"/>
I agree that information provided in this document can be used by the HUD for statistical purposes and policy development.	<input type="checkbox"/>
I acknowledge that if the application is successful, the name of our organisation, the purpose of the funding and the funding amount will be made publicly available as part of the HUD's accountability for public funds.	<input type="checkbox"/>
I agree that if successful, our organisation and a target group of beneficiaries of the proposed project may be required to participate in an evaluation of the initiative.	<input type="checkbox"/>
I understand that if this application is approved, the project cannot commence until the Grant Agreement has been signed by the grantee and HUD. <i>Note: HUD cannot reimburse any costs incurred before the Grant Agreement is signed by both parties.</i>	<input type="checkbox"/>

Signature:

_____ A typed name is acceptable in place of signature.

Full name:

Role:

Organisation:

Date:
