Hononga Takatāpui: Pūtea Kaupapa

Application form:

**Before you begin**

All applications must have all required information and meet our funding criteria to be considered for Hononga Takatāpui. Each funding category has unique requirements. To find out more about our requirements and criteria, please have a look at our [funding guidelines](https://www.burnettfoundation.org.nz/media/4920/hononga-takat%C4%81pui-funding-programme-guidelines.pdf).

Please ensure that you fill out all the required details and attach this application form along with relevant documentation that we require in this form and send it to us at: **honongatakatapui@burnettfoundation.org.nz**

**Contact details:**

For an individual, representative body or member of the group who will be responsible for answering questions about this proposal and receiving the funding.

Confirmation: This is the application form for Pūtea Kaupapa (funding for $5,001 - $10,000).

This funding category is only available to legal entities.

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| **First and last name:** |  |
| **Pronouns (optional)** |  |
| **Iwi/Hapū (optional):** |  |
| **Role (if applicable):** |  |
| **Phone number:** |  |
| **Email:** |  |
|  |
| **Organisation name:** |  |
| **Postal address:** |  |
| **Physcial address *(if different from above):*** |  |
| **Registered address *(if different from above):*** |  |
| **Phone number:** |  |
| **Email:** |  |
| **What type of organisation? *(Circle one)*** | WhānauHapūIwiRūnangaTaura Here | Pan MāoriService providerKura KaupapaOther: |
| **Legal status or organisation *(Circle one)*** | Cooperative societyDiscretionary family trustIncorporated societyLimited liability companyMāori committee | Māori trust boardMarae entityWhānau trustCharitable trustOther: |
| **Please provide proof of entity***Please enclose proof of entity - can be 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 (see our* [*FAQs*](https://www.burnettfoundation.org.nz/support-our-mahi/hononga-takat%C4%81pui/frequently-asked-questions/) *on our website for a full list of acceptable bank account evidence), proof of organisational structure and/or copies of minutes of meetings/annual general meetings.* |  |  |
| **Authority to submit funding proposal***Please include confirmation of agreement or approval by your organisation to submit application on their behalf (ONE of the following: signed and dated copies of minutes of meeting where agreement was reached or signed letter by at least two other representatives of your organisation confirming approval).* |  |  |

**Your Kaupapa:**

|  |  |
| --- | --- |
| **Please provide the details of your application and how it aligns with our funding criteria.***Some of the information that you should include are: the title and outline of your kaupapa as well as the specifics of how your application meets the criteria for Hononga Takatāpui Fund (the criteria can be found in the* [*funding programme and guidelines*](https://www.burnettfoundation.org.nz/media/4920/hononga-takat%C4%81pui-funding-programme-guidelines.pdf)*.* |  |
| **Please attach any additional relevant documentation that support your application. You can include a proposed outline or programme relating to your application if your kuapapa is an event, wānanga, or other event based kaupapa.***You can attach these documents along with this application form to us.* |  |
| **Are any other organisations involved in this kaupapa? If yes please specify the organisation(s) involved.** *Please list all other organisations involved. If this is not a joint application, if applicable, they will be required to provide a separate application for consideration alongside this form.* |  |
| **Delivery support:***Please describe how you will ensure your application is able to be successfully delivered. You may include people or organisations that will support, as well as prior experience in similar kaupapa* |  |

**Financials:**

|  |  |
| --- | --- |
| **Total amount requested (excluding GST):***For Pūtea Kaupapa category, fund requested must be from $5,001 to $10,000.* |  |
| **GST number (if applicable):** |  |
| **Budget breakdown and funding management***Please enclose an estimated budget/breakdown of costs for your application and a description of the process you will use for funding management. Please be aware that the full amount may not be available, but you or your organisation may be granted part of this amount.* |  |
| **Have you applied for or received additional funding for this kaupapa?***If so, please name the sources and the amount of funding and indicate whether the funding has been approved.* |  |

**Personal Information Notice:**

Information provided to Burnett Foundation Aotearoa will be held for the purpose of permitting Burnett Foundation Aotearoa to assess and evaluate the application, and to administer the funding.

Information supplied may be passed onto other relevant individuals to assist with the evaluation of the application and funding programme.

Each applicant consents to the use and disclosure of their personal and other information in the manner described above. If requested information with respect to the application is not supplied, the proposal may be declined for consideration.

Organisations and those who support the application may, under the Privacy Act 1993, request access to and correction of their personal information held by Burnett Foundation Aotearoa. These requests must be in writing.

**Declaration:**

The details that have been given in all sections of this application are true and correct to the best of our knowledge. We have the authority to commit to this application and we understand and will meet the requirements of the funding programme and guidelines. We agree to provide updated information if the information in this application changes whilst Burnett Foundation Aotearoa is considering the application.

In signing this form, and if this application is successful, we agree to provide Burnett Foundation Aotearoa with a revised budget of actual expenditure and commentary to explain key differences between the original budget and actual.

Additionally, in signing this form, I have read and agree to the personal information notice and terms and conditions as laid out in our [funding guidelines](https://www.burnettfoundation.org.nz/media/4920/hononga-takat%C4%81pui-funding-programme-guidelines.pdf).

Signed for and on behalf of the partner:

Signature:

Name:

Date: