



Hononga Takatāpui

Funding Programme Guidelines

Overview:

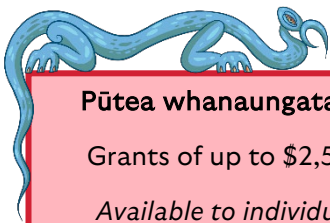
The Burnett Foundation Aotearoa Hononga Takatāpui Fund provides financial assistance to individuals, groups, and legal entities delivering events, wānanga, services, or outreach to takatāpui communities and Māori who identify with a range of diverse identities.

The fund intends to recognise Māori as tāngata whenua in Aotearoa.



Funding Categories:

Funding is available in 3 categories:



Pūtea whanaungatanga

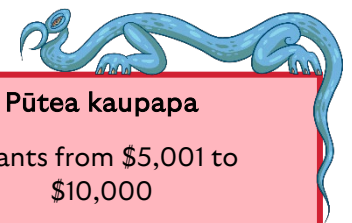
Grants of up to \$2,500.

Available to individuals, groups, and legal entities.

Pūtea manaakitanga

Grants from \$2,501 to \$5,000.

Available to individuals, groups, and legal entities.

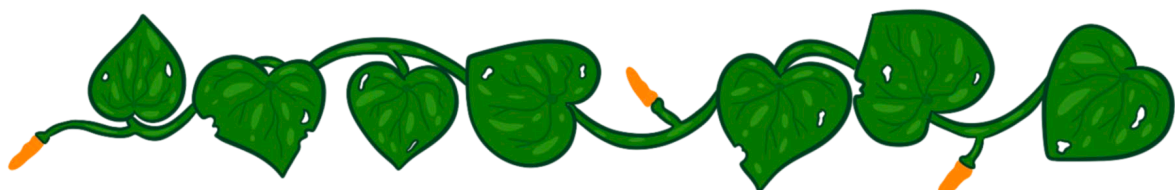


Pūtea kaupapa

Grants from \$5,001 to \$10,000

Only available to legal entities.

All approved Pūtea Kaupapa applications (\$5,001 - \$10,000) are paid 80% of the funds upfront, and the final 20% upon the completion of the kaupapa and the submission of an approved wrap up report.





Ngā Mātāpono/Values:

This funding programme is underpinned by the following mātāpono:

<p>He Toa Takitini <i>Servant Leadership</i></p>	<p>We honour rangatiratanga and through service have a responsibility and commitment to addressing inequity in Māori health outcomes.</p> <p>We aim to inspire and build safe behaviour and mātauranga, by building relationships and engaging Māori.</p> <p>We seek to act with humility, ensuring that we acknowledge and centre Māori voices.</p>
<p>Me Whakarongo, Me Whakamana <i>Listen and enact</i></p>	<p>We will honour the experiences and expertise of Māori through building meaningful relationships, community engagement and supporting outreach.</p>
<p>Kia whakakotahi te tāngata, ahakoa no hea, ko wai <i>Uniting people</i></p>	<p>We recognise the intersectionality of Māori identities and through meaningful kōrero we seek to build connections with people and communities, recognising Te Tiriti o Waitangi as the foundation of Aotearoa New Zealand.</p>
<p>Me ngākaupono ki te Kaupapa <i>Acting with honesty</i></p>	<p>As tāngata we will be honest and uphold our commitments to Māori, ensuring that we strive towards equitable outcomes, particularly in health.</p> <p>We will act with integrity and respect in everything we do.</p>
<p>He ngākauaroha ki te oranga o te ao Māori <i>Valuing the Māori world</i></p>	<p>We acknowledge colonisation, unconscious bias and institutional racism and we seek to better understand their impacts on Māori.</p> <p>Through connection and understanding we seek to recognise privilege and centre tikanga and mātauranga Māori in everything we do.</p>

In addition, the Hononga Takatāpui Fund recognises that hauora is multi-dimensional as set out in Te Whare Tapawhā, including the concepts of taha wairua, taha whānau, taha tinana, and taha hinengaro.

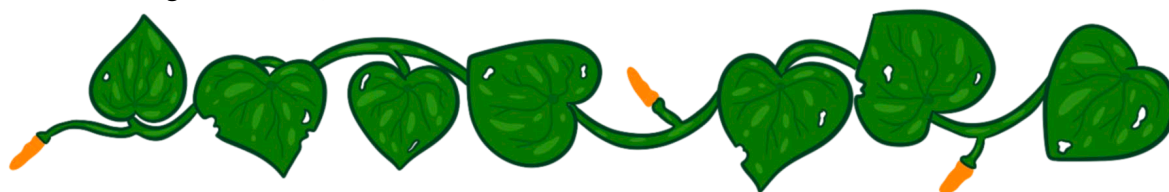
The fund also recognises the different lived experiences of Māori and the importance of te reo Māori as the first language of Aotearoa, New Zealand.



Criteria

To be considered under Hononga Takatāpui, applications must:

1. Be a kaupapa that engages Māori; and
2. Have a high level of Māori participation; and
3. Be led, or in partnership with, Māori; and
4. Promote, support, or strengthen Māori identities including:
 - Takatāpui; or
 - Wahine moe Wahine; or
 - Tane moe Tane; or
 - Whakawahine or Whakatāne; or
 - Tāngata irawhiti; or





- Tāngata irahuhua; or
 - Tāngata taihemarua; or
 - Any other identity expressed by Māori relevant to Rainbow communities.
5. Be one of the following:
- An event; or
 - A wānanga; or
 - From a group supporting Māori communities as set out above; or
 - Any other kaupapa in line with the intent and aims of this funding programme.

Please note: While the core of our work centres around HIV prevention, the wellbeing of people living with HIV, and sexual health for rainbow and takatāpui communities, your application does not need to centre around these core commitments of our work.



Delegations

In the administration of the funding programme, the Head of Marketing, Communications, and Fundraising Burnett Foundation Aotearoa will make decisions about all funding applications, based on the advice of Pou Whakahaere Māori and Marketing Team Lead.



Funding availability

Applications can be submitted any time after the funding round has opened (5 August 2024) until the fund is fully allocated.

All applications must be completed using the relevant Hononga Takatāpui application form which are all [available here](#).



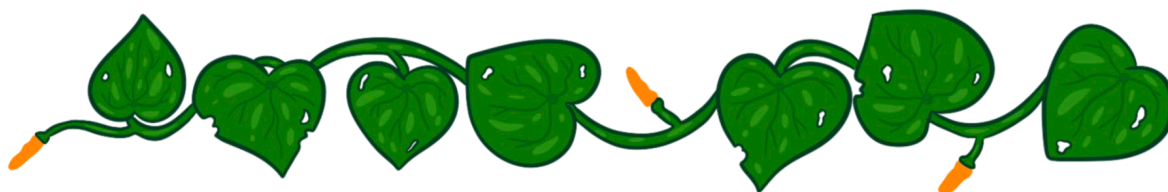
Application requirements:

Applications for **Pūtea Whanaungatanga (\$0 - \$2,500)** and **Pūtea Manaakitanga (\$2,501 – \$5,000)** are available to individuals, groups, and legal entities. If you are applying for either of these fund categories, we require:

- Confirmation of chosen funding category,
- Relevant contact information,
- Requested fund amount,
- GST number (if applicable),
- Relevant information about your kaupapa.

If you are applying for a kaupapa on behalf of an organisation, we will also need your organisation details such as name, phone number, address, type of organisation, and legal status of the organisation.

In addition, if you are applying for funding **above \$2,500**, we also require an estimated budget breakdown of costs.





Applications for **Pūtea Kaupapa (\$5,001 - \$10,000)** require **all** the information above. This funding category is available only to legal entities which includes incorporated societies, charitable trusts, and companies with charitable status.

We will also require:

- Proof of entity, and
- Proof of authority to submit for funding – this can be a letter of confirmation or agreement that states approval by your organisation to submit application on their behalf.

Applicants may also be asked to provide:

- Receipts, evidence outlining expenditure, or other documentation as required by our panel if we believe the information you have provided in the application to be insufficient.

Previously successful applicants:

Burnett Foundation Aotearoa would like to build and deepen our relationship with our communities. In recognition of our ongoing partnership, for applicants who have been previously successful in their application for Hononga Takatāpui, Burnett Foundation Aotearoa would like to work with you to provide participants in your kaupapa with opportunities to engage with our service offerings. This might look like:

- on-site peer testing;
- distribution of condoms, lube, and information;
- education workshops; or collaborative marketing initiatives.

This will be on a case-by-case basis, depending on the nature of the kaupapa which you are applying for funding for. We will have kōrero with successful re-applicants during the funding approval process.



Delivery of funding:

For applications approved for Pūtea Whanaungatanga and Pūtea Manaakitanga (funding for \$5,000 and below), 100% of funding will be released upon an approved application and the receipt of a signed agreement, a funding letter, and an invoice.

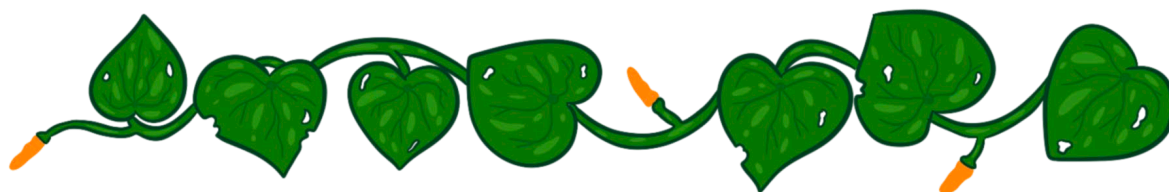
However, for applications approved for Pūtea Kaupapa (funding from \$5,001 to \$10,000), 80% of funding will be released upon an approved application, a signed agreement, a funding letter, and an invoice.

The final 20% of funding will be delivered upon completion of the funded activities and receipt of an approved wrap up report. Moreover, Burnett Foundation Aotearoa will also assess whether the funding provided to date has been spent in accordance with the signed funding agreement, and a decision will be made regarding the release of the final payment.

All invoices will be paid on the 20th day, in the month subsequent to the date of receiving the invoice. Please reflect this on the due date of the invoice.

Where a particular application requires an alternative funding disbursement, Burnett Foundation Aotearoa will discuss this with the applicant on a case-by-case basis.

Upon completion of the kaupapa, any funding applications above \$2,500 will require a wrap up report.





Wrap up report:

After the conclusion of all kaupapa that receive funding above \$2,500, we will require a wrap up report which outlines the outcomes of the kaupapa. The report should include statements on (but not limited to) the following:

- A breakdown of how the funding was expended,
- How the funding supported the kaupapa,
- Reflections on the relationship with Burnett Foundation Aotearoa as needed, and
- Any learnings or feedback for Burnett Foundation Aotearoa to consider.

The wrap up report is due **SIX WEEKS** following the conclusion of the kaupapa. Please note that failure to complete this may result in the applicant's ability to receive future funding from Burnett Foundation Aotearoa, and/or the payment of the final 20% of funding (for Pūtea Kaupapa applications).

These reports are assessed on a case-by-case basis and can come in different forms. You may provide a written wrap up report, a presentation, a video, or you can request a kōrero with our panel to discuss the outcomes of your kaupapa. We are happy to provide a written template, if required.

Monitoring of funding:

Each funding agreement will be assigned to a Burnett Foundation Aotearoa staff member who is the contact point for all matters relating to the funding agreement.

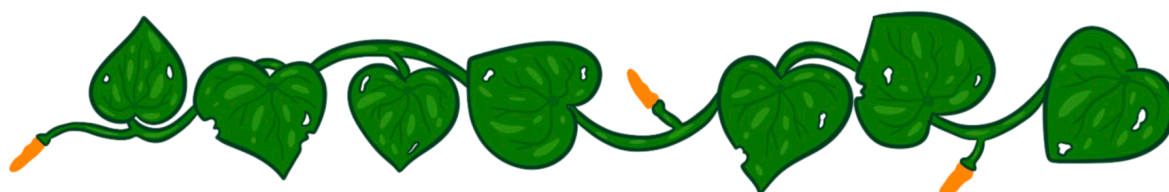
The staff member is responsible for:

- Compiling the official file and documents for the application;
- Liaising with the applicant on all matters relating to the application, and the funding agreement;
- Verifying that all conditions for funding have been met;
- Carrying out a post-funding final assessment. This will include a close out meeting at the conclusion of the funded activities.



Evaluation:

The implementation of Hononga Takatāpui fund and its guidelines, have been developed with our [mātāpono](#) (see above) front and centre which we will also use to help guide our application assessment process.





Assessment Process:

TĪMATANGA

