

# Takutai moana financial assistance scheme

## Funding Request Form

Use this form to request either a reimbursement or a grant, or both. Complete the relevant parts of the form and email it with any supporting information to [fundingtakutai@tearawhiti.govt.nz](mailto:fundingtakutai@tearawhiti.govt.nz) OR print and post it to: Takutai Moana Funding Team, Te Arawhiti, SX10111, Wellington, 6011 If any of your details have changed, please complete a Change Details Form

### HOW TO USE THIS FORM

**Is this your first funding request?** Complete PART A, then PART B for reimbursement requests and/or PART C for grant requests.

**Have you requested funding before?** Go straight to PART B for reimbursement requests and/or PART C for grant requests. Please reference your CIV, MAC or IP number.

For more information about the funding types available or workstreams, visit our [website](#)

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## PART A: FIRST FUNDING REQUEST

### APPLICANT DETAILS

Name of Applicant Group

Name of Key Representative

CIV/MAC/IP number

Bank account number

Bank account name

***This is your nominated account and will be used for all funding payments.***

*Please attach suitable proof of bank account*

If the account is not held by the Applicant Group, please outline the relationship between the group and the account holder below.

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## DECLARATION



## **PART B: REIMBURSEMENT**

Reimbursements are for expenses where you have already incurred the costs (this includes where you have received an invoice for the costs that you haven't yet paid). You will need to request reimbursement for all legal advice - this cannot be covered by grant funding.

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### **1: DETAILS**

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### **2: REQUEST**

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### **3: EXPENSES INCURRED**



*Please attach relevant supporting documentation*

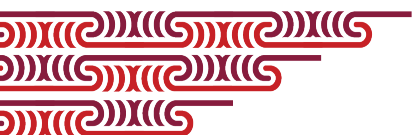
*This should include invoices, receipts, time sheets and any other documentation relating to the expenditure for the work completed.*

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### **4: AUTHORISATION**

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### **5: DECLARATION**



## PART C: SMALL GRANT

Small grants of up to \$5,000 are available. Grants cannot be used to pay for legal advice in any of the workstreams. You will need to request reimbursement for these using Part B of this form.

The funding team will contact you if any additional information is needed. If your request is approved, we'll send you a short funding agreement to sign and return. You can send us an invoice with your signed agreement and we'll pay the grant into your nominated bank account. The grant will be paid in one lump-sum and includes GST.

For more information or further support, contact the Funding Team at [fundingtakutai@tearawhiti.govt.nz](mailto:fundingtakutai@tearawhiti.govt.nz) or call 0800 866 222, option 1.

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### 1: APPLICANT DETAILS

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### 2: GRANT AMOUNT

to

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### 3: GRANT ACTIVITIES

