

# Takutai moana financial assistance scheme

## Guidance for Applicants

### Who is the scheme for?

Funding is available for iwi, hapū or whānau groups who have made an application under the Takutai Moana Act 2011 or Ngā Rohe Moana o Ngā Hapū o Ngāti Porou Act 2019.

Funding may also be available for iwi, hapū and whānau groups who have not made an application, for example, if participating in a High Court hearing as an interested party. Contact the funding team to check your eligibility for funding.

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### How much funding is available?

You can access up to \$458,000 of activity funding, and the 'actual and reasonable' costs directly related to preparing for and participating in court proceedings (if applicable). Collaborative projects/activities may also be covered by the collaboration workstream (see [page 2](#)).

### Activity funding allocation

The funding scheme is structured into workstreams. Four of these are activity-based:

- Administration
- Relationships
- Research
- Recognition

These workstreams include activities that are relevant to all applicant groups. Activity in these workstreams is covered by your activity funding allocation of up to \$458,000.

### Court funding

The court workstream covers the 'actual and reasonable' costs for you to prepare for and participate in court proceedings. Each hearing is treated as an individual event and all types of hearing are covered, including case-

management conferences, judicial conferences and appeals.

### What does 'actual and reasonable' costs mean?

This means all eligible costs that align with the scheme's [reasonable costs guidelines](#). The guidelines cover travel and hui-related costs, and include rates for professional services (eg lawyers/historians). Applicant costs across all of the workstreams should fall within these guidelines, which are available on [our website](#).

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### What can be funded?

Activities that help to progress an application are eligible for funding. This might include:

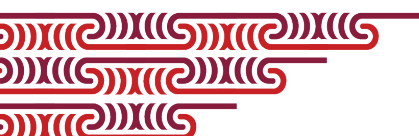
- project planning and project-management costs
- gathering and preparing evidence
- carrying out historical research
- legal advice and expert witnesses.

A list of funded activities is available on [our website](#). The list also includes activities that are specifically excluded from the scheme. There's also more information in our FAQs. If you have any questions about whether an activity is funded or not, contact the [Takutai Moana Funding Team](#).

### Types of funding

You can choose how you wish to receive your funding:

- **Reimbursement:** Funding is requested after you have incurred the costs (this includes where you have received an invoice for the costs that you haven't yet paid).
- **Grant:** Funding is requested in advance for planned future activities. Small grants of up to \$5,000 are available currently. You can use a grant for any eligible activity except legal advice.



## How to access funding

If you haven't already received a funding allocation (previously known as an Upper Funding Limit), you will need to complete the [Access to Funding Form](#). Once we have confirmed your access, you can request reimbursement of costs already incurred or grant funding.

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## How to request a reimbursement or grant

To request a reimbursement or a grant (or both), you will need to complete the [Funding Request Form](#).

### Reimbursement requests

For reimbursement requests you will need to provide evidence of your expenditure (eg timesheets, copies of receipts or invoices, hui minutes, project plans/research outputs).

If you haven't already provided one, you should include a budget for future activities with your request.

### Grant requests

For grant requests you will need to provide a brief description of the activity covered by the grant and a proposed budget. Once the request has been reviewed, we will send you confirmation and a short funding agreement to sign and return. You can then invoice us for the grant amount.

When you have completed the activities covered by the grant, you will need to complete a one-page reporting form to tell us how you spent the funding. You will also need to include evidence of the expenditure (eg receipts, invoices).

### Budgets

Making sure there is a budget for your application activity is a key part of the scheme. It will support us to work together to manage your funding. Having a budget on file will also help us to process your funding requests faster by identifying, before you incur costs, whether your proposed activities are eligible for funding and/or the cost is within the reasonable cost guidance.

Your budget can cover whatever timeframe is most appropriate for your phase of application activity. It should be updated if costs or activities change

significantly and/or when you have completed the activities covered by the current budget.

There is a [Budget Template](#) and examples on our website and the [Funding Team](#) is available to support you to build your budget, if needed. You'll also find a section on budgets in our FAQs.

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## Collaboration activities and projects

If you are planning collaborative projects or activities with other applicant groups, talk to the [Funding Team](#) about whether the activity can be covered by the Collaboration workstream. This workstream is for activities where it might be difficult or inequitable to split costs. Activities might include:

- collaborative hui between multiple overlapping applicant groups
- engaging a facilitator or mediator to guide kōrero with applicant groups with shared or overlapping interests
- funding a joint research project with multiple applicant groups.

The Funding Team will advise whether the proposed activities can be covered by the Collaboration workstream, which can be paid by either reimbursement or grant. You may also need to submit a proposal (a Collaboration Proposal Form is available on [our website](#)).

For collaboration proposals, one group must coordinate the request, including submitting the proposal form, and receiving and managing the funding (eg submitting reimbursement requests/holding any funding agreement with Te Arawhiti).

Please note: The Collaboration workstream can only be used for activities that take place after 1 January 2023.

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## For further information

If you have any questions about the information in this guide or need further information, please contact the Takutai Moana Funding Team at [fundingtakutai@tearawhiti.govt.nz](mailto:fundingtakutai@tearawhiti.govt.nz) or on 0800 866 222. You can also find FAQs and more information about the funding scheme on [our website](#).

