



WAVE FUNDING APPLICATION GUIDE



CONTENTS

KO WAI MĀTOU?	3
ELIGIBILITY	4
KEY GUIDELINES.....	5
FUNDING CATEGORIES.....	6
STEP-BY-STEP GUIDE	7
SECTION TWO.....	7
SECTION THREE.....	7
SECTION FOUR.....	9
SECTION FIVE	10
SECTION SIX.....	11
SECTION SEVEN.....	12
SECTION EIGHT.....	13
SECTION NINE	14
SECTION TEN.....	14
WHAT NEXT?	15
DUE DILIGENCE	15
SUCCESSFUL APPLICANTS.....	15



Te Kou o Rehua – Te Pūtahitanga o Te Waipounamu Symposium 2023

KO WAI MĀTOU?

Te Pūtahitanga o Te Waipounamu is the Whānau Ora commissioning agency for the South Island.

We work on behalf of eight iwi of Te Waipounamu to determine the best ways to support whānau development.

Our approach aims to create social impact by investing directly in initiatives developed by whānau or community groups.

Our mahi is centred on the philosophy that whānau must be placed at the centre of service design and delivery, supporting whānau to realise their own aspirations and solutions.

The purpose of this document is to guide and aid whānau through the application form and the process for Wave funding.

ELIGIBILITY

- Applicants must reside in (and the initiative applied for) must be carried out in Te Waipounamu, (which includes Rēkohu/ Wharekauri and Rakiura).
- Applicants who have an active funding agreement with Te Pūtahitanga o Te Waipounamu, during the opening dates of the Wave 18 application period, are ineligible to apply.
- There must be an emphasis on whānau demand for your application, so ensure you tell us how you know whānau and hāpori want this initiative.
- Employees of Te Pūtahitanga o Te Waipounamu and its directors (collectively the 'Employees'), as well as members of the Employees' immediate family and/or those living in the same household of Employees, are ineligible to apply for any funding. This restriction also applies to:
 - a. Employees that no longer work for Te Pūtahitanga o Te Waipounamu, for the 12 months that immediately follow their final date of employment or engagement with Te Pūtahitanga o Te Waipounamu; and
 - b. Immediate family members and/or those that live in the same household as Employees, for the 12 months that immediately follow the Employee's final date of employment or engagement with Te Pūtahitanga o Te Waipounamu.

✓ **EXAMPLES OF WHO CAN APPLY:**

- Individuals and whānau
- Hapū, iwi, marae, Māori organisations
- Primary/intermediate schools, kura, secondary schools, and wharekura
- Tertiary education, Whare Wānanga
- Charitable trusts
- Incorporated societies
- For-profit businesses/commercial
- Organisations and social enterprises

✗ **EXAMPLES OF WHO CANNOT APPLY:**

- Government agencies and their regional branches (e.g. Ministry of Health, Oranga Tamariki)
- Professional or semi-professional sports teams and organisations
- Regional or local councils

KEY GUIDELINES

- This application is open from 12.00pm Monday the 15th of January 2024 and will close 12.00pm Wednesday the 14th of February 2024.
- You are only able to apply for one open funding stream at any given time (excluding Te Kīwai).
- Only fully completed applications received before the closing date and time will be considered.
- Applications under \$2,500.00 will not be considered. Please contact wavefunding@teputahitanga.org for support.
- We will not fund the purchase of buildings. However, leases, refurbishments, and portable cabins may be considered.
- Vehicles will only be considered if it is deemed essential for your kaupapa.
- Retrospective applications will not be accepted. This means you will not be reimbursed for purchased or committed costs.
- The term 'initiative' refers to the kaupapa, business, wānanga or event etc that you are applying for.
- If you require support to complete an application, please email wavefunding@teputahitanga.org or call 0800 187 689.



To prevent the loss of your progress, we recommend saving your application regularly.

FUNDING CATEGORIES

There are three funding categories you can apply for depending on the amount and legal status you hold.

TE TAUTE \$20,000.00 AND UNDER

Te Taute is for applications that only require funding to a maximum of \$20,000.00 and under, you do not require a legal entity to apply for this category. However, you will be required to establish a legal entity or have an entity umbrella your initiative if you are successful.

TE AHU \$20,000.01 - \$80,000.00

Te Ahu is for all applications that are not yet registered as legal entities or those that have been operating for less than 12 months. This also includes applications that will be under the umbrella of another legal entity.

TE PUĀWAI \$20,000.01 - \$120,000.00

Te Puāwai is for applicants who have been registered as a legal entity for longer than 12 months. You will be required to upload your financial report from the most recent financial year.



STEP-BY-STEP GUIDE

SECTION TWO

PERSONAL DETAILS

Who is completing this application?

- Please provide your complete legal name and contact details including email, phone, current address, and region where you reside.
- Ensure your date of birth is correct as this will assist us in completing the due diligence process.
- Select gender and ethnicity.



Accuracy is crucial as these details will be used for all communication regarding your application. If additional information is needed during the application period, prompt contact is essential, and having accurate details ensures effective communication.

SECTION THREE

ENTITY DETAILS

What are you applying for?

To which funding category does your application align?

- Select the appropriate funding category for your initiative from the drop-down box.

How much funding are you applying for?

Depending on which funding category you selected you will need to input the funding amount you are seeking, ensuring this amount aligns with your budget total and remains within the limits of each funding category.



If your application is successful, a legal entity is necessary to manage funds.

ENTITY DETAILS

Do you have a legal entity?

From the drop-down box select whether you have an existing legal entity, you will establish an entity if successful or if there will be an entity supporting your initiative.

“No” or “If successful, I will establish an entity”.

- If you do not have a legal entity or intend to establish one, you can seek support for the setup process.

“Yes, I have my own”.

You will be prompted to enter your entity details. You must hold an authoritative or governance role within this entity. If you do not, then this entity is considered an “umbrella organisation”.

- Please use the full legal name of your entity.
- Select the legal structure of your entity. You must select from one of the options from the dropdown menu.
- Enter your GST number if applicable.
- NZBN/Charity number: What is your number or New Zealand Business Number (NZBN)? An NZBN contains 13 digits. You can find your NZBN at www.nzbn.govt.nz.
- The entity address included in your application must be the registered address for the entity.
- Include the link to your entity's website if applicable.
- Tell us about your organisation and its activities. We are interested in learning about your entity's experience and engagement in implementing your initiative, vision, and goals.

“I have an entity who will support me”.

Before selecting this option, please ensure you have confirmed the support of the “umbrella organisation” for your initiative and:

- Enter the legal name and registered address for the umbrella organisation and the region in which they are based.
- Provide the full legal name and current contact details for the contact person and authorised signatory of the umbrella organisation.

SECTION FOUR

KAUPAPA AND WHĀNAU DEMAND

Tell us about your initiative and what is it that you want to do?

- What is the name of your initiative if different from your entity name?
- In what region will your initiative take place?
- Tell us what you are hoping to achieve with the funding and how you will do this. How will this engage whānau?



Remember to provide enough detail when explaining your initiative for the reader of the application. The more detail you can provide, the easier it will be for us to consider your application.

Whānau Voice

How many whānau members do you expect to be involved in your initiative?

This should refer to the total number of individuals participating in your initiative, including participants, volunteers, customers, staff, and other contributors in your initiative.

- Enter the estimated number of participants.

Whānau who will participate in your initiative.

- Please break down these numbers into their respective participant categories.

How will your idea benefit whānau? What will the whānau experience?

- Explain how your initiative will positively impact whānau, detailing the experience for participants, customers, and others in their respective roles.

What is the demand for your initiative?

- Explain to us how you know there is a need from whānau and/or hapori for this initiative. What is the whānau demand? What gap will your initiative be filling?



Ōtepoti Boxing 2023

SECTION FIVE

CAPABILITY AND CAPACITY

Who is leading this idea? Describe their skills, experience and capabilities to deliver this initiative.

- We seek an understanding of the skills, experience, and capabilities of the individual leading this initiative for successful execution.

Who are the people that will deliver/work on this initiative?

- Additionally, we would like information on those who will be working with you and supporting your success.

Include all people who will contribute to delivering your initiative. This will showcase support and the ability to successfully execute your initiative.



Maximise the word count to present a thorough overview of your initiative.

SECTION SIX

FURTHER SUPPORT

Wave Presentation

How did you hear about us?

- Simply select from the drop-down menu.
- Specify whether you have attended a Wave presentation and in which region.

Further Support

Tell us who you may need support from and how they will support you.

- Tell us about the individual or entities from whom you may require support and describe how they will assist you. Have you already confirmed their support?

Have you applied to us before?

- If yes, you will be required to confirm the outcome of your application, including any issues or challenges that may have arisen throughout the duration of your agreement.

Have or will you seek funding for this idea from other organisations?

- If yes, please provide a list of all other funding sources you intend to apply for.

In addition to funding support, how can Te Pūtahitanga o Te Waipounamu support your initiative/idea to thrive?

- This will assist us in establishing robust support systems to ensure the success of whānau in their initiatives.

SECTION SEVEN

WHĀNAU IMPACT - POU

Developed in partnership with iwi and Te Puni Kōkiri, our framework consists of seven pou that work together to create the Whānau Ora framework:

- **Pou Tahi** aspires for whānau to be self-managing – exercising rangatiratanga on a daily basis and making informed decisions about their lives.
- **Pou Rua** encourages whānau to lead healthy lifestyles, maintaining a quality of life that meets their health needs across all aspects of Te Whare Tapa Whā.
- **Pou Toru** is about empowering whānau to participate fully in society and giving them the opportunity to participate in education and employment to their fullest potential.
- **Pou Whā** portrays that whānau should be confidently participating in te ao Māori, secure in and proud of their cultural identity.
- **Pou Rima** focuses on making sure that whānau are economically secure and successfully involved in wealth creation, building security for themselves and future generations.
- **Pou Ono** is the goal that whānau will be cohesive, resilient and nurturing, and that whānau relationships are positive, functional and uplifting of all members.
- **Pou Whitu** encourages whānau to be responsible stewards of their living and natural environments, recognising our inherent connection to Te Ao Tūroa and the benefits that come from strengthening that.

How will your idea contribute and align to these pou? What does whānau success look like for the three pou selected?

- Align your initiative with three (3) of the pou. Describe how your idea will contribute to and align with your selected pou. Define success for whānau concerning these three pou and provide examples where applicable.

SECTION EIGHT

ATTACHMENTS



Ensure you save your progress before clicking the links for templates.

IMPLEMENTATION PLAN

The implementation plan will demonstrate what you intend to achieve with the funding. These will be significant milestones throughout the duration of your agreement.

- If successful, your first quarter will begin 1 July 2024. Ensure that the majority of your milestones are scheduled to begin from this date.
- Utilising the implementation plan template, will illustrate how you plan to use scheduled payments to accomplish the identified milestones.

We recommend at least four activities per quarter. These activities should align with your budget.

BUDGET

Your budget should illustrate the allocation of requested funding. It is recommended to provide detailed breakdowns.

- Utilising the budget template, use the description column to explain each expense (e.g., wages - number of employees, hours per week, etc.).
- Ensure the total budget matches the amount entered in section three and closely aligns with the implementation plan costings.

If your budget lacks at least five detailed expenses, you will be contacted during the application period and offered support.



If you are utilising your own template, ensure that it covers at a minimum the elements included in the provided template.

OTHER ATTACHMENTS

My idea is:

- Please use the dropdown box to make a selection.

“A business - Profit or Not-for-Profit”

If your initiative functions as both a for-profit and non-profit business, it is required to include a Business Plan.

- Whether using the Pakihi template or your own, make sure to provide comprehensive details about your initiative. Illustrate what distinguishes your initiative from existing options available to whānau.

Any other relevant attachments

- If you feel there are any other relevant attachments, please also upload these under “other relevant attachments”.



SECTION NINE

LETTERS OF SUPPORT

Please list at least two (2) hapori representatives who support your application including their names, emails, contact numbers and support in writing.

It is essential that letters of support specifically pertain to the initiative being applied for and do not serve as personal references.

- Upload an electronic copy of the letter of support.
- Referees listed should expect to be contacted, so please provide up to date email and contact numbers for communication purposes.



Ensure that the letter emphasises both your capacity to implement the initiative and the necessity for it.

SECTION TEN

CHECKLIST AND SUBMIT

You have successfully completed the application form.

- Click the submit button if you have filled out the entire application form and after carefully reviewing the checklist and terms and conditions.

WHAT NEXT?

What happens once you have submitted your application?

- A Commissioning Advisor will assess your application, and if further information is needed, we will contact you. This step is taken to enhance the robustness of your application before it undergoes our due diligence process.

DUE DILIGENCE

- Whānau who provided letters of support will be contacted to authenticate the letters.
- All attachments will undergo a final review.
- Once all applications have completed the initial due diligence, they will proceed to our Independent Assessment Panel for consideration. If additional information is required, you will be contacted.
- If your application is recommended for funding by the Panel, you will be asked to consent to a criminal history and credit check.
- The criminal history check, while a daunting process, is conducted with the utmost discretion. The results are only viewed by a kaimahi and the Pouārahi.
- Conducted by a member of the due diligence team, credit history check results are also handled discreetly.
- All whānau will be given the opportunity to respond to any findings from the criminal and credit history check.
- All whānau will be notified of the outcome of their application, whether successful or unsuccessful.

SUCCESSFUL APPLICATIONS

- If successful, all funding agreements will begin on 1 July 2024.
- If successful, you will require a legal entity to hold an agreement.
- If you are not yet registered it is important you have a RealMe account if you are contemplating establishing an entity.
- If successful, your Commissioning Advisor will assist you in establishing a legal entity tailored to your initiative's needs.
- If successful you will attend a co-design hui with your Commissioning Advisor to negotiate funding splits and cover in depth reporting expectations.
- If you require support to complete an application, please email wavefunding@teputahitanga.org or call 0800 187 689.

