



POLICY FOR MARAE BASED WĀNANGA

Policy Name	Marae Based Wānanga Grants
Policy No	0608
Date Written	9 August 2010
Date Reviewed	April 2015
	<i>Updated April 2024 to provide for Online application form.</i>
Date Ratified	May 2015
Signed (Chairman)	Mr Malcolm Short ONZM

1. PURPOSE:

- 1.1 To support ngā hapū o Ngati Whakaue to convene Marae based Wānanga in order to learn, maintain, uphold, develop and retain te reo me nga tikanga o Ngati Whakaue i raro i te kawa tapū o Te Arawa,
- 1.2 To provide support for Wānanga that preserve and maintain Ngati Whakaue and Te Arawa cultural continuity.

2. DESCRIPTION:

- 2.1 This policy covers Ngati Whakaue Marae based Wānanga that strengthen and promote Ngati Whakaue – Te Arawa tanga; and which encourage and support Ngati Whakaue descendants to learn te reo me nga tikanga Māori, including waiata , whakapapa and karakia. Such Wānanga may include teaching and learning around traditional Māori kai, weaponry and other tikanga based educational activities.

3. GRANTS FUNDING:

- 3.1 The Board will consider grants to support Wānanga as outlined subject to meeting certain criteria.
- 3.2 An Online Application Form shall be completed for each proposed Wānanga.
- 3.3 The Board gives no undertaking that any or all grant applications will be approved.
- 3.4 The Board retains sole discretion on the amount or terms of any grant.
- 3.5 An Accountability Report shall be completed for each completed Wānanga which has received grant funding.
- 3.6 Grant funding not used within thirty (30) days of the proposed Wānanga will expire and cannot be carried over for other purposes (including other Wānanga not specified in the Application Form) without approval of the Board.
- 3.7 If the Wānanga is postponed or cancelled then the grant recipient will be required to repay the full amount to the Board within thirty (30) days of notification.
- 3.8 Following each Wānanga, any grant funding not accounted for in the Accountability Report will be required to be returned to the Board by the applicant within thirty (30) days of submission of the Accountability Report.

- 3.9 The Board makes no undertaking to cover any shortfalls in Wānanga budget due to cost overruns.
- 3.10 The Board accepts no liability or responsibility for the implementation of any Wānanga which receive Board funding.

4. FUNDING CRITERIA:

- 4.1 A maximum amount of \$3,000.00 per annum is available to assist with the educational costs of each Wānanga.
- 4.2 The Board expects that participants will also contribute toward the costs of each Wānanga by way of koha as decided by the Marae.
- 4.3 Costs covered by the grant may include:
 - 4.3.1 Tutor/facilitator fees.
 - 4.3.2 Educational resources and materials (eg, rental of audio-visual equipment).
 - 4.3.3 A contribution toward the costs of catering.
 - 4.3.4 Advertising.
 - 4.3.5 A fair and reasonable contribution to Marae overheads (eg, power, cleaning).
- 4.4 Costs **not** covered by the grant include:
 - 4.4.1 Marae hire (this is to be considered an in-kind contribution by the Marae).
- 4.5 Grants will be payable to the nominated Marae account by the Board within thirty (30) days following approval of each application on the designated Application Form. The Board has the discretion to make the Grant by way of an initial deposit, progress payments, and/or final payment upon receiving the Accountability Reports referred to in clause 6 below.
- 4.6 The grants approval cycle will be determined at the discretion of the Board, *refer 5.1*.
- 4.7 The Board reserves the right to limit the number of Wānanga grant approvals per applicant each year, but will consider applications for a series of Wānanga from the same applicant in a given year. The \$3,000.00 maximum may be exceeded at the discretion of the Board depending on the overall cost, significance and support for a series of Wānanga.
- 4.8 Applications will be for individual Wānanga only (at this time).
- 4.9 For the avoidance of doubt, only the purposes named in Clause 2 above will be funded as an educational Wānanga.

5. FUNDING APPLICATIONS:

- 5.1 A separate ONLINE Application Form must be submitted for each proposed Wānanga.
 - 5.1.1. The online form is open all year. It is expected that applications be submitted in a timely manner prior to the planned Wānanga.
 - 5.1.2. The application will be considered at the next Committee meeting following submission of the form. *Refer website for deadline dates.*

- 5.2 Each Application Form shall contain a proposed Wānanga Training Plan which details:
- 5.2.1 The learning objectives and teaching methods/activities of the proposed Wānanga.
 - 5.2.2 The numbers of people expected to attend and their expected contribution to expenses.
 - 5.2.3 Details of the way/s in which the Wānanga will be evaluated (ie how you will know that the Wānanga was worthwhile or not) including but not limited to the approved Evaluation Form (refer Appendix Four).
 - 5.2.4 A budget outlining the expected costs of the Wānanga.
 - 5.2.5 Contingency plans for cancellations and/or tangihanga.
- 5.3 Each Application Form will be accompanied by a letter of approval from the Marae Trustees or Komiti Whakahaere (or a copy of the relevant Minutes) and this to also be endorsed by the Marae kaumatua, to:
- (a) run a Marae based Wānanga; and
 - (b) apply for funds from Ngati Whakaue Education Endowment Trust Board.
- 5.4 In applying for funding, all applicants must agree to submit a full Accountability Report to Ngati Whakaue Education Endowment Trust Board at the end of the Wānanga using the approved reporting form. The reporting period will be within thirty (30) days following completion of the Wānanga.
- 5.5 The Board may request further information to assist in processing any application.

6. ACCOUNTABILITY REPORTING REQUIREMENTS:

- 6.1 All Marae based Wānanga Grants are conditional upon the Marae providing to Ngati Whakaue Education Endowment Trust Board a full Accountability Report within thirty (30) days of the date scheduled for the Wānanga completion.
A link to an online accountability report form will be emailed following the Wananga. The Accountability Report to state:
- 6.1.1 The actual number of attendees, details of Tutors/Facilitators and any guest speakers, achieved outcomes and benefits to the Marae and people of that Marae, and a financial report against budget (including description of budget variances).
 - 6.1.2 Originals or certified copies of individual evaluation forms filled in by Wānanga participants. ***(Evaluation form is available from the Website or the application form)***
 - 6.1.3 A summary of any other evaluation undertaken.
 - 6.1.4 Photographs taken at the Wānanga which may be used in the Board's Annual Report.
 - 6.1.5 Repayment of any part of the grant not accounted for in the Accountability Report, within thirty (30) days of submitting the Accountability Report.
It is the intention that these projects should not make a profit.
- 6.2 A separate Accountability Form will be submitted for each Wānanga which has received funding.

7. POLICY REVIEW:

- 7.1 This policy will be reviewed in February 2025 following consideration of recommendations by the Education Sub-Committee.