



NGATI WHAKAUE-TE ARAWA WRITERS GRANT POLICY

Policy Name	Ngati Whakaue -Te Arawa Writers' Grant ("the Policy")
Policy No	0614
Date Written	February 2011
Date Reviewed	25 February 2019 16 October 2020
Date Ratified	
Signed (Chairman)	

1. PURPOSE:

- 1.1 The purpose of the Policy is to support, develop and nurture Ngati Whakaue and Te Arawa writers.

2. DESCRIPTION:

- 2.1 This Policy provides the terms and conditions upon which the Ngati Whakaue Education Endowment Trust Board ("the Board") grants funding for Ngati Whakaue writers who are planning to engage in, or who are already engaged in, writing a significant piece of publishable work. The Board may also grant funding for writers within the wider Te Arawa.

3. APPLICATIONS FOR FUNDING:

- 3.1 Applications will be annually advertised between August and October, and will close one month after the advertising period ends, which will be the end of November. The Board, at its discretion, may vary any timeframe under this Policy.

- 3.2 To apply for the grant, the applicant will need to complete the Grant Application Form. The minimum amount of content included on an application is:

- 3.2.1 A description of the applicant's background, writing experience and, if an emerging writer, a description of supervision arrangements (for their work).
- 3.2.2 The title (of the piece of work).
- 3.2.3 A description of the work including, but not limited to, the rationale, genre, target audience, structure, content, and length.
- 3.2.4 A research, writing, publication, and dissemination plan that covers time frames, milestones, and reporting intentions and commitments.
- 3.2.5 A risk management plan.
- 3.2.6 The significance the work has in relationship to Ngati Whakaue-Te Arawa knowledge and progression.
- 3.2.7 The way/s in which the work contributes to the literary growth and development of the applicant/author.
- 3.2.8 A full budget that includes costs for: research, writing, editing, printing, dissemination; income received (from whom and when) and any additional income which may be pending; and any other costs that may be incurred to ensure completion and publication, or any financial component not listed that the applicant believes to be relevant.
- 3.2.9 A description of how and when the overall work will be completed and their ability to complete it (i.e. ability to source necessary resources).
- 3.2.10 Any details on co-authoring, as co-author initiatives will be considered.

- 3.3 To be a successful applicant, individual applicants must whakapapa to either:

- Ngati Whakaue; or
- a hapu/iwi o Te Arawa,
of which will include legally adopted children.

Whangai will be considered in terms of the Board's Whakapapa Policy (2015) No. 0611.

3.4 Applications for significant pieces of writing that are received from Ngati Whakaue-Te Arawa entities may be considered. Such applications shall have appropriate Ngati Whakaue -Te Arawa persons as the supported and named writers.

4. GRANTS:

4.1 Up to \$45,000 per annum for grants (but not limited to one grant) including costs, resources and disbursements, will be available.

4.2 Unless the Board, at its sole discretion, decides otherwise, an applicant cannot receive more than one grant for a piece of work to which a prior grant awarded to that applicant relates.

4.3 Grants will not be considered for written work that relates, in any aspect, to the fulfillment of a formal qualification, the applicant's work or employment or an independently contracted commission (whether by written or verbal arrangement). A non-exclusive list of acceptable works are as follows:

4.3.1 Hapu, Iwi and marae histories and/or oral histories.

4.3.2 Biographies and autobiographies.

4.3.3 Poetry.

4.3.4 Novels.

4.3.5 Children's books.

4.3.6 Publications of research.

4.3.7 Photographic essays.

The Board is under no obligation to provide a grant in respect of any particular work.

4.4 Each grant will be for a maximum two-year period and the successful applicant is required to provide an extensive budget for the completion of the project.

4.5 All costs must be quoted GST inclusive for non-registered persons and GST exclusive for registered persons. The Board does not fund GST for registered persons. Any GST or income tax implications on this grant are the responsibility of the applicant.

4.6 The successful applicant's individual purchases of capital goods to undertake the project will not be funded by the Board and the successful applicant cannot seek, and the Board will not be obligated to pay, any sort of compensation in respect of such goods.

5. LICENCE

The successful applicant grants the Board an irrevocable and royalty free licence to copy, issue copies, show, communicate or otherwise use or deal with the work produced by the successful applicant (Work) including for the purposes of promoting, sharing, educating the public, providing copies to libraries, or enhancing the recognition of that Work.

6. REPORTING REQUIREMENTS:

6.1 At scheduled dates agreed between the Board and the successful applicant, the funding recipient must submit a full Accountability Report (as provided to the successful applicant by the Board) outlining (among other things, as provided therein) its progress with respect to the work and the milestones agreed between the Board and the successful applicant (if any).

6.2 The Board may, at any time but within reason, request an update on the successful applicant's progress with respect to any matter of the works, of which the successful applicant must respond to within a reasonable period of time.

- 6.3 The applicant will provide one copy per trustee plus an archive copy of the published work.
- 6.4 The funding recipient must repay all funding not accounted for in the final Accountability Report within thirty (30) days of submitting the final Accountability Report.
- 6.5 Failure to meet agreed timelines without reasonable cause may result in the Board requesting repayment of the total amount provided to the successful applicant under the relevant grant to which the failure relates, and cancellation of the grant.
- 6.6 If the applicant expects to not meet deadlines or complete their work they must notify the Board at the earliest opportunity of all relevant circumstances for the Board to consider, acting reasonably, whether it will grant an extension.

7. Disclosure:

- 7.1 All information provided by an applicant may be used for statistical purposes by the Board.
- 7.2 The successful applicant acknowledges and agrees to the Board's use of its information for publicity and promotional purposes.
- 7.3 Appropriate undertakings may be sought from applicants to acknowledge and promote the support of the Board.
- 7.4 Successful applicants may be invited to submit the results of their research to be available on the Ngati Whakaue website.
- 7.5 Applicants must disclose any relationship to Board members.
- 7.6 The Board at its discretion may seek independent advice around the ethical considerations of this project.
- 7.7 Successful applicants are obliged to draw the Board's attention to project risks.
- 7.7 The Board's decision on any application or interpretation matter is final.
- 7.8 Correspondence will be entered into at the discretion of the Board and reasons for unsuccessful applications will not necessarily be given.
- 7.9 If you are an individual under the Privacy Act 1993, you have the right to access and correct any of our personal information.

8. Policy Review:

- 8.1 This policy will be reviewed and updated by the Board as necessary and in a manner the Board sees fit.

APPENDIX ONE Ngati Whakaue-Te Arawa Writers – Funding and Reporting Procedures

This appendix one is indicative only and does not form part of the agreement between the successful applicant and the Board.

1. Ngati Whakaue-Te Arawa Writers – Funding Application Process

Applications may be made at the prescribed time and shall use the approved Application Form (refer Appendix Two).

Applications may be from individual applicants or Ngati Whakaue -Te Arawa entities to undertake significant pieces of writing.

The Board retains sole discretion on the amount or terms of any grants as provided for under the relevant policy.

2. Ngati Whakaue-Te Arawa Writers – Accountability Reporting Processes

At scheduled dates agreed between the parties, the funding recipient must submit a full Accountability Report (refer Appendix Three).

Further reporting in relation to outcomes may be requested by the Board as part of the final accountability reporting requirements.

The funding recipient must repay any part of the funding not accounted for in the final Accountability Report, within thirty (30) days of submitting the final Accountability Report.

APPENDIX TWO: Ngati Whakaue-Te Arawa Writers – Grant Application Form

Introduction:

The Ngati Whakaue Education Endowment Trust Board seeks to support, develop and nurture Ngati Whakaue-Te Arawa writers. Grants are available for Ngati Whakaue and wider Te Arawa writers who are planning to engage, or who are engaged, in writing a significant piece of publishable work. Applicants may be:

- Individuals who whakapapa to Ngati Whakaue or a hapu/lwi o Te Arawa, or
- Ngati Whakaue-Te Arawa entities seeking to undertake significant pieces of writing. Such applications shall have appropriate Ngati Whakaue-Te Arawa persons as the supported and named writers.

Up to \$45,000 per annum for grants (but not limited to one grant) including costs, resources, disbursements and GST if applicable, will be available. Applications may be made at the prescribed time. Successful applicants will not be eligible to apply for consecutive grants for the same piece of work. Grants are not available for written work towards the fulfillment of a formal qualification; or as a work/employment requirement; or as a funded commission. Grants will be for a maximum two year period.

Policy criteria:

- The Board retains sole discretion on the amount or terms of any funding. The Board gives no undertaking that any or all funding applications will be approved.
- At scheduled dates and milestones as agreed, the funding recipient must submit a full Accountability Report.
- Further reporting in relation to outcomes may be requested by the Board as part of the final accountability reporting requirements.
- The funding recipient must repay any part of the funding not accounted for in the final Accountability Report, within thirty (30) days of submitting the final Accountability Report.

Application address:

By post:
The Secretary
Ngati Whakaue Education Endowment Trust
Board
C/- Deloitte
PO Box 12003
ROTORUA 3045

or Deliver to:
The Secretary
Ngati Whakaue Education Endowment Trust
Board
C/- Deloitte
2nd Floor, Pukeroa Oruawhata House
2/1176 Amohau Street
ROTORUA 3010

Secretary contact details:

Email: nzrotoruaenquiries@deloitte.co.nz
Website: www.ngatiwhakaue-eetb.org.nz

Phone: 07 343 1050
Fax: 07 343 1051

Notification and payment:

You will be notified of the Board's decision and any payments to be made.



NGATI WHAKAUE-TE ARAWA WRITERS GRANT APPLICATION FORM

SECTION A – CONTACT DETAILS

Applicant Name (Individual or Organisation): _____ (Applicant)

Name: _____

Position: _____

E-mail: _____

Phone: _____ Mobile: _____

Postal Address: _____

Are you registered for GST? Yes/No

If yes, please supply GST number: _____

Bank Account details (to be used by the Board for successful applications):

Note: Please also attach a deposit slip from the account.

Note: The account details above should match the Applicant Name specified in this Application Form.

SECTION B – DECLARATION

The Applicant should carefully read the Declaration below and the Policy for Support of Ngati Whakaue-Te Arawa Writers (Writer Policy) and sign where appropriate.

By signing this application, I declare that:

- I understand and acknowledge that the Ngati Whakaue Education Endowment Trust Board reserves the right to decline any application, without giving any reason any may decide not to accept any applications whatsoever.
- I have read, understand and agree to be bound by the Writer Policy (as amended from time to time);
- I am authorised by the Applicant (if signing on behalf of an organization) to sign this Application Form;
- All details and statements made by me in this application form are complete and accurate;

If you are an individual under the Privacy Act 1993, you have the right to access and correct any of our personal information.

Signed by the Applicant: _____

Date: _____

C6 Provide a risk management plan, including methods for managing, mitigating or avoiding identified key risks?

Applicants should be aware that failure to comply with agreed reporting and progress may result in withdrawal of funding, and repayment of grants paid

Risk	Likelihood	Significance	Methods for managing, mitigating or avoiding

C7 Briefly describe the significance the work has in relationship to Ngati Whakaue-Te Arawa knowledge and progression?

C8 Briefly describe the way/s in which the work contributes to the literary growth and development of the applicant/author (eg any professional, vocational or financial outcomes from your work)?

C9 Provide a **budget forecast** (expected costs and income) for the proposed project:

Expenditure items	Total cost (\$)
Research resources and materials (specify):	
•	
•	
•	
Writing costs	
Editing costs	
Administration, photocopying and phone	
Travel costs associated with the work (specify):	
•	
•	
•	
Printing and dissemination costs (specify):	
•	
•	
•	
Other costs (specify):	
• Book Launch	
•	
•	
TOTAL	

Income items	Total income (\$)
<i>Funding sought from Ngati Whakaue Education Endowment Trust</i>	
Other funding and donations (anticipated or applied for):	
•	
•	
•	
•	
•	
•	
TOTAL	

Please attach any quotes obtained for costs.

C10 Does the person submitting this application have any relationship to a Board member(s)? If so, please disclose this relationship:

SECTION D – FURTHER INFORMATION

Once you have completed the Application Form, please attach the following supporting information/documentation where applicable:

Any quotes obtained for costs associated with the project?

✓

Complete the attached Whakapapa sheet

COPY OF MAORI LAND COURT RECORD OF ORIGINAL OWNERS IN PUKEROA ORUAWHATA

1	Aporo	Te Tipitipi	51	Hare	Ratete	101	Miriama	Waitohi
2	Arama Karaka	Hutuha	52	Haata Henare	Eruana	102	Mohi Moke	Aterea
3	Aneta	Haukiwaho	53	Henare	Takaanewa	103	Mitai	Mataiawhea
4	Aporo Te Hika	Iraia	54	Haukiwaho	Piwiki	104	Mohi	Te Haupapa
5	Te Aorere	Matene	55	Hipora	Te Whau	105	Te Meiha	Mataiawhea
6	Ani Patene	Hamuera	56	Heremia	Mitai	106	Meretiana	Pananoa
7	Te Araki	Te Poohu	57	Hineiturama	Perepe	107	Mita	Akuhata
8	Te Arawhata	Taro	58	Haereata	Kiharoa	108	Mita Rawiri	Tiniraupeka
9	Atiraira	Taro	59	Hemi Kokiri	Te Wharepurangi	109	Meinata	Tamarangi
10	Aperahama	Tamaiwhakangaro	60	Henare Mete	Te Amohau	110	Makareta Pahemata	Ihimaere
11	Arapera	Te Miriarangi	61	Heni Kahoki	Amohau	111	Mata Hori	Haupapa
12	Aporo	Apiata	62	Hohepa	Pimara	112	Mikaere	Ngatai
13	Te Amotawa	Matawhero	63	Hohepa	Te Rake	113	Miriata Tamati	Te Pahu
14	Te Ahomiro	Te Atarua	64	Hapara Wiremu	Ngahakeke	114	Matiu	Matuaiti
15	Akapita	Te Toa	65	Heni Paea	Tukariri	115	Miriama	Te Ropuhina
16	Te Aokorewarangi		66	Te Ikaota	Rangiwhakatakohe	116	Maihi	Ngamutu
17	Te Atuatawhana	Ieni	67	Ieni	Tapihana	117	Mere Potene	Hineitokona
18	Te Atarau	Te Mumuhu	68	Ihaka Marino	Te Waru	118	Moerangi	Ratana
19	Eruera	Pokaihau	69	Irihapeti	Uawahirangi	119	Mariana	Roha
20	Eruana Arama	Karaka	70	Iharaira	Piripi	120	Mereana Ratete	Hikairo
21	Eruera	Te Uremutu	71	Ihipera	Matuha	121	Te Miri-o-Raukawa	
22	Eri	Te Ataitoea	72	Te Ianga	Whititera	122	Mihiterina	Rangipaeroa
23	Te Eketu	Ngahuruhuru	73	Te Kowhai	Tarahina	123	Mere Te Wehi	Amohau
24	Eruera Ngarepo	Te Amohau	74	Katarina	Rangikawhiti	124	Miria Kahira	Rotohiko
25	Eruera	Perepe	75	Katarina	Ihaia (The Elder)	125	Mita	Te Wharepoaka
26	Harete	Matia	76	Katarina	Ihaia (The Younger)	126	Mita	Perepe
27	Hohi	Te Ranginohooru	77	Te Kotuhi	Taiapo	127	Mere	Wirihana
28	Hori	Te Rapa	78	Kaka	Te Ngaherehere	128	Manahi	Haane
29	Te Haupapa	Parehaere	79	Kiharoa	Akuhata	129	Mihaka	Ngahakeke
30	Hoani	Te Maioro	80	Kataraina	Himikini	130	Maria	Pera
31	Henare Karaka	Te Ahiwaru	81	Te Kirikauri	Ehau	131	Mariana	Te Oha
32	Hariata	Piwiki	82	Te Keepa	Ngawhau	132	Te Muera	Ngatiwhakaue
33	Himepiri	Te Wheoro	83	Te Korowhiti	Te Iwingaro	133	Ngapuia	
34	Hamuera	Pango	84	Te Kirihuruhuru	Kakea	134	Ngatai	Retireti
35	Hemi Te Tupara	Te Tokoaitua	85	Kiwha	Ngahu	135	Ngamarama	Tarahina
36	Henere	Te Umanui	86	Kapu	Meaha	136	Ngakuku	Te Awhe (Te Arohe)
37	Henare	Te Pukuatua	87	Kereti	Te Kowhai	137	Ngawai	Te Arahe
38	Hema	Te Tua	88	Kaperiere	Ngatai	138	Ngahana	Koraria
39	Hera	Te Peha	89	Te Koroua	Moeakau	139	Niramona	Pini
40	Haereone	Te Taupua	90	Te Kanapu	Putu	140	Ngaroi	Rangiwhakatakohe
41	Te Herewini	Te Amohau	91	Mihikorama	Te Aitu	141	Ngatangi	Taiporutu
42	Hiahianui Renati	Akuhata	92	Maraea	Te Haehaenga	142	Ngatau	Pinenga
43	Te Hirata	Ngauira	93	Mereana	Ngapuhoro	143	Ngatoru	Akuhata
44	Haane Manahi	Te Rauawa	94	Mereana	Rangitara	144	Ngarohi	Hirawani
45	Hakawa	Ngangutu	95	Matia	Tarahina	145	Ngamahirau	Atama
46	Heke Ngahana	Nicholls	96	Matataia	Wikiriwhi	146	Natahia Mikaere	Mahanga
47	Hohepa	Te Wharepu	97	Mereana	Te Hiwinui	147	Ngatipeehi	Ngahana
48	Hiria	Te Whaioterangi	98	Menehira	Taiamai	148	Niheta	Te Kati
49	Hiee	Haere	99	Maihi Te Hira	Taiki	149	Ngawaka	Ieni
50	Te Hikatarewa	Erutai	100	Te Matenga	Taiwhanga	150	Naera	Te Houkotuku

COPY OF MAORI LAND COURT RECORD OF ORIGINAL OWNERS IN PUKEROA ORUAWHATA

151	Te Ngahuru Rotohiko	Haupapa	201	Ruiha	Te Whanatu	251	Tahuri	Maketu
152	Okiwi	Ngatara	202	Rakitu	Haerehuka	252	Ta	Retireti
153	Pererika	Ngahuruhuru	203	Raima	Urutamoua	253	Taitimu	Kitua
154	Pita	Ngahu	204	Te Rakau	Taro	254	Tatai	Te Purei
155	Te Potene	Haukiwaho	205	Rotorua	Nirai	255	Tutanekai	Taua
156	Piwiki	Te Ahiwaru	206	Rotohiko	Haupapa	256	Tamehana	Pipi
157	Poniwahio	Pango	207	Rahia	Te Taotahi	257	Tainui	Honoiti
158	Peata	Pahiriko	208	Te Ropuhina		258	Taraipine	Te Warihi
159	Peata	Hona	209	Rahapa	Hinetapu	259	Tiakiawa	Tiniraupeka
160	Puwhenua	Ateara	210	Te Retiu Whititera	Te Waiatua	260	Tukino	Te Mumuhu
161	Pera	Kima	211	Riwa	Marino	261	Te Uruti Renati	Akuhata
162	Petera	Te Pukuatua	212	Riparata	Hinearangi	262	Whiromena	Toma
163	Te Purei	Tanira	213	Ruiha	Hoani	263	Wiri Rapata	Tukunui (alias Hira)
164	Petera	Tautari	214	Raiha	Peneti	264	Wiringi Hororiri	Tumene
165	Punohu	Taiporutu	215	Rangimahuta	Tamarangi	265	Waireti	Te Aohinga
166	Perepe	Tapihana	216	Rangiwhakamoua		266	Te Wharepu	Tauahika
167	Paora	Te Amohau	217	Te Reretonga	Kitua	267	Te Whakarato	Rangipahere
168	Parangi	Akuhata	218	Rewi	Tereanuku	268	Wiremu	Pauro
169	Papio Renati	Akuhata	219	Rotohiko	Retireti	269	Te Wiremu	Matene
170	Pipi	Haerehuka	220	Rewi Tumaro	Matataia	270	Whiria	Te Ngaungau
171	Te Pimara	Parakau	221	Ru	Moihi	271	Te Whatanui	Ngahana
172	Pirika	Hohepa	222	Te Retimana	Aramoana	272	Wiripine	Rangirehua
173	Patanui	Poihipi	223	Rini Potene	Haukiwaho	273	Warepina	Tanira
174	Pirika	Poihipi	224	Te Riri	Rotohiko	274	Wenarata	Pini
175	Pipiana	Te Poutaiaha	225	Rangihuhia	Te Pukuatua	275	Wirikake	Piripi
176	Petera	Hatuaitei	226	Rihi	Taekata	276	Te Wharetutaki	Rotohiko
177	Pirira	Pirika	227	Te Rangitoro	Tamawai	277	Wirimena	Eruera
178	Pineaha	Wikinati	228	Te Rangihaeata	Wirihana	278	Te Warihi	Makitaunu
179	Panui	Himina	229	Te Riri	Haerehuka	279	Wirimena	Te Rangikino
180	Te Porokaiwhiria		230	Rangitarahae	Reihana	280	Wiremu Te Hira	Taiki
181	Pararaki	Nekewhenua	231	Ruiha	Ngahakeke	281	Wiremu Paki	Pikau
182	Piatarahi	Amohau	232	Renati Rotohiko	Haupapa	282	Te Whakarato	Taiehu
183	Te Paea	Amohau	233	Te Rakiraki		283	Te Whatiuru	
184	Pahiriko	Mataiawhea	234	Tominiko	Te Otene	284	Winiata Matia	Turiri
185	Pirika Te Miroi	Te Rangikaiwhiria	235	Te Tai	Te Kowhai	285	Te Watene	Te Porohe
186	Pirimi	Mataiawhea	236	Tawari	Ateara	286	Te Wharekiri	Te Pohoroa
187	Raimapaha	Te Marowaero	237	Te Taupua	Te Whanoa	287	Whakatau	Ngakuku
188	Ropata Winiata	Kitua	238	Timoti	Reone	288	Wiremu	Ratete
189	Te Rina	Wikiriwhi	239	<i>Tatai</i>	<i>Wihau</i>	289	Weronika	Puhiawe
190	Te Ranginohora	Te Rangituaauriuri	240	Te Tara	Te Amokura	290	Wiremu	Te Hingawaka
191	Rangitawake	Te Uira	241	Te Teehi	Amohau	291	Werahiko	Pera
192	Raiha	Ngahuruhuru	242	Taekata	Te Tokoihi	292	Wi Kingi	Atetini
193	Rinaha	Matene	243	Tuihana	Whakaahua	293	Te Whakahihi	Te Kati
194	Roha	Taitumu	244	Tamati	Moko	294	Wiremu	Reweti
195	Retireti	Tapihana	245	Te Tomairangi	Whakaahua	295	Te Wera	Te Konui
196	Rawiri	Taeotu	246	Tauwehe	Taro			
197	Te Raihi	Wihau	247	Te Teira	Tunohopu			
198	Ruiha	Piripi	248	Tamati	Iraia			
199	Rewiri	Te Maramarama	249	Tamehana	Korokai			
200	Te Rangiiwaho	Te Amo	250	Tipia	Te Kaaho			

**APPENDIX THREE: Ngati Whakaue-Te Arawa Writers Grants
– Accountability Report**
(only required during successful application process)

Introduction:

The Ngati Whakaue Education Endowment Trust Board seeks to support, develop and nurture Ngati Whakaue-Te Arawa writers. Grants are available for Ngati Whakaue and wider Te Arawa writers who are planning to engage, or who are engaged, in writing a significant piece of publishable work.

Accountability criteria:

- At scheduled dates as agreed, the funding recipient must submit a full Accountability Report.
- Further reporting in relation to outcomes may be requested by the Board as part of the final accountability reporting requirements.
- The funding recipient must repay any part of the funding not accounted for in the final Accountability Report, within thirty (30) days of submitting the final Accountability Report.

Reporting address:

By post:
The Secretary
Ngati Whakaue Education Endowment
Trust Board
C/- Deloitte
PO Box 12003
ROTORUA 3045

or Deliver to:
The Secretary
Ngati Whakaue Education Endowment
Trust Board
C/- Deloitte
2nd Floor, Pukeroa Oruawhata House
2/1176 Amohau Street
ROTORUA 3010

Secretary contact details:

E-mail: nzrotoruaenquiries@deloitte.co.nz
Phone: 07 343 1050
Fax: 07 343 1051
Website: www.ngatiwhakaue-eetb.org.nz



NGATI WHAKAUE-TE ARAWA WRITERS GRANT ACCOUNTABILITY REPORT

Note: Only required in the event of successful application

SECTION A – CONTACT DETAILS

Recipient Name (Individual or Organisation): _____

Name: _____

Position: _____

E-mail: _____

Phone: _____ Mobile: _____

Postal Address: _____

SECTION B – PROGRESS DETAILS

B1 Provide a summary of progress on the writing project, including achievement of key milestones?

B2 Comment on any significant discrepancy between current progress and what was anticipated through the project proposal?

SECTION C – FINANCIAL ACCOUNTABILITY

C1 What were the expected and actual costs and income for the project to date? Note: If the project is only partially complete, either refer to the partial project budget (based on milestones) or use a *pro rata* approach.

Expenditure items	Actual cost to date (\$)	Expected cost to date (\$)	Variance (actual less expected) (\$)
Research resources and materials (specify):			
•			
•			
•			
Writing costs			
Editing costs			
Administration, photocopying and phone			
Travel costs associated with the work (specify):			
•			
•			
•			
Printing and dissemination costs (specify):			
•			
•			
•			
Other costs (specify):			
•			
•			
•			
TOTAL			

Income items	Actual income (\$)	Expected income (\$)	Variance (actual less expected) (\$)
Funding from Ngati Whakaue Education Endowment Trust			
Other funding and donations:			
•			
•			
•			
•			
TOTAL			

Note: i. If GST registered then expenditure is GST exclusive.
 ii. Receipts (or evidence) for expenditure to be provided.

C2 Comment on any significant difference between expected and actual costs? In particular, comment on any part of expenditure relating to the funding which is not accounted for?

- *NOTE: Any funding not accounted for in this Accountability Report will be required to be returned to the Board by the applicant within thirty (30) days of submission of the report.*

C3 Comment on any significant difference between expected and actual income?

SECTION D – FURTHER INFORMATION

Attach any additional information you wish to submit in support of this Accountability Report.