



POLICY FOR MARAE BASED WĀNANGA

Policy Name	Marae Based Wānanga Grants
Policy No	0608
Date Written	9 August 2010
Date Reviewed	April 2014 April 2015
Date Ratified	11 April 2011
Signed (Chairman)	Mr Malcolm Short <i>ONZM</i>

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 Maori, including waiata , whakapapa and karakia. Such Wānanga may include teaching and learning around traditional Maori kai, weaponry and other tikanga based educational activities.

3. GRANTS FUNDING:

- 3.1 The Board will consider grants to support Wānanga as outlined in Appendix One and below, subject to meeting certain criteria.
- 3.2 An Application Form shall be completed for each proposed Wānanga (refer Appendix Two).
- 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 (refer Appendix Three).
- 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 over-runs.

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.

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 Application Form must be submitted for each proposed Wānanga.

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. The Accountability Report will 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.

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 2018 following consideration of recommendations by the Education Sub-Committee.

APPENDIX ONE Marae Based Wānanga – Funding and Reporting Procedures

1. Marae Based Wānanga – Funding Application Process

Applications may be made at any time

Each application shall be made on the approved Application Form (refer Appendix Two).

Each Application Form shall be accompanied by a letter of approval from the Marae Trustees or Komiti Whakahaere (or a copy of the relevant Minutes) to (a) run a Marae based Wānanga; and (b) apply for funds from Ngati Whakauae Education Endowment Trust Board.

A separate Application Form must be submitted for each proposed Wānanga.

The grants approval cycle will be determined at the discretion of the Board.

The Board retains sole discretion on the amount or terms of any grant.

2. Marae Based Wānanga – Accountability Reporting Processes

The funding recipient must repay the grant in full if the Wānanga is postponed or cancelled.

For each Wānanga, the funding recipient must submit a full Accountability Report within thirty (30) days of the date scheduled for the Wānanga completion (refer Appendix Three).

Each Accountability Report will be accompanied by originals or certified copies of evaluation forms filled in by Wānanga participants (refer Appendix Four) along with a summary of any other evaluation undertaken.

A separate Accountability Form will be submitted for each Wānanga which has received funding.

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

APPENDIX TWO: Marae Based Wānanga Grants – 2011 Application Form

Introduction:

Through its statutory obligation to fund the general purpose of education, and more specifically through its Policy for Marae Based Wānanga, the Ngati Whakaue Education Endowment Trust Board (the Board) provides funding toward Marae Based Wānanga. The Board's objective is to support Wānanga that help preserve and maintain te reo me nga tikanga o Ngati Whakaue i raro i te kawa tapū o Te Arawa

A maximum of \$3,000 is available to assist with the educational costs of each Wānanga. Applications can be made at any time. There is an expectation that Marae space will be provided in-kind, and that Wānanga participants will make some contribution toward training costs by way of koha as decided by the Marae.

Costs covered by the grant may include:

- Tutor/facilitator fees.
- Educational resources and materials (eg, rental of audio-visual equipment).
- A contribution toward the costs of catering.
- Advertising.
- A fair and reasonable contribution to Marae overheads (eg, power, cleaning).

Policy criteria:

- An Application Form shall be submitted for each proposed Wānanga. Each Application Form shall be accompanied by a letter of approval from the Marae Trustees or Komiti Whakahaere (or a copy of the relevant Minutes).
- The Board retains sole discretion on the amount or terms of any grant. The Board gives no undertaking that any or all grant applications will be approved.
- Grants will be payable to successful applicants through the nominated Marae account.
- An Accountability Report shall be submitted for each completed Wānanga within thirty (30) days following completion of the Wānanga.
- 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.
- 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.
- 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.

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:

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

Notification and payment:

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

SUPPORTING DOCUMENTATION

Once you have completed the Application Form, ensure you have supplied the following information/documentation to support your application:

Letter of approval from the Marae Trustees or Komiti Whakahaere (or a copy of the relevant Minutes) to (a) run a Marae based Wānanga; and (b) apply for funds from Ngati Whakaue Education Endowment Trust Board

✓



MARAE BASED WĀNANGA GRANTS APPLICATION FORM

SECTION A – CONTACT DETAILS

Your Name: _____

Your Position: _____

E-mail: _____

Phone: _____ Mobile: _____

Postal Address: _____

SECTION B – APPLICATION

B1 What is the key subject area(s) to be addressed by the proposed Wānanga (eg, Whakapapa, Kawa, Tikanga, Te Reo)?

B2 At what marae would this be based, and on what approximate date(s)?

** Remember to include a letter of approval from the Marae Trustees or Komiti Whakahaere, this letter to also be endorsed by the Marae Kaumatua.*

B3 What specific learning objectives would be addressed?

1. _____

2. _____

3. _____

B4 What specific teaching methods/activities would be used?

1. _____

2. _____

3. _____

- B5 How many people are expected to attend? _____
- B6 How many people have expressed an interest to date? _____
- B7 How many people have confirmed they would definitely attend? _____
- B8 What would be participants' expected contribution toward attendance (eg, by way of a koha as decided by the Marae)?
 \$_____ average per person
- B9 How would the Wānanga be evaluated? (NOTE: At a minimum, grant recipients must make use of the approved Evaluation Form. A summary of any additional evaluation results would also be of interest to the Board).
- B10 Provide a detailed budget for how the Wānanga Grant would be used?

Expenditure item	Total cost (\$)	Grant funding sought (\$)
Tutor/facilitator fees		
Educational resources and materials (specify):		
•		
•		
•		
•		
Catering		
Advertising		
Marae overheads (eg, power, cleaning)		
Other costs (specify):		
•		
•		
TOTAL		

- B11 What are your contingency plans for cancellations and/or tangihanga?

SECTION C – ACCOUNT DETAILS

- C1 Marae Bank Account details (to be used by the Board for successful applications):

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

APPENDIX THREE: Marae Based Wānanga Grants – Accountability Report

Introduction:

Through its statutory obligation to fund the general purpose of education, and more specifically through its Policy for Marae Based Wānanga, the Ngati Whakaue Education Endowment Trust Board (the Board) provides funding toward Marae Based Wānanga. The Board's objective is to support Wānanga that help preserve and maintain hapu whakapapa and te taha Ngati Whakaue.

Accountability criteria:

- An Accountability Report shall be submitted for each completed Wānanga within thirty (30) days following completion of the Wānanga.
- 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.
- 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.
- 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.

LATE AND/OR INCOMPLETE ACCOUNTABILITY REPORTING WILL NOT BE LOOKED UPON FAVOURABLY BY THE BOARD.

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

CHECKLIST

Once you have completed the Reporting Form, ensure you have supplied the following information/documentation:

- | | |
|---|-------------------------------------|
| Originals or certified copies of evaluation forms filled in by Wānanga participants | <input checked="" type="checkbox"/> |
| A summary of any other evaluation undertaken | <input type="checkbox"/> |
| Photographs which may be used in the Board's Annual Report | <input type="checkbox"/> |
| Repayment of any part of the grant not accounted for | <input type="checkbox"/> |

MARAE BASED WĀNANGA GRANTS ACCOUNTABILITY REPORT

SECTION A – CONTACT DETAILS

Your Name: _____

Your Position: _____

E-mail: _____

Phone: _____ Mobile: _____

Postal Address: _____

SECTION B – WĀNANGA DETAILS

B1 What was the key subject area(s) to be addressed by the proposed Wānanga (eg, Whakapapa, Kawa, Tikanga, Te Reo)?

B2 At what marae was this based?

B3 On what day(s) of the year was the Wānanga run?

Note: Please indicate if this was different from the originally proposed day(s).

B4 What was the expected and actual number of participants?

Expected attendance: _____ Actual attendance: _____

Number of Evaluation forms submitted _____

B5 Comment on any significant discrepancy between expected and actual numbers of participants?

B6 If evaluation forms submitted do not match the attendee numbers please provide an explanation for this and explain how you could improve this in future.

B7 Provide details of the Tutors/Facilitators and any guest speakers?

SECTION C – WĀNANGA EVALUATION

C1 What specific outcomes and benefits to the Marae and people of the Marae were achieved?

C2 Summarise the results of any participant evaluation that was undertaken. (NOTE: At a minimum, summarise and attach the originals or certified copies of approved Evaluation Forms filled in by Wānanga participants. A summary of any additional evaluation results would also be of interest to the Board).

SECTION D – FINANCIAL ACCOUNTABILITY

D1 What was the total contribution of participants toward attendance (eg, by way of a koha as decided by the Marae)?

\$ _____ total contribution \$ _____ average per person

Note: Average per person should equal the total contribution divided by actual participants.

D2 What were the expected and actual costs for the Wānanga?

Expenditure item	Actual cost (\$)	Expected cost (\$)	Variance (actual less expected) (\$)
Tutor/facilitator fees			
Educational resources and materials (specify):			
•			
•			
•			
•			
Catering			
Advertising			
Marae overheads (eg, power, cleaning)			
Other costs (specify):			
•			
•			
TOTAL			

- Note:*
- i. Expected cost should match the total cost column on the Application Form.*
 - ii. Receipts (or evidence) for expenditure to be provided*

D3 Comment on any significant difference between expected and actual costs? In particular, comment on any part of expenditure relating to the grant funding which is not accounted for?

- NOTE: Any grant 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.

Marae Based Wānanga EVALUATION FORM

Please complete this form and leave it to be collected. DO NOT write your name.

Your feedback will be reported to the Ngati Whakaue Education Endowment Trust Board as part of its grants process.

Date: _____ Marae: _____

TICK BOXES (tick one for each row)

	☹		😊		😊
	Very poor	Poor	Average	Good	Very good
Tutors/Facilitators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information learned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Venue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS (likes, dislikes, suggestions)
