



POLICY FOR NGA MAHI A REHIA (MAORI PERFORMING ARTS)

Policy Name	Nga Mahi a Rehia (Maori Performing Arts) Grants
Policy No	0603
Date Written	12 June 2006
Date Reviewed	13 March 2008, February 2011, April 2011
Date Ratified	9 May 2011
Signed (Chairman)	Mr Malcolm Short ONZM

1. PURPOSE:

- 1.1 To support the retention of all forms of Ngati Whakaue Waiata and Haka and consider applications from any Kapahaka Group, School, Marae or hapu.
- 1.2 The Board also supports the development and performance of contemporary song embodied in a Kapahaka performance.
- 1.3 The objective is to recognise collective cultural endeavours of Schools, Marae and hapu/iwi and promote and uphold Ngati Whakaue performing arts and tikanga a Marae.

2. SCOPE:

2.1 Priority #1 – Ngati Whakaue Kapahaka Group

The Board will give priority to the Kapahaka Group of Ngati Whakaue as recognised by the Iwi. Any other Kapahaka Group, Marae or hapu may also apply. The Board will support both senior adult performance and children's development and performance. A completed Application Form is required for financial support. The maximum amount is set by the Board in its annual budget (currently \$9,000). An Accountability Report will be submitted for any grant monies received.

2.2 Priority #2 – Secondary Schools

Secondary Schools within the Te Arawa rohe which actively incorporate te reo, nga tikanga me nga Waiata – haka o Ngati Whakaue in their performance may apply to the Board for funding to promote and develop Kapahaka. A completed Application Form is required for financial support. The Board's Education Consultant may meet with the Secondary School to identify the Whakaue component of a performance. The maximum amount is set by the Board in its annual budget (currently \$1,000 per annum per Secondary School). An Accountability Report will be submitted for any grant monies received.

2.3 Priority #3 – Schools Competing in National Kapahaka Competition

Schools within the Te Arawa rohe which are successful in gaining entry into the National Kapahaka Competition are eligible to receive financial support. A written application and budget is required to be submitted, detailing the financial support required. The maximum amount is set by the Board in its annual budget (currently \$2,000.00 per annum per School).

2.4 Priority #4 – Archive of all Whakaue Waiata

The Board will support the collation of an archive which records all Whakaue waiata including moteatea, pao, oriori etc using video and/or electronic historical data. This will be an application by an appropriate individual or Group with the required technology

skills and experience. The Board may, at its discretion, organise a collective to initiate this task.

2.5 The Board does not support:

- Individual or family applications.
- Any Kapahaka Group outside the rohe.

3. REFERENCES:

3.1 The Annual Financial Budget of the Board will contain the forecasted amount(s) for payment.

4. DEFINITIONS:

4.1 Kapahaka is a cultural performance of waiata and haka.

4.2 Waiata are the various forms of song which recount historical detail or provide a perspective within the lyrics.

5. FUNDING APPLICATIONS:

5.1 The Board will consider grants to support Nga Mahi a Rehia (Maori Performing Arts) as outlined in Appendix One and below, subject to meeting certain criteria.

5.2 Kapahaka Groups will submit an annual Application Form (refer Appendix Two) to the satisfaction of the Board at the beginning of the calendar year detailing:

5.2.1 Programme for the year.

5.2.2 Previous year's annual accounts.

5.2.3 Annual budget forecast.

5.2.4 Any other supporting information that the Group may wish to provide.

5.3 School applicants will submit an Application Form (refer Appendix Two) to the satisfaction of the Board at the beginning of the school year outlining:

5.3.1 Achievements in their Maori Performing Arts Programme for the previous year.

5.3.2 Goals for the current year.

5.3.3 Details of the Whakaue components of their programmes.

5.3.4 Numbers participating.

5.3.5 Any other supporting information that the School may wish to provide.

5.4 Schools which are successful in gaining entry into the National Kapahaka Competition will submit a written application and budget, detailing the financial support required.

5.5 Applicants seeking to collate an archive of all Whakaue waiata will submit a written application and budget, detailing the financial support required.

5.6 Applications and supporting information will be considered by the Board's Education Sub Committee which will then make a recommendation to the Board.

5.7 Application Forms will then be tabled at a Board Meeting and a decision for acceptance or decline will be provided.

5.8 The Board may request further information to assist with processing any application.

5.9 The Board gives no undertaking that any or all grant applications will be approved.

- 5.10 The Board retains sole discretion on the amount or terms of any grant.
- 5.11 Grants will be payable to the nominated account by the Board within thirty (30) days following approval of each application. Non-School grants may be paid by way of progress payments and subject to receipt of milestone reports.
- 5.12 Certificates may be presented by the Board to successful applicants at Kapahaka events where appropriate.
- 5.13 Appropriate public recognition of the Board's support for national finalists is to be made.
- 5.14 Funding recipients will be required to maintain an Attendance Register for each training session and event, with participants' names and contact numbers and the dates they attended (refer Appendix Three).

6. ACCOUNTABILITY REPORTING REQUIREMENTS:

- 6.1 All grants made under this Policy are conditional upon the applicants agreeing to provide to the Board a full Accountability Report within thirty (30) days of the completion of their annual programme or event.
 - 6.2 Kapahaka Groups and all Secondary Schools shall submit the approved Accountability Reporting Form (refer Appendix Four) stating:
 - 6.2.1 Details of all training sessions and events undertaken.
 - 6.2.2 Numbers of participants.
 - 6.2.3 Notable achievements during the year.
 - 6.2.4 Financial report against budget (including description of budget variances).
 - 6.2.5 Photographs which may be used in the Board's Annual Report.
 - 6.2.6 Any other supporting information they may wish to provide.
 - 6.2.7 Repayment of any part of the grant not accounted for in the Accountability Report, within thirty (30) days of submitting the Accountability Report.
 - 6.3 The Accountability Form will be accompanied by original or certified copies of Attendance Registers with participants' names and contact numbers and the dates they attended.
 - 6.4 A separate Accountability Form will be submitted for each entity which has received funding.
 - 6.5 Further reporting in relation to outcomes may be requested by the Board as part of the accountability reporting requirements.
- 7. DISCLOSURE:**
- 7.1 All information may be used for statistical purposes by the Board.
 - 7.2 Individual information relating to successful applicants may be used by the Board for publicity/promotional purposes.
 - 7.3 Appropriate undertakings may be sought from applicants to acknowledge and promote the support of the Board.
 - 7.4 Applicants must disclose any relationship to Board members.
 - 7.5 The Board's decision on any application or interpretation matter is final.

7.6 No correspondence will be entered into.

8. POLICY REVIEW:

8.1 This policy will be reviewed in February 2013 following consideration of recommendations by the Education Sub-Committee.

APPENDIX ONE Nga Mahi a Rehia – Funding and Reporting Procedures

1. Nga Mahi a Rehia (Maori Performing Arts) – Funding Application Process

Applications shall be made near the beginning of the calendar year.

Each application by Kapahaka Groups and Schools for an annual programme shall be made on the approved Application Form (refer Appendix Two).

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

Funding recipients will be required to maintain an Attendance Register for each training session and event with participants' names and contact numbers and the dates they attended (refer Appendix Three).

2. Nga Mahi a Rehia (Maori Performing Arts) – Accountability Reporting Processes

Within thirty (30) days of completion of their annual programme, the funding recipient must submit a full Accountability Report (refer Appendix Four).

The Accountability Report must be accompanied by original or certified copies of Attendance Registers with participants' names and contact numbers and the dates they attended.

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: Nga Mahi a Rehia – 2011 Application Form

Introduction:

Through its statutory obligation to fund the general purpose of education, and more specifically through its Policy for Nga Mahi a Rehia (Maori Performing Arts), the Ngati Whakaue Education Endowment Trust Board (the Board) provides funding toward Ngati Whakaue Waiata and Haka. The Board's objective is to recognise collective cultural endeavours of Schools, Marae and hapu/iwi and promote and uphold Ngati Whakaue performing arts and tikanga a Marae.

- a) A maximum of \$9,000 per annum is available to assist with the costs of Kapahaka Groups. The Board gives priority to the Kapahaka Group of Ngati Whakaue as recognised by the Iwi.
- b) A maximum of \$1,000 per annum per School is available to assist with the costs of Secondary Schools within the Te Arawa rohe which actively incorporate te reo, nga tikanga me nga Waiata – haka o Ngati Whakaue in their performance.

Funding applications shall be made near the beginning of the calendar year. There is an expectation that participants may make some contribution toward overall costs. Costs covered by the grant may include:

- Venue hireage costs (where applicable).
- Tutor/facilitator fees.
- Educational resources and materials (eg, rental of audio-visual equipment).
- Administration, photocopying and phone.
- A fair and reasonable contribution to overheads (eg, power, cleaning).
- Travel costs associated with training and events.
- Contribution toward the costs of catering.

Policy criteria:

- 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 account.
- An Accountability Report shall be submitted for each annual programme within thirty (30) days following completion. 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
Website: www.ngatiwhakaue-eetb.org.nz Fax: 07 343 1051

Notification and payment:

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



NGA MAHI A REHIA (MAORI PERFORMING ARTS) GRANTS APPLICATION FORM

SECTION A – CONTACT DETAILS

Applicant Name (School or Group): _____

Your Name: _____

Your Position: _____

E-mail: _____

Phone: _____ Mobile: _____

Postal Address: _____

SECTION B – APPLICATION

B1 Provide a summary of your Group or School's achievements in Maori Performing Arts for the previous year?

B2 Provide a summary of your Group or School's goals for the forthcoming year?

B3 Briefly describe the Whakaue components of your programme?

B5 Overall, how many people are expected to participate? _____

Note: As part of the accountability reporting for this grant, you would be required to maintain an Attendance Register with participants' names and contact numbers and the dates they attended.

B6 What would be participants' expected financial contribution toward attendance (if any)?

\$_____ average per person

B7 Summarise the educational quality measures that will be used?

B8 Summarise the tuition methods and design?

B9 Provide details about the tutors for the proposed programme:

Tutor names	Total hours	Hourly rate (excl GST) (\$)
TOTAL		

B10 Provide a **financial report** (actual costs and income) from your **previous** year's programme:

Expenditure items	Total cost (\$)
Venue hireage costs (where applicable)	
Tutor/facilitator fees	
Educational resources and materials (specify):	
•	
•	
•	
Administration, photocopying and phone	
Overheads (eg, power, cleaning)	
Travel costs associated with training and events (specify):	
•	
•	
•	
Catering	
Other costs (specify):	
•	
•	
•	
TOTAL	

Income items	Total income (\$)
Grant from Ngati Whakaue Education Endowment Trust	
Other grants and donations:	
•	
•	
•	
•	
Proceeds from fundraising	
Contributions by participants	
In-kind support (eg, venue space)	
Other income:	
•	
•	
•	
•	
TOTAL	

B11 Provide a **budget forecast** (expected costs and income) for your **forthcoming** year's programme:

Expenditure items	Total cost (\$)
Venue hireage costs (where applicable)	
Tutor/facilitator fees*	
Educational resources and materials (specify):	
•	
•	
•	
Administration, photocopying and phone	
Overheads (eg, power, cleaning)	
Travel costs associated with training and events (specify):	
•	
•	
•	
Catering	
Other costs (specify):	
•	
•	
•	
TOTAL	

* Tutor/facilitator fees should match the Total from question B9.

Income items	Total income (\$)
Grant sought from Ngati Whakaue Education Endowment Trust	
Other grants and donations (anticipated or applied for):	
•	
•	
•	
Proceeds from fundraising	
Contributions by participants**	
In-kind support (eg, venue space)	
Other income:	
•	
•	
•	
TOTAL	

** Expected contributions by participants should reconcile with the responses to questions B5 and B6.

B9 Does the person submitting this application have any relationship to a Board member(s)? If so, please disclose this relationship:

SECTION C – ACCOUNT DETAILS

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

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

SECTION D – FURTHER INFORMATION

Please attach any additional information in support of your application.

APPENDIX FOUR: Nga Mahi a Rehia Grants – Accountability Report

Introduction:

Through its statutory obligation to fund the general purpose of education, and more specifically through its Policy for Nga Mahi a Rehia (Maori Performing Arts), the Ngati Whakaue Education Endowment Trust Board (the Board) provides funding toward Ngati Whakaue Waiata and Haka. The Board's objective is to recognise collective cultural endeavours of Schools, Marae and hapu/iwi and promote and uphold Ngati Whakaue performing arts and tikanga a Marae.

Accountability criteria:

- Within thirty (30) days of completion of their annual programme, the funding recipient must submit a full Accountability Report.
- 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.

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:

- | | |
|---|-------------------------------------|
| Supporting information for all training sessions and events undertaken (eg, copies of key information provided to participants) | <input checked="" type="checkbox"/> |
| Original or certified copies of Attendance Registers with participants' names and contact numbers and the dates they attended | <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"/> |



NGA MAHI A REHIA (MAORI PERFORMING ARTS) GRANTS ACCOUNTABILITY REPORT

SECTION A – CONTACT DETAILS

Applicant Name (School or Group): _____

Your Name: _____

Your Position: _____

E-mail: _____

Phone: _____ Mobile: _____

Postal Address: _____

SECTION B – PROGRAMME DETAILS

- B1 Provide a summary of all training sessions and events undertaken, and attach supporting information (eg, copies of key information provided to participants). This should include original or certified copies of Attendance Registers with participants' names and contact numbers and the dates they attended.

Date	Description	No. of participants

B2 What was the expected and actual number of participants?

Expected attendance: _____ Actual attendance: _____

B3 Comment on any significant discrepancy between expected and actual numbers of participants?

B4 What have been the most notable achievements throughout the year?

B5 Provide details about the tutors that were involved in running these programmes:

Tutor names	Total hours	Hourly rate (excl GST) (\$)
TOTAL		

SECTION C – FINANCIAL ACCOUNTABILITY

C1 What were the expected and actual costs and income for the programme?

Expenditure items	Actual cost (\$)	Expected cost (\$)	Variance (actual less expected) (\$)
Venue hireage costs (where applicable)			
Tutor/facilitator fees*			
Educational resources and materials (specify):			
•			
•			
•			
Administration, photocopying and phone Overheads (eg, power, cleaning)			
Travel costs associated with training and events (specify):			
•			
•			
•			
Catering			
Other costs (specify):			
•			
•			
•			
TOTAL			

* Tutor/facilitator fees should match the Total from question B5.

Note: Expected cost should match the total cost column on the Application Form.

Income items	Actual income (\$)	Expected income (\$)	Variance (actual less expected) (\$)
Grant from Ngati Whakaue Education Endowment Trust			
Other grants and donations:			
•			
•			
•			
Proceeds from fundraising			
Contributions by participants (if any)			
In-kind support (eg, venue space)			
Other income:			
•			
•			
•			
TOTAL			

Note: Expected income should match the total income column on the Application Form.

C2 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.*

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

SECTION D – FURTHER INFORMATION

Please provide photographs which may be used in the Board's Annual Report.

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