



**POLICY FOR SUPPORT FOR
SCHOOL COSTS GRANT**

TE RUNANGA o MOERAKI INC. POLICY	NUMBER TWO	DATE:	PAGE
		REV. DATE:	
SUBJECT: FINANCE	APPROVED BY CHAIR PERSON		

REQUESTS FOR A SUPPORT FOR SCHOOL COSTS GRANT

1 INTRODUCTION:

Te Runanga o Moeraki vision states, 'our people are thriving'. Our mission is to enable whānau and hapū to prosper. One of the ways we can provide support to our members is through a support for school grant.

2 PURPOSE:

This purpose of this policy is to outline the criteria and procedure for applications for a support for school grant.

3. APPLICATIONS:

3.1. Applications for financial support can be made by Registered members of Te Rūnanga o Moeraki, aged 18 and over or the guardian of minors who are registered members by following the procedures outlined in this policy.

3.2. An applicant can submit only one application per financial year (1 July to 30 June) and the costs must have occurred within the financial year the application is being made.

3.3. Applications must be made on the application form available on the Moeraki rūnanga website or by contacting the rūnanga office.

3.4. Applicants will be acknowledged when their applications are received. Incomplete applications will be returned to the applicant for correction or clarification.

3.5. Applicants can expect a decision within 2 months (60 days) of the date their application is received. The decision will advise of the outcome of their application and reasons for, the grant figure and process for payment if a grant is made.

3.6. The decision made by the Kaihautu/General Manager will be final.

4. GRANTS

4.1. The amount awarded for any on School support grant will be up to a maximum of \$250. The Kaihautu/General Manager does not have to grant the maximum award or the full amount requested.

4.2. The total budget for this financial year i.e. 1 July to 30 June is \$15 000.

This equates to 60 grants at \$250 per child. The budget for the Support for School Costs Grant will not be increased. Once the 60 grants or \$15 000 has been awarded, applications will close until the beginning of the next financial year.

4.3 The total budget of the support for school costs will be reviewed by the Rūnanga executive annually.

5. ASSESSMENT

5.1. Under delegated authority from the Executive, the Kaihautu/General Manager will assess applications and:

- 5.1.1. Consider each application on its merits.
- 5.1.2. Treat each applicant impartially and declare conflicts where applicants are close relations or friends.
- 5.1.3. May request additional information/supporting documentation/information from the applicant if deemed necessary.
- 5.1.4. Consider requests as they are received and document decisions including the reasons for the decision, the grant amount
- 5.1.5. Report to the executive monthly. Reports to the executive will document:
 - the decision made and reasons for
 - the amount granted
 - the status of applications (complete, pending payment, under assessment...)
 - the total grants allocated and amount awarded against the years budget

5.2 Where a conflict of interest is declared by the Kaihautu/General Manager, the application will be assessed by the chair of the rūnanga or other non-conflicted member of the rūnanga executive.

6. CRITERIA

6.1. Only registered members of Te Rūnanga o Moeraki (or other person on their behalf) can apply for whānau support

6.2. Grants are available for costs related to Kura/Primary or Wharekura/Secondary schooling only. This includes alternative education and home schooling.

- 6.3. Applicants must clearly state the reasons for their request. School costs include, but are not limited to the cost of uniforms, stationary, camp fees, and sports trips.
- 6.4. Evidence to support the request must be provided by the applicant e.g. quote, invoice, receipt. The Kaihautu/General Manager may request further evidence or information to support the application
- 6.5. Grants will be paid to a verified bank account of the registered member or their guardian. The applicant will need to confirm their bank account with a deposit slip or other evidence from their bank. Where the grant is to be paid in to another person's account on behalf of the member, the rūnanga must be satisfied that the relationship with the member is such that the funds will be used for the purpose granted.



Application for a Support for School Costs Grant from Te Rūnanga o Moeraki Inc.

Section 1 – Rūnanga Information

Are you a registered member of Te Rūnanga o Moeraki?

Yes

No (please complete registration)

If yes, by what whānau name (*if different from below*):

Is the child/children a member of Te Runanga o Moeraki?

Yes

No

If 'Yes', by what whanau name (*if different from below*):

If 'No', then please contact the Runanga office to arrange for the child/children to be registered before submitting this application.

Section 2 – Personal Identification Details

Applicant (Parent/Guardian) Details:

Surname: _____

First Names: _____

Date of Birth: _____

Male

Female

Postal Address: _____

Post Code: _____

Home Phone: _____

Mobile: _____

Email Address: _____

If you are not a registered member of Te Rūnanga o Moeraki, what is your relationship to the child/children?

Recipient (Child) details:

Childs Name	Date of Birth	School attending	Total amount of support requested

(Attach a separate page if required)

Section 3 – Application Information

Is this your first application for a Support with School Costs Grant from Te Rūnanga o Moeraki?

Yes

No

If you tick NO, please detail funding assistance previously received and in what year:

What is the reason that you are applying for a Support with School Costs Grant
(Please attach further pages outlining your request if needed and all supporting
evidence)

Section 4 – Bank Account Details

Account Name: _____

Account Number: _____

(attach copy of bank deposit slip)

Section 5 – Signature

By signing this application form, I confirm that I have read and understood the conditions of this grant and certify that all information supplied in this application is true and correct. I understand that failing to comply with the conditions of this

grant may disqualify me from receiving any further Te Rūnanga o Moeraki grants.

Applicant's Signature

Date

CHECKLIST:

- Application form fully completed.
- Recipient is a registered member of Te Rūnanga o Moeraki
- Relationship between applicant and recipient shown
- Detailed quote/invoice/receipt attached.
- Deposit slip or evidence from bank confirming bank account details is attached.

POST THE APPLICATION FORM AND ALL REQUIRED DOCUMENTATION TO:

Support for School Costs Grant Application
Te Rūnanga o Moeraki
Tenby Street, Moeraki RD 2
Palmerston 9482

OR EMAIL TO: moeraki.runanga@ngaitahu.iwi.nz

Office Use Only

Accepted/Declined: _____

Grant Type: _____

Grant Amt: _____

Reasons/notes: