



# REQUESTS FOR WHANAU SUPPORT POLICY

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|---|-------------------------|------------|------|
| <b>TE RUNANGA o MOERAKI INC.<br/>POLICY</b> | NUMBER<br>ONE           | DATE:      | PAGE |
|   |                         | REV. DATE: |      |
| <b>SUBJECT:<br/>FINANCE</b>                 | APPROVED BY CHARIPERSON |            |      |

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 whānau grants.

2. PURPOSE:

This purpose of this policy is to outline the criteria and procedure for applications for whānau support grants.

3. APPLICATIONS:

3.1. Applications for financial support can be made by Registered members of Te Rūnanga o Moeraki, aged 18 and over 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 applicant will be advised of the decision, and if a grant is awarded, its amount and the process for payment.

3.6 Decisions of the Grants Committee are final.

4. GRANTS

4.1. The amount awarded for any one application will be up to a maximum of \$500. The Grants Committee does not have to grant the maximum amount or the full amount requested.

4.2. In exceptional circumstances the Grants committee has the discretion to approve a grant above \$500, up to a maximum of \$1,000.

Exceptional circumstances exist where:

- All other supports have been exhausted for the applicant and the benefits of a higher grant are exceptional for the individual.

OR

- Where the grant will have a direct positive impact on the wider hapū and takiwā.

4.3. An annual budget for whānau support will be set each year and cannot be exceeded without resolution from the Rūnanga executive. If the budget is exhausted, the executive will be notified and can consider further budget at that time.

## 5. ASSESSMENT

5.1. A grants committee will be made up of 3 representatives from the executive committee and the general manager. The grants committee will assess all applications.

5.2. The grants committee will be notified of applications as soon as they are received and will convene a meeting as soon as practicable to consider the application.

5.3. Applicants must be treated impartially and without prejudice. Where an immediate whānau member or close friend of a grants committee member applies for a whānau grant, that member will declare their conflict and remove themselves from the decision-making process.

5.4. Each application will be treated on its own merit. The committee can request further information from the applicant.

5.5. Minutes of grants committee meetings will be taken, noting those present, any conflicts, the decisions and reasons for the decision and the amounts granted. Those minutes will be kept at the office of the Rūnanga.

5.6. The grants committee will report on the outcomes of applications at executive meetings.

## 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. The applicant must clearly state in their application the reasons for the request and the amount sought.

- 6.3. Evidence to support the request must be provided e.g. quote, invoice, receipt. The grants committee may request further evidence or information to support your application
- 6.4. The reasons for whānau support can vary widely. Requests vary from health support through to assistance with whānau reunions through to costs of representative sports. Applicants must be able to show that they are unable to meet their own costs with ease and give reasons as to why the rūnanga should support their 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 Whanau Support 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*):

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If 'No', is the Recipient a registered member of Te Runanga o Moeraki?

Yes

No

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

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**Section 2 – Personal Identification Details**

Applicant Details:

Surname: \_\_\_\_\_

First Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Male

Female

Postal Address: \_\_\_\_\_

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Post Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

If you are not the Recipient, what is your relationship to the Recipient?

\_\_\_\_\_

Recipient Details: (if not the Applicant)

Surname: \_\_\_\_\_

First Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male Female

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Section 3 – Application Information**

Is this the Recipient's first application for Whanau Support from Te Runanga o Moeraki?

Yes

No

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

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What is the reason that you are applying for a Whanau Support grant? *(Please attach further pages outlining your request if needed and all supporting evidence)*

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**Section 4 – Bank Account Details**

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

(attach copy of bank deposit slip)

**Section 5 – Signatures**

***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.**

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**Applicant's Signature**

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**Date**

**CHECKLIST:**

- Application form fully completed.
- Recipient is a registered member of Te Rūnanga o Moeraki
- 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:**

Whānau Support Grant Application  
Te Rūnanga o Moeraki  
Tenby Street, Moeraki RD 2  
Palmerston 9482

**OR EMAIL TO:** [moeraki.runanga@ngaitahu.iwi.nz](mailto:moeraki.runanga@ngaitahu.iwi.nz)

**Office Use Only**

**Accepted/Declined:** \_\_\_\_\_

**Grant Type:** \_\_\_\_\_

**Grant Amt:** \_\_\_\_\_

**Reasons/notes:**