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Committee Ara Tahi
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Iwi Project Funding Process

1. Purpose

To inform Ara Tahi members of the process for applying for iwi project funding with effect from 2008/09.

2. Background

Greater Wellington has undertaken a number of initiatives to strengthen its relationship with iwi. One such initiative has been to provide a pool of funds to enable iwi to undertake projects, either by themselves or in partnership with the Council.

Recently, there have been several changes to iwi project funding in terms of the application process and what funding would be made available. A request was made at the 9 May Ara Tahi meeting to explain the new process.

3. Comment

3.1 Process to apply for iwi project funding from 2008/09

With effect from 2008/09 applications for iwi project funding will be made through the annual planning process. This will enable Council to consider and confirm funding proposals early for the following financial year (1 July to 30 June).

3.2 Annual Planning process

The annual planning process can be broken down into the following key milestones:

- Jul 2007-Sep 2007 – Departments consider funding needs for following financial year (*iwi proposals should be prepared and submitted at this stage*)

- Mid Oct 2007 – Departmental operating budgets are prepared for Council consideration (*This is the optimal deadline for iwi project proposals for the following financial year*)
- Dec 2007-Mar 2008 – Detailed operating plans are finalised. These are combined into the proposed annual plan (*There is a lesser chance that iwi project proposals will be included at this stage*)
- Mid Mar 2008 – The Proposed Annual Plan is approved by the Council
- Apr 2008-May 2008 – Proposed Annual Plan put out for public consultation
- End May 2008 – Hearings on Proposed Annual Plan conducted
- Mid June 2008– Council makes its decision on the Annual Plan.

3.3 When should iwi submit their proposals?

Proposals for iwi project funding can, and should, be submitted early in the annual planning process. We recommend that iwi submit their proposals from July 2007 onwards to enable us time to help define and amend proposals, if necessary. The Corporate and Strategy Division's operating plan, which includes iwi proposals for the 2008/09 year, needs to have been prepared by mid to end October 2007.

Iwi can continue to make applications to the annual plan right up to March but there is a greater risk that the proposal will not be included.

Iwi may also identify their funding preferences by way of submissions during the public consultation process on the Proposed Annual Plan.

3.4 Funding for 2007/08

Funding for this coming financial year will not follow the process outlined above. Greater Wellington has not received any applications or proposals for iwi project funding from any iwi for the 07/08 financial year. A decision was made to leave provision of \$80,000 in the 07/08 budget to allow for any proposals put forward over the next 12 months.

3.5 Criteria for funding iwi projects

Since 2002 seven funding guidelines have been applied to guide Council decisions on funding. These guidelines are listed below.

1. It is important to make the distinction between consultation that the Council is undertaking with iwi to progress its own work and, projects that iwi initiate. The later is what the budget will be spent on; the former will only be contemplated if there is surplus money available.

2. To give priority to projects that allows the Council to meet its obligations under the Resource Management Act in relation to Māori concerns and, allow for good environmental outcomes.
3. To give priority to projects that are consistent with policy in the RPS, the regional plans or any other Council document in which tangata whenua concerns are provided for.
4. To give priority to projects that improve the relationship between the Council and iwi in particular projects which lend themselves to partnership implementation.
5. Priority will be given to projects that allow iwi to practice tino rangatiratanga.
6. For each iwi authority, consider funding a minimum of two core projects per financial year- one of a practical nature, the second being a written document or some kind of internal organisation development.
7. Priority will be given to projects that already have financial support from other agencies.

3.6 What should a proposal consider?

3.6.1 Project Preparation

We recommend that you take your time and be very thorough when preparing your proposal. Consider your proposal against each of the guidelines provided. Planning for bigger projects may take longer than you think. As we may also ask you to revise your proposals or seek clarification, please allow adequate time for the preparation of your proposal.

Our Māori Policy Advisors are available to discuss all project proposals and assist you with your preparation. We cannot write your proposal but we are able to advise how other projects and proposals have been successful. We can also advise in which areas Greater Wellington can assist you or your project e.g. engineering advice, wetland expertise, surveying, GIS mapping, soil conservation, pest control, policy advice, peer review and/or secondments.

3.6.2 Project outline

Tell us what the project involves, what it hopes to achieve and what are the benefits to the iwi and, if possible, to Greater Wellington.

Describe the limits of the project e.g. GIS investigation for a particular part of your rohe or for a particular river or even specific hapū/marae. This way Greater Wellington is informed clearly of what you will or will not do.

Identify and describe the key expected outputs of the project e.g. monthly reports, final report, iwi management plan, a restored wetland, a publication of some sort or the sharing of a GIS database.

3.6.3 Timeline/Duration

How long will the project take? What milestones will be met along the way and when do you hope to achieve each one? If the project spans more than one financial year identify targets for each year of the project.

3.6.4 Personnel

Tell us who will do what for the project, what they bring to the project and how they will achieve the expected outcomes. Will the project be done by the iwi, by your marae, an independent contractor or even by Greater Wellington e.g. pest control?

3.6.5 Legal issues

It is up to the applicant to mitigate any legal issues that may arise, for example permission of access from neighbours or from trustees. Greater Wellington needs to be assured that all affected parties have agreed to the work being done before it commits any funding or sends any contractors to work on the project.

The iwi project funding is strictly for iwi authorities who are signatories to the Charter of Understanding. Greater Wellington will only fund iwi authorities directly.

Greater Wellington requires any recipient of funding to be a current legal entity.

Greater Wellington will only consider projects that are within the boundaries of the Greater Wellington region. We recognise that some iwi extend beyond our region and where an iwi project proposal crosses these boundaries then you should seek funding for that part of the project from the relevant councils. We are happy to consider these joint projects.

3.6.6 Costs/Expenses

Tell us how much the project will cost. Provide us with a comprehensive breakdown of expenditure. Tell us if there are any start-up costs, such as a GIS licence, that are needed to start the project otherwise it could delay the project.

To show better transparency in the process, where possible, get several quotes for items or from contractors for tasks. If you are employing people then use a comparative rate e.g. market rates for researchers and where possible provide their qualifications.

If the project is expected to span several years try to estimate costs for each year so that you are making only one application and so we can factor this cost into each year's annual planning budget. This guarantees the project for its lifespan (if the agreed targets each year are met).

Payment for longer projects will be made in instalments, we will ensure that starts up costs are taken care of for the beginning of a project but then it will

revert to a regular monthly payment. We will also make provision for a larger final payment, on receipt of the final outputs.

Identify other sources of funding for the project (Criteria 7). This could be from other councils, trusts, central government or from iwi. Consider also any 'in-kind' contributions from the iwi authority e.g. advisory services, admin or managerial services, use of office space and equipment. For more practical projects your iwi may be able to provide labour for fencing as an in-kind contribution.

Greater Wellington is unable to fund large capital purchases for a project e.g. vehicles. So in this instance consider using your vehicles and using a mileage rate.

3.6.7 Monitoring/Review

Describe how you will monitor and report your performance back to Greater Wellington and your own stakeholders. For longer projects we have put in place regular monthly reporting requirements. This helps us monitor your performance against milestones. It also allows us to be aware of slippage which always occurs and enables us to help out before problems escalate. Greater Wellington wants the project to be a success too. If the project spans more than one financial year, allow for annual reviews so we can see how the project is progressing.

The Māori Liaison Officers will be responsible for monitoring your performance and reporting this back to Council.

3.6.8 Post-project considerations

Consider how the project can continue to be of benefit to your stakeholders and to Greater Wellington. This is not always the case but an example of this working well is the GIS database. We agreed at the start of the project that Greater Wellington would continue to receive updates of iwi information so that our iwi alert layer was always current. In return, Greater Wellington agreed to provide updated GIS data to the iwi, including aerial photos, cadastral data and maps. This involved no further funding as the agreement had reciprocal benefits for both parties.

3.6.9 Finalising the proposal

The Māori Policy Advisor will liaise with the Manager, Secretariat to ensure the proposal is as thorough as can be. You may be asked to provide more information or to clarify some parts of your proposal.

3.6.10 Project decision

Greater Wellington has indicated to iwi that, with effect from 2008/09, project proposals are to be made through the annual planning budget. However, as mentioned earlier a provision of \$80,000 has been allocated in the 2007/08 annual plan. The decision for any project proposal to this particular budget rests with the Manager, Secretariat.

4. Communication

There are no matters that require further communication.

5. Recommendations

That Ara Tahi:

1. *Receives the report.*
2. *Notes the content of the report.*

Report prepared by:

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