

# POLICIES FOR THE DISBURSEMENT OF FUNDS

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Policies and guidelines for Tuwharetoa Settlement

Trust to disburse funds held on behalf of the CNI  
Settlement

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## PREFACE

The Tuwharetoa Settlement Trust (TST) was established to receive, hold, manage and administer the Ngati Tuwharetoa share of the Central North Island Iwi Forestry Settlement for the purpose of benefiting the Iwi and the beneficiaries including;

1. the protection and enhancement of the mana and rangatiratanga of the Iwi, our taonga, our Arikitunga and members;
2. the promotion of the educational, spiritual, economic, social and cultural advancement and well-being of the Iwi and Hapu;
3. the maintenance and establishment of places of cultural and spiritual significance to Ngati Tuwharetoa;
4. the promotion within Ngati Tuwharetoa of health and well-being and relief of our elderly; and
5. any other matter beneficial to the community of Ngati Tuwharetoa and all tribal members of Ngati Tuwharetoa

## PURPOSE

The purpose of this paper is to outline policies that are reflective of the vision and goals of the Tuwharetoa Settlement Trust, for disbursement of settlement assets to beneficiaries.

These policies are for programs for disbursement of discretionary income to beneficiaries of the Trust. The programs are reflective of the vision and goals of the Tuwharetoa Settlement Trust, they are intended to provide for and acknowledge the diverse demographic composition of the Trusts beneficiaries. These policies focus on the use of funds generated as interest through investment of Trust finances:

The purpose of the Tuwharetoa Settlement Trust (TST) is to;

- a) Represent Ngati Tuwharetoa's interests in the CNI Forestry Settlement as an owner in the Trust Holding Company
- b) Support the establishment of suitable forestry hapu cluster entities, including the facilitation of mana whenua rights for Ngati Tuwharetoa hapu; and
- c) Manage the iwi portion of benefits from the Trust Holding Company.

The policies outlined in this document relate to purpose (c) above to achieve appropriate distribution of benefits to hapu of Ngati Tuwharetoa.

## NGATI TUWHARETOA HAPU MARAE ANNUAL FUNDS

The focus on marae grants recognizes the unique place of Marae as the traditional and contemporary turangawaewae or cultural, social and political institutions of Ngati Tuwharetoa Whanau, Hapu and Iwi. In line with the TST objectives the funds will be distributed as an annual grant that will benefit Whanau and Hapu members who are beneficiaries of the TST. Specifically the grants are intended to provide support for the cost of marae operations, maintenance and programs.

### GRANT STRUCTURE

The grants will be paid annually to eligible Marae and will be structured in the following manner:

- |                      |          |
|----------------------|----------|
| 1. Maintenance Grant | \$15,000 |
| 2. Operations Grant  | \$15,000 |
| 3. Program Grant     | \$15,000 |

Unless agreed to by the TST the grant funds are annual and are expected to be fully utilized in the year granted.

### RATIONALE

Each of the marae to who are recognized Ngati Tuwharetoa marae will receive the annual grant of \$45,000.00 per annum. This amount is clearly set out to benefit the marae, and therefore, the hapu who are beneficiaries to the settlement asset and kaitiaki for each of their respective marae. In making policies for disbursement of funds to a marae, and in particular how those funds should be utilized is based on past experiences, good practice, transparency and accountability.

The running cost for an average marae can range from \$30,000.00 to \$50,000.00. Significant increases in power, maintenance and food has impacted on the amount of functions that are held at marae, and the amount of funds that go toward maintenance and day to day up keep. Bearing these facts in mind the policies set down for the \$45,000.00 Hapu Marae Grant is reflective of the day to day maintenance, operations and cultural well being of a marae.

## ELIGIBILITY

The following Marae are identified as those eligible for traditional Ngati Tuwharetoa Marae /Hapu

Grants:

1. Hikairo Marae
2. Hirangi Marae
3. Kakahi Marae
4. Kauriki Marae
5. Korohe Marae
6. Moawhango Marae
7. Mokai Marae
8. Nukuhau Marae
9. Oruanui Marae
10. Otukou Marae
11. Papakai Marae
12. Poukura Marae
13. Pukawa Marae
14. Rongomai Marae
15. Ruingarangi Marae
16. Te Rangiita Marae
17. Tokaanu Marae
18. Tokorangi Marae
19. Waihaha Marae
20. Waihi Marae
21. Waipahihi Marae
22. Waitahanui Marae
23. Waitetoko Marae
24. Whanganui Marae

## TUWHARETOA HAPU MARAE FUND POLICY

*The utilization of the \$45,000.00 marae fund is for;*

- |                            |           |
|----------------------------|-----------|
| 1. Marae Maintenance Grant | \$15,000  |
| 2. Operations Grant        | \$15,000  |
| 3. Program Grant           | \$15,000. |

## TIMING

The grants will be paid directly to marae by the 30 August of each year. Payment will be subject to the Trust receiving all the required reporting before 31 July. If marae fail to provide the required reporting then grants will be withheld subject to reports that are forthcoming.

## MARAE MAINTENANCE GRANT: \$15,000.00

The following list is intended to provide Marae Committees and/or Trustees with guidelines for the use of the Marae Maintenance Grant. These guidelines are provided below to clearly articulate the use of the funds as set out in the policy above.

Funds can be used to;

- purchase materials to paint a building or area within the marae, such as fences, paving's, walls, ceilings, toilet blocks, sheds, flag pole(s) and signage
- purchase of petrol for lawn mowers to mow the marae grounds and associated properties such as a urupa or kohanga reo that is under the control of the Marae Trustees
- replace wiring, and utilization of a qualified electrician
- purchase of materials required to repair buildings located on the marae, and to repair fences, gates, and flag pole(s)
- purchase of material to clean and or wash marae buildings as part of an annual event, this may include a commercial washer, or commercial cleaner(s) to carry out such work
- clean sewage system, and replace system
- maintain drainage and plumbing systems in the marae, this can include replacement of such systems
- include cleaning and maintenance of urupa that is adjacent to the marae, yet may not be designated within the marae reserve but is referred to as the marae or hapu urupa, as part of the maintenance funds is permissible
- purchase a ride on mower, hedge cutters, gardening tools, spades, fencing tools, and cleaning equipment
- purchase new ovens, micro waves, washing machines (2) one for the kitchen and one in the laundry, drying machine (1) (this should be for tea towels and table cloths only and be based in the kitchen)
- purchase tables, chairs, decks for tables, as and when required
- purchase fridge(s), freezers and or a chiller

- purchase toilets bowls, hand basins, showers units, shower curtains, shower railings as and when required
- purchase plants, trees, and shrubs that mark a significant occasion at the marae
- purchase heaters for the marae
- purchase new water heating systems as and when required (solar water heating systems are proving popular as they save on costs)purchase of batts and energy saving equipment to heat the marae buildings

### **MARAE OPERATIONAL GRANT: \$15,000.00**

The following list is intended to provide Marae Committees and/or Trustees with guidelines for the use of the Marae Operational Grant.

Funds can be used to;

- pay the marae monthly electrical bill (this is currently recognized as one of the largest cost to a marae)
- change from an electrical system to purchasing an alternative power system such as solar panels, and or small wind turbine
- purchase cutlery, crockery, glass ware, pots, and all kitchen utensils
- purchase water to refill water tanks
- purchase diesel to run heating or pumps
- purchase gas bottles for cooking and or heating
- purchase paper for administration purposes for the marae, this includes consumables such as pens, pencils, receipt books, minute books, meeting books and standard office stationary items
- purchase of cleaning material required to clean the marae, includes disinfectants, window cleaners , and cleaning agents for ceilings, walls, ovens, vats, floors and carpets
- purchase these sheets, pillow cases, pillows, curtains, blinds and mattresses when required
- purchase beds (can be portable) for those kaumatua, disabled persons who require this type of convenience
- purchase of fire extinguishers and smoke detectors
- purchase of alarm system for marae
- maintain fire extinguishers and alarm system
- pay the marae insurance premiums (in some cases premiums are in excess of \$10,000 per annum)
- pay a beneficiary to wash sheets, pillow cases and clean up whare tupuna/moe/puni after use

- purchase a computer, printer and copier to be stored in the marae office. Given the current technologies that are available it is timely that marae purchase such equipment as part of the Marae Trustees day to day running of operations where these are held on the marae in a secure location
- pay for installment of a landline that has a toll bar
- pay the monthly landline telephone bill

### **MARAE/HAPU PROGRAM GRANT: \$15,000.00**

The inclusion of these grants will ensure an equitable access of funds to all Ngati Tuwharetoa marae. Unless specifically approved by the TST, this grant money is not to be used to augment crown, whare wananga, local government or other institutional programs.

The following kaupapa is intended to provide Marae Committees and/or Trustees with guidelines when designing programs for the use of Marae/Hapu Program Grants.

- Tikanga me te Reo (cultural Programs)
- Tino Rangatiratanga (hapu planning and development)
- Mahi Taiao (environmental)
- Whakawhanaungatanga (relationship building)
- Whanaungatanga (extended whanau)
- Taha Wairua (spiritual well-being)
- Taha Hinengaro (mental well-being)
- Taha Tinana (physical well-being)
- Whanau Ora (whanau well-being)

### **MARAE RE DEVELOPMENT/ INFRASTRUCTURE GRANT \$900,000 PER ANNUM**

A Marae re-development/infrastructure grant of \$900,000 is available to Ngati Tuwharetoa Marae. There is a maximum grant of \$300,000 a year for a Marae, for a period of 5 years. This means if a Marae applied for the maximum grant in one year they would not be entitled to apply again for this grant for another five years. This is to provide for an equitable spread of the funds across all the Marae of Ngati Tuwharetoa.

TST will work in conjunction with the Lake Taupo Forest Charitable Trust and the Tuwharetoa Maori Trust Board to implement a strategy for the redevelopment Ngati Tuwharetoa marae physical and strategic infrastructure.

An application for this particular grant will need to include the following to be submitted to the TST;

1. A business plan for re-development/infrastructure grant to include the following;
2. A feasibility study to scope out the main themes to cover;
  - a building project plan including a qualified master build plan or draughtsman plan or qualified architectural plan (this is essential to understand the scope and costs associated with the build)
  - itemized cost for each aspect of the re-development/infrastructure phase
  - electrical costs if any
  - costs for all plumbing
  - cost for building consents to be approved before any work is carried out
  - costs for compliance
  - all associated legal cost
  - associated insurance cost for building once complete
  - foundation/earthworks if any
  - cost for fire/smoke alarms and sprinkler system if applicable (all buildings must have these it is a OSH compliance requirement)
  - energy source (solar/electrical/wind/geothermal) costs associated to connect and purchase and or develop
  - plant and equipment costs for build
  - project manager fees
  - a tender process for work to be carried out
  - minutes of the marae/trustees meeting that approves re-development/infrastructure proposal
  - cost to decommission/remove existing building or renovation (minutes of beneficiaries hui that approves this process)

- notification to beneficiaries that the tikanga and kawa required to carry out this work was approved and endorsed at a beneficiaries hui<sup>1</sup>
  - the total cost of the re-development/infrastructure
  - attach a list of funding applications filed
  - It is important to note if the cost is only \$300,000 dollars and this is the only application for funding then this must be clearly articulated in the proposal and business plan objectives
  - Water connection cost or reconnection if applicable
  - Cost for sewage treatment/plant if applicable
  - Cost for all new plant and equipment if applicable
  - Cost for all sundries, internal fittings, cookware, kitchenware, showers, toilets, fittings if applicable
  - Cost for concrete/paving/verandah/decks /footpaths and shelter recesses if applicable
  - Costs for any new fencing/hedging/etc if applicable
3. Indemnity insurance whilst build is carried out must be taken out to cover any health and safety matters. Copy of insurance to be sent to TST.<sup>2</sup>
  4. The Marae Health and Safety plan must be included in the business plan
  5. Legal advice must be taken for any contractual work carried out if application is successful. Copy of the contract that has been approved by legal counsel must be sent to TST once application has been approved.
  6. A copy of the completed plan with specifications and what the final project will look like is to be sent to TST if application is successful as part of the transfer of funds agreement
  7. A milestone reporting timetable is to be included in the business plan
  8. A code of compliance once building is complete
  9. Clearly stipulate that funds must be approved before any work is carried out
  10. The funds are to be used within 12 months from the date that the proposal has being approved by TST.
  11. The application must be consistent with the Marae Charter, Marae Trust and policies and procedures that govern the Marae Trustees and or governance entity
  12. The marae and its beneficiaries must be registered beneficiaries to TST

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<sup>1</sup> It is important if this is a re-development that involves dismantling of an existing whare that a Hui is held with the beneficiaries of the marae to clearly seek endorsement for this to occur. The tikanga and kawa of Ngati Tuwharetoa must be upheld and carried out if the beneficiaries approve dismantling of an existing building. This should be noted in minutes to be included in the proposal to be submitted to the TST. Past experiences in other areas has shown that failure to abide by tikanga has resulted with Trustees in court.

<sup>2</sup> Unless the marae has an existing insurance that covers any work related incidents that are undertaken at the marae, it is best that indemnity insurance is taken out to cover the Marae and the Marae Trustees. This is necessary if the work is contracted out to an external party.

## **ACCOUNTABILITY**

Marae Committee or Trustees, who receive and administer funds will be expected to provide a financial report and written program report. The policy and guidelines above are intended to clearly reflect the use of the funds, provide focus and direction to Marae Trustees in the application and use of the funds.

An additional requirement is the TST requests that all Ngati Tuwharetoa participants in programs be asked to register as beneficiaries of the TST.

## **FINANCIAL REPORT**

The funds provided by the TST should be held in a separate bank account. Unless specifically requested by the TST audited accounts will not be required. However, a detailed financial statement setting out the use of the grant funds is required.

It is a condition of the grant that detailed financial records of the use of TST funds must be kept. These must include minutes of the Marae or Trustee meetings where the use of funds was approved, invoices, receipts or evidence of payment.

## **PROGRAM REPORT**

A detailed report for each program implemented with the use of the Marae/Hapu grants should be presented to the TST within two (2) months of the completion of the program. The report should state the number of participants (including attendance list), program structure, agenda & content, duration, outcomes, and intended follow up. As part of the report the TST requests digital photographs of program highlights and copies of presentations made during the program(s).

## **GENERAL KAUMATUA GRANTS; \$200,000.00**

This grant is for kaumatua (koroua and kuia) who are 65 years or older at the time of filing an applications. It is provided as a single one off payment made every 1<sup>st</sup> July. The amount to be determined for an applicant is based on the number of eligible applications received within a 12 month period from July 1 to June 30 the following year. The number of approved applications is divided into a total of \$200,000.00 per year. There is a single maximum payment of \$450.00. At the time of the application the following is required for this grant;

1. The applicant is 65 years or older at time of application
2. Registered beneficiary to TST, (if registered with one of the marae of Ngati Tuwharetoa then automatically registered as a beneficiary of TST)
3. Provide a copy of one of the following; a drivers' license, birth certificate or passport, or written supporting documentation from a recognised elder of the hapu who will verify the age of the applicant<sup>3</sup>.

The application for a grant can be for the following and have supporting documentation;

1. Prescription glasses (includes tinted prescription glasses)
2. Dental treatment
3. Denture treatment and replacements
4. Hearing aids/ audio aids
5. Walking aids, wheel chairs, motorized chairs
6. Contact lenses
7. Annual health check
8. Visual aids, includes costs to contribute to a seeing eye dog
9. Specialized hospital treatment
10. Purchase of artificial aids for any limb lost
11. Specialized medical aids/treatments these include treatments such as home dialysis, insulin treatment, allergy treatments- asthma inhalers, cancer treatments, arthritis, rongoa, etc
12. Nasal treatments
13. Associated physical fitness activity may include a gym fee, swimming/hot pool fee or purchase of equipment to do physical exercise<sup>4</sup>

The evidence required to support any of these types of application is a certificate from the medical and or physical practitioner/expert in that particular field, this also includes Hauora, and Rongoa recognised entities.

It would assist TST if each marae filed a list of kaumatua aged 65 years and older with the TST, and sent an updated list each year.

### **EDUCATION GRANTS: \$200.000.00**

An annual grant of \$200.000.00 will be paid to the Tuwharetoa Maori Trust Board to distribute to beneficiaries of Ngati Tuwharetoa marae. The eligibility criteria will be set by the TST. First year of

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<sup>3</sup> There is a possibility that proof or evidence of age is available, highly unlikely but very probable. Discretion needs to be applied and verification can be made through speaking with whanau or partner. A person who is 90 plus may never have been registered at birth and never held a drivers license.

<sup>4</sup> If an elder has experienced some form of hospitalisation for a medical condition that requires follow up treatment such as doing physical activity, apart from physiotherapist, ACC claims etc, they should be supported in the costs to carry out this activity. Even if they haven't this should be an incentive to maintain health and well being which in the long term enables them to have active participation in hapu and iwi affairs. It also allows them to have a full and active life.

this grant will be for those beneficiaries who are students enrolled at an educational institution; this is inclusive of Whare Kura, Kura kaupapa, intermediate, secondary and private Maori education institutions. The following table is provided to show how the grants will be applied over a three year period.

**Table 1: Education Grant**

Education Grant: Third Rotation	Year 1	Year 2	Year 3
Eligibility: Is registered with a Ngati Tuwharetoa Marae and enrolled at a educational institution.	3 <sup>rd</sup> Form	4 <sup>th</sup> Form	4 <sup>th</sup> Form
	4 <sup>th</sup> Form	5 <sup>th</sup> Form	5 <sup>th</sup> Form
	5 <sup>th</sup> form	6 <sup>th</sup> Form	6 <sup>th</sup> Form

The Education Grant will be done on a third rotation, at the end of year 3, those listed in year 1 can apply and begin new rotation. There will also be a scholarship in any given year and this will be given to students who have completed qualifications to attend a tertiary or a recognised academy of excellence. The amount for this scholarship will be determined by the TST, and will come out of the existing \$200,000.00 Education Grant.

In addition to this a grant for an internship in the study of the following fields; medicine, molecular science, physics, and astro-physics will be made available in any given year. This will be awarded at the discretion of the TST through the Tuwharetoa Maori Trust Board to those students who have received awards of recognition in these specific fields of study. The funds for this grant will come out of the existing \$200,000.00 Education Grant

#### **GENERAL PURPOSE BENEFICIARY GRANTS: \$250,000.00**

The general purpose beneficiary grant is \$250,000.00 per annum. A maximum payment of \$2,000 per application will be awarded to successful applicants. The purpose of this grant is to assist sports activities, sponsor events, kapa haka groups and events, and taurahere of Ngati Tuwharetoa hosting events who reside outside of the takiwa of Tuwharetoa, and significant events that promote the marae, hapu and iwi. This grant is not to be used for the purposes of those grants that are already specified in these guidelines, or grants that are already made available through the Tuwharetoa Maori Trust Board, and Lake Taupo Forest Trust.

The purpose of this grant is to provide flexible small to medium grants to beneficiaries or Tuwharetoa groups. The criteria for this grant are; the applicant must be a registered beneficiary of

Ngati Tuwharetoa. If applying for a group, then at least 50 percent of the recipients must be beneficiaries of Ngati Tuwharetoa. It should be also noted that this form of grant will be made available to all Ngati Tuwharetoa beneficiaries irrespective of their location i.e. local, national or otherwise.

### **SPECIAL PROJECTS**

The TST has considered the current economic climate and lack of growth in the overall national economy. Given our current economic times it may be prudent to establish grants that can be tagged to government incentives to achieve a best outcome for Ngati Tuwharetoa beneficiaries.

### **HOME HEAT GRANT**

A current incentive to insulate and heat homes can be a special grant applied for homes that require insulation and heating. This grant can contribute to assist with the insulation and heating of a home. The criteria will apply to those homes owned or lived in by our kaumatua<sup>5</sup>, and those homes where there is a health reason to have the home insulated and heated. A home where babies and young children reside that requires heating and insulation should also be in this category. The TST will need to assess each application on its merits, and the applicant would have to provide evidence to TST that this is part of an assistance grant. Maximum value that can be applied for is \$3,000.00 as a one off grant.

### **ACCOUNTABILITY**

For kaumatua who receive grants, we would like to receive a copy of the receipt for your specific grant. For those individuals who received a grant for education, a copy of any certificates, awards, and reports are to be sent to the TST. For those recipients who receive an internship a report is to be filed with the TST at the end of each year.

A report and copy of the receipt for any activity is required for the general purposes beneficiary grant and is to be filed with TST a month after completion of the activity. The TST would also like to receive copies of any trophies, award, or certificates as well as digital photos of the event.

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<sup>5</sup> The lack of heating in homes of elderly people results in a high level of fatalities, getting homes insulated in conjunction with the current incentives of government should be a priority for Ngati Tuwharetoa.

A copy of the receipt of payment for a special project grant is to be filed with the TST a month after the work has been completed.

## **CONCLUSION**

Historically those Hapu or marae who have people “in the know” tend to receive the greater benefit from traditional funding sources, this has meant some Tuwharetoa marae have struggled. The Tuwharetoa Settlement Trust believes that the marae grants structured in this manner will provide an equitable disbursement of funds to all of the principal Ngati Tuwharetoa marae. The TST is working in conjunction with the Lake Taupo Forest Charitable Trust and Tuwharetoa Maori Trust Board to develop a ten year Ngati Tuwharetoa marae development strategy aimed at ensuring the strengthening the physical and strategic infra structure of our marae.

The policy and guidelines above are to clearly reflect the use of the funds, provides focus and direction to Marae Trustees in the application and use of the funds. They provide for accountability and transparency back to the beneficiaries and TST.

Each marae should structure up a plan to allocate these funds to enhance and maintain their Marae. Whilst it is not a criteria or policy that the marae should do this, it would be prudent for the Marae Trustees to clearly set out what the funds would be used for on an annual or five year plan basis. The allocation of the funds should be signed off at the consultation Hui, therefore providing clear guidelines and criteria to the Marae Trustees on how to apply the funds.

The educational grant is to provide support to our rangatahi and those who wish to pursue higher levels of learning that will add value in the long term to the overall wealth of Ngati Tuwharetoa.

The general purpose beneficiary grant is to provide for those activities that add value to our tribe through whakawhanaungatanga. It is a grant that can service those events that could not otherwise occur without support.

The special projects grant is a grant that is at the discretion of the TST, and may vary overtime. It is not a grant to maintain individual homes or residence. It is a grant to assist in the overall wellbeing of our tribal members and to provide for fundamental requirements of living.

TST believes that these are initial strategies for providing benefit to Ngati Tuwharetoa, it is fully expected that after consultation they will be enhanced and built on. To this end the Tuwharetoa Settlement Trust welcomes feedback and ideas from beneficiaries.