



Te Pūtahitanga
o Te Waipounamu

7
WAVE

WAVE SEVEN WORKBOOK

*This workbook is designed to help assist
you in making a great **ORA** investment
application*



Me ka moemoea au ko au anake
Me ka moemoea tatou, ka taea e tatou

If I were to dream alone only I would benefit
If we were to dream together we all benefit

- Princess Te Puea Herangi

APPLICATIONS FOR WAVE SEVEN ARE OPEN ON 21 AUGUST 2017 AND CLOSE ON 29 SEPTEMBER 2017

SEIZE THE OPPORTUNITY TO REALISE YOUR ASPIRATIONS

What is an **ORA** Investment Application?

ORA is an acronym for the **O**ppportunity to **R**ealise your **A**spirations. Te Pūtahitanga o Te Waipounamu wants to support whānau to realise their aspirations through this fund. Our funding rounds are referred to as Waves.

Māu te ara, kia ora ai te whānau.

You define the pathway to enable your whānau to thrive...

WHĀNAU ORA

The Taskforce on Whānau Centred Initiatives, led by Professor Sir Mason Durie, agreed to a number of factors which gave definition to Whānau Ora. Whānau Ora is distinctive because

- it recognises a collective entity,
- endorses a group capacity for self-determination,
- has an inter-generational dynamic,
- is built on a Māori cultural foundation,
- asserts a positive role for whānau within society and
- can be applied across a wide range of social and economic sectors (Report of the Taskforce for Whānau-Centred Initiatives; 2009, p30).

Te Pūtahitanga o Te Waipounamu invests in initiatives that place whānau at the forefront and centre. We are seeking inspirational ideas which are whānau-driven, and will provide direct impact for whānau across Te Waipounamu, Wharekauri and Rakiura.

ABOUT TE PŪTAHITANGA O TE WAIPOUNAMU

Te Pūtahitanga o Te Waipounamu is responsible for Whānau Ora Commissioning within Te Waipounamu.

The Commissioning Agency operates by the following principles:

- Whānau Ora is defined by whānau
- Whānau Ora is strengths based
- Whānau self-determination is central to Whānau Ora
- Whānau Ora by its nature is collective in its scope and inter-generational in its impact
- Whānau Ora is an approach; it is not a programme or a service

WHAT WE FUND

We fund whānau and organisations (including limited companies) or individuals in accordance with Te Pūtahitanga o Te Waipounamu Annual Investment Plan which sets the amount of funding available for whānau initiatives and the Whānau Ora funding priorities.

THE WHĀNAU ORA OUTCOMES FRAMEWORK OR POU

To receive funding, there must be a philosophical alignment between the Whānau Ora Framework and what you are proposing to deliver. We work with all successful initiatives to develop performance measures to assess the impact against Whānau Ora goals (pou) for Te Waipounamu. This helps to show the value that the initiative makes and helps to track results.

A Whānau Ora Outcomes Framework provides the central foundation by which all whānau aspirations can be measured.

POU TAHI: Whānau in Te Waipounamu are self-managing

POU RUA: Whānau in Te Waipounamu leading healthy lifestyles

POU TORU: Whānau in Te Waipounamu are participating fully in society

POU WHA: Whānau in Te Waipounamu are confidently participating in Te Ao Māori

POU RIMA: Whānau in Te Waipounamu are economically secure and successfully involved in wealth creation

POU ONO: Whānau in Te Waipounamu are cohesive, resilient and nurturing

POU WHITU: Whānau in Te Waipounamu are responsible stewards of their living and natural environments.

IDENTIFYING OBJECTIVES

Whānau Ora strategies and initiatives aim to provide direct impact for Māori living in Te Waipounamu by enabling local solutions developed by local people with local leadership.

INITIATIVES MUST ALIGN WITH AT LEAST ONE OF THESE OBJECTIVES

WHANAU-CENTRED – Te Pūtahitanga recognises that whānau are essential to everything that we do. Whānau must be central to your initiative. i.e. If your focus is rangatahi how are you engaging their wider whānau?

FINANCIALLY VIABLE – We need you to provide information that tells us your entity is financially viable and proof that your entity is solvent. i.e. you have more money than you owe.

LOCAL SOLUTIONS – Tell us how your idea responds to the specific priorities of whānau across your local community, hapū, iwi. How are whānau involved in the development and implementation of your initiative?

INTER-GENERATIONAL TRANSMISSION – te ao Māori (the Māori world view) recognises the significance of inter-generational relationships. How does your initiative acknowledge these relationships and their contribution to the ongoing sharing of knowledge and expertise held within whānau?

COLLECTIVE IDENTITY AND OWNERSHIP – How does your initiative respond to the collective aspirations of whānau and how will you ensure whānau rangatiratanga is a prominent outcome? Is the whānau voice present throughout your initiative?

HOLISTIC – How does your initiative support whānau spiritual (te taha wairua), social (te taha whānau), physical (te taha tinana) and mental (te taha hinengaro) wellbeing?

STRENGTHS BASED – How does your initiative draw on the strengths of each individual whānau member to enable the best outcomes?

INNOVATION – How is your initiative innovative, different and unique? How does your innovation align with the seven Pou?

To find out about other funding sources visit our website Teputahitanga.org

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HOW TO MAKE A WAVE SEVEN APPLICATION

This guide is full of information to help you prepare before you begin filling in your application.

TIPS BEFORE YOU START:

- Download the word application document to type your application and then use it as a draft to populate the online application form.
- You must submit all supporting documentation before the closing date 29 September 2017 online www.teputahitanga.org/waveapplication
- If you submit your application and do not receive an acknowledgement email then we have not received your application. Please resubmit your application and make contact with our team.
- If you need help you can contact a contract advisor during working hours 0800 187 689 or email info@teputahitanga.org

HOW TO DEMONSTRATE A WHĀNAU-DRIVEN IDEA?

To make an application, we want to know how your idea contributes to Whānau Ora outcomes.

Te Pūtahitanga o Te Waipounamu aims to support locally-led initiatives. To assist us in selecting initiatives that are whānau-driven, you need to supply a letter of support as a form of endorsement from within the Māori community.

TIPS

- Ensure your application has a clear connection to the local community.
- You will need to write about your knowledge and understanding of your community including the challenges and opportunities for whānau. Why and how will your initiative support whānau to be better off?
- Tell us how you know whānau support you and how will your initiative fill a gap that is not currently being met.
- How will the initiative help whānau to support themselves and contribute to whānau rangatiratanga?
- Applications should focus on building on the capacity and strength of whānau, rather than being deficit focused.
- Applications that aim to grow knowledge and connection to whenua and / or the awa as a mechanism for understanding the connection between the individual and their place in te ao Māori are also welcomed.
- A formal part of the contract process includes the Application Assessment Panel review of all budgets that have been submitted.
- It is crucial that if the initiative seeks to engage with whānau beyond their existing connections, the application clearly explains how they find and engage with those whānau.

- The Application Assessment Panel only considers initiatives that provide innovative ways to engage with whānau and help them to achieve sustainable inter-generational progress. They will not fund existing organisations to continue their 'business as usual' work.
- All applications will be reviewed to ensure that all application requirements are met. Applications will then be provided to the Application Assessment Panel, who will review the applications and recommend whether an application meets the criteria for funding.
- The due diligence process will be carried out for initiatives that are recommended by the Assessment Panel. At this stage we carry out a credit check on the organisation, reviews of any appropriate policies, and referee checks.

GETTING READY TO APPLY

The application form will require you to supply the following information:

- Primary contact person and contact details
- Name of whānau entity (if you have one at this stage)
- Does your entity have an Inland Revenue number and if so is your entity up to date with all of its tax obligations?
- Description of your whānau entity and its work with Whānau Ora
- How are whānau contributing to your initiative and receiving the benefits of your initiative?
- What activities will Te Pūtahitanga o Te Waipounamu fund and what funding and resources will you be providing?
- Is your budget reasonable?
- Will you continue with your initiative if you are unsuccessful in receiving the full amount requested?
- A letter of support from local marae or Māori community or mana whenua or maata waka representative.
- There is a 5000 character limit on some questions so be specific and clear about what you want to communicate.

WHAT ARE YOU SEEKING FUNDING FOR?

The application form will ask you to insert a name for your initiative and a short description of what your whānau is seeking funding for.

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HOW DOES YOUR INITIATIVE ALIGN WITH AT LEAST ONE OF THE SEVEN WHĀNAU ORA OUTCOMES? (also referred to as pou)

To answer these questions well:

- Be clear about what you will achieve through the support of Te Pūtahitanga o Te Waipounamu investment
- Create a description that clearly identifies the pou that your initiative responds to. It is likely that your initiative will be aligned to more than one pou.

POU TAHI: WHĀNAU IN TE WAIPOUNAMU ARE SELF-MANAGING

POU RUA: WHĀNAU IN TE WAIPOUNAMU LEADING HEALTHY LIFESTYLES

POU TORU: WHĀNAU IN TE WAIPOUNAMU ARE PARTICIPATING FULLY IN SOCIETY

POU WHA: WHĀNAU IN TE WAIPOUNAMU ARE CONFIDENTLY PARTICIPATING IN TE AO MĀORI

POU RIMA: WHĀNAU IN TE WAIPOUNAMU ARE ECONOMICALLY SECURE AND SUCCESSFULLY INVOLVED IN WEALTH CREATION

POU ONO: WHĀNAU IN TE WAIPOUNAMU ARE COHESIVE, RESILIENT AND NURTURING

POU WHITU: WHĀNAU IN TE WAIPOUNAMU ARE RESPONSIBLE STEWARDS OF THEIR LIVING AND NATURAL ENVIRONMENTS

DESCRIBE YOU/YOUR WHĀNAU ENTITY

The application form will ask you to describe in detail your experience and understanding of Whānau Ora. To answer this question well, include content on:

- How whānau are contributing to your initiative. What prompted your application to Te Pūtahitanga o Te Waipounamu?
- How will you work with whānau to ensure you are achieving their outcomes?
- How will you demonstrate whānau ownership of your initiative?
- What experience does your entity have working with whānau?

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WHAT ROLE WILL WHĀNAU PLAY?

The application form will ask you to:

- Specify the number of whānau members who will participate in your initiative;
- Explain how every member within a whānau will have a role or make a contribution to the initiative
- How will you continue to sustain the project once Te Pūtahitanga o Te Waipounamu funding comes to an end?
- Where will your activity will take place?

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SUPPORTING DOCUMENTS

You need to clearly name all the documents that you attach to your application.

The documents you need to get ready are:

- Policy to comply with the Vulnerable Children Act 2014
- Letter of support from your local marae or Māori community or mana whenua or maata waka representative
- Budget for your initiative (include other funding requested and/or received)
- Implementation Plan including a timeline for the duration of the proposed initiative
- Most recent audited accounts or financial statement
- Any additional information to support your application – refer to the workbook
- Policy to comply with Health and Safety at Work Act 2015
- Support letter - to demonstrate that you and your entity have credibility within your community.

LETTER OF SUPPORT

The letter of support will be from someone that is considered and recognised as a Whānau Ora champion within your community, including mana whenua, maata waka or marae.

The letter of support should:

- Provide community credibility for you, your rōpū and your initiative;
- Be written by someone who is familiar with your work with whānau and the community.

NOTES:

The application needs to be completed online so it is important that you can communicate your message clearly and briefly. Please ask for help at any point in time.

To make a great application, think about

- Whānau and what you are wanting to achieve with whānau
- The principles of Whānau Ora Commissioning; the Whānau Ora Outcomes Framework, and the priority areas;
- Describe your initiative in a way that whānau would understand and explain the Whānau Ora approach;
- Tell the story about how your initiative and investment in the initiative will benefit whānau ;
- How will your initiative complement existing activities and services that are happening in your rohe and around Te Waipounamu; and
- Describe how your initiative contributes to the Whānau Ora outcomes.

PREPARE A BUDGET

The application form will ask you to attach a budget for your initiative. Please note Te Pūtahitanga o Te Waipounamu will not fund 100% of an initiative. There is an expectation that applications will demonstrate its contribution such as volunteer hours, financial investment, and work-in-kind.

To create a good budget with rationale:

- Clearly outline what you would like Te Pūtahitanga o Te Waipounamu to invest in;
- What is your contribution to this initiative? How much investment are you seeking?
- What other options you are considering for funding?
- What costs and resources are you contributing?
- Have you budgeted for your tax expenses?
- Identify any other sources of funding or support (such as voluntary hours or donations) for your initiative;
- Ensure the costs are realistic;
- Think about how an investment will provide your initiative with ongoing funding.

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KAUPAPA MĀORI APPROACH

It is important that you can describe how your initiative demonstrates a kaupapa Māori approach, e.g. whānau network, use of te reo Māori, incorporation of mātauranga Māori, inclusion of te ao Māori values and many other examples.

This fund will also support initiatives that complement existing investments and that demonstrate collaboration.

In these cases, it will be important that you can describe:

- if your initiative is complementary, specifically referencing other initiatives that you know about
- whether you are collaborating

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