

# Te Mana o Ngāti Rangitahi Charitable Trust

## Grant Application Process



### Step 1: fill out the grant application

- Grant application forms can be found online at [www.ngatirangitahi.iwi.nz/charitable-trust](http://www.ngatirangitahi.iwi.nz/charitable-trust) or via YourIwi at [www.YourIwi.com](http://www.YourIwi.com)
- Ensure all fields in the forms have been correctly filled out and all required documentation supplied.

### Step 3: our team checks applications have been submitted correctly

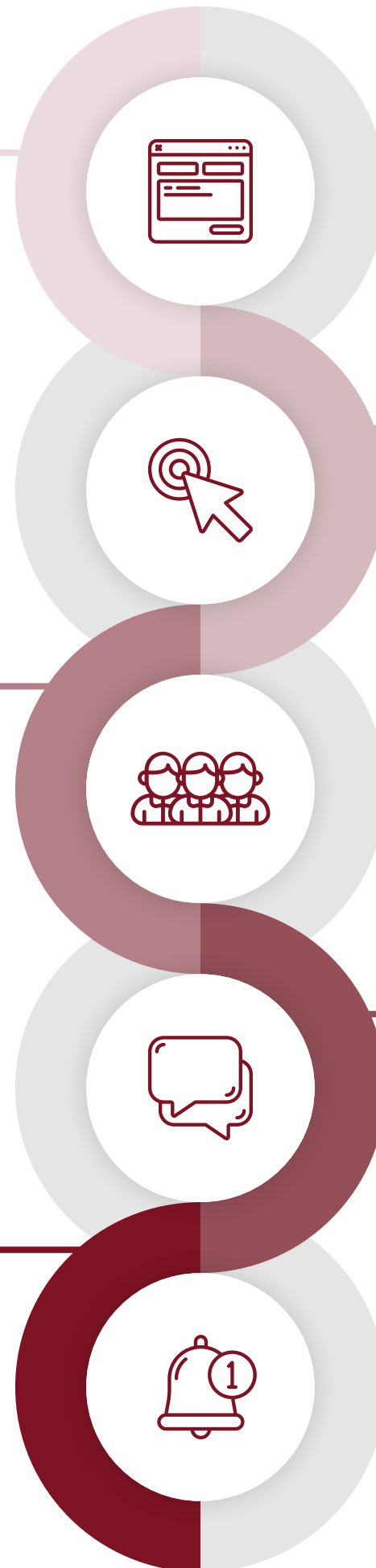
- This includes checking:
  - › The applicant is registered
  - › The application is complete
  - › A report has been submitted where relevant (if the applicant was previously funded for a sports or community initiative)
  - › All required information is attached as per the checklist on the application form.
- Once your application has been checked, our team will submit completed applications to The Charitable Trust Trustees for their consideration.  
*Note: only applications that have been fully and correctly completed will be submitted.*

### Step 5: applicants are notified of the outcome of their application

- If the application is approved, a letter of acceptance is sent to the applicant and the Grant is paid within one week following The Charitable Trust hui.
- If The Charitable Trust Trustees require additional information, our administration team will contact the applicant to seek additional information and provide this to the Charitable Trustees so they can complete consideration of the application.
- If the application is declined, a letter is sent to the applicant within one week following the hui.
- For Education Grant applications, if the grant recipient is a student of the Victoria University of Wellington, the University will match the Grant provided by Te Mana o Ngāti Rangitahi Charitable Trust. Our administration team will advise Victoria University and the University will make a payment directly to the student/student's fee account.

### What happens after a grant has been allocated?

- Sports and Community Grant recipients are required to complete a report within three months following the completion of funded initiative. This must show the results achieved, and report how the funding was used.
- From time to time, the Charitable Trust may also select grant candidates to profile and publicise the Grants initiative on the Te Mana website, in newsletters and in reports. Note, staff select recipients to ensure a broad range of people and activities are profiled. Staff approach selected recipients to confirm agreement, before providing their details to our communications team.
- The Charitable Trust also lists all grant recipients in Te Mana o Ngāti Rangitahi Trust's newsletters when these are published.



### Step 2: submit your application

- Applications are to be received by Te Mana o Ngāti Rangitahi Charitable Trust at least **SEVEN (7) days** prior to the next hui date advertised on the website [www.ngatirangitahi.iwi.nz/charitable-trust](http://www.ngatirangitahi.iwi.nz/charitable-trust)

### Step 4: the application is considered at a Charitable Trust hui

- The Charitable Trust Trustees meet to consider grant applications.
- These hui are held regularly throughout the year and hui dates are uploaded to the website in advance.
- In some circumstances, urgent applications may be considered by the Charitable Trust.