

Ngāi Tahu Fund

Reporting Form

Mission

Toitū te Kawa
Toitū te Rangatiratanga
Toitū te Ao Turoa
Toitū te Kaikōkiri
Toitū te Iwi

“Strengthening Ngāi Tahu cultural excellence through sustainability, innovation and tenacity”.

Ngāi Tahu Fund Goals

- Build the cultural knowledge and participation of Ngāi Tahu whānui.
- Encourage and grow the cultural practices, including mahinga kai, of Ngai Tahu whānui, for us and our children after us.
- Encourage cultural leadership for today and for the future of Ngāi Tahu whānui.

Ngāi Tahu Fund Reporting Requirements

Reporting on Ngāi Tahu Fund projects ensures that there is accountability for the funds and gives recipients the opportunity to share what they have learnt with Ngāi Tahu whānui.

To comply with the Ngāi Tahu Fund requirements, all recipients are required to complete a final project report.

Medium project recipients (\$5,000-\$30,000) are also required to complete an interim project report.

Large project recipients (over \$30,000) will have set milestones in which to report upon – this reporting form can be used as the template.

All projects are to be completed within one year of the closing date, unless otherwise negotiated.

1. Interim project report (for medium and large projects only)

- Due six months after the funding round close date in which you applied for, in particular the last Friday of April or October.
- **Complete sections 1, 2, 3, 5 and 6 only.**

2. Final project report (for small, medium and large projects)

- Due twelve months after the funding round close date which you applied for, in particular the last Friday of April or October.
- **Complete all sections.**

Please contact the Ngāi Tahu Fund Programme Leader if you have any queries, or if you would like assistance with planning, evaluating or reporting for your project. Phone (03) 371 2653, or email funds@ngaitahu.iwi.nz.

Information you provide in sections 2, 4 and 5 may be published in Te Rūnanga o Ngāi Tahu publications and/or on our website to show what has been achieved. If the information you provide is of a sensitive nature and you do not want it published, please place an asterisk beside it.

Section 3: Project Expenditure to Date

Total amount funded: \$ _____

Please outline what you items you were funded for and the amount you have spent to date. Also attach all evidence of expenditure such as receipts, bank statements and copies of wage/salary records to your final report.

Item Funded	Amount Funded	Amount Spent	Amount Remaining
		* Total remaining:	

* Please note that for all unspent money is to be returned by cheque with the final report.

Section 4: End of Project Evaluation (for completed projects only)

Please note information from this section may be summarised and published in Te Rūnanga o Ngāi Tahu publications and/or on the Ngāi Tahu website.

4a: Please provide a summary of what has been achieved as a result of this project, stating how this contributes to the Fund’s goals (as listed on page 1).

Depending on your project, your summary may include one or more of the following:

- A summary of questionnaires or other evaluations completed by those participating in events such as wānanga, reunions, hui (contact the Fund Co-ordinator for any assistance with developing an evaluation form);
- A list of key people who have been involved such as: Kaumātua, Tutors, Facilitators;
- Summary of numbers and ages of those involved and the percentage who are Ngāi Tahu;
- Photos (on a disk), short videos (on disk), books created, full copies of any research, oral history; and
- Any templates, planning tools or other processes used in the project.

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Section 5: Feedback on our Process

Do you have any suggestions about the process of applying for and dealing with the Ngāi Tahu Fund? Any areas which might need improving? Any areas which you liked?

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Section 6: Project Report Approval

I declare that all information provided within this report is true and correct to the best of my knowledge.

Recipients Name:
(Individual/Chair)

Signature: **Date:**

I declare that all information provided within this report is true and correct to the best of my knowledge.

Project Sponsor Name:

Signature: **Date:**

Please send the completed project report form and any other documentation to:

**Ngāi Tahu Fund
PO Box 13046
Christchurch**

Thank you for completing this form. Your response will help us learn about how the Ngāi Tahu Fund is being used, and how we can improve it.